



## Rental Housing: Issues, Resources and Gaps

**Project Charter (Goal):** The Community Assembly has indicated an interest in researching and understanding the current conditions for rental housing units. The Community Assembly has asked the Public Safety Committee to work towards identifying issues associated with rental housing units, resources and existing policies, ordinances and organizations that are related to housing unit rentals, and identify the gaps in issues and resources of rental housing. The Public Safety Committee has decided to convene a stakeholder group to review existing conditions regarding rental housing in Spokane and make recommendations or solutions, if needed.

### **Background**

The Community Assembly has requested that the Public Safety Committee research the issues, resources and gaps related to rental housing units. The Public Safety Committee has identified researching rental housing units as a goal of the Committee for the 2015 year.

### **Work Plan**

#### **Task 1: Research/Study Issues**

- Convene Stakeholder Group
  - Develop a broad stakeholder group to garner sufficient participation to ensure the recommendation is viable.
- Coordinate with guest speakers to learn and identify issues
  - Coordinate with service providers to develop an understanding of the resources currently provided in Spokane.
- Generate a list of identified issues currently associated with rental housing units

#### **Task 2: Identify programs/policies/ordinances/programs that may solve identified issues**

- Connect issues with potential solutions
  - a. Collect information on existing policies, ordinances and programs related to rental housing units.

#### **Task 3: Explore gaps between the issues and existing solutions**

- Identify gaps with issues that have no identified solution
- Develop recommendations based on gaps in issues and solutions

### **Guiding Principles (For Stakeholders)**

Stakeholders involved in the process will be asked to review and adhere to several guiding principles. These principles are meant to create a conducive work environment:

***Collaborate*** between City Departments, speakers, and other stakeholders

***Facilitate*** a process to review current issues and solutions proposed/implemented in other municipalities.

**Create** a distinct environment that provides for input from a broad spectrum of representatives and produces an option that is viable and benefits the Spokane community.

**Mitigate** issues of common concern.

**Recommend** solutions if necessary.

**Participant Roles:**

**Stakeholder Members**-will represent the area of expertise you have been asked to participate for (neighborhood, tenant or landlord) and vote accordingly:

1. Attend the meetings. If you are not able to attend, please work with the staff on an alternate to participate to ensure consistent participation;
2. reviewing in a timely manner the workgroup notebooks and other materials circulated by Office of Neighborhood Services;
3. engage each other in a productive dialogue during the issue discussions; and
4. work toward consensus recommendations where possible;
5. ensure considerate inclusion of diverging views;
6. consider the “real world” aspects of implementing workgroup recommendations.

Rental Housing Issues Stakeholder Group	Name
Chair, Public Safety	Julie Banks
Neighborhoods	
West Central	Arielle Anderson/Sarah Tosch
East Central	Ron Myers
Logan	Daniel Marshall/Jon Martinez
Chief Garry Park	Cathy Gunderson/Betty Kraft
Hillyard	
Tenants	
Disability	Alfredo Llamedo
Minority, Market Rate	Ron Toston
Student	
Low Income, MF/SF	Gretchen Chomas/Jonathan Barnes
Tenants Union of Washington	Terri Anderson
Landlords	
Landlord Association	Alexander Scott
National Association of Residential Property Managers	Eric Besset/Debbie Peak
Spokane Housing Ventures	Patty Webster
Spokane Housing Authority	Cicely Bradley/Val Mcnell
Smaller Scale Landlord	Heleen Dewey/Chris Bornhoft

**General Meeting Attendees-** will observe meetings, allowing the stakeholder members and ONS staff to address the various topics on the agenda. Meeting attendees may provide comment when recognized by a stakeholder on issues addressed during the meeting. General meeting attendees will not be given a vote at the table.

**Office of Neighborhood Services (ONS)-**will provide neutral, goals-focused support. Staff will facilitate the meetings, be a technical resource to the workgroup, preparing the stakeholder’s recommendations, develop and disseminate project information, enforce stakeholder agreed ground rules, prepare agendas and meeting packets, ensure effective use of time.

<i>Staff Resources</i>	
Name	Role
Suzanne Tresko	Staff Liaison to Public Safety Committee
Heather Trautman	Director of Neighborhood Services and Code Enforcement
Melissa Wittstruck	Neighborhood Housing Specialist
Daniel Clark	ONS Intern

**Ground Rules for Meetings**

The ground rules for the stakeholder meetings are simple, and designed to help the process forward in a considerate, productive manner:

1. Treat each other, the organizations represented on the stakeholder members with respect and consideration at all times – put any personal differences aside.
2. Work as team players and share all relevant information. Express fundamental interests rather than fixed positions. Be honest, and tactful. Avoid surprises. Encourage candid, frank discussions.
3. Ask if you do not understand.
4. Openly express any disagreement or concern you have with all workgroup members.
5. Offer mutually beneficial solutions. Actively strive to see the other’s point of view.
6. Share information discussed in the meetings with only the organizations/constituents that you may represent, and relay to the stakeholder group the opinions of these constituents as appropriate.
7. Speak one at a time in meetings, as recognized by the facilitator.
8. Acknowledge that everyone will participate, and no one will dominate.
9. Agree that it is okay to disagree and disagree without being disagreeable.
10. Support and actively engage in the workgroup decision process.
11. Do your homework! Read and review materials provided; be familiar with discussion topics.
12. Stick to the topics on the meeting agenda; be concise and not repetitive.
13. Make every attempt to attend all meetings. In the event that a primary workgroup member is unable to attend, that member is responsible for notifying Office of Neighborhood Services about alternative arrangements.

### **Select a Voting Model**

***Consensus*** – the stakeholders work toward consensus on issues. A unified recommendation, though there may be more than one recommendation proposed.

***Voting*** – one vote for each stakeholder (5 tenants, 5 neighborhoods, 5 landlords) Chair will be a non-voting member. With this model a majority of votes at a meeting moves the action item forward. There may be majority and minority recommendations with this model.