

# **Community Assembly (CA) Land Use Committee Policies and Procedures**

**Updated and Adopted: February 2026**

## **1. Mission Statement**

As a standing Committee of the Community Assembly (CA), the Land Use Committee (LUC) seeks opportunities to interact with Neighborhood Councils (NC), citizen groups and individuals within the boundaries of the City of Spokane to serve as a resource for land use resolutions; to propose changes to policies, regulations actions and plans to the Community Assembly.

## **2. Purpose**

The LUC provides education, information and resources through outreach to City Departments including the Office of Neighborhood Services, Code Enforcement, Planning and Development and the collected wisdom of our Neighborhood Councils. The CA-LUC will take inquiries as directed by the City and/or assigned by the CA and/or from other Committees and/or Subcommittees in addition to Neighborhood Councils.

The LUC reviews city policies and procedures relevant to land use and forwards recommended resolutions and/or potential concerns or changes to the CA for its review and possible

## **3. Membership**

As per CA Policies and Procedures for standing committees, LUC membership is defined as follows:

1. The LUC shall maintain a minimum of three members who are members of separate Neighborhood Councils with maintained voting status on the Community Assembly, which represents a quorum.
2. Membership on the LUC shall be open to all interested residents and representatives of agencies, businesses, government, institutions and property owners, in addition to CA representatives.
3. Meetings are held the fourth Thursday of each month for ten (10) months of the year. Membership may elect 2 months each year to suspend meetings for the calendar year.

## **4. Voting**

Voting members of the CA-LUC are defined as follows:

1. A single official representative or alternate from each NC may vote as long as the neighborhood has been represented at two meetings of the last four meetings convened.
2. Anyone attending the meeting has standing to discuss the issue/motion on the table. However, the official vote shall be represented and recorded by only the NC representatives with standing.

## **5. Emergency Voting**

In case of emergency, the Chair may call for a vote between scheduled meetings of the CA-LUC. The pending question or vote will be sent via email format to the Executive Board members, who are required to vote via email.

## **6. Leadership**

An Executive Board serves as the leadership of the CA-LUC and is defined as follows:

1. Executive Board members must maintain voting eligibility.

2. Terms of one year in length. Qualified individuals may serve in any one position for no more than two terms. Term limits may be waived if there are no other persons available to serve on the Executive Board.
3. There may be up to five members serving on the Executive Board. The Board members will determine which members will serve in the various defined positions or the Board may choose to rotate leadership positions as it sees fit. A minimum of three (3) Executive Members shall be named, one which is the Chair.
  - A. Chair
    1. The Chair is responsible for communicating with the LUC, setting the agenda with the approval of the Executive Board, and facilitating LUC meetings.
    2. In the absence of designated positions, the Executive Committee shall set the meeting agenda.
    3. A member will be designated to report to the CA after such report is approved by the LUC. The Chair may also call and serve as facilitator of Executive Board meetings.
  - B. Vice Chair.
    1. The Vice Chair is responsible for acting as Chair when the Chair is not available.
    2. This individual will also ensure that the sign-in sheet is available and attendees are signed in for voting purposes. During votes, the Vice Chair is responsible for counting and identifying the official votes. Note: Eligible voting member neighborhoods will be identified on the previous minutes and current agenda.
  - C. Recorder.
    1. The Recorder is designated by the Chair at the beginning of the meeting, in lieu of volunteer Executive Member serving as such for the calendar year. The Recorder is responsible for keeping official minutes for all LUC and Executive Board meetings. The Recorder will forward the minutes to ONS to distribute to LUC members one week in advance of the regularly scheduled LUC meetings.
  - D. Other Executive Board Positions. Other positions may be appointed by the Chair and by vote of the Executive Board.

## **7. Elections**

Elections for the LUC Executive Board leadership will take place annually in December. A review of eligible members who are qualified voting members shall be reviewed each November prior to elections.

## **8. Meeting Format**

In-person meetings, as well as online/Zoom meetings, are provided.

## **9. ONS Staff Support:**

As Assigned, ONS, City of Spokane

Land Use Meeting **Draft** Minutes  
Community Assembly Committee  
Thursday, 2/26/26 at 5:30 pm  
In-Person and Zoom

### **Attendance**

Maggie Thornton/Toland, Mary Stohr, Mike Peterson, Paul Kropp, Thomas Bender, Carol Tomsic, Linda Carroll, Mary Winkes/Chair, Amber Groe/ONS, Doug Tompkins, Bob Scarfo, Fran Papenleur, Pat Nault, Lori (last name needed)

### **Welcome and Introductions**

Mary/Chair welcomed everyone to the meeting.

### **Executive Committee Discussion**

Review and approve current agenda  
Review and approve 1/22/26 minutes-tabled until the April meeting

It was noted that Carol did not take the minutes last month. She had not committed herself to being the secretary. Based on her notes, Carol would construct minutes for the January meeting and take minutes for this meeting. Both draft minutes would be presented at the April meeting.

### **Old Business**

A roster of members for the committee was discussed. It was noted that attendees should talk to their neighborhood councils to be selected as an official member of the committee.

The city's Draft Environmental Impact Statement (EIS) was discussed. Linda Carroll, the newly appointed Community Assembly liaison to the Plan Commission, presented her views on the EIS. She said it was important to look at the EIS as what is going to happen to our neighborhoods. She asked if the city has projected almost no increase of public transit use in the EIS why hasn't STA been included in the discussion. The extension of the comment deadline to 3/5/26 at 5 pm was noted. A discussion ensued. Topics discussed included EIS erroneous information, the plan seemingly being written to favor developers, water demand omitted, the half-mile proposed extension of center and corridors, lack of neighborhoods being mentioned, the change of SEPA and lack of neighborhood notifications, emphasis on exemptions especially those that speed up development, and a fourth preferred alternative that has not been fully developed or published.. It was also noted that maps in the EIS will have better resolution on 3/11/26 but it is after the 3/5/26 comment deadline.

Mary noted it was too late to make a comment as a committee and have the comment voted by the Community Assembly as their next meeting which will take place on 3/5/26 after the

extended deadline.

Mary reported that concern regarding the No-Minimum Parking requirements were brought up at the PIES meeting, but the Planning Department did not have the necessary statistics, nor did Spencer attend, so the discussion was tabled to an upcoming Urban Experience meeting on 3.16. The possibility of the city's regulations being changes to align with state's was discussed.

Mary said she will check into the status of the committee's resolution on the parking ordinance. Mary noted that the comments on the Neighborhood Chapter approved by the CA mostly resulted in small changes, such as grammar. Neighborhood Councils being mentioned didn't change.

### **New Business**

Molly Marshall was not present so an update on Thorpe Road was provided by Pat Nault. It was noted that the Victory Heights development was approved on 1/28/26. The issue of the railroad tunnels and I-95 was discussed. A copy of the stipulations was discussed. Starting development before knowing roads are closed or the status of an appeal on the decision was discussed. Fire safety and an evacuation process was discussed. The topic was added to April's agenda.

The 2023 Policies and Procedures for the Land Use committee were never submitted to the CA, so they were reviewed by the attendees. Fran made a motion and Pat seconded to approve the draft Land Use Policy and Procedures with edits by the committee members. The vote was unanimous. The updated LUC policies and procedures will be forwarded to the CA.

The 3/26/25 meeting was cancelled because it conflicted with a District 3 Townhall. A committee headed by Mary will be convened to begin reviewing the draft Transportation Chapter once published in advance of the April meeting.

The meeting was adjourned at 6:52 pm  
The next meeting is 5/26/26 at 5:30 pm  
Carol Tomsic recorder