

# Neighborhood Planning Orientation Meeting #2

FALL 2017

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# Agenda

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- ❑ Welcome..... 5:30 – 5:35
- ❑ Planning Process Overview..... 5:35 – 5:45
- ❑ Roles & Responsibilities..... 5:45 – 6:10
- ❑ Public Participation..... 6:10 – 6:30
- ❑ Abbreviated Planning Process..... 6:30 – 6:45
- ❑ Expected Outcomes..... 6:45 – 7:00
- ❑ Implementation..... 7:00 – 7:15
- ❑ Next Steps..... 7:15 – 7:30



# PLANNING PROCESS OVERVIEW

# Planning Process Overview

- Meetings with Planning Staff for orientation
- Sign Memorandum of Understanding (MOU)
  - MOU signed at the last orientation mtg;  
begins the two-year time period
- Complete the Abbreviated Planning Process



# Planning Process Overview Continued

- Determine the Expected Planning & Adoption process (track 1,2,3)
- Determine the need for assistance
  - City Planning Staff
  - Approved consultant
  - Higher education



# Planning Process Overview Continued

- Community engagement in plan creation
- Submit deliverables to planning staff for city review
- Make necessary changes to plan following city review



# Planning Process Overview Continued

- Follow adoption process track steps
- Assist Planning Staff with Plan Commission Presentation
- Assist Planning Staff with City Council Presentation
- Implementation

# **ROLES & RESPONSIBILITIES**



# City of Spokane Role

- Provide assistance to consultant and neighborhood throughout the process
- Assistance with outreach
- Plan Commission and City Council review and process guide





## Neighborhood Role

- Work with consultant and City staff as process moves forward
- Community outreach (mailings, website, etc.)
- Assist with Plan Commission and City Council review and process

# Neighborhood Planning Options

A City of Spokane planner will be assigned to assist the neighborhood

AND

Private Consultant

OR

Higher Education, University-based consultant



# Private Consultant

- Consultant selected by neighborhood
  - Consultants list found at [www.mrsc.org](http://www.mrsc.org)
- Neighborhood-selected consultant enters into a contract with the City of Spokane
  - Contract with and managed by City of Spokane
  - Payment for services made through City of Spokane
- Will work closely with Neighborhood and City Planner



# University Level Planning Students

- University-based consultant selected by Neighborhood
  - Must have oversight from a Planning Professor (or related field of expertise)
- University-based consultant enters into a contract with the City of Spokane
  - Contract with and managed by City of Spokane
  - Payment for services made through City of Spokane
- Will work closely with Neighborhood and City Planner





## Scope of Services

- To be completed when hiring a consultant or university students / faculty.
- City planner will work with the neighborhood to create the Scope of Services.
- Describes the work to be performed or the services to be provided.



## Scope of Services Outline Example

1. Introduction &  
Background

2. Project Description

3. Project Tasks

4. Project Schedule

5. Deliverables

6. Responsibilities of  
the Consultant

7. Assumptions

8. Project Contact

# **PUBLIC PARTICIPATION**

# Public Participation and GMA

- Public participation is an established part of the land use planning and regulatory process in Washington state.
- “Each county and city...shall establish...procedures for **early** and **continuous** public participation...”



# Neighborhood Public Participation

- Stakeholder Team
  - Diverse
  - Represents entire neighborhood
- Stakeholder Manager
  - Team Leader
  - Liaison to City Staff
  - Planning Process Oversight
  - Deadline Management







## Develop Stakeholder Team

Citizens in a community are not a single homogeneous entity!

- All citizens in the community must be given an opportunity to express their views and concerns, and have them considered as decisions are made.
- Work to include stakeholders outside of your neighborhood council – include a broad range of residents and stakeholder groups.

# Public Engagement Strategies

## Public Meetings

- Open Houses
- Workshops
- Focus Groups

## Written Communication

- Postcards
- Emails, Letters
- Comment Cards

## Public Review

- Plan Commission
- City Council



# Public Engagement Strategies

## Information Materials

- Newsletters
- Fact Sheets
- Brochures
- Posters

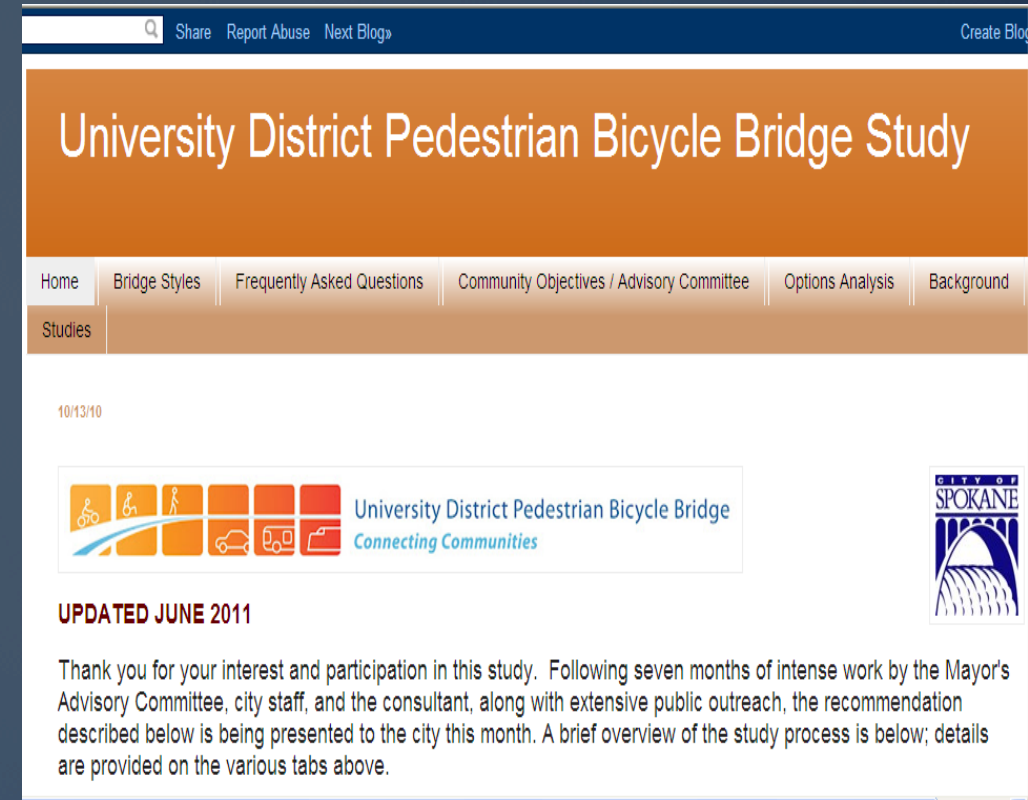
## Media

- Press Release
- Media Briefing
- Paid Advertisement
- Legal Notice



# Public Engagement Strategies

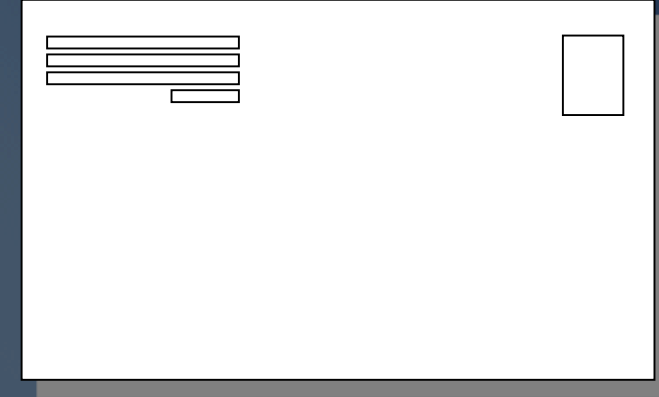
- Electronic Communication
  - Website
  - Display of Documents
  - Public Comment
  - Upcoming Events
  - Blog / Social Media



# Public Engagement Strategies

## Mailings

- Before a large public event, such as an open house, a mailing to each tax payer, resident, and property owner is advised.
- List provided by the city and processed via the city printing and mailing services.
- A postcard size mailing is sufficient and keeps costs down.





## **IMPORTANT NOTICE!**

The Southgate Neighborhood Council (SNC) will host an Open House to present the Southgate Parks and Open Space Draft Plan and Connectivity and Transportation Draft Plan.

You are receiving this notice either because you own property or a business in the Southgate Neighborhood or within the Joint Planning Area of Spokane County and may potentially having an interest in these recommendations.

## **OPEN HOUSE**

Wednesday, June 8, 2011 - 7:00 - 8:30pm, presentation at 7:30  
ESD 101 Classroom - 4402 S. Regal Avenue

The SNC Planning Committee has developed the draft plans over the last two years. The plans will be submitted to the Spokane City Council to be adopted by resolution.

Please come and learn more and provide comment. The complete drafts are available at <http://www.spokaneplanning.org/southgate.html>. For additional information contact Ginger Patano at [ggp2000@q.com](mailto:ggp2000@q.com).

# **ABBREVIATED PLANNING PROCESS**





## Overview of Abbreviated Planning Process

- To help identify assets, issues and solutions, a neighborhood can use project planner, consultant, or conduct its own process.
- Neighborhoods may have all or most of its ideas & concerns addressed with asset, issue and solution process.

*Note: A Thorough asset identification will aid future implementation.*

# Abbreviated Planning Process Detail

1. Form/expand a diverse stakeholder group – 15 to 20 people

- Residents
- Business Owners
- Major Institutions, Schools and Students
- Developers
- Community Organizations
- Government Reps. – Transit, City, County, Regional
- Employees of local businesses
- Land owners
- Religious Institutions

# Abbreviated Planning Process

## 2. Identify Assets

- Identify assets throughout your neighborhood
- Include: human, physical, social, economic, communications, environmental, political

*Note: assets will be utilized during solution identification and plan or project implementation.*





# Abbreviated Planning Process

## 3. Identify Issues

- Identify issues that face all the residents of your neighborhood.
- Issues categories: physical, social, economic, communications, environmental, political

*Note: Issues will be sorted by categories and prepared for solution identification.*

# Abbreviated Planning Process

## 4. Identify Solutions

- Brainstorm solutions
- Discuss each solution, issue by issue
- Group similar solutions that address the same issue
- Tally rankings and reach consensus on the preferred solutions.



# EXPECTED OUTCOMES

# Expected Outcomes

- Abbreviated Planning Process:  
AND
- Planning for or design work for a neighborhood project; OR
- Neighborhood – wide action plan  
OR
- Specific type of plan, such as a connectivity or park plan.





# Design Work for a Project

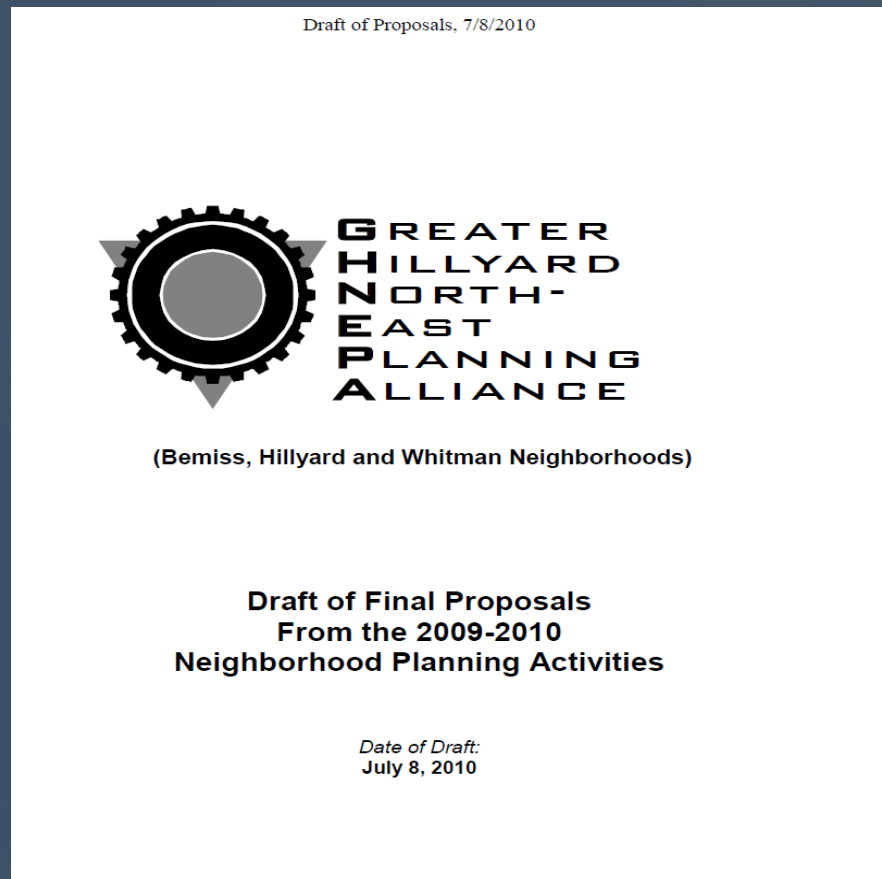
Example: Ben Burr Trail - East Central





# Action Plan

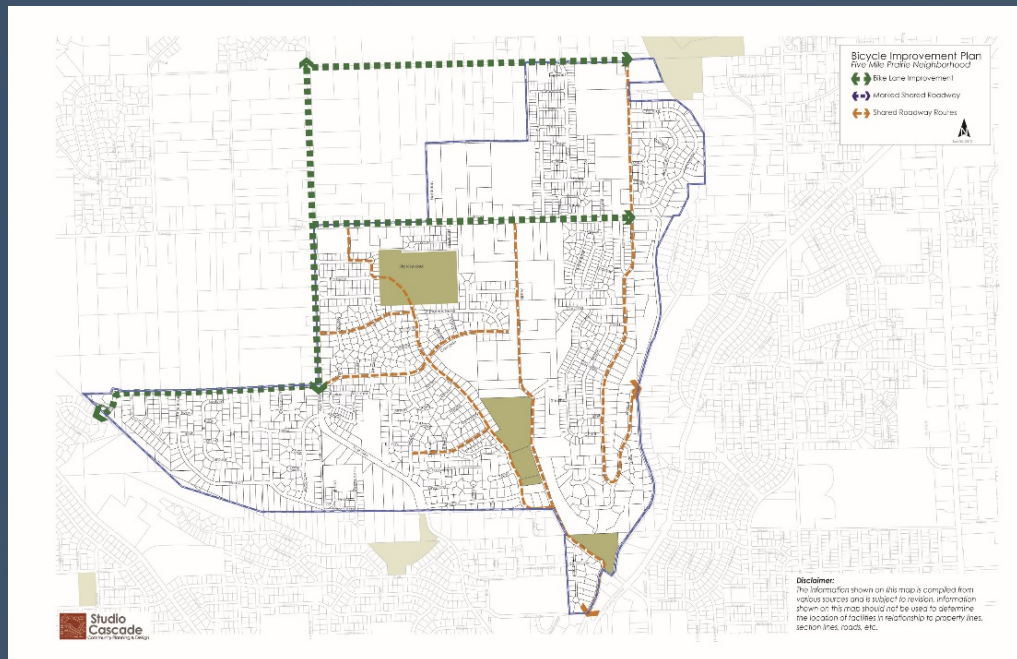
## ■ Example - GHNEPA Strategic Plan



<b>Index of Proposals</b> in this Draft Document	
	<b>Page</b>
Strategy 1: Improving Parks and Trails	3
Strategy 2: Improved Housing & Commercial Buildings	4
Strategy 3: Clean and Green GHNEPA Neighborhoods	6
Strategy 4: Public Safety	8
Strategy 5: Business & Job Development	10
Strategy 6: Transportation & Infrastructure Improvement	14
Strategy 7: Changing the Image	17
Strategy 8: Expanding Educational Opportunities	25
Strategy 9: Extending Services & Church Involvement	27
Strategy 10: More Effective Community Organization	28

# Specific Plan

- Example - Five Mile Bike and Pedestrian Plan



City of Spokane



Five Mile Prairie Neighborhood Plan  
for Bicycle and Pedestrian Improvements



May 2011

# **STEPS FOR APPROVAL**

# Step 1

A. Abbreviated Planning Process

B. Background Report

C. Choose Planning Focus

# Step 2

Track 1  
Project Plan

Track 2  
Visioning Plan

Track 3  
Adopt by Ordinance

# Step 3

Recognition and Implementation



## Step 2

### TRACK 1 - PROJECT PLAN

A few of the steps that must be completed to be recognized:

- Review and approval by the Neighborhood Council
- Plan Commission Informational Session
- City Council Briefing





## Step 2

# TRACK 2 VISIONING PLAN

- Neighborhoods will use this approach as a *vision statement* for the neighborhood and its future.
- This deliverable would likely be a stand-alone document with a wide range of topics or elements.
- Once adopted by resolution, the plan is placed in Appendix Four for future reference.



## Step 2

### TRACK 2 - VISIONING PLAN

- A few of the steps that must be completed to be recognized:
  - Review and approval by the Neighborhood Council
  - Public participation process
  - Review by City Depts. for consistency with the Comp Plan, and;
  - If needed:
    - Plan Commission Informational Session
    - City Council Study Session
    - City Council Briefing
    - City Council Recognition



## Step 2

### TRACK 3 - PLAN ADOPTED BY ORDINANCE

- The neighborhood plan is undertaken with the same diligence as any other amendment to the Comprehensive Plan.
- This will likely be the most expensive and complex track, including the use of technical experts.
- Once adopted, the changes are incorporated in the Comprehensive Plan.



## Step 2

### TRACK 3 - PLAN ADOPTED BY ORDINANCE

A few of the steps that must be completed to be recognized:

- All of the steps required for the Visioning Plan, plus
  - Traffic Impact Analysis
  - Engineering Concept Report
  - Land Use Analysis
  - Population Projections and Analysis
  - SEPA Checklist
  - Plan Commission Hearing
  - City Council Hearing

# Expected Outcomes

- Plans are adopted by resolution only, so no need for a hearing.
- Plans are:
  - Approximately 14-40 pages
  - Contain introduction, profile, priorities, vision statement, goals and objectives, projects matrix, map, and toolkit.
  - All plans are visionary and conceptual. Capital projects need more analyses and funding to implement.
  - Also contain items that neighborhoods can work on independently.





# Implementation

# Implementing Neighborhood Plans

- They are a good first step.
- Capital Programs considers them for six-year plans.
- A plan makes grant funding possible.
- Many projects were considered during the update to the Comprehensive, Transportation, Master Bike and Pedestrian Plans.
- Neighborhoods work on things they can do independently of City resources.
- Many projects already built or implemented.



# NEXT STEPS



# Next Steps

- Third Orientation meeting
- Sign Memorandum of Understanding
- Outreach to and formation of working group
- Hiring of consultant
- Planning kick-off meeting