

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



Meeting Agenda for Thursday, May 4, 2023
5:30 to 8:00 p.m., The Hive & Zoom
Proposed Agenda Subject to Change

Please review previous month’s minutes:
*Community Assembly Minutes: April 6, 2023



Administrative

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

Open Forum

4. Reports/Updates/Announcements	10 min (5:40)	Oral Reports	42
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Agenda

5. City Council (Council Member Stratton)	15 min (5:50)	Oral Report	-
6. ONS Update (Patrick Striker).....	5 min (6:05)	Oral Report	-
7. Facilitator Contract (Patrick Striker)	10 min (6:10)	Vote	-
<i>Consideration for Colleen Gardner for temporary facilitator</i>			
8. Strategic Plan Next Steps (Strategic Plan Committee).....	45 min (6:20)	Vote	10
9. Neighborhoods 3.0 Committee Nominations (CA Admin Committee).....	20 min (7:05)	Vote	-
10. Police Reform Task Force Updates (Luke Tolley).....	20 min (7:25)	Oral Report	-
11. CA Committee Updates (Committee Chairs)	10 min (7:45)	Oral Report	-
12. Roundtable Discussion	10 min (7:55)	Open Discussion	-

Other Written Reports

Committee Reports, Agendas, Minutes, etc.

• Administrative Committee.....	16
• Budget Committee.....	21
• Building Stronger Neighborhoods Committee (BSN).....	27
• Community Assembly/Community Development Committee (CA/CD)	29
• Land Use Committee.....	35
• Liaison Committee.....	36
• Pedestrian, Traffic, and Transportation Committee (PeTT).....	37

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

• Community Housing and Human Services (CHHS) Liaison Report.....	39
• Design Review Board Liaison Report	
• Plan Commission Liaison Report.....	40
• Urban Forestry-Citizen Advisory Committee Representative Report	
• Housing Action Subcommittee Liaison Report	
• Plan Commission Transportation Subcommittee Liaison Report.....	41
• Park Board Development and Volunteer Committee Representative Reports.....	

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

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

Office of Neighborhood Services is inviting you to a scheduled Zoom meeting.

Topic: Community Assembly

Join Zoom Meeting

<https://us06web.zoom.us/j/89382526991?pwd=aFhIUml4UGswSm9jV3gyQjZZUU5hUT09>

Meeting ID: 893 8252 6991

Passcode: 99201

One tap mobile

+12532158782,,89382526991#,,,,*99201# US (Tacoma)

+12532050468,,89382526991#,,,,*99201# US

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

Community Assembly Core Values and Purpose

CORE PURPOSE:

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

BHAG (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:

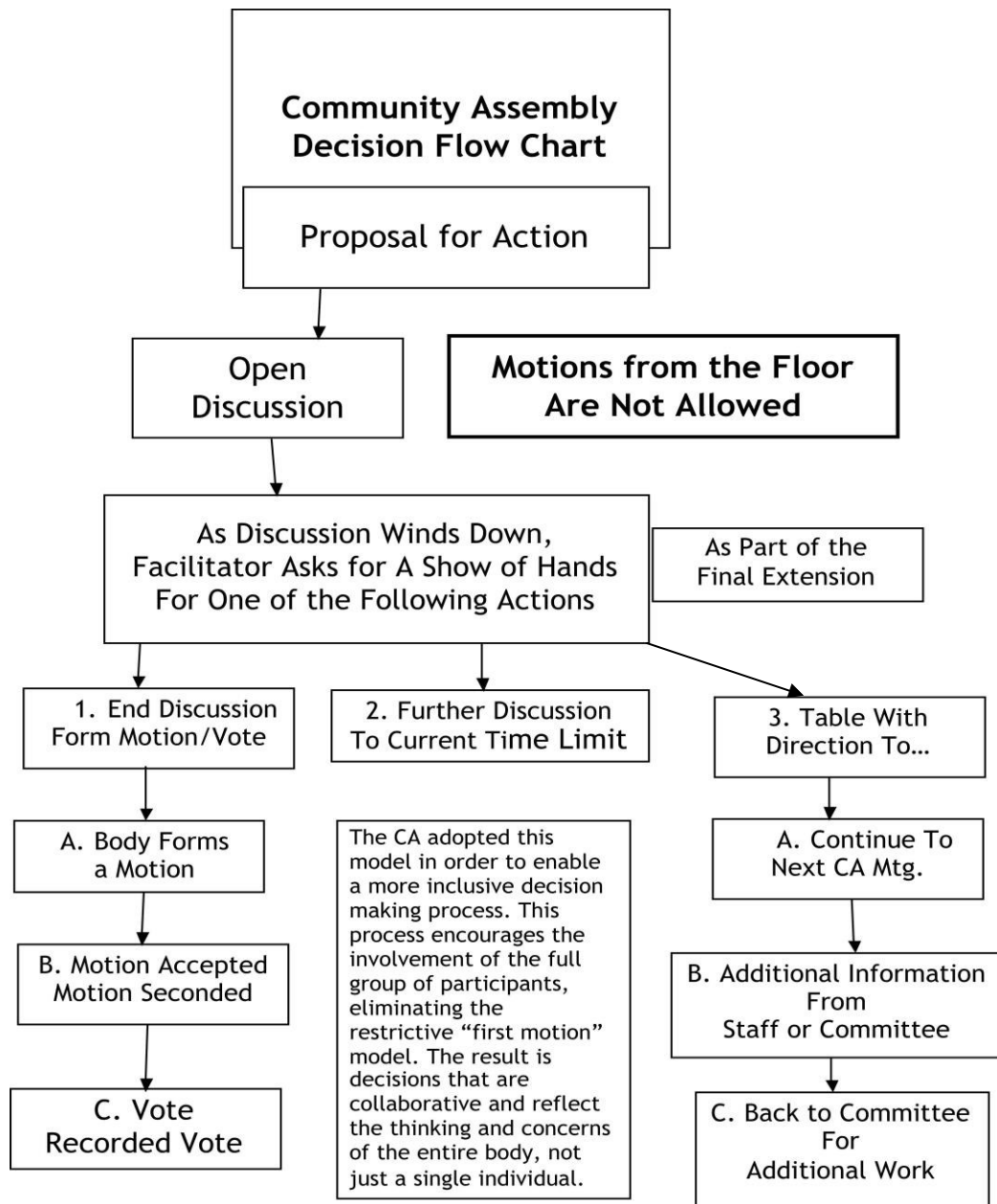
- **Common Good:** Working towards mutual solutions based on diverse and unique perspectives.
- **Alignment:** Bringing together the independent neighborhood councils to act collectively.
- **Initiative:** Being proactive in taking timely, practical action.
- **Balance of Power:** Being a transparent, representative body giving power to citizens' voices.

VIVID DESCRIPTION:

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

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

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



Community Assembly Draft Meeting Minutes

April 6, 2023 via Zoom virtual platform

Meeting called to order at 5:30pm by Patrick Striker

Attendance:

Neighborhood Councils Present: Audubon/Downriver, Browne's Addition, Chief Garry Park, Cliff/Cannon, East Central, Emerson/Garfield, Grandview/Thorpe, Hillyard, Lincoln Heights, Manito/Cannon Hill, North Indian Trail, Peaceful Valley, Shiloh Hills, Southgate, Whitman, Balboa/SIT, Nevada Heights, Northwest, West Hills

Neighborhood Councils Absent: Bemiss, Comstock, Five Mile Prairie, Latah/Hangman, Logan, Minnehaha, North Hill, Riverside, Rockwood, West Central

CA Committee Reps Present: Paul Kropp (Liaison Committee), Randy McGlenn (Admin Committee, PeTT Committee, CTAB)

City Staff Present: Patrick Striker (Office of Neighborhood Services), Gabby Ryan (ONS), Council Member Wilkerson (City Council).

Visitors: Sandra Neperud (Emerson-Garfield)

Administrative:

1. **Introductions:** The facilitator asked for all CA Reps to identify themselves and their NC in a poll for attendance and for permission to record the meeting for Gabby Ryan to provide accurate minutes. Dale moved. Seconded by Luke. This request was approved, 14-approve, 1-deny, and 1-abstain.
2. **Propose Agenda:** Christopher moved. Dale seconded to approve the agenda. Motion passes with 16-approve, 1-deny, and 0-abstain.
3. **March Minutes:** Carol moved. Dale seconded to approve the March minutes. Motion passes with 16-approve, 0-deny, and 1-abstain.
4. **Open Forum:**
 - **Leslie-** Pending approval by Mayor, Leslie will be appointed as the new liaison to the CHHS Board. Email is: LKHope@verizon.net. *Three issues to be aware of:* 1st Topic: City has received annual HUD allocation to benefit low-moderate income households. The Annual Action Plan lays out how the City plans to spend those funds for PY 2023 (June 2023-July 2024). Annual allotment is looped in with the 5 year consolidated plan. CHHS Board announced a 30 day public comment period (April 5-May 5, 2023), people may submit comments about the Annual Action Plan. 2nd Topic: Next cycle for the planning of the 2024 Annual Action Plan is being surveyed, will be emailed to CA members and ONS so you can provide input on the 2024 Annual Action Plan. 3rd Topic: All remaining CDBG funding from prior years (funds that came in during the pandemic and had not been previously allocated to projects) will be going towards affordable housing and rapid rehousing projects in the City.
 - **Question from Lesley:** Wondered about previous fund allocations towards Peaceful Valley.
 - **Public Comments for Annual Action Plan:** The public may provide comment to the CHHS Department at 509-625-6325, or Spokanechhs@spokanecity.org. A copy of the plan may be obtained at <https://my.spokanecity.org/chhs/documents>. The comment period will be open from April 5, 2023 to May 5, 2023.

- **Question from Mark, answered by CM Wilkerson:** Plans were not voted on by districts, they were voted on by Continuum of Care continuation. Mark asked what happened to the district plans that had been voted on, CM Wilkerson will follow up.
- **Fran-** Shred Day is coming up! Shred Day at COPS NW, Shadle Center, Friday April 28, 11:00AM-2:00pm. Additionally, Parks Foundation is launching their Make-a-Splash Program: www.spokaneparksfoundation.org/donate. This program provides swimsuits to children who need them, in addition to swim lessons and lifeguard certification programs to low-income youth looking for employment as lifeguards. If you shop at the General Store, you can round up your bill to the nearest dollar, and the donations go to this Make-A-Splash Program. Parks Foundation, Yvonne Trudeau, plans to visit CA in September, when they open their grant process. Their grants are now more streamlined, and they want neighborhoods to consider applying for their grants.
- **Gail-** Building Stronger Neighborhoods (BSN) updates: Tina is the Chair (*absent at CA, FOR THE FIRST TIME EVER... we collectively hope you enjoyed spring break!*), so Gail is giving the update. BSN continues to explore meeting location options, TBA. April 15th meeting will be at West Central Community Center. Please consider reviewing the BSN Committee Goals (in packet) to see if you're interested in joining BSN. Budget Updates: Ginnee McNeel is the 5th Budget Committee member who joined in March. As of March 27th meeting, no CE Grant applications have come in. Meeting location of committee will likely change in April, TBA.
- **Randy-** Admin Committee updates: Facilitator updates to follow. Will be discussing moving to in-person meetings later on the agenda, during Luke's piece about survey results. We moved from WebEx to Zoom because of platform updates, support for Zoom shown by members. Following up with Council President Beggs on the purchase of OWL 360 cameras for neighborhoods and CA to use so that meetings can be hybrid-friendly and more accessible. CA/CC recap included succession planning for councilmembers, traffic calming updates, and budgets.
- **Susan-** Took a few minutes to show appreciation for neighborhoods and their patience with West Hills as they struggle with the changes they face regarding development and rehousing. Open to feedback or help with engaging government processes as they continue to deal with stuff around housing.

Legislative Agenda:

5. Council Member Wilkerson's Report:

- Succession planning for both the City Councilmembers and departing neighborhood council leaders will be a heavy lift, as a lot of institutional knowledge will be lost when councilmembers and neighborhood leaders leave their positions. Anticipating challenges in the transition period early 2024. Get to know who is running for office, engage them with questions, hold them accountable and help them understand our systems.
- Budget updates: "Budget is upside down, bleeding red." ARPA dollars are expended and COVID relief funds are all spent or allocated.
- 1st rainbow crosswalk will be in the Perry District.
- Council approved restraints for police to use that would prevent officers from needing to restrain people with knees on necks. Council is supportive of measures that keep officers safe.
- Cannon Historical District is approved.
- Cultural Grants are available for events needing funds to revive important community events.
- Community Conversation around Regional Homelessness Approach is Thursday, April 13th at 6:30PM in the Central Library.

- Understands the need to engage in difficult conversations around community safety, the goal is to continue those conversations around public safety.
- June 20-23, Spokane will be hosting Association of Washington Cities Annual Conference. City leaders all over the state will be present to understand and learn more about the work we're doing and also highlight the great city of Spokane.
- Carol voiced support and appreciation for the rainbow sidewalk in South Perry, and also voiced appreciation for the work they're doing regarding leadership succession planning.

6. ONS Update (Patrick Striker):

- Building Stronger Neighborhoods has been working with Office of Neighborhood Services (ONS) staff to plan out a one-day summit to invest in neighborhood leadership development. The Spokane Neighborhoods Summit's goal is to resource share and connect neighborhood leaders to improve the processes and operations of our neighborhood councils. Expect more communication from ONS in the coming month to gauge what this event will look like.
- Regarding event insurance for neighborhood councils: After discussing with City Legal, it's been determined that on a case-by-case basis, event insurance requirements will be determined. Low-risk events will typically not require insurance, but that's for the City's Special Events Team to communicate to neighborhoods. ONS is also trying to determine if there are local organizations that can be event sponsors to provide insurance coverage, will update neighborhoods if we're successful.
- Mobile Speed Feedback Radar applications were due by April 7, the signs will be deployed soon to the approved locations for the neighborhoods who applied. There were 27 neighborhoods who applied for these signs this year.
- Neighbors Drive 25 signs are still available for residents to put in their yard, contact Annie if you need any.
- Community Engagement Grant application deadline is June 16.
- Spokane Gives month is happening in April, sign up for volunteer projects in the community on VolunteerSpokane.org.

7. Facilitator Contract (Patrick Striker):

- Gonzaga's efforts to find a facilitator for CA did not result in finding someone interested.
- ONS did identify a person who was interested in facilitating, discussion ensued about the process for approving this person as a facilitator.
- Many CA members voiced support for a motion to approve a trial period of facilitation for no more than 3 months and hoped that this person would be able to attend May's CA meeting to introduce himself. Questions were asked about the process of a temporary contract.
- Discussion ensued about the role of ONS and if Patrick would continue to facilitate in the absence of a person under contract. The MOU between CA and ONS was brought up, and Patrick will review the MOU to better understand what the role of ONS will be in absence of an outside Facilitator.
- **Motion: Move to extend discussion by 5 minutes, first extension.** Luke motioned, Mark seconded. Motion passes: 14- approve, 0- deny, 0- abstain.
- Due to voiced hesitancy of CA members not having met the person interested in facilitating CA, CM Wilkerson suggested that CA table the vote to approve them until May's CA meeting. Both support and opposition to that suggestion was voiced by CA Reps, surrounding the importance of meeting him first and also concerns of pushing this out further when they're in need of a facilitator.
- Patrick will clarify processes of engaging in a contract, and reach out to the interested individual.

8. CA Meeting Format Survey Debrief (Luke Tolley):

- Presented the results of the survey sent out to determine how CA members felt about the meeting format, and desires to return to in-person meetings. 21 neighborhoods responded to the 6 question survey.
- Survey results below:
- **Question 1:** Do you have a Rep who can attend in-person? 16 Yes, 1 No, 5 Maybes. Those Maybe comments: "He prefers virtual". "Availability dependent". "If they shorten up as they are 2-3 hours and in-person will take more time" [I disagree with this, the amount of time we spend screwing around with polls is negated by any additional in-person discussion]. "No one from Rockwood is currently attending but may soon". "nominating [a person] at April's meeting".
- **Question 2:** Do you have a Rep who can attend virtually? 17 Yes, 1 No, 4 Maybes: "Virtual/hybrid meetings are deteriorating in respect towards/between CA reps and staff". "Either would work". "No one from Rockwood is currently attending but may soon". "nominating [a person] at April's meeting".
- **Question 3:** What is your NC's preference? 3 Virtual, 14 In-person, 5 Undecided/No Preference.
- **Question 4:** What prevents your NC from attending CA? "lack of CA rep" "Just need to find someone with interest right now!" "If we are meeting in person, a bad setup would give me pause, similar to the troubles we had at West Central previously" "going to live only" "Nothing gets accomplished but bickering over procedures and process" "my busy work schedule, but now I have an alternate" "just my own schedule" "length of meeting, CA infighting/lack of structure, concerns about value (time investment vs outcomes)" "it can be a toxic atmosphere; highly political"
- **Question 5:** Will your NC provide a participant for an extra "test" meeting? 14 Yes, 1 No, 7 Maybe (dependent on scheduling). There was one comment "not sure SHNC wants to attend future on-line meetings. ONS has successfully had online (hybrid) meetings from NECC"
- Support voiced by CA members for returning to in-person meetings. Concerns voiced about hybrid possibility and how CA members who attend online will have voting capabilities. The logistics of hybrid meetings can be difficult for the CA meeting format, where discussion takes place amongst members, this can prove difficult for folks attending online feeling included.
- **Move to extend discussion by 5 minutes, first extension.** Dale motioned, Mark seconded. Motion passes: 11- approve, 1- deny, 0- abstain.
- The topic of the dates and times of the CA meetings was also brought up, Luke did mention that this is a topic that can be discussed.
- Discussion ensued about hybrid capabilities, using OWL cameras have been successful for neighborhoods, and one neighborhood found that moving to hybrid format did not negatively impact their attendance.
- **Motion:** "The Community Assembly move to in-person meetings starting in May at The Hive (while also exploring possibility of hybrid)." Luke motioned, Mark seconded. Motion passes: 15- approve, 0- deny, 0- abstain.

9. Police Reform Task Force Updates (Luke Tolley):

- Luke was appointed to the Police Reform Task Force by CA vote in 2020.
- The PowerPoint presentation was sent out to all neighborhood councils and the CA Reps and Alt Reps. This PowerPoint gave the timeline in which the task force was created following the events of George Floyd's death in May 2020.

- A call to action by community leaders resulted in the authoring of 17 initiatives, which included in a “robust community conversation process” in which recommendations from the conversation would be implemented regarding use of force policies.
- The process of the group convening is laid out by dates and actions taken on each date in the PowerPoint. Stakeholders of the convening group are listed in the presentation
- **Move to extend discussion by 5 minutes, first extension.** Mark motioned, Carol seconded. Motion passes: 14- approve, 1- deny, 0- abstain.
- There were delays of stakeholder group meetings in the fall of 2021. The rest of this presentation will be given at a later CA meeting.
- *Question from Carol:* Are the meetings still happening? Luke said the 3 year process ended abruptly and disappointingly, and they’re not still meeting.

10. Strategic Plan Committee (Eileen Kazura):

- The draft Strategic Plan document is on page 11 of the April Agenda Packet.
- Background: During the CA Fall 2022 Retreat, it was revealed that CA needed a “reset,” and 4 goals were produced.
 - 1: Unify and strengthen CA as a team
 - 2: Ensure CA has a “seat at each table”
 - 3: Leverage CA’s strength as a passionate and committed voice for neighborhoods
 - 4: Enhance CA’s presence in neighborhoods and communities
- The Committee’s process is covered in the PowerPoint presentation.
- Next steps: Gather input from CA members and finalize the document. Once approved, devise a plan to start working towards annual goals.
- Dave asked how we should move to the action stage of this plan. Randy mentioned that Admin will gather the input from CA folks and then work with the Strategic Planning Committee to plan out actionable items.
- **Move to extend discussion by 5 minutes, first extension.** Mark motioned, Dale seconded. Motion passes: 13- approve, 0- deny, 0- abstain.

11. CA Committee Updates (Committee Chairs):

- Liaison Committee Update: Two folks have been nominated by CA back in February to fill board vacancies. Chris Hansen is on the Design Review Board, Leslie Hope is awaiting appointment to the CHHS Board.

12. Roundtable Discussion:

- Johnathan: Are ONS Liaisons to neighborhoods changing? *Patrick mentioned ONS has hired a new staff member and there will be some neighborhoods assigned to that staff member, but the neighborhoods will be notified of changes in advance.*
- Leslie: Is there a reason why the meetings have changed to 90 minutes? Concern that there’s not enough time to cover important topics in 90 minutes compared to 2 ½ hours. *Patrick mentioned it was a decision he made due to time constraints on his end, open to exploring changes in the future.*
- **Meeting Adjourned at 7:10pm.**
- Next Community Assembly scheduled for **Thursday, May 4, 2023**

Community Assembly Strategic Plan

2023

Working Draft as of 05/02/2023

The best way to predict the future is to create it.--Peter Drucker

Executive Summary/Introduction

This document reflects the inaugural Community Assembly (CA) strategic plan. It has been formulated in the spirit of Peter Drucker's quote above. The CA wants to be a recognized and effective city entity, yet that is only possible if the CA develops and implements agreed upon goals and activities that flow from the desired future set forth in both a well-articulated vision and mission.

This strategic plan covers the year 2023. Successive annual plans will cover the months October through September, with provision for both monthly monitoring and an annual evaluation. Yearly revisions will take place during the CA's annual October retreat.

The strategic plan is meant to be followed, not just placed on a metaphorical shelf. Following this plan will mark the beginning steps that need to be taken to ensure a better future for the CA which, in turn, will contribute to a better future for the City and all its residents.

Vision Statement

The CA is a recognized and valuable partner in the city's governance. The CA is, in fact, the vehicle that ensures that the residents of Spokane, through their neighborhood councils, have a collective and unified voice in the city's decision-making processes as reflected in the City Charter.

Source Spokane City Charter

[Article VIII, Section 75](#) of the City of Spokane Charter defines the purpose of the CA as:

The community assembly is a coalition of independent neighborhood councils and serves as a forum for discussion of issues of broad interest. Each neighborhood council selects one representative and a designated alternate to serve on the community assembly.

Representatives are expected to represent the interests of their respective neighborhood council. The community assembly meets with the city council neighborhood committee and the City's office of neighborhood services periodically to discuss community-wide issues. The responsibilities of the community assembly include to:

- 1. review and recommend an action, policy, or plan to the city council neighborhood committee, the city council, the mayor, the City, and any city agency, commission, or board on any matter affecting the City;*
- 2. support and promote citizen participation and neighborhood enhancement;*
- 3. promote and facilitate open communication between the City and neighborhood councils and provide the primary means of communication between individual neighborhood councils;*
- 4. support and assist, as requested, individual neighborhood councils in becoming recognized and in performing their functions and responsibilities; and*
- 5. serve as an information resource to neighborhood councils.*

Mission Statement

The mission of the Community Assembly is to actualize its core values, as reflected in the CA Handbook.

Source: CA Handbook

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, knowledgeable representative body giving power to citizens' voices.

SWOT Analysis

This analysis of the strengths, weaknesses, opportunities and threats. These are the elements that were used to develop the CA's goals and activities for 2023.

Source: Community Assembly Retreat, October 10, 2022

Strengths <ul style="list-style-type: none">• Continuity• Passion & commitment to neighborhoods• Meeting consistency• Strong attendance• Community Engagement Grant funding• Recently Updated CA Handbook• CA Liaisons	Weaknesses <ul style="list-style-type: none">• Lack of unified voice• Perceived lack of support from City• Lack of active participation• Seemingly different goals between CA and City• Lack of onboarding process for new reps• Lack of shared vision, action and goals• Lack of awareness of CA in the larger community
Opportunities <ul style="list-style-type: none">• CC/CA subcommittee focused on refreshing relationship• Having a voice in City process• Liaison positions• Provide input on ONS Director hiring• Rebuild/strengthen relationships• Recognition from CC• Opportunity to grow neighborhood councils• Engaging underrepresented groups• Active recruitment• Awareness of NCs & CA	Threats <ul style="list-style-type: none">• Lack of active, consistent participation• Apathy, loss of hope• Turnover and loss of knowledge for both CA reps and City staff• Meeting structure seen as ineffective• Inability to unify• Decision making timing• Loss of NCs and other orgs like district groups

Goals, 2023.

1. Improve relationships between and among the Community Assembly, the Office of Neighborhood Services (ONS) and City Council,
2. Develop a strategy or strategies for reactivating the inactive neighborhood councils.
3. Work on behalf of all neighborhoods by improving neighborhood council participation in the CA.
4. Work with the City Council to explore ways to make the CA a true partner in local government.
5. Develop a CA Marketing Plan (See Marketing Plan, 2023-2024 below.)
6. Assist neighborhood councils financially so they might better serve their neighborhoods. (See the Financial Plan, 2023-2024 below.)

Operations Plan, Activities for 2023.

1. Review, and amend, if necessary, and actualize the CA-ONS Memorandum of Understanding (MOU). (Goal 1)
2. Participate in the City Council Neighborhood Committee (Goal 1)
3. With ONS support, develop and implement a plan to reactivate the inactive neighborhood councils. (Goal 2)
4. Return to in-person meetings, with members attending remotely only when extenuating circumstances require (Goal 3)
5. Select a permanent venue for CA meetings (Goal 3)
6. Review and update the CA code of conduct (Goal 3)
7. Develop CA agenda items that are action-oriented with fewer presentations per meeting allowing more time for discussion and formulation of recommendations, as appropriate. (Goal 4)
8. Recruit to fill all CA Liaison positions (Goal 4)
9. Explore additional CA representation on city boards and committees, as appropriate. (Goal 4)
10. Weigh in on proposed City Council policies and ordinances, as appropriate. (Goal 4)
11. Work with the City Council to improve CA/CC meetings, so they are more productive and action-oriented. (Goal 4)
12. Coordinate with Gonzaga for continued Neighborhood Leadership Academy work. (Goal 4)
13. With ONS support, offer training opportunities,, including training to become a 501 (c) (3).. ((Goal 6)

Marketing Plan, Activities for 2023. (Goal 5)

1. Create and implement effective ways to outreach to inactive neighborhoods, including by mail, social media, and public announcements, in order to build capacity. (Goal 5)

2. Increase advertising of neighborhood council events and activities. (Goal 5)
3. Research national Neighborhood Council best practices and share them with Spokane neighborhood leaders..(Goal 5)
4. Develop effective strategies for use by neighborhood councils that will increase participation of underrepresented groups within neighborhoods (Goal 5)
5. Update the Online Toolkit.(Goal 5)

Financial Plan, Activities for 2023. (Goal 6)

This year the City Council has granted the CA \$25,000 to be distributed to the neighborhood councils with the goal of increasing neighborhood participation in the councils and their activities. These are the CA's only funds.

- 1.Continue to refine our process, application and timeline procedures.(Goal 6)
2. Provide a year-end report to the CA and City Council on spending.(Goal 6)
3. Provide a mid-year report in July or August (spent, committed, available).(Goal 6)
4. Maintain and increase neighborhood grant participation wherever possible.(Goal 6)
5. Propose 2024 training-related expenses for end-of-year Community Engagement Grant fund usage (Goal 6)

The City Council supports the CA in other ways as well, although the CA Budget Committee is not directly in charge of the approval and distribution of the funds. These programs are available to individual, active neighborhoods through application, including:

- a. Mobile speed signs
- b. Traffic calming
- c. Crosswalk/street art
- d. Clean-up
- e. Leadership academy
- f. School, park, and hospital zone speed cameras

Responsible Parties

- 1.Community Assembly–Operations Plan Activities 1, 2, 4, 5, 6, 9, 10, and 11.
- 2.Administrative Committee–Operations Plan Activities 1, 7.
3. BSN–Goals listed under the Marketing Plan section and Operations Plan Activities 3 an, 12 and 13. .
4. Budget Committee–Activities listed under the Financial Plan section
5. Liaison Committee–Operations Activity 8

Monthly Monitoring and Yearly Evaluation

In order to monitor this plan on an ongoing basis, the CA will include a written strategic plan update on each monthly agenda. Each month's report should include progress made on particular goals and challenges that inhibit progress on others. Possible solutions for the challenges should be explored and decisions made..

A final written report needs to be presented yearly and should be used as the basis for creating the next year's strategic plan.



Administrative Committee Meeting

Tuesday April 25, 2023, 4:30pm

Spokane City Hall, Tribal Conference Room and via Zoom

Members Present:

Randy McGlenn, Chair (West Central); Fran Papenleur, Vice-Chair (Audubon-Downriver); Gail Cropper, Secretary (Northwest); Lindsey Shaw (Logan). Dale Walker (Chief Garry Park) on Zoom. Guest Present: Jonathan Tilley (Nevada-Heights).

City Staff Present:

Patrick Striker, ONS Director, Gabby Ryan, ONS Staff Support.

On-Line Guests:

Dave Williams (Browne's Addition); Paul Kropp, Liaison Committee Chair

Approve Previous Minutes and Agenda

CA Admin Committee minutes of March 28, 2023 were reviewed. Motion made, seconded, and approved. Meeting agenda approved.

Debrief and Discussion

Will be covered as we go through the agenda.

ONS Report – Patrick Striker

Patrick reported on the Facilitator status: Inhouse – nothing yielded. The potential candidate that was mentioned at the last meeting was in attendance at the March meeting, and told Patrick that the CA facilitator position “is not for me.” He said that Colleen Gardner is willing to do temporary [paid] work, as facilitator, for a couple of months, or until we find an outside entity to do it. Vetting slows things down. Dale said Colleen is retired, and although she is an active member of her neighborhood council, she is not on any committees. Randy asked if there was any opposition, to bring to the CA, and add as consideration onto the agenda, for Colleen as temporary. Item was approved, with one abstention.

Patrick told us the HIVE is reserved on Tuesday before the CA meeting, to do a walkthrough, obtain codes, etc. No staff is needed. Studio E is booked for May. June through December, is Studio A. Member asked if any restrictions on using the HIVE. Randy said the security may have us exit the building by 7pm. Need to get an understanding [from HIVE manager], that we can extend time. Patrick to check if there a setup time prior to 5pm, if needed. Randy said the meeting will be in person, not Hybrid. An email link will be provided for those who may listen in. Voting will be same as done in the March meeting, when we used Zoom. It was efficient. Gabby informed us that Rollcall will be required due to any votes on funding.

Patrick worked with City Finance and obtained funding for ONS to purchase 6 OWLS [2 per district], probably housed for check-out at the community centers. We may need some sort of a Training toolkit, 2 minutes how to setup, etc. Randy asked to be included in providing training on the OWLS. THANK YOU to Patrick Striker for finding the funding!

Items for CA Agenda

After a lengthy discussion by all about streamlining the CA agenda, we are looking for more Actionable Items. Gabby will draft communications, and email Randy.

- Police Reform Task Force Report (Part 2): Randy to ask Luke Tolley to create an action plan or a recommended action for the CA. (20 minutes)
- Strategic Planning: Next steps by committee. (20 minutes)
- Add *Neighborhoods 3.0*. Randy to send communication to Council President Beggs asking for specifics about new group with regards to meeting schedule, time frame, expectations, etc. Committee nominations and Vote needed. (20 minutes)
- Standing Committee Updates: Oral or written, allow time if any questions.
 - The PCTS Liaison report scheduled for May will be postponed due to time constraints.
 - Randy to inform Amanda Beck, Assistant Planner, by email, that her report request will not be added to the agenda, however, he will suggest that she provide a written summary and any accompanying materials be submitted to Gabby for distribution.

The CA meeting agenda for Thursday, May 4th was approved by consensus. Meeting will be in person, 5:30pm to 7:30pm, at the HIVE.

The next CA Admin Committee meeting is Tuesday, May 23, 2023, at 4:30pm, in the Tribal Conference Room, on the main floor in the Spokane City Hall.

Adjourned 5:32 pm.

DATE: 4/10/23

TO: Ad Hoc Strategic Planning Committee Members
Randy McGlenn, Chair CA Admin Committee
Fran Papenleur, Vice- Chair CA Admin Committee
Patrick Striker, Director, Office of Neighborhood Services
ONS Staff

FROM: Dave Williams, Browne's Addition CA Representative

SUBJECT: Strategic Plan/ Suggestions

I write to you today with both a sense of hopefulness, and a high degree of frustration. By way of background, I am the Vice-Chair of the Browne's Addition Neighborhood Council and I have been the Community Assembly Representative since June of 2021. I have become increasingly concerned about the functioning of the Community Assembly and have been seeking some avenues of change for the CA.

In exploring those avenues I have spoken to our Browne's Addition Liaison From ONS, and I have spoken to both Randy McGlenn and Fran Papenleur from the Admin Committee, along with my Neighborhood Council and shared my concerns. I have been encouraged to hear from them that there are others on the CA who share my same concerns. I think some of that came through in the comments that appeared on the Meeting Survey that was discussed at the last CA meeting. Those critical comments on the survey spoke about the bickering over administrative matters, lack of direction, and lack of definitive actions by the CA, among other things. And so, the concerns I'm addressing here are of the same nature.

I was hopeful that the report from the Strategic Plan Ad Hoc Committee would address (more directly) my concerns. After listening to the report at the last meeting and reviewing the Strategic plan in the packet I am somewhat disappointed. I do not intend to address specific planks or sections of the plan line by line, but I do want to comment in more general ways about how the Community Assembly operates and hope that the Strategic Plan Committee might

do additional work on the plan to incorporate other suggestions. And aside from the Strategic Plan itself, I have real worries that we have not, or may not consider how to review, modify or implement any strategic plan. It seemed that discussion at the last CA meeting was cut short, and that the process for adopting a plan was simply left up in the air and ambiguous.

One specific suggestion is to rework the elements of Strategic Plan. The Committee did a good job of capturing the Mission and Vision for the organization as it currently exists. However, I would point out that it lacks elements of a strategic plan that are fundamental. This draft does not prioritize any of the goals or the 12 Operational Plan items by importance. This draft does not specifically define responsibilities to execute the 12 Operational items or provide the methods, and it does not provide for any measurements or evaluations of results. Without some level of accountability built into the plan it is likely to end up being another well-intended document from an Ad Hoc committee that is not acted upon. The adoption of a successful Organizational Strategic Plan is an agreement within the organization that the plan will be the guiding document for the organization and that all activities are driven by the Strategic Plan. I am not getting that sense from this plan.

A second suggestion is to have the CA re-examine its purposes and expectations of itself. I know full well that the City Charter lays out the basic purpose for the CA but even the casual observer can see that, aside from informational speakers and guests, the CA accomplishes very few tangible results. My observations (and, I believe the observations of others) are that the majority of the time spent at CA meetings is taken up by administrative matters and arguments over administrative rules and regulations. Committee Chairs often argue over jurisdictional disputes on various topics which only serve the internal aspects of the CA and does nothing for our City or our Neighborhood Councils. Sadly, I must say that some of these arguments devolve into personal comments and insults that erode our credibility as an organization. By widening our purposes and setting new tangible goals to work on as an Assembly, I believe there will be much more interest and participation at meetings, and our credibility will grow as well.

My third suggestion is to re-examine the leadership structure of the CA itself. I realize are those on the CA that see a lack of central leadership as a good thing, because it prevents any one person or small set of persons from exerting too much control. As much as I am able to recognize that as a legitimate issue, I believe that the lack of centralized leadership structure lends itself to many of the problems on the Community Assembly. Although I'm sure some exist, I can't think of another organization that does not see leadership as THE key element in the successes or failures of the organization. Our current leadership structure, which is vested in separate committees, is not adequate because it does not differentiate any type of authority to move the business of the CA forward between the committee chairs. Therefore, our processes simply become bogged down, and little is accomplished. Perhaps the Ad Hoc Strategic Plan Committee would consent to take up this issue as a major item in the Plan. Leadership is not mentioned in the SWOT Analysis in any section. The lack of a leadership structure, in my view is a major impediment to improved functioning of the CA. Although our situation with not finding a facilitator is quite different from the leadership gap itself, the fact that we have no facilitator is a symptom of the leadership gap. Gonzaga facilitated the Retreat but wants no part in helping us in the future, and the one person who contacted Patrick Striker said they had observed one of our meetings and does not wish to deal with our Assembly. This is indicative of a poor reputation based on our performance.

I offer these suggestions in the spirit hoping to improve the CA. At this critical time, we have the opportunity to institute change that will truly improve our performance and our standing. Since we already have an Ad Hoc Strategic Planning Committee we have the machinery to look at more sweeping change to our processes and our goals.

Thank you for your consideration.

CC: Tiffany Picotte, Chair Browne's Addition Neighborhood Council

CA BUDGET COMMITTEE Minutes - Monday, March 27, 2023

Location: Fire Station #4, 1515 W. 1st Ave

Time: 7:00pm (Hybrid/Zoom)

WELCOME – Meeting start time 7:11pm

Attendees: All members present

QUORUM We have a quorum – All members present in person or by electronic means plus guest Johnathan from Nevada Heights. Gabby Ryan, ONS present by electronic means.

APPROVAL OF AGENDA Mark moved and Ken 2nd unanimous vote to approve, no abstentions.

Agenda items for this meeting include:

- Preparing for the submission of CE Grant Applications,
- Welcoming a 5th Budget committee member
- Reassigning Budget Committee liaisons,
- Reviewing CE Grant approval procedures.

APPROVAL OF FEB 2023 MEETING MINUTES – Ken moved to Accept, Mark 2nd, Last month's draft minutes accepted and unanimously passed as amended.

OLD BUSINESS

- Wifi Password – Still unable to access. Ken proposed to ask Gabby to get wifi password from Fire Dept. Per Gabby, only city employees (with a city email account) may access the Wifi in the fire station. The password may be their login password for city business. Ginnee used her hotspot. Gabby and Mary both have city accounts and may be able to access it. Plan is to have April meeting with wifi as long as Mary or Gabby are present.
- Question: Do we want to look for another meeting location for backup? Can Gabby check into availability of West Central Executive Room availability?
- The required 5th member position has been filled. Ginnee McNeel, from Emerson-Garfield NC will begin taking notes immediately at the 3/27/23 budget committee meeting. Ginnee unanimously confirmed to position.

2023 Budget Committee:

- Chair Gail Cropper, Northwest NC
- Vice Chair Ken Cruz, West Central NC
- Secretary Ginnee McNeel, Emerson-Garfield NC
- Member Mark Davies, North Indian Trail NC
- Member Mary Winkes, Manito/Cannon Hill NC
- ONS Staff Gabby Ryan, Communities Program Coordinator

CA Budget Policy & Procedures: PROPOSE AMENDMENTS due to 2 different P&P (handouts).

- Side-by-side review of both handouts to amalgamate portions of each into one concise, up-to-date and accurate version. Part of the Policy and Procedure document was in outline form, part

was not. Ginnee continued with that format throughout the document Submitting to all members for corrections and approval. See attached second draft.

- One version of Policies and Procedures is from the meeting information page online.
- Email from Annie was a different version

NEW BUSINESS

Tools (software/hardware) that we (volunteers) use may not be compatible with others. e.g.. Word, Adobe Acrobat Reader, etc.

- Some of the forms are not SMART forms allowing Auto filling as an option on the city website, but would be helpful if more forms had a fill in option.
- Mary suggested that there be a standard set of tools that we can use that everybody has access to and it never gets cleaned up. Gail to Gabby. Can she follow up on this and get back.

5th member Ginnee McNeel (Emerson-Garfield) contact info:

ginnee.mcneel@proton.me

contact phone# (509)703-2769

Review GOALS listed on the Standing Committee page (handouts)

- History on Standing Committee policies and procedures is listed in the standing committee policy online. Clicking the hyperlink will bring up the policy.

Time Expectations/documents: minutes, agenda, ONS, CA mtg packet, etc.

- Per Gabby: "As long as draft minutes are to Gabby by Monday after the meeting, then it will be in the next CA meeting packet".
- Grant submissions to ONS begin 3/20/23 – No neighborhoods have submitted Grant Proposals as of yet. The committee will distribute grant proposals by neighborhoods to the committee as they receive them.
- Will distribute neighborhoods to 5th member at next meeting.
- Gail will provide a report to CACC in September showing last year's outcome measures.
- Annual reports – ONS annual report for 2022 – we have all the receipts in, but we don't have all the expenditures back from the comptrollers.

<https://my.spokanecity.org/neighborhoods/programs/community-engagement-grant/>

Slack Application/Overview (how to use) for All Budget Committee members.

- SLACK is being investigated as an appropriate and permissible tool.

ONS Housekeeping: <https://my.spokanecity.org/neighborhoods/communityassembly/standing-committees/>

- Ken says the online website meeting info bullet point states: “If you would like to get involved in this committee, the paper says the elections occur at the CA in January. Delete that bullet point.
- Gail says need to change “Chair contact” on meeting info page from Ken to Gail

OTHER:

- For unresolved issues, it can be brought up at the CA in two different ways.
- Roundtable and Open Forum

NEXT MEETING: Monday, April 24, 2023, 7:00pm Fire Station #4 + Zoom

ADJOURN: 8:41 pm

DRAFT MINUTES

CA BUDGET COMMITTEE Minutes - Monday, April 24, 2023

Location: West Central Community Center, 1603 N. Belt, Don Kelly Conference Room

Time: 7:00pm (Hybrid/Zoom)

WELCOME – Meeting Start time 7:05pm

QUORUM – We have a quorum – Present/In Person: Gail Cropper (chair), Ken Cruz (vice chair) Mark Davies (committee member), and Mary Winkes (committee member), and city staff Gabby Ryan (ONS). Zoom Participants: Ginnee McNeel (budget committee secretary) and Guest Jonathan Tilley (Nevada Heights NC chair).

APPROVAL OF AGENDA - Mark Moved and Mary 2nd, unanimous vote to approve, no abstentions.

APPROVAL OF PREVIOUS MEETING MINUTES - Moved/Seconded/Passed. Open forum was added into last month's meeting minutes as second way to bring up new issues. -, unanimous vote

OLD BUSINESS

~Access to WIFI for all – There is an agreement to continue to hold meetings in the Don Kelly Conference Room through November, 2023 and there will be access to WiFi for all.
Moved/Seconded/Passed.

~CA Budget Policy & Procedures, Amendments – Ginnee Sent the final copy of minutes and CA Budget P&P to all members by email. Mary moved to accept the final draft with amendments and Mark 2nd, there was a unanimous vote to approve, no abstentions. A final copy was also emailed to Tina Leurssen.

~Slack

Gabby is talking about the Budget Committee using SLACK for its communications.

Gabby explained that Patrick Striker is the head of Information Technology for the city. That SLACK is a tool that the city finds value in and may view it as a tool that may help other boards and commissions if the Budget Committee wants to pilot its use. Per Gabby, "If Slack is a tool you all want to use, I will advocate for you all to use it. I will work with Eric to say that SLACK is the preferred platform we use".

There was still concern that Slack is "not considered open record and not everybody can get into it" and also privacy of personal email accounts. All the info is already "out there" was also brought up.

It was then suggested that an official email be sent to the Budget Committee regarding using Slack if it is something to continue considering.

NEW BUSINESS

Tools (software) to be used to receive CA Budget Committee emails and 2023 CE Grant submissions, etc., from ONS and committee members.

~Currently, Budget Committee liaisons are using personal emails.

~Until the Slack issue and final decision can be made, the Budget Committee will continue to communicate via email, but no .pdf files. Those email addresses are already in public distribution as they are located on the Budget Committee Liaison list on the city website.

~Currently we are using Microsoft Word (editable, for draft meeting notes and P&P), and Excel Workbook (Spread Sheets).

~The city council funded nine owl cameras.

~Gabby has suggested that the city should separately fund Zoom licenses independently from the Community Grant distribution. Ginnee thought this was a good idea as it would make attending neighborhood council meeting more accessible and equitable for all. It would cost the city currently \$4900 for 30 Zoom licenses. Shiloh Hills Neighborhood Council did not apply for a Zoom license. Single license cost is \$163.00.

~Question posed: Can we print a master spread sheet of all NC's, document notes, categories, pricing, etc., which can be hand filled?

Budget Committee Liaisons

~2023 Liaison Committee List [2023 Budget Committee Liaisons \(spokanecity.org\)](https://spokanecity.org/2023-Budget-Committee-Liaisons)

~Role - Budget Committee Liaison's will help Neighborhood Councils learn where to find and how to navigate to the 2023 CE Grant Information. All info can be accessed through the city website.

~Liaison's will also offer NCs assistance with ideas or application help in needed.

ONS/GABBY

As each completed application package is submitted, it will be sent immediately to the Budget Committee for approval.

ONS will email an Excel spread sheet of submitted CE Grants, along with attached applications, also received was an email listing what each neighborhood used grant funds for in the past two years.

ONS will also let the Budget Committee know which neighborhoods attended the Grant training.

Inactive/Dark NC's –

We only have one inactive and dark Neighborhood Council in the City of Spokane. That is the Latah/Hangman neighborhood. It was reported that they are not meeting the requirements of the bylaws, therefore they are not recognized by the city.

Submitted Applications

~Shiloh Hills – Grant application approved unanimously pending signatures. They did not submit a Zoom license application this time.

~North Indian Trail –Grant application approved unanimously.

A lot of neighborhood Councils have been meeting with June 16th as the application deadline for CE Grant funding.

ONS House Keeping:

A link for the “Budget Committee Liaison List”, located on the Standing Committee Page will be updated to be directed to the CE Grant Program page, where the list resides.

OTHER: FYI: Each Spokane County Library card allows for 50 free copies a month.

Meeting Adjourned at 8:31 p.m.

NEXT MEETING: Monday, May, 22. 2023 7:00pm , WCCC

DRAFT Community Assembly Committee: Building Stronger Neighborhoods

Saturday, 4/15/23 9:00AM Zoom and West Central Community Center (1603 N. Belt)

Present at WCCC: Tina Luerksen (BSN Chair: Grandview Thorpe), Gail Cropper (BSN Secretary: Northwest), Fran Papenleu (Audubon-Downriver), Craig McNeel for Ginnee McNeel (Emerson-Garfield), Christopher Savage (Balboa-South Indian Trail), Jonathan Tilley (Nevada Heights), **City Staff:** Amber Groe (ONS). Present on Zoom: Charles Hansen (Whitman). **Absent/Excused:** Dave Lucas (BSN Vice Chair: Rockwood)

Meeting Agenda:

Committee Business: (a) March meeting notes approved by consensus. Fran Motion/Gail Second. Unanimous Vote. (b) We planned future meeting locations that provide 9am meeting time, free, Wi-Fi, public visibility, and parking: May 20th-Peaceful Valley CC, June 17th WCCC, a key will be provided to Amber/ONS, to accommodate our early access. July 15th TBD. Gail Motion/Fran Second. Unanimous Vote. c) other locations brought up: COPS Shops (on W Boone and Emerson Garfield), Libraries (too early), Fresh Basket (no tech/), the MAC and Arboretum.

2023 Committee Goals - Tina to highlight in the CA packet (ask CA Admin for 10 minutes). Review "best practices" online what other neighborhoods in the country have done. Amber would review and share what can be applied for Spokane. Once written out, Amber to post to the website and Community Update. Add G Update Online Toolkit. Fran motioned to Modify A through G. Craig Seconded. No discussion, Vote passed unanimously.

- A. Coordinate with Gonzaga for continued Neighborhood Leadership Academy work (ongoing)
- B. Continue NC outreach, helping Neighborhoods to build capacity (ongoing), how to use the city website.
- C. Increase advertising of NC events and activities (ongoing)
- D. Coordinate with ONS for Neighborhood Training opportunities (ideas: Clifton Strengths Finder; Best Practices - Software programs; and the big list from Amber (new goal)
- E. Propose 2024 training-related expenses for end-of-year Community Engagement Grant fund usage [updated ONS brochures, training materials] (new goal)
- F. Research national Neighborhood Council "best practices" to share with Spokane neighborhood leaders (new goal)
- G. Update Online Toolkit

Updates:

ONS, Amber Groe - Neighborhood Learning Series

Survey (SNS) Spokane Neighborhood Summit: 24 responses. October works for the majority of the neighborhoods. November is the second choice. Survey open until 4/21/23. Link to the SNS survey

<https://docs.google.com/forms/d/e/1FAIpQLScRDxZ->

MvixVhV5u0iyUF2xzNBXZDhsDAQh0rJzsNEUwlGSIA/viewform

ONS is developing [structural] content to committee to review and provide input. The North East Community Center is a free location for the zero budget event. Here is the link to the draft SNS schedule:

<https://docs.google.com/document/d/1pKjX0z83ZSqivSqduktlYf5Km1HGILLuezkiXjxnKr8/edit>

Ideas discussed for SNS:

- Randy McGlenn to open the summit? Tina to close out as BSN chair.
- Refreshments: Brewed coffee, Tea (hot/cold), Water, condiments, hot/cold cups, lids, napkins, etc. to be donated by Gail Cropper.
- Resource fair (list of practical partners)
- Civic engagement with candidates
- Gonzaga - Strengths Finder (limited capacity 25) ONS has about 60 books left.
- Tina, SNLA recruit summer traffic calming, city events.
- Add to May 20th agenda, to continue

SNLA - Tina reported there was no feedback on the Spokane Neighborhood Leadership Academy. The next session is 4/29/23.

Neighborhoods: (a) Charles reported the Hybrid meeting for combined neighborhoods, Bemiss, Hillyard, and Whitman went well. The cleanup event was encouraged, and they picked up 3 new members. (b) Jonathan reported that Nevada Heights was also present in the combined meeting. They will have a ride cleanup 4/26/23. (c) Fran, interim chair for Audubon Downriver reported that there will be a graffiti cleaning to TJ Menace bridge footings and rocks. (d). Gail informed us that Minnehaha is active. They have been posting monthly meetings on their Facebook page. Seems to be only one person handling multiple positions. It was also mentioned an idea for a quarterly neighborhood services call, a group/professional network.

Next Meeting: 9:00am on Saturday, May 20, 2023. Location: In Person Peaceful Valley Community Center, 214 N. Cedar. Virtual/Zoom will be available.



**Community Development (CA/CD) Committee
Executive Team Meeting Summary
December 16, 2022**

Present: District 1 - Kathryn Alexander (Chair), Joe Carter
District 2: Carol Tomsic, Andy Hoye
District 3: Fran Papenleur

I. Introduction

Kathryn opened the meeting with a goal statement: “To think together on where we have been and to select new leadership. With the many changes in the city and in the CA, this is a fertile time to rethink, and re do, to build anew.”

II. Admin Review

- A. Current Community, Housing & Human Services Director is Jenn Cerecedes. Kathryn has met with Jenn several times over the past months, and concluded that Jenn is not only unfamiliar with neighborhood councils and the Neighborhood Community Development Program, but due to CHHS staffing shortages and the ongoing housing/homeless crisis, Jenn indicated no work has been done on the NCDP.
- B. Long-time Community Development program manager George Dahl is leaving the city December 31 for a CD Administrator position at the County. Last action was just prior to COVID (March 2020), when the three districts submitted their recommendations for the [2019] \$400K funds. Due to the issues stated above, there has been no communication from George on NCDP.
- C. New Neighborhood, Housing & Human Services Director is Kim McCollim. (Directors Cupid Alexander and John Hall left the city after only a few months.) Kim comes from HUD, and worked for the City several years ago. She is somewhat familiar with neighborhoods. Kathryn has met with Kim once to provide an overview/history of NCDP, and has a follow-up meeting scheduled. She will keep us informed about the results.

- D. A new ONS Director is pending results of two interview panels (Kathryn and Fran were on the internal panel). Kim said earlier that the estimate for filling this director position is mid-end of January.

III. Community Assembly

A. Committees

Recommendations from the October CA Retreat has the CA focusing on internal issues. Of note, status of standing committees, liaisons to city boards/commissions, and the difficulty in recruiting volunteers. That said, movement in a positive direction is demonstrated by the creation of a Strategic Planning Committee, and soon-to-be created Neighborhood Committee, in conjunction with City Council and City Administration (ONS). Lisa Gardner, CC Office Communications Manager, is coordinating. It was suggested that CA activities would benefit from working more closely with Brian Walker, Communications Manager for NHHS. *Kathryn emphatically stressed the need for neighborhood leadership voices to be present on city boards and commissions.*

B. Projects

Andy suggested it would be beneficial to see a chart of the NCDP projects over the past five years. In the future, should projects be vetted by districts, or individual neighborhoods? Some ideas were put forth, but all must be HUD-eligible. Joe noted that leadership from the smaller NCs in District 1 (Bemiss, Whitman, Hillyard and Minehaha) are looking at combining forces to have stronger representation.

IV. Next Steps

- A. *Kathryn is meeting with Kim in the next few weeks, to discuss the future of the NCDP program. She hopes to confirm if there is still funds set aside, what will the program look like, and how can we access the funds.*

She also plans to speak with Jeri Rathbun, chair of the CHHS Board, about adding more NC representation to the CHHS RFP Committee.

B. New CA/CD Leadership

As Kathryn steps down, Fran offered to be CA/CD Committee chair. Carol will serve as Vice Chair, and Andy will continue as Recorder. Kathryn said that Lindsey Shaw (Logan), will replace her as District 1 rep. Joe is unsure about his commitment at this time.

C. Committee Status

This committee will be considered Inactive until we get definitive answers from NHHS/CHHS. Fran will request a meeting with Kim in the near future. Once we have an idea of what the program will look like, the executive team will reconvene and work on expanding membership.

CA/CD Revised Final Report for the 2020 NCDP Funding

-- February 16, 2021 --

The following summary table provides information on the final distribution of NCDP Funds, in dollars, for the 2020 funding cycle.

MENU ITEM	DISTRICT ONE	DISTRICT TWO	DISTRICT THREE	TOTAL REQUEST	TOTAL GRANTED
Family Promise	78,712	13,207	0	100,000	100,000
NECC	26,748	8,252	0	35,000	35,000
NE Youth	58,092	10,908	0	69,000	69,000
Transitions Roof	9,481	16,519	0	26,000	26,000
Transitions Improvement	15,869	20,131	0	36,000	36,000
WCCC	8,791	9,209	0	18,000	18,000
Habitat	0	9,081	100,000	400,000	109,081
SNAP	2,307	12,693	0	15,000	15,000
TOTALS	200,000	100,000	100,000	675,600	400,000

District Three voted to allocate their entire \$100,000 to Habitat for Humanity

MENU ITEM	TOTAL REQUEST	DISTRICT THREE	AMOUNT LEFT
Family Promise	100,000	0	100,000
NECC	35,000	0	35,000
NE Youth	69,000	0	69,000
Transitions Roof	26,000	0	26,000
Transitions Improvement	36,000	0	36,000
WCCC	18,000	0	18,000
Habitat	400,000	100,000	300,000
SNAP	15,000	0	15,000
TOTALS	675,600	100,000	575,600

District Two had a complicated voting system that led to the following allocations:

MENU ITEM	TOTAL REQUEST	DISTRICT TWO	AMOUNT LEFT
Family Promise	100,000	13,207	86,793
NECC	35,000	8,252	26,475
NE Youth	69,000	10,908	58,092
Transitions Roof	26,000	16,519	9,481
Transitions Improvement	36,000	20,131	15,869
WCCC	18,000	9,209	8,791
Habitat	400,000	9,081	390,919
SNAP	15,000	12,693	2,307
TOTALS	675,600	100,000	518,727

District One agreed to fully fund everything after District Two and district Three's allocations were tabulated. They considered Habitat for Humanity was funded and voted to address the limited available funds by not fully funding Family Promise.

MENU ITEM	TOTAL REQUEST	DISTRICT ONE	AMOUNT UNFUNDED
Family Promise	100,000	78,712	8,081
NECC	35,000	26,748	0
NE Youth	69,000	58,092	0
Transitions Roof	26,000	9,481	0
Transitions Improvement	36,000	15,869	0
WCCC	18,000	8,791	0
Habitat	400,000	0	290,919
SNAP	15,000	2,307	0
TOTALS	675,600	200,000	299,000

In past years the neighborhoods were used to voting on the amount each neighborhood received. With the new District model it was hard for the neighborhoods to understand they were voting to use the entire District amount. District Three picked one beneficiary and District Two allocated among them. District One simply filled in the gaps as they could with their funds.

The neighborhoods deeply appreciate the ability to contribute to their community using these HUD funds. This has been about a twenty-year practice.

It is the hope of the Community Assembly that by thinking bigger, in the years to come, we will begin to see the opportunity to support larger projects, collectively. We look forward to the time when these funds may act a seed money for projects that span districts.

Respectfully submitted,

Kathryn Alexander,

CA/CD Chair

Draft Minutes: 04/05/2023 Land Use Committee

LUC Members Present: Steve Ogden (North Hill), Doug Tompkins (logan), Chuck Milani (Lincoln Heights), Carol Tomsic (Lincoln Heights), Charles Hansen

Correction to March attendees: Present Mary Winkes (Manito/Cannon Hill), **Name correction** Bill Heaton.

City Staff Present: Amber Groe (ONS)

Commenced at 5:30PM

Meeting Chair: Doug Tompkins

Note Taker: Chuck Milani

Hybrid format with in-person attendees at Shadle Library.

The agenda and the minutes from the February meeting were approved with the March attendance corrections.

Due to a conflict, City Council Member Karen Stratton was unable to attend. Her presentation was on the Landlord Tenant Ordinance. It will be rescheduled in the future.

Discussions during the meeting included ideas on how to grow the committee and the best ways to reach out to new members. A review of the 2023 committee goals were also discussed about options for home ownership in a rising market.

Next meeting will be May 3rd – The topic will be “How is Development Code Changed”.

The meeting was adjourned at 6:30PM.

**Draft Notes - CA Liaison Committee Meeting – April 11, 2023 – via Zoom and In-Person
@ Liberty Park Library**

Present: Paul Kropp, Southgate, Chair; Andy Hoyer, Southgate, Recorder; Bonnie McInnis, West Central, Lorna Walsh, Riverside; visitors: Annie Deasy, ONS, Randy McGlenn, East Central; Kris Neely, Southgate; Patrick Striker, ONS.

Susan Burns was unable to attend due to a visit to the doctor. She will be departing the committee for health reasons.

The committee approved the draft notes for the March meeting.

The chair announced the committee needs to update some entries in the CA P&P regarding those positions under the purview of our committee that were added in 2022. The chair will be preparing a second version of a revision proposal.

We reviewed the participation and report submissions by the liaisons, noting that most did submit a report, but that Kathryn Alexander missed the notification for the HAS meeting, and there was no report from the Urban Forestry committees. We noted that they could simply say “no meeting,” but that we did need to hear from them. We also noted no report from Lindsay Shaw from the Park Board DV-CAC, although she did attend.

Later in the meeting we discussed “assigning” three liaisons each to members Hoyer, McInnis and Walsh to assist the liaisons in remembering their responsibilities. That topic will be reviewed at the next committee meeting. Annie reminded us of the early email notice to all parties regarding the deadline for “Packet” submissions.

The general topic of the time required to get formal liaison approval by both the Mayor and CC was reviewed with Patrick Striker of Neighborhood Services. He committed to speaking with the Mayor’s office. (No one from the mayor’s office appeared at this meeting, although that was anticipated.) We reviewed the City Charter wording about this process, only city code has the specific mention of designated CA liaisons to boards and commissions.

Paul confirmed that board and committee attendance by the liaisons, with the exception of Kathryn Alexander noted above, was as expected.

Significant concern of the possible redistribution of 2019 CHHS-HUD money previously assigned to specific neighborhood-approved projects to homelessness was expressed. Andy will pursue this.

Respectfully submitted – Andy Hoyer / Edited – Paul Kropp

Community Assembly
PeTT Committee Meeting Draft Minutes
April 25, 2023, 6 pm, Zoom

Attendance

Charles Hansen (Whitman), Marilyn Lloyd (Lincoln Heights), Mary Winkes (Manito), Carol Tomsic (Lincoln Heights), Doug Salter (Chief Garry Park), Randy McGlenn (West Central), Rita Conner (Southgate), Annie Deasy (Office of Neighborhood Services), Krista Anderson (Chief Garry Park)

Introductions

Meeting was called to order at 6 pm by Chair Randy McGlenn.
Attendees introduced themselves and their neighborhood connections.

Citizen Transportation Advisory Board (CTAB) Update

Randy said there was not a quorum at the last CTAB meeting, and a makeup meeting was unsuccessful. He said the next CTAB meeting will be on the first Wednesday of the month, May 3, at 5:30 pm, at the Street Department Conference Room, 901 N Nelson St.

Neighborhood Traffic Calming Program Update, Annie Deasy

The traffic calming workshops are scheduled for May 16, 17, and 18. She said an email was sent out to let everyone know the meeting location for District 3 was changed to the Shadle Park Library. Annie said the new process has had concerns and frustrations, especially with the amount of time between the first and second workshops. DOWL, the traffic engineers hired by the city, will present the project solutions and why they came up with the solutions at the upcoming workshops. Then, the residents will vote and prioritize. Annie said every neighborhood will have a traffic calming project. She said if a project solution is not what a neighborhood wants, a determination can be made by Council President Breean Beggs. She said new ideas will be tabled or put in a 'parking lot'. Annie said there will be a traffic calming program meeting between her, Abbie, and DOWL on 5/1/23. Mary suggested an annual report to the councils and asked for more information on the amendment process. It was asked if results can be thrown for projects scored but not on the list. Annie said she will have more information after the 5/1/23 meeting. She said there was information on the city's Traffic Calming website.

Mary said she had an inventory list of all her neighborhood's streets and sidewalks that need repair. She said a member of their council had walked the entire neighborhood. Mary said there was no form used. Annie said the sidewalks could be repaired with CTAB funds. Annie said Integrated Capital Management (ICM) could look for funding that could piggyback with CTAB funding. Charles said Candice Mumm had made a missing sidewalk list for school routes. He would look for it and share it with the members.

PeTT Leadership

Randy opened discussion on his request to step down as chair. He said he would stay if no one wanted to take over the chair position. He said PeTT was an important committee. Randy said his campaign for city council was not a conflict of interest.

A discussion ensued. It was agreed that the PeTT committee was an important avenue on traffic issues to neighborhoods and more could be done to keep neighborhoods updated and increase attendance at the meetings. It was agreed that Carol would help Randy as an 'unofficial' co-chair, until further discussion.

Policy and Procedures Update

Mary presented her change to "H. Advisory Positions" in the PeTT Policy and Procedures. She stated PeTT is specified as the appointing agency in the Plan Commission Transportation (PCTS) policies and procedures. She also said Charles was updated as 'PeTT' representative. Charles had been incorrectly identified as a 'Whitman' representative. She said she had also talked to Colin Quinn-Hurst, the PCTS Secretary. Mary said Paul Kropp's proposed PeTT policy and procedures revision was unnecessary.

The Proposed Change to the PeTT Policy and Procedures:

H. PeTT Representatives on city entities

The PeTT committee holds membership positions on two city entities, namely the Citizens Transportation Advisory *Board* (CTAB) and on the Plan Commission Transportation Subcommittee (PCTS).

CTAB (*intentionally left blank*)

PCTS

Pursuant to the PCTS Rules of Procedure, Transportation Subcommittee is composed of representatives of various agencies or entities (hereafter, the "Appointing Agencies") which are listed in the PCTS policies and procedures. One of these listed agencies is the Pedestrian, Transportation and Traffic Committee of the Community Assembly. That is, PeTT itself is specified as the appointing agency.

As per the Rules of Procedure, appointment or reappointment of the representative will take effect upon the Appointing Agency's governing body or executive director having sent written notice to the President of the Plan Commission and the Chairperson of the Subcommittee. In the case of the PeTT Committee, this letter has been sent by the Chair and accepted by the Chair of PCTS and the Plan Commission Chair. Each member of the Subcommittee shall serve for no less than a term of three years. Therefore, PeTT needs to track our representative's term, and appoint or reappoint a representative every three years. However, in practice, only appointments, and not reappointments, are being noticed to PCTS and/or the PC.

(The governing reference is the Plan Commission Transportation Subcommittee Rules of Procedure, Rule 2. See Appendix B.)

A discussion ensued. It was decided that PeTT holds reigns on selecting a representative to PCTS. It was also decided Randy would draft text on CTAB in similar language. A parliamentary procedure was used. Mary motioned. Rita and Carol seconded. The motion passed unanimously.

Round Table and Wrap Up

Next month's agenda will include an attendance plan, CTAB update on the policy and procedure section H. Pett Representatives on city entities, a traffic calming workshops update, and CTAB update.

The meeting was adjourned.

Next meeting is 5/23/23 at 6 pm

Dear Spokane Neighborhoods Community Assembly,

April 17, 2023

This message is to ensure CA members are clear on the issue of CDBG grant money up to 2022.

The 8 projects approved for 2020 funding are in various stages of procurement per Richard Culton. Thank you to Carol Tomsic, Andrew Hoyer, Fran Papenleur, and Katheryn Alexander for their diligence in obtaining the correct information.

The funding for 2021, 2022 has been put forth to the priority of rapid and affordable housing. You can review the Agenda Sheet for City Council Meeting of: 03/27/2023 at the following link, page 324. <https://static.spokanecity.org/documents/citycouncil/current-agendas/2023/03/city-council-current-agenda-2023-03-27.pdf> This Affordable Housing Funding Recommendation request lists the specific budget accounts and 9 projects that will receive the funding.

My email is LKHOPE@verizon.net and my phone is 240-893-1389 should you need any further correspondence.

Sincerely,

Leslie Hope
Alt CA Liaison Grandview-Thorpe
CHHS Board CA Liaison (awaiting on city council confirmation)

Plan Commission (PC) Liaison Report

Community Assembly Report, May 2023

Filed by Mary M. Winkes, CA Liaison to the Plan Commission and Vice-Chair, PC Transportation Sub-Committee

Plan Commission Transportation Sub-Committee, April 11, 2023, 9:00 a.m., in person and via WebEx

2024-2029 Six-Year Comprehensive Streets Program

After a presentation from Kevin Picanco, the subcommittee recommended the plan be forwarded to the Plan Commission for its review and potential further recommendation to the City Council.

Plan Commission Housing Work Group, April 12, 2023, 1:00 p.m., in person and via WebEx

Legislative Update.

Plan Commission, April 12, 2023, 2:00 P.M., in person and via WebEx

1. 2024-2029 Six-Year Comprehensive Street Program draft: new projects and Comprehensive Plan consistency review

2. Building Opportunity for Housing

3. Urban Trees and Utility Impacts

Documents on these three items included here:

<https://static.spokanecity.org/documents/bcc/commissions/plan-commission/agendas/2023/04/plan-agenda-2023-04-12.pdf>

Plan Commission Housing Work Group, April 26, 2023, 1:00 p.m., in person and via WebEx

Cancelled.

Plan Commission, April 26, 2:00 p.m., in person and via WebEx

1. Building Opportunity in Housing

<https://my.spokanecity.org/projects/shaping-spokane-housing/building-opportunity-for-housing/>

2. Short Term Rental Code Update

<https://my.spokanecity.org/projects/short-term-rentals/>

For a complete record of all Plan Commission agendas, minutes and related documents, see <https://my.spokanecity.org/bcc/commissions/plan-commission/>.

PCTS Report, Submitted by Charles Hansen:

We reviewed the 6-year street program, voted on the program, and sent it to the Plan Commission for further review.

WORKSHOP

US 395 North Spokane Corridor and I-90 Connection

The Hive

Meeting Rooms A & B

WEDNESDAY / May 10, 2023

5:30 p.m. - 7:00 p.m.

2904 East Sprague Avenue, Spokane, WA

This is your opportunity to get involved and have a voice in how the North Spokane Corridor connects with I-90.



Alternative 1: Freya St. on-ramp to I-90

Map - Informational Only, Subject to Revision.



Alternative 2: Altamont St. & Freya St. on-ramp to I-90

Map - Informational Only, Subject to Revision.

For additional NSC information and project survey:

Storymap: www.NSCplace.com

Facebook: www.facebook.com/NSCplace

Web page: www.wsdot.wa.gov/construction-planning/major-projects/north-spokane-corridor



What are the goals for this workshop?

- Presentation of project alternatives
- Review Altamont St. off-ramp options
- View maps and ask questions
- Share your feedback.

Please join us!

Title VI Notice to Public

It is the Washington State Department of Transportation's (WSDOT) policy to assure that no person shall, on the grounds of race, color, national origin, as provided by Title VI of the Civil Rights Act of 1964, be excluded from participation in, be denied the benefits of, or be otherwise discriminated against under any of its programs and activities. Any person who believes his/her Title VI protection has been violated, may file a complaint with WSDOT's Office of Equity and Civil Rights (OECR). For additional information regarding Title VI complaint procedures and/or information regarding our non-discrimination obligations, please contact OECR's Title VI Coordinator at (360) 705-7090.

Americans with Disabilities Act (ADA) Information

This material can be made available in an alternate format by emailing the Office of Equity and Civil Rights at wsdotada@wsdot.wa.gov or by calling toll free, 855-362-4ADA(4232). Persons who are deaf or hard of hearing may make a request by calling the Washington State Relay at 711.

Terrence Lynch
WSDOT Eastern Region
NSC Project Engineer
Terrence.Lynch@wsdot.wa.gov
(509) 324-6189





Building Opportunity for Housing

Upcoming Draft Comprehensive Plan Amendment

May 2, 2023

Hello, Community Assembly representatives! As many of you have heard, the City has been busy crafting some updated language for [Chapter 3 of the Comprehensive Plan](#) as part of an ongoing effort to make housing easier to develop and obtain in the City of Spokane. Many of you have heard our past presentations on this topic or have read the reports from Mary Winkes, CA Representative to the Plan Commission. After almost six months of intense public engagement through many different venues, events, and meetings, City staff is on the verge of proposing changes to [Chapter 3 of the Comprehensive Plan](#) for the consideration of the public, Plan Commission, and City Council.

What's happening?

We have provided briefings and discussions about Building Opportunity for Housing all this year. This project, Building Opportunity for Housing, is the follow up to our interim housing ordinance¹ adopted last year. It will replace the interim ordinance when completed. As a response to the ongoing housing emergency in Spokane, Building Opportunity for Housing is focused on the topic of middle housing (duplexes, triplexes, fourplexes, accessory dwelling units, etc.) and seeks to make it easier for people to develop those housing types throughout the city.

The Building Opportunity for Housing project is designed in two phases—first a Comprehensive Plan Amendment and then amendments to the Municipal Code. While the City is exploring allowing middle housing types in all neighborhoods, we also hope to include design/development standards that seek to ensure these new developments fit into the neighborhoods in which they will reside.

As soon as proposed amendments to the Comprehensive Plan are ready, we will post them on the Comprehensive Plan Amendment website at:

<https://my.spokanecity.org/projects/shaping-spokane-housing/building-opportunity-for-housing/2023-comprehensive-plan-amendment/>

How were these changes to the Comprehensive Plan created?

These changes have been developed in coordination with numerous residents, neighborhood councils, stakeholders, housing providers, finance professionals, and developers throughout the city. We have completed several outreach efforts, including a series of intense discussions with residents from each Council District regarding the vision and values present in the Comprehensive Plan. We also issued the Housing Journey survey earlier this year, a public survey that garnered nearly 5,000 responses from residents and neighbors throughout the city. (A report on survey results is also due to be published on our website soon.)

These various efforts have informed the draft changes to Chapter 3, as well as ongoing discussions with the Plan Commission and City Council.

¹ The interim zoning ordinance is known as [Building Opportunity and Choices for All](#) or BOCA.

What is changing?

The exact language will be available on the project website as soon as Friday, May 5. In summary, the following proposed changes are expected:

1. Text amendments to the vision and values section in Chapter 3, clarifying the intended relationship between low-intensity residential areas and a mix of housing types;
2. Text amendments to Policies LU 1.3 and LU 1.4, clarifying that middle housing types (up to 6 units per lot) are appropriate within low-intensity residential areas in the City and outlining topics which should be considered during any future land use or zoning changes that might increase the intensity of a given residential area in the city;
3. Text amendments to the land use plan map designations described in the chapter, changing the descriptors from density (units per acre) to low-, medium-, and high-intensity residential uses; and
4. Updates to land use labels on the Land Use Plan Map (map LU-1) to match the updated land uses described in item 3 above.

Where can you find detailed information?

There are three useful links for you to use:

- [Comprehensive Plan Amendment Project Website](#)—A site for the latest information and documents regarding Phase I of Building Opportunity for Housing. Draft Comprehensive Plan changes will be available here as soon as May 5!
- [Building Opportunity for Housing](#)—The primary website for information about both phases of the project.
- [Shaping Spokane Housing](#)—A centralized website describing many of the ongoing housing efforts at the City.

How can people get involved and provide comments on the changes?

Anyone who is interested in this proposed comprehensive plan amendment is requested to check the [project website](#) first. All pertinent information as well as the current draft changes will be posted there. Written comments are always welcome. The public is encouraged to comment by email at compplan@spokanecity.org or by mail to the following address:

Attn: Kevin Freibott, Senior Planner
Department of Planning & Economic Development
City Hall
808 W. Spokane Falls Boulevard
Spokane, WA 99201

A formal public comment period is expected to begin May 8 and will remain open for 30 days (ending June 7, 2023). During that time, the Plan Commission is expected to hold two workshops on the draft, during which the language may be adjusted somewhat. Check the [project website](#) often to see how the text might change during this process. Let us know at compplan@spokanecity.org if you want to receive email updates about the text amendments as they come available. Thanks!

Spokane Municipal Code Title 17C.316 Short Term Rentals
DRAFT TEXT

SHORT-TERM RENTALS

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Section 17C.316.010 Purpose

This chapter provides the requirements and standards under which residential dwelling units may be used for short-term rental use in ~~((residential))~~ zones where residential uses are permitted. The regulations are intended to allow for a more efficient use of certain types of residential structures in a manner which keeps them primarily in residential use, and without detracting from neighborhood character. The regulations also provide an alternative form of lodging for visitors who prefer a residential setting.

Section 17C.316.020 ~~((Description and))~~ Definitions

A. ~~((Description.))~~ Short-term rental. A short-term rental is where a residential dwelling unit or bedrooms in a residential unit are rented to overnight guests for fewer than 30 days. ~~There are two types of short-term rentals:~~

- ~~1. Type A. A Type A short term rental is where bedrooms or an entire dwelling unit are rented to overnight guests, and no commercial meetings are permitted to be held in conjunction with use of a short-term rental. The Type A short term rental is an administrative permit.~~
- ~~2. Type B. A Type B short-term rental is where bedrooms or an entire dwelling unit are rented to overnight guests and commercial meetings are held. The Type B short term rental requires a type III conditional use permit according to [Chapter 17C.060 Land Use Application Procedures](#).~~

B. ~~Definitions.~~ For purposes of this chapter, the following words have the following meanings:

~~((1. Commercial meetings. Commercial meetings include luncheons, banquets, parties, weddings, meetings, charitable fund raising, commercial or advertising activities, or other gatherings for direct or indirect compensation. Commercial meetings are prohibited with a Type A short-term rental. A historic landmark that receives special assessment from the State may be open to the public for 4 hours one day each year; this is not considered a commercial meeting.))~~

~~((2))~~ B. Resident. An individual or family who resides in the dwelling unit. The resident can be the owner or operator of the short-term rental.

~~((3))~~ C. Operator. ~~((The owner or a person or entity that is designated by the owner to manage the short-term rental.))~~ Any person or entity that receives payment for owning or operating a dwelling unit, or portion thereof, as a short-term rental unit.

D. Owner. For the purposes of this chapter, any person or trust, alone or with others, has title or interest in any building, property, dwelling unit, or portion thereof, with or without accompanying actual possession thereof, and including any person who as agent, executor, administrator, trustee, or guardian of an estate has charge, care, or control of any building, dwelling unit, or portion thereof. A person whose sole interest in any building, dwelling unit, or portion

- thereof is solely that of a lessee under a lease agreement is not considered an owner.
- E. Primary residence. A dwelling unit occupied for more than six months each calendar year, as documented by driver's license, voter registration, utility bills, or other similar evidence.

Section 17C.316.030 Where These Regulations Apply

- A. The regulations of this chapter apply to short-term rentals in ~~((the following zones: RA, RSF, RSF-C, RTF, RMF, and RHD zones))~~ all zones where residential uses are permitted.
- B. In zones where Retail Sales and Service uses are allowed, limited, or conditional uses, short-term rentals may be regulated either as a Retail Sales and Service use or as hotel/motel if they do not meet the regulations and standards in this chapter.
1. All such applications must complete the Change of Use/Occupancy process to establish a Retail Sales and Service use, as defined in 17C.190.270 SMC, and shall meet all applicable Building Code and Fire Code standards.

Section 17C.316.040 ~~((Type A))~~ Short-Term Rentals in Residential Zones

- A. ~~((Use-related regulations.))~~ Allowed Structure Types. A short-term rental is allowed only in a conforming residential structure or a residential dwelling unit within a mixed-use building.
1. ~~((Permit required. A Type A short-term rental requires a Type A short-term rental permit per .040 C below.))~~ A short-term rental is an administrative permit.
- ~~((2. Allowed structure type. A Type A short-term rental is allowed only in the following residential structure types:~~
- ~~a. Single-Family Residence;~~
 - ~~b. Attached house;~~
 - ~~c. Duplex;~~
 - ~~d. Apartments;~~
 - ~~e. Condominiums; and~~
 - ~~f. Accessory dwelling unit.~~
 - ~~g. Manufactured Homes))~~
2. No commercial meetings are permitted to be held in conjunction with use of a short-term rental.
- B. Maximum number of short-term rental units. Maximum short-term rental units are calculated by structure rather than per lot. The maximum number of short-term rental units within residential zones shall not exceed those listed below.

1. A maximum of one short-term rental unit is allowed in a detached single-family residence, attached house, or duplex.
 2. All other multifamily or mixed-use buildings are limited to a maximum percentage of short-term rental units dependent on the below requirements:
 - a. Buildings that are fire sprinklered may have no more than twenty percent of the total number of residential units as short-term rentals within the building. All calculations will be rounded up to the nearest full unit.
 - b. Buildings that are not fire sprinklered must comply with current building and fire code regulations.
 - c. When calculating the maximum number of units results in a fraction, the units allowed are rounded up to the next whole number.
 3. On lots where there is an accessory dwelling unit (ADU) in addition to the primary building, a short-term rental use in the ADU counts towards the maximum number of units.
- ~~((B))~~ C. Standards. ~~((The following standards apply to Type A short-term rentals. Adjustments are))~~ A variance to the following standards is prohibited.
1. All short-term rentals must comply with the consumer safety and liability insurance requirements as listed in Chapter 64.37 RCW.
 2. Accessory dwelling units. ~~((On sites with an accessory dwelling unit, the resident can live in the primary or accessory dwelling unit and rent bedrooms in either dwelling unit.))~~ A short-term rental use may be established on a lot with an accessory dwelling unit subject to the following:
 - a. Lots in the Rural Agriculture (RA) and Residential Single-Family (RSF) zones with an accessory dwelling unit must be owner-occupied for more than six months of the year, in either the primary residence or the accessory dwelling unit. Only one of the units may be rented as a short-term rental.
 - b. In the Residential Two-family (RTF), Residential Multifamily (RMF), and Residential High Density (RHD) zones either the primary residence or the accessory dwelling unit may be rented as a short-term rental.
 - i. Owner occupancy is not required in RTF, RMF, or RHD zones in either unit.
- ~~((2))~~ 3. Bedroom requirements. The City's Building Official must verify that each bedroom to be rented to overnight guests:
- c. ~~((Met))~~ Meets the current building code requirements for a sleeping room ~~((at the time it was created or converted));~~
 - d. Meets current fire code requirements;
 - c. Common areas, such as but not limited to living rooms, lofts, or closets shall not qualify as sleeping accommodations for the purposes of determining maximum occupancy.
- ~~((3))~~ 4. Number of ~~((overnight))~~ residents and ~~((adults occupying a dwelling unit with a Type A short-term rental may not exceed two~~

- ~~((2) adults per bedroom)) of residents and guests occupying a dwelling unit that includes a short-term rental may not exceed any lawful limits on occupant load per square foot or generally applicable health and safety provisions as established by applicable building or fire code, as provided in RCW 35.21.682.~~
- ~~((4)) 5. ((Employees. Nonresident employees are prohibited. Hired service for normal maintenance, repair and care of the resident or site, such as yard maintenance or house cleaning, is allowed.)) Appearance. Residential structures may be remodeled for the development of a short-term rental, subject to required approvals and permits.~~
- ~~a. Structural alterations may not be made that prevent the structure from being used as a residence in the future.~~
 - ~~b. Internal or external changes that will make the dwelling appear less residential in nature or function are not allowed. Examples of such alterations include, but are not limited to, installation of additional on-site parking, commercial-type exterior lighting, and signage.~~
- ~~((5. Services to overnight guests and visitors. Serving alcohol and food to overnight guests and visitors is allowed, subject to other county and/or state requirements.))~~
6. Parking. See [Spokane Municipal Code Chapter 17C.230 Parking and Loading](#)
 7. Advertising. All advertisements for the short-term rental must list short-term rental permit number and is subject to sign requirements of Chapter 17C.240 Signs.
- ~~((C.)) D. ((Type A Short Term Rental Permit)) Permit Required. The owner of a ((Type A)) short-term rental must obtain a permit ((from the Planning and Development Services Department)). The permit requires the owner to agree to abide by the requirements of this section and to comply with the requirements outlined in Chapter 64.37 RCW. ((, and document that the required notification requirements have been met:))~~
1. Notification. ~~((The owner must:))~~
 - a. The owner or operator must ((Prepare)) prepare a notification letter that:
 - i. Describes the operation and the number of bedrooms that will be rented to overnight guests; and
 - ii. Includes information on how to contact the owner or operator by phone.
 - b. Mail or deliver the notification letter to all recognized organizations and owners of property abutting and directly across the street from the short-term rental upon issuance of short-term rental permit.
 2. Required information for permit. ~~((In order to apply for a Type A short term rental permit, the owner or operator must submit to the Planning and Development Services Department:))~~
 - a. Completed application form bearing the address of the property, the name, signature, address, and telephone number of the owner and operator if operator is not also an owner and emergency contact.

- b. A short-term rental application and permit fee established by [SMC 08.02.066](#).
- ~~((c.))~~ ~~Proof of property insurance covering the property.~~
- ~~((d.))~~ c. A copy of the owner's current City of Spokane business license.
- ~~((e.))~~ d. A copy of the notification letter and a list with the names and addresses of all property owners and organizations that received the letter.
- ~~((f.))~~ e. A site plan and floor plan.
- f. A completed and notarized Life Safety Compliance form.
- ~~((D.))~~ E. Renewal of and Revoking a ~~((Type A))~~ Short-Term Rental Permit. A ~~((Type A))~~ short-term rental permit must be renewed per the procedures in ~~((chapter 4.04))~~ [Chapter 04.04 SMC](#) and can be revoked according to the outlined procedures ~~((in chapter 4.04 SMC))~~ for failure to comply with the regulations of this chapter.
1. ~~((In addition a))~~ A permit may be revoked for activities on site ~~((including))~~ such as nuisances, littering, or public disturbance as listed under Title 10 SMC ~~((under Chapter 10.08 Offences Against Public Health Chronic or public disturbance in Section 10.08D.090 Public Disturbance Noise))~~.
 2. For revocation of permit the owner or operator receives one warning of violation. ~~((In the case of non-compliance))~~ Non-compliance or a repeat of non-compliance in a 12 month period shall result in revocation of permit per a type two civil infraction as referenced in ~~((1.05.160))~~ [SMC 01.05.160](#).
 3. When a ~~((Type A))~~ short-term rental permit has been revoked, a new ~~((Type A))~~ short-term rental permit will not be issued to the owner at that site for 2 years.
- F. Existing Approved Permits and Unit Caps. Existing approved short-term rental permits, which were active and approved prior to July 1, 2023, shall be allowed to grandfather the short-term rental use subject to the below requirements.
1. The short-term rental permit must be active and approved prior to July 1, 2023.
 2. If the permit is not renewed a new short-term rental permit will be required and the unit cap stated in 17C.316.040(B) will be applicable.
 3. A grandfathered short-term rental permit may not further expand their short-term rental use beyond what is existing in the approved permit, nor may it expand beyond what would be permitted under 17C.316.040.

Section 17C.316.050 (~~(Type B)~~) Short-Term Rentals in Other Zones

- A. ~~((Use-related regulations.))~~ Allowed Structure Types. A short-term rental is allowed only in a conforming residential structure or a residential dwelling unit within a mixed-use building. All other structures must complete the Change of Use/Occupancy process to establish a Retail Sales and Service use, as defined in 17C.190.270 SMC.
- ~~((1. Conditional use permit. A Type B short term rental requires a Type III conditional use permit according to Chapter 17G.060 Land Use Application Procedures. The approval criteria are stated in SMC 17C.320.080 F, Institutional and Other Uses in Residential Zones.))~~
- ~~2. Allowed structure type. A Type B short term rental is allowed only in the following residential structure types:~~
- ~~a. Single Family Residence;~~
 - ~~b. Attached house;~~
 - ~~c. Duplex;~~
 - ~~d. Apartments;~~
 - ~~e. Condominiums; and~~
 - ~~f. Accessory dwelling unit. Manufactured Homes))~~
- B. Maximum number of short-term rental units. Maximum short-term rental units are calculated by structure rather than per lot.
- 1. A maximum of one short-term rental unit is allowed in a detached single-family residence, attached house, or duplex.
 - 2. All other multifamily or mixed-use buildings are limited to a maximum percentage of short-term rental units dependent on the below requirements:
 - a. Buildings that are fire sprinklered may have no more than thirty percent of the total number of residential units as short-term rentals within the building. All calculations will be rounded up to the nearest full unit.
 - b. Buildings that are not fire sprinklered must go through the Change of Use/Occupancy process to establish a Retail Sales and Service use, as defined in 17C.190.270 SMC.
 - c. When calculating the maximum number of units results in a fraction, the units allowed are rounded up to the next whole number.
 - 3. On lots where there is an accessory dwelling unit (ADU) in addition to the primary building, a short-term rental use in the ADU counts towards the maximum number of units.
- ~~((B-))~~ C. Standards.
- ~~((1. Maximum size. Maximum set through conditional use review.))~~
- 1. All short-term rentals must comply with the consumer safety and liability insurance requirements as listed in Chapter 64.37 RCW.

2. Accessory dwelling units. A short-term rental use may be established on a lot with an accessory dwelling unit and owner occupancy is not required.

~~((2.))~~ 3. Bedroom requirements. The City's Building Official must verify that each bedroom to be rented to overnight guests:

- a. ~~((Met))~~ Meets the current building code requirements for a sleeping room ~~((at the time it was created or converted))~~;
- b. Meets current fire code requirements;
- c. Common areas, such as but not limited to living rooms, lofts, or closets shall not qualify as sleeping accommodations for the purposes of determining maximum occupancy.

~~((3.))~~ 4. Number of residents and ~~((overnight))~~ guests. The total number of residents and ~~((overnight))~~ guests occupying a dwelling unit ~~((with a Type B short-term rental may be limited as part of a conditional use approval))~~ that includes a short-term rental may not exceed any lawful limits on occupant load per square foot or generally applicable health and safety provisions as established by applicable building or fire code, as provided in RCW 35.21.682.

~~((4. Employees. Nonresident employees for activities such as booking rooms and food preparation may be approved as part of the review. Hired service for normal maintenance, repair and care of the residence or site, such as yard maintenance or house cleaning, is allowed. The number of employees and the frequency of employee auto trips to the facility may be limited as part of approval.))~~

~~((5. Services to guests and visitors. Serving alcohol and food to guests and visitors is allowed, subject to other county and/or state requirements.~~

~~6. Commercial meetings.~~

- a. ~~Commercial meetings. Commercial meetings, as defined above, are regulated as follows:~~
 - i. ~~In all other zones, the number of commercial meetings per year shall be determined as part of a conditional use review. The maximum number of visitors or guests per event will be determined through the conditional use review. Adjustments to the maximum number of meetings per year are prohibited.~~
- b. ~~Historic landmarks. A historic landmark that receives special assessment from the State may be open to the public for 4 hours one day each year. This does not count as a commercial meeting.~~
- c. ~~Meeting log. The operator must log the dates of all commercial meetings held, and the number of visitors or guests at each event. The log must be available for inspection by city staff upon request.~~

~~((7.))~~ 4. Appearance. Residential structures may be remodeled for the development of a short-term rental, subject to required approvals and permits.

- a. Structural alterations may not be made that prevent the structure from being used as a residence in the future.

- b. Internal or external changes that will make the dwelling appear less residential in nature or function are not allowed. Examples of such alterations include, ~~but are not limited to,~~ installation of ~~((more than paving or required setbacks))~~ additional on-site parking, ~~((and))~~ commercial-type exterior lighting, and commercial signage.
 - ((8)) 5. Parking. See Spokane Municipal Code Chapter 17C.230 Parking and Loading.
 - ((9)) 6. Advertising. All advertising for the short-term rental must include short-term rental permit number and is subject to sign requirements of Chapter 17C.240 Signs.
- D. Permit Required. The owner or operator of a short-term rental must obtain a permit. The permit requires the owner and operator to agree to abide by the requirements of this section and to comply with the requirements outlined in Chapter 64.37 RCW.
 - 1. Notification.
 - a. The owner or operator must prepare a notification letter that:
 - i. Describes the operation and the number of bedrooms that will be rented to overnight guests; and
 - ii. Includes information on how to contact the owner or operator by phone.
 - b. Mail or deliver the notification letter to all recognized organizations and owners of property abutting and directly across the street from the short-term rental upon issuance of short-term rental permit.
 - 2. Required information for permit.
 - a. Completed application form bearing the address of the property, the name, signature, address, and telephone number of the owner and operator if operator is not also an owner, and an emergency contact.
 - b. A short-term rental application and permit fee established by SMC 08.02.066.
 - c. A copy of the owner's current City of Spokane business license.
 - d. A copy of the notification letter and a list with the names and addresses of all property owners and organizations that received the letter.
 - e. A site plan and floor plan.
 - f. A completed and notarized Life Safety Compliance form.
- E. Renewal of and Revoking a Short-Term Rental Permit. A short-term rental permit must be renewed per the procedures in Chapter 04.04 SMC and can be revoked according to the outlined procedures for failure to comply with the regulations of this chapter.
 - 1. A permit may be revoked for activities on site such as nuisances, littering, or public disturbance as listed under Title 10 SMC.
 - 2. For revocation of permit the owner or operator receives one warning of violation. Non-compliance or a repeat of non-compliance in a 12 month period

shall result in revocation of permit per a type two civil infraction as referenced in [SMC 01.05.160](#).

3. When a short-term rental permit has been revoked, a new short-term rental permit will not be issued to the owner at that site for 2 years.

Section 17C.316.060 Monitoring and Life Safety Review

~~((All short-term rentals must maintain a guest log book. It must include the names and home addresses of guests, guest's license plate numbers if traveling by car, dates of stay, and the room assigned to each guest. The log must be available for inspection by city staff upon request.))~~

The City may inspect short-term rentals for compliance with Fire and Building code requirements and that the Life Safety Compliance form is accurately completed.

Section 17C.316.070 Pre-Established Bed and Breakfast Facilities

~~((A. Nonconforming Use. Bed and breakfast facilities that were operating before June 14, 2006, which have not obtained a conditional use permit under [Chapter 17C.315 SMC](#), may continue to operate subject to the requirements and limitations in [SMC 17C.315.160.A](#).)~~

~~((B.))~~ Bed and Breakfasts with a Conditional Use Permit. Bed and breakfast facilities operating under an approved conditional use permit may chose to operate under [Chapter 17C.315 SMC](#) or this Chapter.

Spokane Municipal Code Chapter 08.02 Fees and Charges
DRAFT TEXT

INSPECTION AND PERMITTING FEES

Section 08.02.034 Fire Code	12
Section 08.02.066 Zoning	16

DRAFT

Section 08.02.034 Fire Code**A. Storage Tanks.**

The fees in connection with aboveground or underground storage tanks for critical materials as defined in [SMC 17A.020.030](#), including flammable or combustible liquids, are:

1. Installation (including installation of pumps and dispensers) of underground storage tank, per tank: seven hundred twenty eight dollars.
2. Installation of above ground storage tank, per tank:
 - a. More than sixty but less than five hundred gallons: two hundred seventy six dollars.
 - b. Five hundred gallons or more: four hundred fifty dollars.
3. Aboveground or underground storage tank removal or abandonment, per tank: two hundred ten dollars.
4. Placement of tank temporarily out of service: two hundred ten dollars.
5. Alteration or repair of a tank: two hundred seventy six dollars.

B. Installation of Fire Protection/Detection Equipment.

1. The fees for installing, altering, or repairing fire protection and/or fire detection equipment are based on the value of the work, according to the following schedule:

BID AMOUNT (Valuation)	PERMIT FEE	PLAN CHECK FEE
\$1 through \$500	\$105	\$68.25
\$501 through \$2,000	\$210	\$136.50
\$2,001 through 5,000	\$420	\$273
\$5,001 through \$10,000	\$840	\$546
\$10,001 through \$15,000	\$1,260	\$819
\$15,001 through \$20,000	\$1,470	\$955.50
\$20,001 through \$25,000	\$1,680	\$1,092
\$25,001 through \$30,000	\$1,890	\$1,228.50
\$30,001 through \$40,000	\$1,995	\$1,296.75
\$40,001 through \$50,000	\$2,100	\$1,365
\$50,001 through \$60,000	\$2,520	\$1,638
\$60,001 through \$80,000	\$2,940	\$1,911
\$80,001 through \$100,000	\$3,150	\$2,047.50
\$100,001 through \$150,000	\$3,465	\$2,252.25
\$150,001 through \$200,000	\$3,780	\$2,457
\$200,001 through \$250,000	\$4,200	\$2,730
\$250,001 through \$300,000	\$5,000	\$3,250
\$300,001 through \$350,000	\$5,800	\$3,770
\$350,001 through \$400,000	\$6,600	\$4,290
\$400,001 through \$450,000	\$7,425	\$4,826.25
\$450,001 through \$500,000	\$8,230	\$5,349.50
For valuations of \$500,001 and over, fees are calculated as follows:		
Permit Fee: Valuation multiplied by 0.0165		
Plan Check Fee: 65% of permit fee.		

2. Fees apply to initial submittal and one subsequent resubmittal if the initial submittal is not accepted. If the resubmittal is not accepted, the applicant will need to begin a new submittal.

3. Penalty.

Whenever any work for which a fire equipment permit is required is started without first obtaining a permit, the permit fees specified above are doubled and a Class 1 civil infraction may be issued.

4. Fee Refunds.

The fire official may authorize the refund of any fee erroneously paid or collected. The fire official may authorize the refunding of not more than eighty percent of the paid permit fee when no work has been done under an issued permit.

5. Valuation.

The valuation of the work done must be submitted at the time of application for a permit. The valuation is the value of the work to be done and includes all labor, material, equipment, and the like supplied and installed by the permittee to complete the work. The permittee may be asked to verify the valuation placed on the work. When the cost of any proposed work is unknown, an estimate of the cost shall be made and used to compute the permit fee. Upon completion of the work, a fee adjustment is made in favor of the City or permittee, if requested by either party.

6. Inspections.

The number of inspections for each permit is determined by the valuation, with the minimum number of inspections for a permit being two.

7. Revisions.

Fees include one revision to an approved submittal. Additional revisions will be charged at an hourly rate of one hundred five dollars.

8. Phasing

Submittals for projects that are done in phases for the construction shall follow the phasing approved as part of the building permit. Where a building permit has not been issued, the phasing shall be approved by the Fire Code Official.

C. Fire Protection System Verification.

The fee for verification that a fire protection system has been appropriately serviced by a fire department registered fire equipment servicer, for each inspection, is:

1. Thirty-eight dollars for:
 - a. sprinkler systems,
 - b. standpipe systems,
 - c. alarm systems,
 - d. rangehood systems,
 - e. inert gas extinguishing systems,
 - f. spray booths, and

2. Nineteen dollars for private fire hydrants.
- D. Safety/Building & Multi-Family Inspections.

The fee for conducting safety inspections is one hundred five dollars per hour with a minimum one-hour charge, including annual life safety reviews for short-term rentals. Building and multi-family inspections will be charged according to building area per the table below:

	Building Area (sq. ft.)	Fee
A	0 – 1,500	\$44
B	1,501 – 3,000	
C	3,001 – 5,000	
D	5,001 – 7,500	
E	7,501 – 10,000	
F	10,001 – 12,500	\$202
G	12,501 – 15,000	
H	15,001 – 17,500	
I	17,501 – 20,000	
J	20,001 – 30,000	

K	30,001 – 40,000	\$355
L	40,001 – 50,000	
M	50,001 – 60,000	
N	60,001 – 70,000	
O	70,001 – 100,000	
P	100,001 – 150,000	\$512
Q	150,001 – 200,000	
R	Over 200,000	

E. Reinspections.

The fee for conducting reinspections is one hundred five dollars per incident. This applies to inspection requests beyond the allowable inspections associated with an original permit. The reinspection fee will apply when an inspection is scheduled with the fire department and the following occurs:

1. The project or occupancy is not ready for the inspection.
2. Corrections that were previously identified remain uncorrected.
3. The site is not accessible and a return visit is required.

F. Inspection fees as set forth in this section are appropriated for an estimated time spent equal to or less than one hour per inspection. Permittees are subject to additional inspection fees, which shall apply in a minimum of one-hour increments for each permit fee category, for additional time spent on inspection services to include code research and return site visits.

Section 08.02.066 Zoning

Unless an action is initiated by the city council, the fees for approvals under the zoning code are:

- A. Staff preparation of a notification district map and associated documents: One hundred fifty dollars.
- B. Type I application: One thousand eighty-five dollars. In the case of building and construction permit applications, the fee is based on Article III of this chapter.

- C. Type II application, except preliminary short plats with minor engineering review: Four thousand three hundred twenty-five dollars plus sixty dollars per each additional acre.
- D. Type II application for preliminary short plats with minor engineering review: One thousand eighty-five dollars.
- E. Type III application: Four thousand five hundred ninety dollars plus one hundred ten dollars per each additional acre.
- F. Site plan review and/or modification: Eight hundred fifteen dollars plus five hundred fifty dollars per each additional increment of ten acres of site or portion thereof.
- G. Optional consolidated project review: Four thousand three hundred twenty-five dollars plus two hundred fifteen dollars for each additional acre.
- H. Planned unit development bonus density or final planned unit development:
 - 1. Bonus density: Additional eight hundred eighty dollars if bonus density is sought.
 - 2. Final planned unit development: Three thousand two hundred ninety-five dollars.
- I. Any temporary use permit: Six hundred seventy-five dollars.
- J. Floodplain development permit: Nine hundred dollars plus fifty-five dollars per each additional acre.
- K. Establishment of a front yard setback that is more or less than the depth required by the zoning code: Eight hundred ten dollars.
- L. Accessory dwelling unit permit: Six hundred fifty-five dollars.
- M. Formal written interpretation of the zoning code: Five hundred eighty dollars.
- N. Any other matter not listed above that requires a public hearing before the hearing examiner: One thousand eight hundred ninety-five dollars.
- O. A fee of eighty-five dollars per hour may be charged to cover the cost of a particular planning staff service for the applicant that greatly exceeds the above fee or is not covered by the fees listed above.
- P. Short Term Rental Permit – ~~((Type-A))~~ In residential zones: ((One)) Two hundred ~~((fifty))~~ dollars. The annual renewal for a ~~((Type-A permit))~~ short-term rental unit in a residential zone is one hundred dollars.
- Q. Short Term Rental Permit – ~~((Type-B))~~ In all other zones: ((Four thousand five hundred ninety)) three hundred dollars. The annual renewal for a ~~((Type-B permit))~~ short-term rental unit in zones, except residential, is one hundred fifty dollars.

**Spokane Municipal Code Chapter 08.08 Lodging Tax
DRAFT TEXT**

LODGING EXCISE TAX

Section 08.08.010 Tax Levied	19
Section 08.08.025 Short Term Rental Platform Fee	19

DRAFT

Section 08.08.010 Tax Levied

Under the authority of chapter 67.28 RCW, there is levied a special excise tax upon the sale, charge or furnishing of lodging or the granting of any similar license to use real property by any hotel, rooming house, tourist court, bed and breakfast facility, motel, trailer camp, short-term rental and other transient accommodations in the City of Spokane. The special excise tax imposed pursuant to RCW 67.28.181 shall expire in 2043.

Section 08.08.025 Short Term Rental Platform Fee

Under the authority of RCW 35.101.050, there is levied a charge on the furnishing of short-term rental lodging located in the City of Spokane, a quarterly fee based on the total number of nights booked for short-term rental use through a short-term rental platform (Platform). Platforms shall pay \$2 per night booked. The per night fee shall be calculated and remitted on a quarterly basis. If a platform fails to provide complete information the Director of Taxes and Licensing may estimate the quarterly per night license fee and issue an assessment.

DRAFT



Chapter 17C.316 SMC Short-term Rentals

April 13, 2023

Development Services Center | Donna deBit, Senior Planner
Planning Services | Amanda Beck, Planner II

Contract with Granicus

- City Council approved OPR 2022-0885 for a contract with Granicus. Deliverables include:
 - Compliance monitoring
 - Property owner/operator communications
 - Providing weekly data
 - Locating STRs operating in city

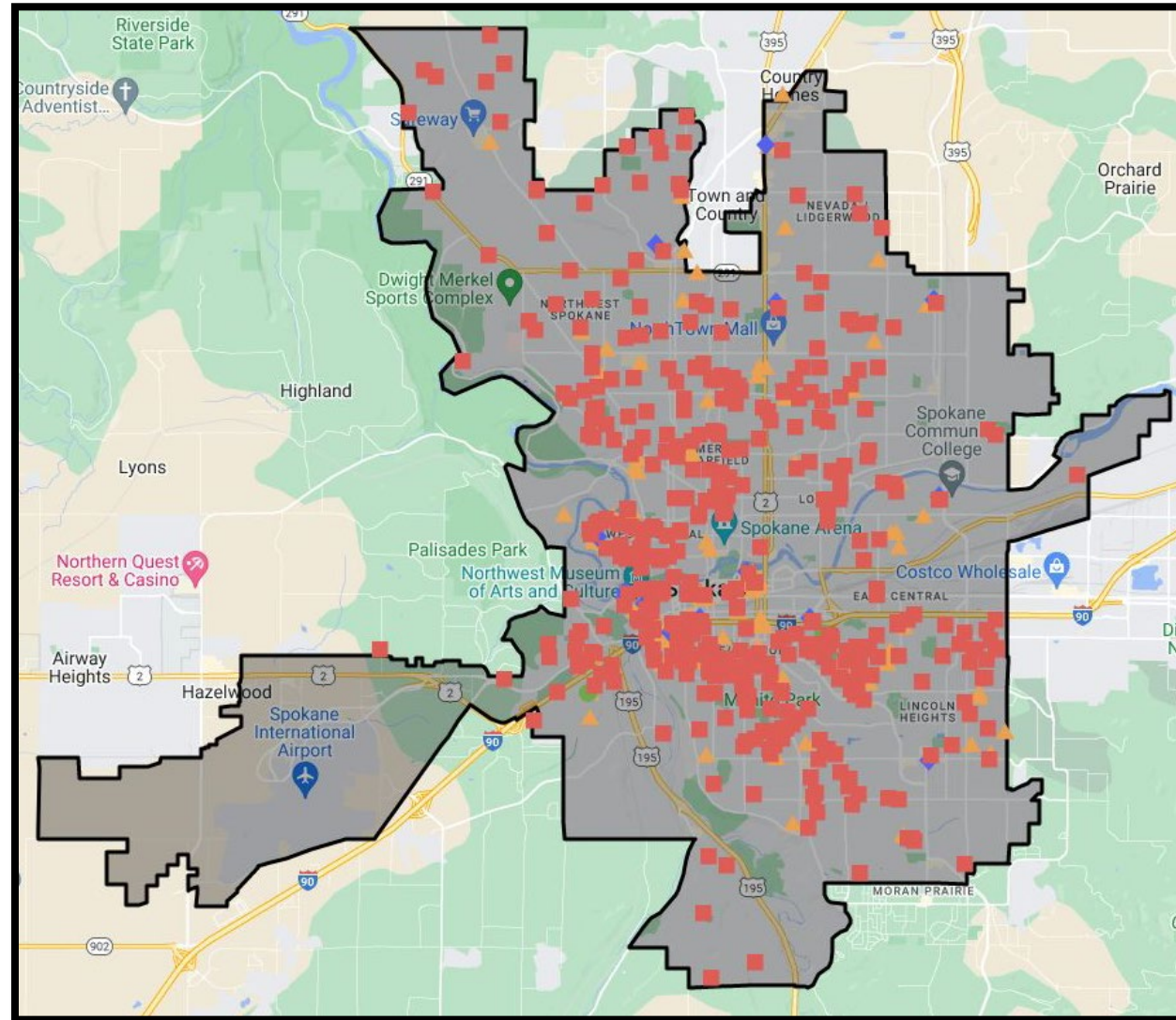


How many units exist

- Since 2015, 219 STRs have been permitted *but*
 - Only 44 are currently active
- Granicus monitoring of all short-term rental platforms has found
 - 666 STR units are currently being advertised
 - 50 New listings in the last 30 days

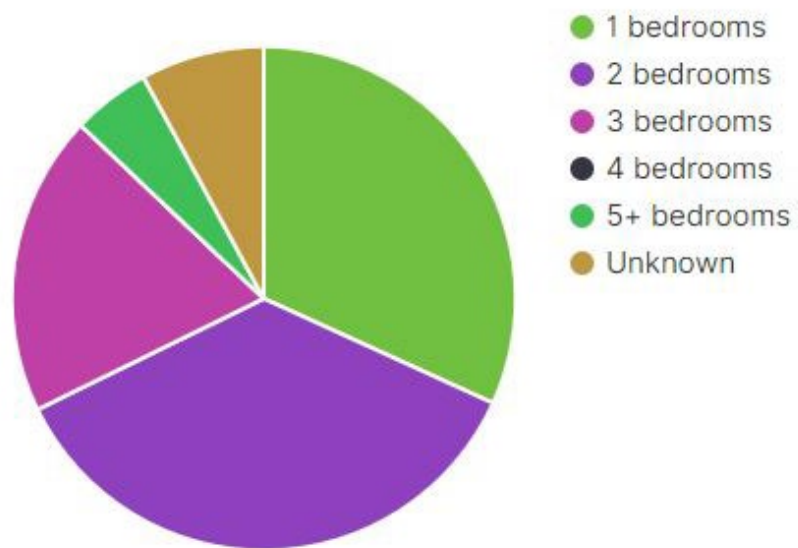


Where do they exist?

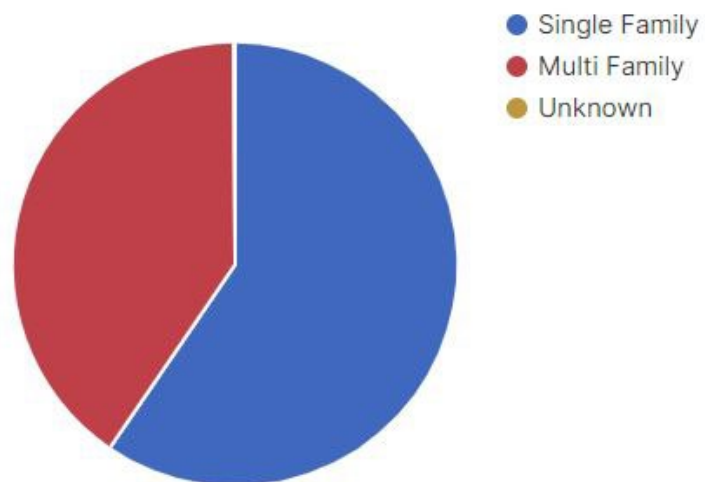


Property Details

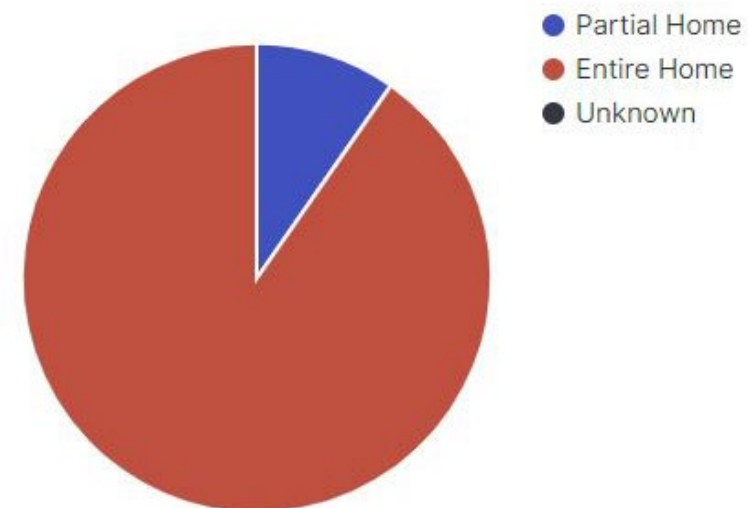
Bedrooms ⓘ



Property type ⓘ



Room Type ⓘ

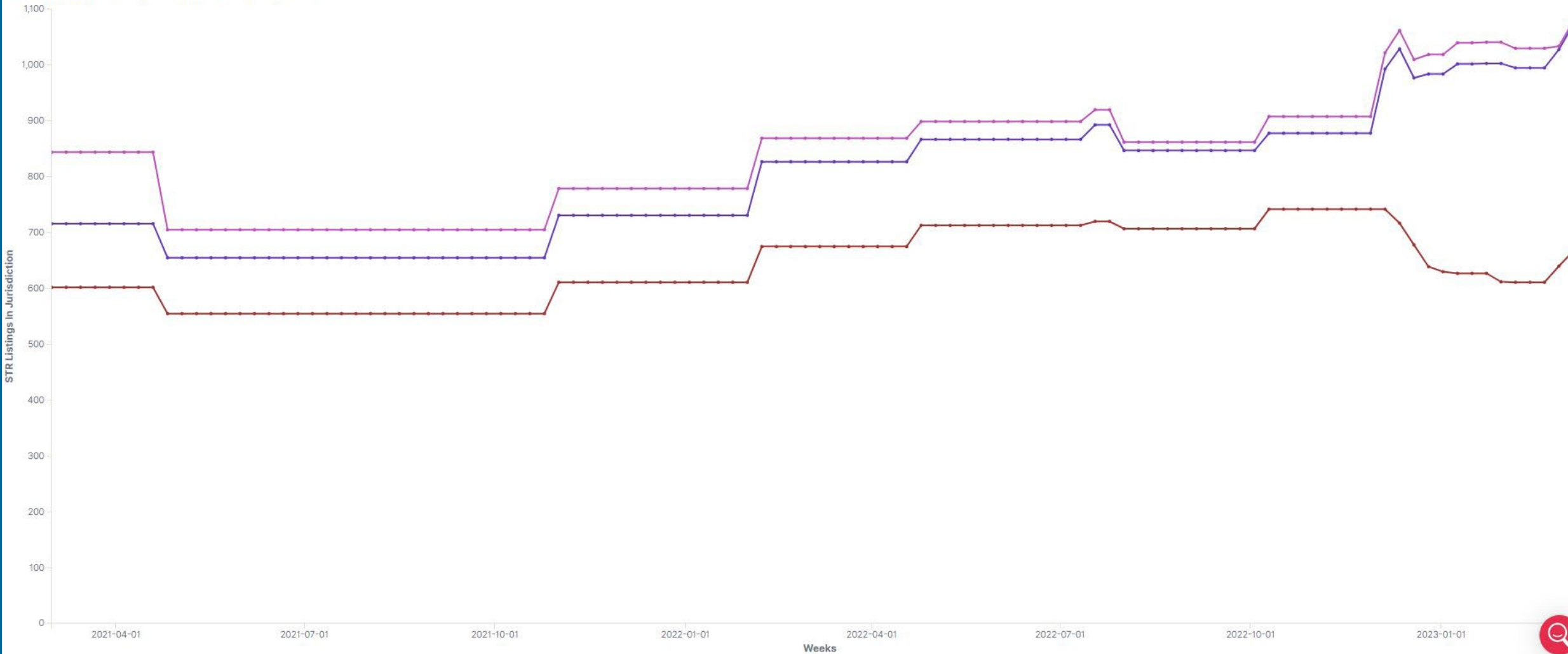


STR Listings over time



Rental Units and Listings Over Time ^③

● STR Listings ● Total Listings ● STR Rental Units



April 2021

July 2021

October 2021

January 2022

April 2022

July 2022

October 2022

January 2023



Current Regulations

Type A

- Administrative review
- \$150 application, \$100 renewal
- All permits issued since 2015 have been Type A

Type B

- Type III Conditional Use Permit
- \$4,590 application, \$100 renewal
- Allows commercial meeting
 - E.g. banquets, weddings, fundraisers, etc.

Only permitted in: RA, RSF, RSF-C, RTF, RMF, and RHD zones

Intention of changes

- Create a path to compliance for nonconforming STRs
- Establish STR unit caps (includes ADUs)
- STRs on lots in RA and RSF with an ADU require owner occupancy
- Must meet Building & Fire requirements (if not currently) to get STR permit
- Addition of a Life Safety Compliance form
- New fee to cover annual life safety inspections
 - To be conducted by Fire Department [08.02.034(D) SMC]

Residential versus all other zones

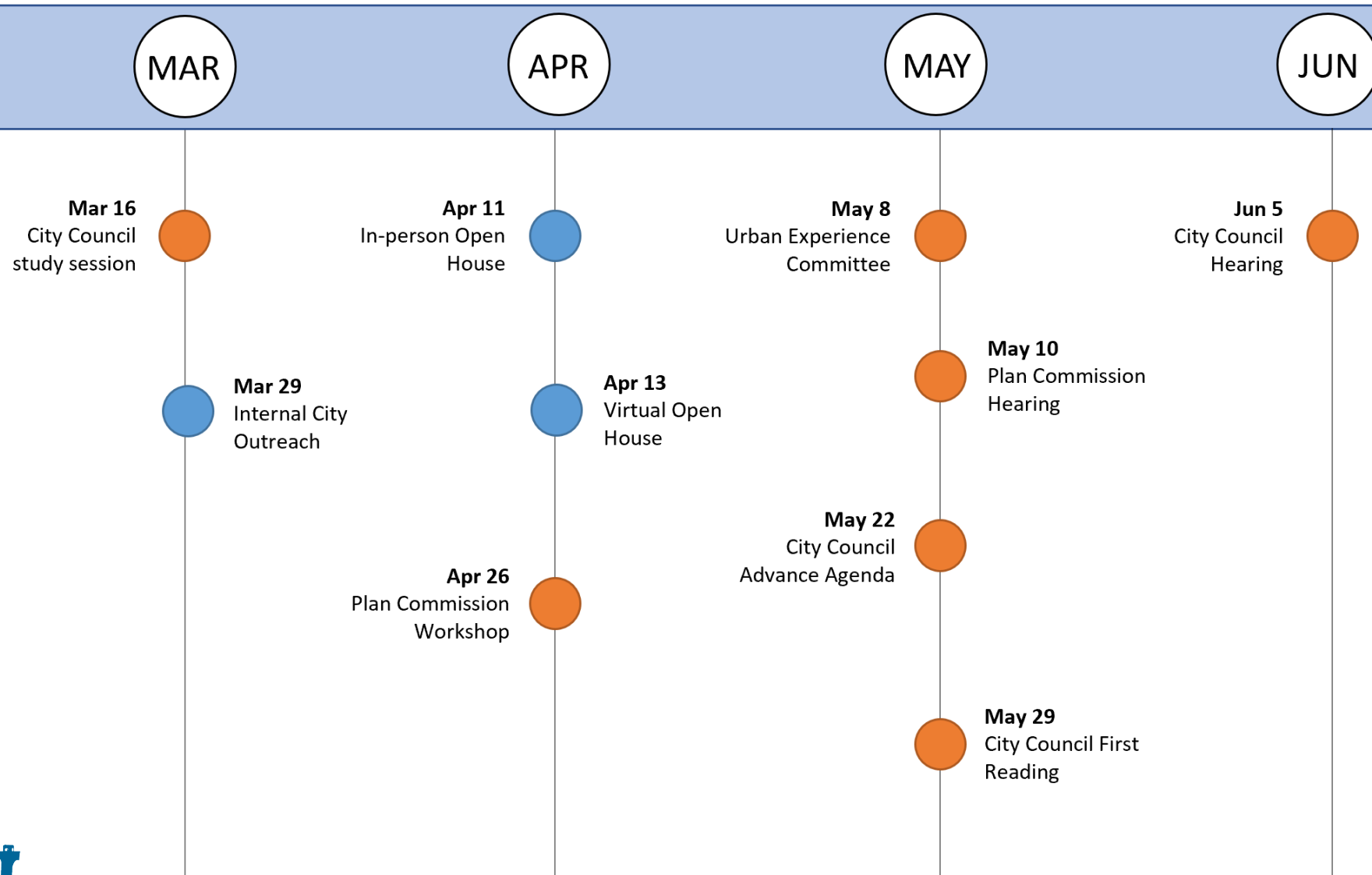
Residential Zones

- 1 STR allowed in a duplex, detached, or attached house
- Structures with 3+ units
 - Limited to 20% of total units
 - If not fire sprinklered, must come up to code
- Must keep as residential structure

All Other Zones

- 1 STR allowed in a duplex, detached, or attached house
- Structures with 3+ units
 - Limited to 30% of total units
 - If not fire sprinklered, must complete Change of Use & come up to code

Next Steps



Fees and Taxes

New Fees

- \$200 permit in residential zones, \$100 annual renewal
- \$300 permit in non-residential zones, \$150 annual renewal
- \$105 per hour fee for annual life safety review by Fire Department

Taxes

- Short-term rental platforms will pay \$2/night excise tax, collected quarterly (new)
- Short-term rentals will still be subject to the lodging tax

Engrossed Substitute Senate Bill 5334

- Authority to impose a special excise tax on short-term rental lodging not to exceed 10 percent on the sale of or charge made for short-term rentals.
- Tax not subject to the statutory cap on all other lodging taxes.
- Revenues must be used for operating and capital costs of affordable housing programs.
- May be used for contracts, loans, or grants to nonprofit organizations or public housing authorities for services related to affordable housing programs.



Chapter 17C.316 SMC

Short-term Rentals

Comprehensive Changes

Questions?



ABOUT

The idea for a First Responders Luncheon was conceived by the son of one of the West Central Community Center's staff members. His vision was to honor those who protect and serve the citizens of our community by providing lunch and recognition for all first responders.

He presented his idea to Chief Brian Schaeffer, Chief Mark John, Sheriff Ozzie Knezovich, and Captain Tracie Meidl. Their response was one of gratitude and enthusiasm!

In 2019 we hosted our inaugural First Responders Luncheon and it was a great success.

On Wednesday, May 17, the West Central Community Center will host our *third* First Responders Luncheon, honoring the brave women and men who serve in the Spokane Police Department, the County Sheriff's Office, and the Spokane Fire Department. First Responders will be served lunch, followed by a recognition ceremony.



For more information,
please contact Kim Ferraro
at 509.323.7480

SPONSORSHIP
OPPORTUNITIES

FIRST RESPONDERS LUNCHEON

5.17.2023



JOIN US!

Wednesday, May 17
11:30 am – 1:30 pm

West Central
Community Center
1603 N. Belt St.



Sponsorship Opportunities

Distinguished Service Benefactor

\$750

- Two Tables of 8, preferred seating
- Table signage
- Host to SPD, SCS or SFD leadership
- Company name and logo identification on signage and marketing materials, including social media and e-newsletter
- Opportunity to address audience at awards ceremony

9-1-1 Champion

\$500

- One table of 8
- Table signage
- Opportunity to host two first responders
- Company name and logo identification on promotional materials, including social media and e-newsletter

First Responder Supporters

\$250

- One table of 8
- Table signage
- Company name and logo on promotional materials

First Responder Supporter

\$25

- Individual single ticket to First Responders Luncheon

