

Exhibit 13: Virtual Community Meeting

August 10, 2021

Mamdouh Elaarag / MHE Engineering  
9702 W Masters Lane  
Cheney WA 99004

Subject: Community Meeting Instructions

Dear Mr. Elaarag,

Please use the "Notification District Map" and tax parcel list provided to you to obtain the names and addresses of property owners/taxpayers and occupants for the public notification process. In addition, there is a letter of notification entitled "Notice of Community Meeting" that is required to be mailed with the map. This notice must be provided 15 days prior to the date of the meeting. As the applicant you are required to complete the following methods of public notice for this meeting prior to application.

1. Post the property with a minimum of **one 4' X 4' sign on the south side of 16<sup>th</sup> Ave. in the vicinity of the project, but not to impede on sight visibility at the corner**, as outlined in the Spokane Municipal Code Section 17G.060.050. In addition, the enclosed "**Notice of Community Meeting**" information and the map must be posted in public posting locations including City Hall, City Library, and local libraries. Please fill out the date, time and place of this meeting in the posted/mailed notice. The posted sign should read:

<p><b>NOTICE OF VIRTUAL COMMUNITY MEETING</b> <b>PROPOSED PRELIMINARY LONG PLAT</b> <b>MEETING DATE: September 8, 2021 at 6:00PM</b> <b>Link to Meeting (insert link here)</b> <b>Proposal: 56-Lot Preliminary Plat for Residential Single Family Development</b> <b>Applicant: Spokane Townhomes, LLC</b> <b>Phone: 509-230-1960</b> <b>Email: <a href="mailto:melaarag@yahoo.com">melaarag@yahoo.com</a></b> <b>SEPA: Required</b> <b>FOR INFORMATION CALL PLANNING AT 625-6637</b> <b>or email <a href="mailto:ddebit@spokanecity.org">ddebit@spokanecity.org</a></b></p>
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2. Send the Notice of Community Meeting information and map to **property owners, taxpayers** and **occupants** within a four hundred foot radius of any portion of the boundary of the subject property, including any property that is contiguous and under the same or common ownership and control as identified in the SMC Section 17G.060.120. The applicant is responsible for notifying the Neighborhood Council as part of the notification procedures. Please send a copy of the Notice of

Community Meeting to the Latah/Hangman and Grandview Neighborhood Councils at:

**Latah Chair:** Kai Huschke, [kaihuschke@gmail.com](mailto:kaihuschke@gmail.com)

**Latah Vice Chair:** Patrick Davidson, [pj davidson02@gmail.com](mailto:pj davidson02@gmail.com)

**Grandview Chair:** Joy Sheikh, [msariel@hotmail.com](mailto:msariel@hotmail.com)

3. If you have any questions, please contact me at 625-6637 or [ddebit@spokanecity.org](mailto:ddebit@spokanecity.org).

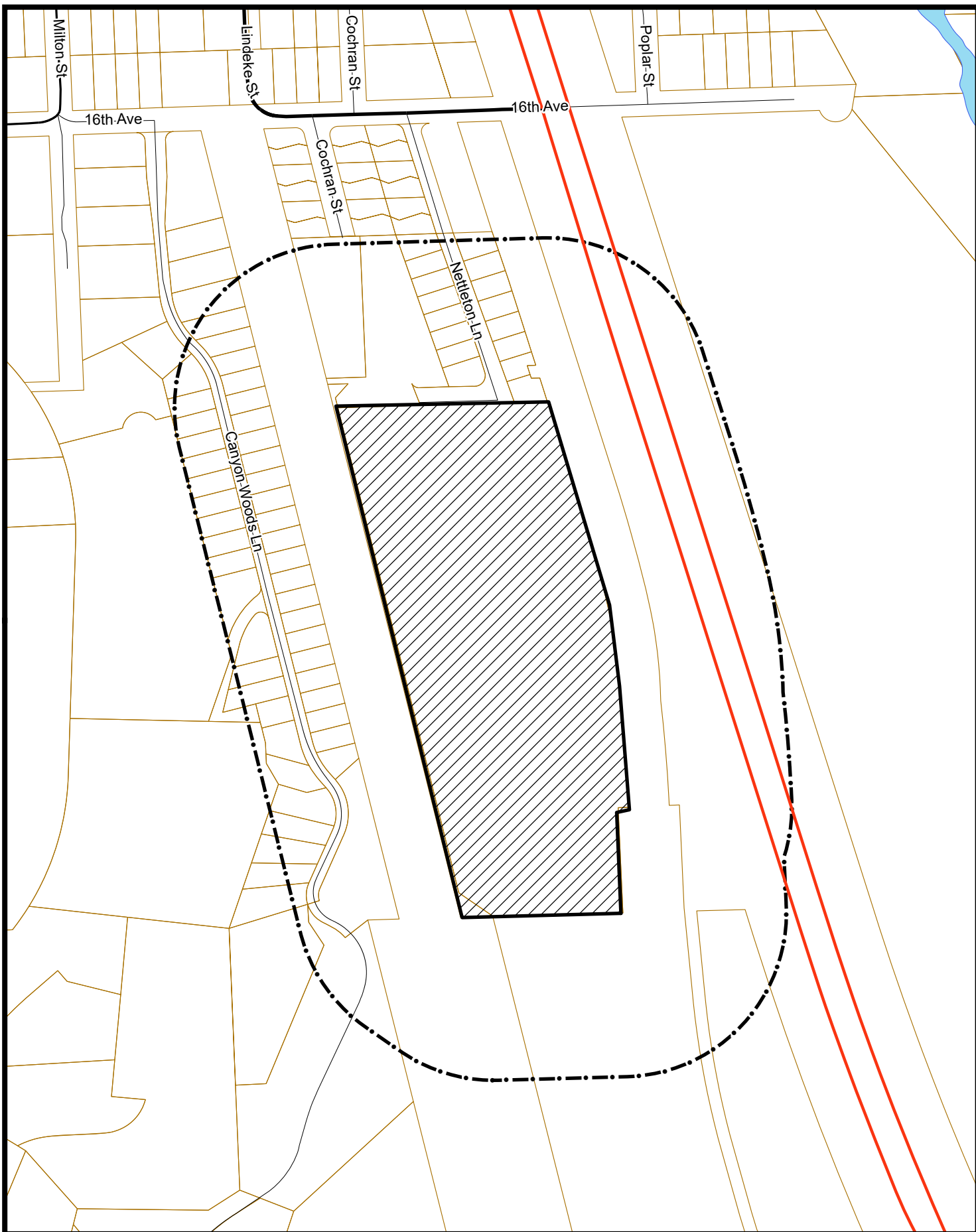
Sincerely,

A handwritten signature in cursive script that reads "Donna deBit".

Donna deBit  
City of Spokane  
Planning and Development

Attachments:

District Notification Map  
Parcel List  
Notice of Community Meeting Letter



**Legend**

- Parcels
- Notification district
- Project Site



**APPLICANT:** Spokane Townhomes, LLC  
**PROPOSAL:** 56 Lot Subdivision  
For Single Family Homes

Prepared by: DKd  
Date prepared: 1/4/21

Crystal Ridge  
2nd

25252.0032

Parcels within 400'

25252.0021	25252.5221	25255.5118
25252.0802	25252.5222	25255.5234
25252.0934	25252.5223	25255.5235
25252.2101	25252.5224	25255.5310
25252.2102	25252.5225	
25252.2103	25252.5226	
25252.2104	25252.5227	
25252.2105	25252.5228	
25252.2106	25252.5229	
25252.2107	25252.5230	
25252.2108	25252.5231	
25252.2201	25252.5301	
25252.2202	25252.5302	
25252.2203	25252.5303	
25252.2204	25252.5304	
25252.2205	25252.5305	
25252.2206	25252.5306	
25252.2207	25252.5307	
25252.2208	25252.5308	
25252.2301	25252.5309	
25252.5108	25252.5311	
25252.5115	25252.5401	
25252.5207	25252.5402	
25252.5208	25252.5403	
25252.5209	25252.5404	
25252.5210	25252.5405	
25252.5211	25252.5406	
25252.5212	25252.5407	
25252.5213	25252.5408	
25252.5214	25252.5409	
25252.5215	25252.5410	
25252.5216	25252.5411	
25252.5217	25252.5432	
25252.5218	25252.5433	
25252.5219	25253.0001	
25252.5220	25255.0035	

**NOTICE OF COMMUNITY MEETING**  
**Preliminary Long Plat**  
***Crystal Ridge South***

Notice is hereby given that Mamdouh Elaarag, representing Spokane Townhomes, LLC, will conduct a virtual community meeting to discuss the proposal for a Preliminary Long Plat for a 56 lot subdivision for single family homes. This Preliminary Long Plat will be processed as a Type III application and will require a public hearing before the City Hearing Examiner.

**COMMUNITY MEETING INFORMATION:** A Virtual Community Meeting will be held on **September 8, 2021** at **6:00PM** at the following link via Microsoft Team:

[https://teams.microsoft.com//meetup-join/19%3ameeting\\_NTVINTczODEtOTkxNC00ZDA1LTkxYmUtMDA4ZGNIZWYxNzRk%40thread.v2/0?context=%7b%22Tid%22%3a%225fb79258-3631-4de5-b0e9-998fa691b709%22%2c%22Oid%22%3a%225eb7a9b2-30db-4e0c-ae9f-50527c51bddf%22%7d](https://teams.microsoft.com//meetup-join/19%3ameeting_NTVINTczODEtOTkxNC00ZDA1LTkxYmUtMDA4ZGNIZWYxNzRk%40thread.v2/0?context=%7b%22Tid%22%3a%225fb79258-3631-4de5-b0e9-998fa691b709%22%2c%22Oid%22%3a%225eb7a9b2-30db-4e0c-ae9f-50527c51bddf%22%7d)

The applicant or their agent will make a presentation of the proposal. Any person may submit questions and comments at this meeting. For additional information, please contact the applicant at:

**Applicant:** Spokane Townhomes, LLC  
19914 N Hazard  
Spokane, WA 99208

**Agent:** Mamdouh Elaarag / MHE Engineering  
9702 W Masters Lane  
Cheney WA 99004  
Contact: [melaarag@yahoo.com](mailto:melaarag@yahoo.com) 509-230-1960

**Property Owner:** Same as Applicant

**File Number:** None Assigned Yet

**Location Description:** 2500 W 17<sup>th</sup> Ave, Parcel No. 25252.0032

**Description of Proposal:** The applicant is proposing to subdivide a 14.25-acre parcel into 56 lots for future single-family homes. This is a Type III application and there will be a Public Hearing in front of the City Hearing Examiner.

**SEPA:** SEPA will be required

**Current Zoning:** RSF (Residential Single Family)

**Community Meeting:** A Community Meeting is an informal public meeting, in which the applicant and/or their agents present the proposed project to the public. The purpose of the meeting is to give an opportunity for the public to learn about the proposal, ask questions, and to exchange ideas about the proposal with the developer. A Community Meeting is the

first step in the application process; it takes place before the applicant submits his/her application to the City of Spokane. City Planning staff does not attend these meetings, except in the case of a combined Traffic Scoping and Community Meeting. In such cases, a member of the City Traffic Section will attend the meeting to take comments on possible transportation related issues. Such combined meetings will be noted on the header of this notice.

The Community Meeting is not a hearing, and no testimony is taken. The meeting is informational, though the meeting is recorded pursuant to requirements of the Spokane Municipal Code. Written comments are not required, and if any are submitted to the Planning and Development Department, the letters will be forwarded to the Hearing Examiner when the application is forwarded for public hearing. However, such letters, if received before an application is submitted (i.e., Community Meeting), would need to be resubmitted prior to the closing of the public record (usually the date of the Public Hearing), in order to vest a person as a party of record.

**Public Hearing Process:** Once a Community Meeting has been completed, the applicant is authorized to make application to the City of Spokane for the review of the application and public hearing. A Notice of Application will be posted on the property and mailed to property owners, taxpayers and occupants within four hundred feet of the subject property. This Notice of Application will initiate a 15-day public comment period, in which interested persons may submit written comments to the address of the City Staff, which appears at the beginning of this document. At the time of public comment, the applicant will also provide Notice of Public Hearing. This combined notice of application and public hearing will contain the date, time and location of the public hearing. Written comments and oral testimony at the subsequent public hearing for this proposed action will be made part of the public record. Comments will be considered on this application and any environmental issues including SEPA or documents related to it.

**Staff Contact:**

Planning and Development Services  
Attn: Donna deBit, Assistant Planner II  
808 West Spokane Falls Boulevard  
Spokane, WA 99201-3329  
Phone: (509) 625-6637  
Email: [ddebit@spokanecity.org](mailto:ddebit@spokanecity.org)

**COMMUNITY MEETING NOTES**  
**Preliminary Long Plat**  
**Crystal Ridge South**

Mamdouh Elaarag, representing Spokane Townhomes LLC, conducted a virtual community meeting to discuss the proposal for a Preliminary Long Plat for a 56 lot subdivision for single family homes. This Preliminary Long Plat will be processed as a Type III application and will require a public hearing before the City Hearing Examiner.

**COMMUNITY MEETING INFORMATION:** A Virtual Community Meeting was held on **September 8, 2021** at 6:00PM via Microsoft Teams.

Mamdouh Elaarag (the project Engineer) and Mr. Michael Retch (manager of Cascade MHC) were the only attendee. The following was discussed during the meeting:

- The project will be done in two phases as shown on the plat map.
- The homes will be built for middle-income.
- The project is working with WSDOT and City of Spokane on traffic impacts and traffic mitigation.
- Phase 1 will start spring of 2022.
- The project will provide connection to the existing Trail.

The meeting ended around 6:15 pm.





# Individual Notice

Affidavit

State of Washington  
County of Spokane

Mamdouh Elaarag, being first duly sworn, deposes and says:

At all times mentioned herein, I was and now am, a citizen of the United States of America over the age of eighteen years.

On the 23rd day of August, 2021, I  hand delivered or  deposited in the United States mail, with sufficient postage prepaid, a true and correct copy of the individual public notice of  community meeting,  traffic study meeting,  application, or  public hearing to the recorded real property owners and/or taxpayers, as shown on the Spokane County Assessor's records as of the 4th day of January, 2021, who have been found to own property within four hundred feet, not counting the width of right of ways, of the property that is the subject of the application and any property that is contiguous and under the same or common ownership as the subject property. The notices were addressed and sent or delivered to those addresses. Sufficient means were used to obtain valid addresses for all properties within the notification boundary. A copy of the individual notice is attached and incorporated by reference.

Mamdouh Elaarag

Signature of Applicant or Agent

9-9-2021

Date

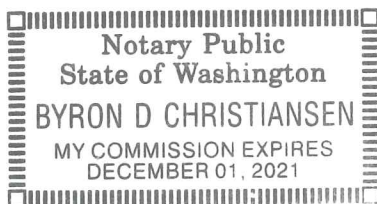
Signed and sworn to before me this 9th day of September, 2021.

Byron Christiansen

Notary Public in and for the State of Washington

12/1/21

Appointment expiration date





# Public Notice

Affidavit

State of Washington  
County of Spokane

Konstantin Vasilenko, being first duly sworn, deposes and says:

At all times mentioned herein, I was and now am, a citizen of the United States of America over the age of eighteen years.

On the 20th day of August, 2021, I personally posted a sign(s) as required in the City of Spokane Municipal Code at the following locations:

*16<sup>th</sup> Avenue and Cochran Street*

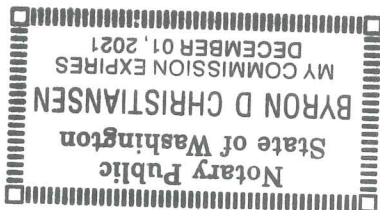
I also posted notice, identical in form and content to the individual written notice at the required official public notice posting locations, including:

- Main City public library
- Branch library, closest to subject property, which is located at: \_\_\_\_\_
- City Hall space officially designated for posting notices
- Any other public building or space which the City Council formally designates as an official public notice posting location, including electronic locations.

*Konstantin Vasilenko*  
Signature of Applicant or Agent

*09-09-21*  
Date

Signed and sworn to before me this *9th* day of *September*, 20*21*.



*Byron Christensen*  
Notary Public in and for the State of Washington

*12/1/21*  
Appointment expiration date



# Removal of Public Sign

Affidavit

State of Washington  
County of Spokane

Konstantin Vasilenko, being first duly sworn, deposes and say:

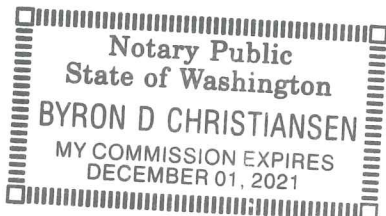
At all times mentioned herein, I was and now am, a citizen of the United States of America over the age of eighteen years.

On the 10th day of September, 2021, I personally removed the sign(s) that were posted on the subject property for the purpose of providing notice of  public hearing or  application for an administrative permit and that said signs were removed no more than seven days after the public hearing date or the close of the public comment period in the case of an administrative permit.

*Konstantin Vasilenko*  
Signature of Applicant or Agent

9-9-2021  
Date

Signed and sworn to before me this 9th day of September, 2021.



*Byron Christiansen*  
Notary Public in and for the State of Washington

12/1/21  
Appointment expiration date