

Volume V, Appendix H

Neighborhood Planning

City of Spokane Resolutions

City of Spokane Comprehensive Plan

*The following two Resolutions, approved by the City Council of Spokane, concern the process by which the City conducts initial neighborhood planning. For policies regarding neighborhood planning, see Chapter 11 of the Comprehensive Plan. Neighborhood Plans completed by the City to date have been included in **Volume IV** of the Comprehensive Plan as well.*

RESOLUTION NO. 2008-0100

A resolution accepting the Community Assembly's neighborhood planning action committee's recommendation for an abbreviated neighborhood planning process and neighborhood guidelines for use of planning funds provided by the City Council

WHEREAS, the Washington State Legislature passed the Growth Management Act (GMA) in 1990 requiring, among other things, the development of a Comprehensive Plan for the City of Spokane; and

WHEREAS, the City of Spokane City Council adopted the Spokane Comprehensive Plan on May 21, 2001 that included policies calling for neighborhood planning; and

WHEREAS, the City of Spokane City Council in April 2003 adopted by resolution the Neighborhood Planning Guidebook that outlined a process for neighborhood planning; and

WHEREAS, the Priorities of Government process of 2003 and 2004 eliminated the neighborhood planning section of the Planning Services Department, leaving only a few staff in the long range planning section to finish up center and corridor land use and zoning designations that were in process; and

WHEREAS, the City of Spokane City Council in the fall of 2007 (ordinance # C-34090) set aside \$550,000 to be used for neighborhood planning with the restriction that the money could not be used for to pay for building neighborhood projects; and;

WHEREAS, in September 2007, the Community Assembly created the Neighborhood Planning Action Committee (CAR 2007-004) to develop the process of implementing and distributing the neighborhood planning funds provided by the City Council; and

WHEREAS, on June 1, 2007 the Community Assembly passed a resolution (CAR 2007-002) and as amended (CAR 2007-007) that described equitable access to neighborhood planning for all twenty seven (27) neighborhoods; and

WHEREAS, City Council members hosted meetings in their respective districts and identified the order in which neighborhoods will participate in neighborhood planning; and

WHEREAS, the Community Assembly Neighborhood Planning Action Committee developed the Neighborhood Planning Guidelines Draft 2.1 to assist the City of Spokane and the neighborhoods in administering the \$550,000 that has been provided for neighborhood planning; and

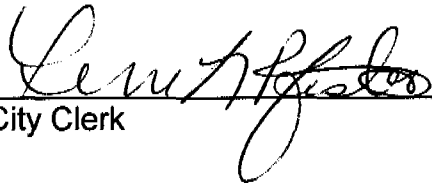
As Amended by Council
10-27-08

WHEREAS, the Community Assembly Neighborhood Planning Action Committee developed the Abbreviated Neighborhood Planning Process to guide neighborhoods through a process that allows the most efficient use of the neighborhood planning funds; and

WHEREAS, the Abbreviated Neighborhood Planning Process calls for the creation of the Neighborhood Action Committee that will have the responsibility to receive the results of each neighborhoods planning activity and determine resolution of identified issues, recommended regulation, or policy additions; -- Now, Therefore,

BE IT RESOLVED BY THE CITY COUNCIL FOR THE CITY OF SPOKANE that it hereby accepts the work of the Community Assembly Neighborhood Planning Action Committee identified in the Neighborhood Planning Guidebook, Abbreviated Neighborhood Planning Process and the Neighborhood Planning Guidelines Draft 2.1.

ADOPTED by the City Council this 27th day of October, 2008.


City Clerk

Approved as to form:


Assistant City Attorney





ABBREVIATED NEIGHBORHOOD PLANNING PROCESS

WHITE PAPER FOR
COMMUNITY ASSEMBLY CONSIDERATION

May 9, 2008



Overview

The Abbreviated neighborhood Planning Process has been developed to allow neighborhoods to maximize the amount the \$550,000 that has been allocated by the City Council in 2007. Once the Neighborhoods have determined the priority of planning per council district, the abbreviated neighborhood planning process can begin. It is recognized that not enough resources have been allocated to conduct full neighborhood planning as described in the Neighborhood Planning Guidebook, therefore the Community Assembly Neighborhood Planning Action Committee working with Planning Services and Office of Neighborhood Services has developed this abbreviated process that can be funded by the Council's allocation. Some neighborhoods have additional funding or have previously completed neighborhood planning activities that may allow them to complete a full "Guidebook" neighborhood planning process. The abbreviated process is as follows:

1. Establish Stakeholder Team
2. Identify Issues
3. Identify Solutions
4. Report to Neighborhood Action Committee (NAC)
5. Track Results

1. Establish Stakeholder Team:

Your neighborhood must form a stakeholder team to represent the neighborhood in the planning process. Neighborhood representation must be as broad and diverse as possible. Several factors, taken together, define inclusiveness: numbers, diversity across incomes, occupations, location, interest, race and ethnicity. Optimally, team membership should be limited to 15-20 people. Neighborhoods may be authorized to use their allocated funding for public outreach and stakeholder team recruiting. It is understood that neighborhoods will put forth a good faith effort to build their stakeholder team and still may not fill each suggested representative slot. It will be up to the neighborhood to determine if they have adequate representation. If a lack of representation is brought up during the adoption process or Neighborhood Action Committee process it may compromise the neighborhood's final product.

Since stakeholder teams will be reflective of area demographics, each stakeholder team will be unique. To achieve diversity, neighborhoods should consider representatives from the following groups:

- a. Residents—Owners and Tenants
- b. Business Owners and Organizations
- c. Employees of Local Businesses
- d. Schools and Students

Abbreviated Neighborhood Planning Process

- e. Major Institutions
- f. Land Owners
- g. Developers
- h. Community Organizations
- i. Religious Institutions
- j. Financial Institutions
- k. Government Representatives—Transit, City, County, Regional

Neighborhood Stakeholder Manager

Each neighborhood stakeholder team elects a manager. This position should be filled by one or more neighborhood representatives who are knowledgeable in working with the city or have other leadership/management experience. The responsibilities of the position will require a significant amount of the manager's time. The manager's duties include:

- a. Stakeholder Team Chair
- b. Liaison to City Staff
- c. Planning process oversight
- d. Deadline management

2. Identify Issues:

Issue identification is a major step in your planning process. The issue identification will help your neighborhood identify issues that are not already addressed in the Comprehensive Plan – remaining neighborhood issues that you determine must be addressed through further planning at the neighborhood level or in some cases a recommended Comprehensive Plan amendment.

The issues your neighborhood identifies should include the issues that face all the residents of your neighborhood. Therefore, your stakeholder team should invite as many neighborhood residents as possible, representing the various socio-economic groups that comprise your neighborhood. Neighborhoods may choose to use focus group meetings to discuss topic specific issues.

Consider the following as you plan who will attend your meeting:

- a. Cultural diversity
- b. Racial diversity
- c. Economic diversity
- d. Employment, career, job diversity
- e. Age diversity
- f. Business owners and organizations
- g. Employees of local businesses
- h. Landowners
- i. Developers
- j. Major institutions
- k. Financial institutions
- l. Neighborhood Council/Steering Committee representatives

Abbreviated Neighborhood Planning Process

- m. Agency and organization representatives
- n. School representatives, including students
- o. Residents – owners and tenants

Prior to your issue identification, it will be helpful to walk your neighborhood while thinking about your neighborhood issues. It will also help to study the Comprehensive Plan to become familiar with its contents. Preparing in advance for your issue identification will reduce the risk of your neighborhood overlooking an important neighborhood issue.

Issue Identification will be a brainstorming exercise for you to identify as many issues as possible, be they major or minor. The issues and needs you identify in your process will generally fall into six categories:

- a. **Physical** – neighborhood appearance, infrastructure, land uses, traffic, housing and other facilities characterizing the built environment.
- b. **Social** – health and welfare of residents, special needs such as day care for young children, youth or senior services
- c. **Economic** – job opportunities, commercial vitality, and access to resources
- d. **Communications** – flow of information between neighbors, businesses, organizations, agencies and government.
- e. **Environmental** – quality of the environment (air, water, noise, wildlife, critical areas etc.) and quality of life
- f. **Political** – political forces at work within your neighborhood, community, or city that may affect your neighborhood

After you have identified your issues, they should be sorted into the following:

- a. Specific neighborhood issues not addressed by Comprehensive Plan policy
- b. Issues that can be resolved through an action not addressed in the Comprehensive Plan
- c. Issues that identify Comprehensive Plan goals and policies that may need to be amended
- d. Issues that relate to the operation of City services
- e. Issues that are addressed in the Comprehensive Plan

Sorting your issues will help you to determine short and long term issues that can be tackled within a targeted span of time.

It may also be helpful to prioritize your issues as well. Having a top-1- issue list will be helpful when presenting to the Neighborhood Action Committee.

3. Identify Solutions:

What are the solutions to your neighborhood issues? Your stakeholder team will develop solutions to the issues you identified in your issue identification. This step will more than likely take more than one meeting, probably several. You might want to consider using the following steps to develop solutions to your issues:

Abbreviated Neighborhood Planning Process

a. Brainstorm solutions.

Your stakeholder team should appoint a recorder who quickly writes down ideas for solutions. During your brainstorming exercise, the recorder will write down every suggested idea, whether it seems viable or not at first glance. The goal is to write down as many ideas as possible. Use butcher paper, newsprint, or black or white board, so that all members of the team can refer back to the ideas that have already been suggested. Go through each category of issues (land use, transportation, etc) and write down all suggested ideas for solutions to each issue.

b. Discuss each solution, issue by issue.

Your stakeholder team should discuss each solution and screen each based on the following:

- i. Is the solution (and corresponding issue) already adequately addressed in the Comprehensive Plan goals and policies? (If so, you do not need to repeat it in your plan. You may state in your plan, under the appropriate element, that the Comprehensive Plan adequately addresses your issue and solutions, with no further discussion.)
- ii. Is the solution consistent with the Comprehensive Plan goals and policies?
- iii. Will the solution require a Comprehensive Plan Amendment?
- iv. Will your solution help implement the Comprehensive Plan goals and policies?
- v. Is the solution a short-term fix that will do more harm than good in the long run, or is it a viable, long-term solution that meets your neighborhood expectations for higher standards regarding quality of life?
- vi. What would the impacts (positive and negative) be to your neighborhood if you implemented this solution?
- vii. What would the impacts (positive and negative) be to surrounding neighborhoods and to the city as a whole? This question may require some coordination with surrounding neighborhoods.
- viii. Would the solution impact (positively or negatively) the economic stability of the neighborhood?
- ix. What are the impacts (positive and negative) to the environment – noise, traffic, water, air, aesthetics, animal habitat, housing, and other elements of the environment?

c. Group similar solutions that address the same issue, if possible.

During your discussions of the issues and solutions, you may find that there are solutions to an issue that are similar in nature that can be grouped together as a solution. For example:

The issue: “Our neighborhood streets are not pedestrian-friendly.” (Sidewalks are cracked, it’s dangerous to walk at night, there are no trees for shade in the summer, it’s difficult to cross the street with so much traffic speeding by, and there’s no place for neighborhood residents to sit and rest.)

Several solutions have been suggested to address the issue:

“Build new sidewalks,” “Install new lighting,” “Add street trees and landscaping,” “Put in crosswalks,” and “Install sidewalk benches.”

Abbreviated Neighborhood Planning Process

The solutions above all address the same issue and can be grouped together as one solution: “Develop a streetscape plan for the neighborhood that addresses our neighborhood’s need for a more pedestrian-friendly environment. The streetscape plan will include new sidewalks, lighting, street trees and landscaping, crosswalks, and benches.”

d. Tally your rankings & reach consensus on the preferred solution.

The solution with the highest ranking should reflect your group’s preference for the preferred solution to each issue. However, you will undoubtedly have ties or very close rankings for some of your ideas for solutions. If so, discuss the merits of each solution further to try to reach consensus on your team’s preferred solution. If you cannot reach a consensus on a solution, present your alternative ideas for solutions to the broader neighborhood when you present your draft plan to them so that they can give you input on what they prefer – they can break the tie!

4. Report to the Neighborhood Action Committee (NAC):

Once you have completed identifying solutions to the issues, it is time to present your issue and solution report to the NAC. This committee will consist of city staff and neighborhood representatives and will be held accountable to the Mayor and City Council. The Community Assembly shall report to the Mayor and or City Council if they believe the NAC is not meeting their responsibilities under this process. They will receive reports from the neighborhood stakeholder manager regarding the progress of each individual neighborhood planning process. The committee will use these reports to delegate responsibilities to city staff from all relevant departments to assist and assure progress in the neighborhood planning process. The committee will have a representative from the following departments/organizations:

- a. Public Works Department (including Streets, Engineer, and Capital Programs)
- b. Office of Neighborhood Services
- c. Community Development Board
- d. Community Assembly
- e. Neighborhood Business Centers (Neighborhood Business Associations)
- f. City Council Sub Committee on Neighborhoods
- g. Planning Services
- h. Contract Manager*

This committee will be chaired by the Office of Neighborhood Services Director.

This committee will bring everybody who is involved with creating and implementing neighborhood planning to one table and allow for the most efficient resolution of identified issues and solutions.

After the initial presentation by the neighborhood, the issue and solution reports will be routed to key departments. Departments will have a responsibility to report back to the NAC within a certain time frame based on criteria developed by the NAC. The departments will report on the feasibility of implementing the issue and solution reports.

The NAC will than meet with the neighborhood to discuss how, when, and if the issue and solution report can be implemented. If a City Department determines that an issue, solution, idea

Abbreviated Neighborhood Planning Process

or portion of a neighborhood plan is not viable; the NAC will facilitate a discussion between the Department and the neighborhood to find a resolution that may work for both groups. If a neighborhood doesn't agree with a NAC determination, they can appeal that decision to the Mayor.

5. Track Results

After neighborhoods present their Issue and Solution reports to the NAC, it is important that implementation of the issue and solution report is tracked. A matrix format will be used to assist in tracking. Updates will be sent to the neighborhood from the NAC every three months and posted on the ONS website. The NAC will also meet with the participating neighborhood every year until the issue and solution report is fully implemented.

The Issue and Solution reports, if kept up to date, can serve as a guiding document for neighborhoods as well as the catalyst for change if appropriately used by the NAC.

* The Contract Manager will be staffed by the Office of Neighborhoods and will be responsible for managing the contract with a planning consultant. The consultant's time can be purchased by neighborhoods on an as needed basis.



COMMUNITY ASSEMBLY

OF THE NEIGHBORHOODS OF THE CITY OF SPOKANE
NEIGHBORHOOD PLANNING ACTION COMMITTEE



This document is intended to represent a set of guidelines for the Neighborhoods and the City Staff of Spokane for Neighborhood Planning, now and in the future, regardless of the source of funding. It does however take into account our Neighborhood Planning budget situation, as such, it may not take into account all eventualities. Should further clarification be required, the Community Assembly Neighborhood Planning Action Committee encourages City Staff and Elected Officials to utilize the Neighborhoods' wishes as the advice and guidance they are intended to be by the City Charter.

All guidelines assume full support of the City of Spokane Planning Services Department.

Neighborhood Planning Guidelines Draft 2.1

1. Forms of Planning:

- a. Full Neighborhood Planning Guidebook Process: A Neighborhood may choose to fund a full Guidebook Planning process if they have access to the economic resources.
- b. Abbreviated Planning Process: A Neighborhood may choose to plan as outlined in the Abbreviated Planning Process White Paper
- c. Project Planning: A Neighborhood may choose to plan a smaller scope "project" instead of their entire neighborhood. Such a Project Plan would still require a stakeholder group.
- d. Neighborhood Assessment (NA): The NA is the first step of planning in the Neighborhood Planning Guidebook. It is possible that many neighborhoods will only complete a NA with the funds available. If so, the resulting matrix of planning issues and potential solutions should be addressed by the Neighborhood Action Committee (NAC) similarly to a plan.
- e. Neighborhoods with draft plans: Several neighborhoods have draft plans. Should they choose, those neighborhoods should employ a planner to review their draft plan and recommend steps to proceed with or revise the draft. Similarly, such neighborhoods would be encouraged to re-evaluate their stakeholders group to make sure it is diverse and inclusive. See the Stakeholders section below.
- f. City Staff Planner vs. Independent Consultant: Neighborhoods will be allowed to choose between a contract City Planner or a qualified private sector planner. Planning Services and Office of Neighborhood Services should develop a system for determining qualification of private sector planning, allowing for a wide range of qualifications and multiple planners. Many Neighborhoods have professional Planners as residents and will likely be able to maximize their funding with in-kind donations from said Planners.
- g. *Reference:* Please refer to WHITE PAPER: Response to Spokane Community Assembly Concerns on Neighborhood Planning drafted by City Staff and ratified by the Community Assembly, outlining the creation of the Neighborhood Action Committee and various other policies AND Abbreviated Neighborhood Planning Process: White Paper for Community Assembly Consideration drafted by City Staff and ratified by the Community Assembly, outlining the Abbreviated Planning Process, sometimes referred to as "Planning Lite." Both of these documents are considered to be agreed upon by both City Staff and the Neighborhoods and should be followed.

2. Stakeholders:

- a. Definition: The Neighborhood Planning Guidebook and the Abbreviated Neighborhood Planning Process White Paper define requirements and recommendations for Stakeholder groups.
- b. Evaluation: Depending on which form of planning a Neighborhood uses, their Stakeholder team will be evaluated by those evaluating the end product (i.e. NAC, City Council, Project Manager, etc.). Planning Services will not be approving or disapproving stakeholder groups.
 - i. Due Diligence: Neighborhoods should document their stakeholder group building efforts, especially their due diligence given to involving any demographics that do not come forward to join as stakeholders. Such documentation will serve to defend the composition of their stakeholder group.

- ii. Cooperation: Planning Services and the City Council are good resources to turn to when a Neighborhood has difficulty building a comprehensive stakeholder group.
- c. Funds: Neighborhood Planning funds (see Funding and Budgeting section below) may be used for neighborhood outreach and stakeholder team building.

3. Order of Planning:

- a. Prime Directive: The Neighborhoods have all agreed that the Neighborhoods and City Staff should keep equitable access to planning their prime directive. All Neighborhoods should get the same opportunities and resources for Neighborhood Planning.
- b. Cooperation: It is important that no Neighborhood plans in a bubble. Each will have some degree of cooperation with surrounding neighborhoods. No restrictions shall be put on the amount of cooperation, though they will have to work out with Planning Services how the funding will be coordinated.
- c. Awareness: It will be important for Planning Services and the Neighborhoods to be aware of complementary planning efforts outside of the neighborhood planning process, i.e. Bicycle Master Plan, Sustainability, Walkability, etc. Such efforts should not be duplicated and Neighborhoods with the assistance of Planning Services should work to connect the stakeholders of complementary groups to synergize their efforts. Similarly, the NAC should serve as an advisory body to City Council and Staff on issues of accountability of those outside planning efforts, i.e. whether they are working with the Neighborhoods and getting a true comprehensive stakeholder team to plan.
- d. Capacity: It will be essential for Planning Services to estimate what their available resources for Planning activities will be, both for contract City Staff and for independent consultants that will require some interaction with Planning Services. Planning Services should speak to the Neighborhoods to establish the need for resources.
- e. Districts: An equal number of Neighborhoods from each district should plan at the same time (as much as is practical). Neighborhoods within each district should decide within themselves an equitable order of planning, taking into account the available resources of Planning Services and potential for multiple Neighborhoods teaming up to plan.
 - i. District Organizations: While it will likely be necessary for Neighborhoods within each district to meet, to work out order of planning, it is not necessary for them to form any formal organizations, nor are they required to meet regularly. However, they may choose to do so.
 - ii. Fast Tracking: It is recognized that some Neighborhoods are closer to being ready to plan than others. Planning Services should accommodate both new and experienced stakeholder groups concurrently. Neighborhoods within each District may collectively accommodate those Neighborhoods who are ready to plan, while others start their pre-planning.

4. Resources:

- a. Education: Neighborhoods new to Neighborhood Planning will require education on the process, both generally and within the current situation. Planning Services should provide: planning workshops, TV/DVD resources to be checked out, academic resources, available online and in-print guides, websites of planning resources and organizations etc. in order to give Neighborhoods the practical application context of how Planning will happen and advice on how it has been done elsewhere.
- b. Pre-Planning Support: In order to engage in the Neighborhood Planning process many Neighborhoods will require support from Planning Services prior to deciding which way to plan (as described above) or building stakeholder groups.
 - i. Leadership: Guidance and leadership from Planning Services and City Hall will be required to get some Neighborhoods comfortable with the process and their options. City Staff should be familiar with this and other Neighborhood Planning documents and be able to answer questions about Neighborhood Planning.

Neighborhood Planning Guidelines (Draft 2.1)

- ii. **Examples/Boilerplates:** Examples or Boilerplates are needed from Planning Services for the Neighborhoods, including: budgets (estimates of hourly rates and how far \$20,000 can go), timelines, scope of work, plan of action, and samples of satisfactory Neighborhood Plans.
- c. **Neighborhood Assessments:** There are many resources now available online for completing the Neighborhood Assessment, like the EWU Community Indicators project, that Planning Services should make sure are available to the Neighborhoods.
- d. **City Staff Education:** It will be necessary to educate City Staff, inside and outside Planning Services and the Office of Neighborhood Services about this Neighborhood Planning process. One of the most damaging things to a Neighborhoods' efforts is mis-information from City Hall. It is important that all Neighborhoods receive the same information when speaking with City Staff.
- e. **Additional Funding:** Many Neighborhoods, especially those that do not receive Community Development Block Grant funds would benefit greatly from additional funds. Such funds are often available through grants. The Planning Services Department should create a list/database of available Neighborhood Planning grants.
 - i. **Grant Writer:** The Neighborhoods would be well served by a grant writer, for Neighborhood Planning, and other neighborhood efforts that require funding outside the traditional readily available sources.

5. Funding and Budgeting:

- a. **Stakeholder Treasurer:** A Neighborhood should have a Treasurer for their Neighborhood Planning funds. This person could double as the Stakeholder Committee Chair. The Treasurer should administer the funds, tracking expenditures and working with Planning Services for account balances or any other financial issues. The Treasurer should request fund expenditures and track the Neighborhood's budget.
- b. **Budgeting:** Neighborhoods are encouraged to establish a written budget prior to embarking on Neighborhood Planning. Planning Services should provide the support and data necessary for the Neighborhood to establish a budget.
- c. **Neighborhood Accounts:** Neighborhood Planning funds, allocated to Planning Services for Neighborhood Planning should be placed into individual Neighborhood accounts, similar to how the Office of Neighborhood Services administers clean-up funds. Those funds should be re-distributed, transferred and/or expended at the Neighborhoods request.
 - i. **Neighborhood Control:** Any funds distributed from a Neighborhood's planning funds should be at the sole discretion of that Neighborhood as approved by their Neighborhood Council and/or appointed Stakeholder group.
- d. **Budget Approval:** The neighborhood's planner should help the neighborhood develop a workable budget. The planner and the neighborhood need to be "on the same page" about the budget and have the same goal for how far their Planning funds will take them. They should also work together to maximize their planning dollars.
- e. **Expenditure Approval:** Office of Neighborhood Services, as administrators of the private planners and Planning Services as administrators of the contract planners need to establish policy (with input from the neighborhood) and provide that policy to the neighborhoods on how the expense of funds for planners will work. Neighborhoods will need to know how to hire consultants.

6. Outcome:

- a. **Product Review:** Depending on the type of Planning a Neighborhood chooses, a different product will be the result. Reviewers should take into account impact on surrounding Neighborhoods.

Neighborhood Planning Guidelines (Draft 2.1)

- i. Planning Guidebook: See Planning Guidebook. Land-use and Comprehensive Plan changes go through Planning Services, the Plan Commission and finally the City Council. The Neighborhood Action Committee (NAC) can be used to judge the validity of the plan and the likelihood it would pass.
- ii. Abbreviated Planning Process: Varies from case to case, but likely the NAC would be the primary reviewer.
- iii. Neighborhood Assessment (NA): An NA results in a matrix of problems and potential solutions. A Neighborhood would work with the NAC to realize the solutions.
- iv. Project Plan: The individual Project Manager from City Staff would review the resulting plan. If there is no project manager, the NAC will review, along with any other appropriate City departments.
- b. Review to Implementation: The NAC will work with City Staff and elected officials to implement the portions of a Neighborhood Plan that apply to those individual departments. The Neighborhood is encouraged to review their plan periodically and keep working with the NAC and their elected officials to accomplish their goals.
- c. Steps of the NAC: Once finished with their Neighborhood Plan, a Neighborhood and their Planner should work with Planning Services to schedule a NAC review. After the NAC review, NAC should work with the Neighborhood and the City departments on prioritizing and implementing the planning recommendations.
- d. Accountability: The Neighborhood Action Committee will be composed of City Staff who are accountable to the Mayor and Neighborhood volunteers accountable to the Community Assembly and their individual neighborhoods. As such, without a formal accountability agreement, it will be essential for the Mayor to direct City Staff to implement Neighborhood Plans. The Community Assembly and the Neighborhood should be vigilant and report to the Mayor if such political will does not appear genuine in practice.

Drafted by the Community Assembly – Neighborhood Planning Action Committee, submitted for Community Assembly Approval, 11 July 2008.

Approved by the Community Assembly of the Neighborhoods of the City of Spokane, 1 August 2008
(estimated)

RESOLUTION NO. 2011-0100

A RESOLUTION accepting the Community Assembly Neighborhood Planning Action Committee's (CA-NPAC) recommendations for improvements to the neighborhood planning process.

WHEREAS, the Washington State Legislature passed the Growth Management Act (GMA) in 1990 requiring, among other things, the development of a Comprehensive Plan for the City of Spokane; and

WHEREAS, the City of Spokane City Council adopted the Spokane Comprehensive Plan on May 21, 2001 that included policies calling for neighborhood planning; and

WHEREAS, the City of Spokane City Council in the fall of 2007 (ordinance #C-34090) set aside \$550,000 to be used for neighborhood planning with the restriction that the money could not be used to pay for building neighborhood projects; and

WHEREAS, in September 2007, the Community Assembly created the Neighborhood Planning Action Committee (CAR 2007-004) to develop the process of implementing distribution of neighborhood planning funds provided by the City Council; and

WHEREAS, on June 1, 2007 the Community Assembly passed a resolution (CAR 2007-002) and as amended (CAR 2007-007) that described equitable access to neighborhood planning for all twenty six neighborhoods (the 27th neighborhood, Riverside, opted out of the process); and

WHEREAS, City Council members hosted meetings in their respective districts and identified the order in which neighborhoods will participate in neighborhood planning; and

WHEREAS, the Community Assembly Neighborhood Planning Action Committee developed the Neighborhood Planning Guidelines Draft 2.1 to assist the City of Spokane and the neighborhoods in administering the \$550,000 that has been provided for neighborhood planning; and

WHEREAS, the Community Assembly Neighborhood Planning Action Committee developed the Abbreviated Neighborhood Planning Process to guide neighborhoods through a process that fosters the most efficient use of the neighborhood planning funds; and

WHEREAS, on October 27, 2008, the City Council adopted Resolution 08-100, accepting the work of the Community Assembly Neighborhood Planning Action Committee as identified in the Neighborhood Planning Guidelines 2.1 and the Neighborhood Planning Guidebook Abbreviated Neighborhood Planning Process; and

WHEREAS, Planning Services Department staff and neighborhood representatives recognized a need to improve the neighborhood planning program in order to make it more effective and responsive to both City and neighborhood needs; and

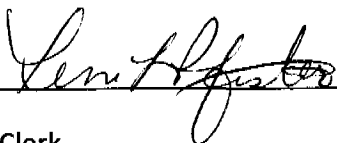
WHEREAS, a committee was formed consisting of Planning Services Department staff, members of City Council, Office of Neighborhood Services staff, and Community Assembly Neighborhood Planning Action Committee members to discuss improvements to the neighborhood planning process; and

WHEREAS, the committee drafted the *Neighborhood Planning Proposed Process Improvements*; and

WHEREAS, on September 9, 2011 the Community Assembly passed a resolution approving the *Neighborhood Planning Proposed Process Improvements*; and

THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL FOR THE CITY OF SPOKANE that it hereby accepts the *Neighborhood Planning Proposed Process Improvements*.

PASSED by the City Council of the City of Spokane this 19th day of December, 2011.



City Clerk

Approved as to Form:



Assistant City Attorney



City of Spokane
NEIGHBORHOOD PLANNING PROPOSED PROCESS IMPROVEMENTS

Introduction

It is estimated that the first six neighborhoods should be nearing completion on or before the end of 2011. It is anticipated that the second phase of neighborhoods will begin planning thereafter. As a result of lessons learned from this first phase, it is agreed that some refinements would improve the neighborhood planning process. The goal of these revisions is to offer the neighborhoods more certainty about the process and outcomes and to improve the timelines so all neighborhoods have the opportunity to engage in the process in a timelier manner. This is not intended to describe what topics the neighborhood decides to undertake.

This document was originally an outline of a White Paper created by Planning Services. It has since been reviewed and clarified by the Community Assembly-Neighborhood Planning Action Committee.

Process Improvements

The following process improvements are summarized from the DRAFT Neighborhood Planning White Paper, dated October 2010. *Please see DRAFT Neighborhood Planning White Paper** for further background on the following expectations:*

1. Every neighborhood must complete the Abbreviated Planning Process (per Spokane City Council Resolution RES 2008-0100 documents: May 9th 2008 White Paper & "Planning Lite" Draft 2.1 dated 8/1/2008) and that should occur at the beginning of the process to help inform the next steps. Neighborhoods who have previously completed planning efforts shall review the results of those efforts with planning staff prior to proceeding with further planning.
2. Neighborhoods must sign a Memorandum of Understanding (MOU) with the City prior to beginning the planning process.
3. Neighborhoods must work with planning staff to focus on:
 - Achievable goals within the parameters of funding, resources, and timeline. By focusing on an achievable goal, neighborhoods may have the opportunity to benefit from implementation in the future.
 - The planning process, land use, comprehensive plan, city operations and rules;
 - Defining the process and establishing a scope, budget, and product.
 - Working on a timeline and a budget.
4. Select a consultant or other approved university help early in the process so they may assist in defining goals, timeline, and budget. A list of consultants and local university planners is available to assist neighborhoods. Consultants must work with City staff.
5. Neighborhoods must complete their planning process within two years of signing the Memorandum of Understanding with Planning Services. A MOU must be signed within the first month of beginning the neighborhood planning process.

6. Neighborhoods are strongly encouraged to wait to start the neighborhood planning process until it is their turn to begin planning and before they have staff assistance. Moving forward without assistance can lead to unintended consequences, such as:
 - Neighborhoods may focus on issues that are not easily solved within the parameters of the neighborhood planning process;
 - Working over budget;
 - Working without a timeline;
 - Stakeholder burnout early in the process; long-term damage to neighborhood community building.
7. The order in which neighborhoods plan may be reexamined, by discussion and agreements of the neighborhoods in a district.
8. Adjacent neighborhoods are encouraged to combine financial resources and plan together if they have similar characteristics and goals.
9. Neighborhoods must assign a representative to attend the meetings of the Community Assembly Land Use Subcommittee while planning, and make quarterly reports to this group of peers.

Outcomes

Expected final product from neighborhood planning process:

1. Completion of Abbreviated Planning Process, which includes meeting with the Neighborhood Action Committee at appropriate times coordinated with Planning Staff, followed by:
 - a. Neighborhood Action Plan:
 - i. Neighborhood wide action plan; or
 - ii. Specific type of plan such as connectivity or park plan.
 - b. Project Planning - engineering or design work (construction is not permitted with these funds):
 - i. Some projects may need assistance from staff. For example, the Ben Burr Trailheads project required SEPA work by Planning Services and construction assistance by the Parks Department.
 - ii. Other projects may direct funds to Engineering or Business and Development Services for existing projects which create no extra work load for city staff. (Examples: North Indian Trail engineering work and GHNEPA funding of NE Development).
2. Neighborhoods will need to continue to advocate for implementation of projects after process and/or plan is completed.

**** DRAFT Neighborhood Planning White Paper: <http://www.spokaneplanning.org/neighborhood.html>**

Steps for Approval and Implementation of Neighborhood Plans

Planning Services Department

Planning Services proposes to refine the neighborhood planning process to offer each neighborhood a clear path for their neighborhood planning documents. Planning proposes a two step, three-track system for neighborhoods to use as they plan. Each track has a different result for the neighborhood planning document and each track has responsibilities. Additionally, a new **Appendix Four: Neighborhoods** is proposed as the instrument within which eligible neighborhood plans are maintained.

STEP 1 – IDENTIFICATION OF ISSUES AND SOLUTIONS

- A. Follow the Abbreviated Planning Process (as outlined in detail in the White Paper for Community Assembly Consideration, May 9, 2008):
 - 1. Establish Stakeholder Team
 - 2. Identify Issues
 - 3. Identify Solutions
 - 4. Report to Neighborhood Action Committee (NAC)
 - 5. Track Results
- B. Completion of a **background** report to **highlight** existing **conditions**, such as population, income, education, etc, to **assist** in **determining the need** for further planning.
- C. Select planning focus
Planning Services staff will assist the stakeholder in the selection of a feasible planning topic and track.

STEP 2

Track 1: Project Plan

In this track, a neighborhood may decide to plan for a specific project that supports the goals and objectives of the Comprehensive Plan and the neighborhood.

The following steps must be completed to be recognized (not all inclusive)

- A. Review and approval by the Neighborhood Council
- B. Add Disclaimer to Maps: *"The information shown on this map is compiled from various sources and is subject to constant revision. Information shown on this map should not be used to determine the location of facilities in relationship property lines, section lines, roads, etc."*
- C. Submit the Following Items in a Single Package:
 - 1. The Project Plan
 - 2. State Environmental Policy Act (SEPA) Checklist (if needed)

3. Letter of submission of your project plan
4. Relationship of your project plan to, and consistency with, the Comprehensive Plan.
5. Project implementation summary (what are the proposed steps to implement the plan)

D. Plan Commission Informational Session

The City of Spokane Plan Commission may hold at least one session on your project plan. The purpose of a session is to allow the Plan Commission to learn about and discuss your project plan. More than one information session may be necessary if the Plan Commission needs more time for review. Your stakeholder team will appoint a member who will be responsible for presenting the neighborhood plan and the approval package to the Plan Commission.

E. City Council Briefing (if needed)

Planning Services staff may brief City Council on the progress or completion of the project plan. The purpose of the briefing is to allow the City Council to learn about and discuss your project plan. This may include a visual presentation including any graphics generated through the process.

Track 2: Visioning Plan

The visioning plan is completed using non-analytical and far less difficult processes than a Comprehensive Plan Amendment (see track 3). 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. Recommendations may include specific requests for future land use revisions or other amendments to the Comprehensive Plan. Once adopted by resolution, the plan is placed in Appendix Four for future reference.

The following steps must be completed to be recognized by resolution (not all inclusive):

- A. Review and approval by the Neighborhood Council
- B. Public participation process (beyond stakeholder group and neighborhood council)
 1. Notice to private property owners within the neighborhood and Joint Planning Area (if needed)
 2. Neighborhood newsletter or newspaper insert
 3. Neighborhood web site
 4. Open house
- B. Coordinate with applicable Spokane County Departments (if needed)
- C. Presentations (if needed):
 1. Surrounding Neighborhood Councils
 2. Bicycle Advisory Board
 3. Community Assembly
 4. Parks Board

5. Other

D. Add Disclaimer to Maps: *"The information shown on this map is compiled from various sources and is subject to constant revision. Information shown on this map should not be used to determine the location of facilities in relationship property lines, section lines, roads, etc."*

E. Submit the Following Items in a Single Package:

1. The Plan
2. State Environmental Policy Act (SEPA) Checklist
3. Letter of submission of your plan
4. Relationship of your plan to, and consistency with, the Comprehensive Plan.
5. Summary of your plan's goals, policies, and projects and potential changes to the Comprehensive Plan, park plan, and other city codes.
6. Proposed project priority list (if needed).
7. Prioritized implementation list of projects
8. Documentation of public participation in the planning process, such as meeting minutes, meeting agendas, worksheets, etc.

F. Review by City Departments for consistency with the Comprehensive Plan and Municipal Code

G. Work with Planning Services staff to draft resolution

H. Plan Commission Informational Session

The City of Spokane Plan Commission may hold at least one session on your visioning plan. The purpose of a session is to allow the Plan Commission to learn about and discuss your plan. More than one information session may be necessary if the Plan Commission needs more time for review. Your stakeholder team will appoint a member who will be responsible for presenting the neighborhoods plan to the Plan Commission.

I. City Council Study Session

The City of Spokane City Council may hold at least one study session on your plan. The purpose of the study session is to allow the City Council to learn about and discuss your plan. At the study session, Planning Services staff and/or a member of your stakeholder team will present the plan to the City Council. This will include a visual presentation including any graphics generated through the process. Planning Services staff will assist your stakeholder team in putting together the presentation.

F. City Council Briefing

Planning Services staff may brief City Council on the progress or completion of the project plan. The purpose of the briefing is to allow the City Council to learn about and discuss your project plan. This may include a visual presentation including any graphics generated through the process.

J. City Council Recognition

The public meeting may be scheduled after the City Council has had enough time to review and learn about your plan. The public meeting will be held in City Hall during the regular City Council legislative session. Your stakeholder team should attend the meeting. Planning Services staff and/or a member of your stakeholder team will make a short presentation to the City Council and the

audience. This is only to give a basic understanding of the plan and cover the main concepts. After the presentation, the City Council will ask for those in the audience who wish to speak. Following the public comment period, the City Council will vote on the resolution.

K. Implementation

After a plan has been recognized by the City of Spokane, it is the responsibility of the neighborhood to remain involved and continue to work on obtaining additional funding to reach project implementation. Each action item listed in a plan will likely require separate and specific implementation. The following steps may be needed to implement the plan:

1. Identify potential partners and/or end users for the various projects
2. Property and right-off-way purchasing plan
3. Seek funding for engineering and design
4. Seek funding to conduct conceptual study
5. Seek construction/implementation funding
6. Potential inclusion of projects in City of Spokane Operating and Capital Budgets
7. Construct project

Track 3: Neighborhood Plan Adopted by Ordinance

In this track, the neighborhood plan is undertaken with the same diligence as any other amendment to the 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 and a copy of the neighborhood plan amendment is placed in Appendix Four.

The following steps must be completed (not all inclusive):

- A. Review and Approval by Neighborhood Council
- B. Public Participation Process (beyond Stakeholder Group and Neighborhood Council)
 1. Notice to all private property owners within the neighborhood and Joint Planning Area
 2. Neighborhood newsletter or newspaper insert
 3. Neighborhood web site
 4. Open House(s)
- C. Coordinate with applicable Spokane County Departments (if needed)
- D. Presentations (if needed):
 1. Adjacent Neighborhoods
 2. Bicycle Advisory Board
 3. Community Assembly
 4. Parks Board
 5. Design Review Board

6. Other

- E. Meetings with property owners directly affected by the plan
- F. Traffic Impact Analysis
- G. Engineering Concept Report
- H. Land Use Analysis
- I. Population Projections and Analysis
- J. Financial plan for securing sufficient revenues to cover the costs of implementing projects
- K. Add Disclaimer to Maps: *"The information shown on this map is compiled from various sources and is subject to constant revision. Information shown on this map should not be used to determine the location of facilities in relationship property lines, section lines, roads, etc."*
- L. Submit the Following Items in a Single Package:
 - 1. Comprehensive Plan Amendment Application and Supplemental Materials
 - 2. The Neighborhood Plan/Action Plan
 - 3. State Environmental Policy Act (SEPA) Checklist
 - 4. Letter of submission of your plan
 - 5. Relationship of your neighborhood plan to, and consistency with, the Comprehensive Plan. Relevant sections of the Comprehensive Plan
 - 6. Summary of your plan's goals, policies, and projects and proposed changes to the Comprehensive Plan, park plan, and other city codes
 - 7. Project implementation summary
 - 8. Proposed project priority list (if needed)
 - 9. Map showing parcel(s) subject to the plan amendment
 - 10. Documentation of public participation in the planning process (such as meeting minutes, meeting agendas, worksheets, etc.)
- M. Review by City Departments consistency with the Comprehensive Plan and Municipal Code
- N. Plan Commission Workshop(s)

The City of Spokane Plan Commission will hold at least one workshop on your plan. The purpose of a workshop is to allow the Plan Commission to learn about and discuss your plan. More than one workshop may be necessary if the Plan Commission needs more time for review. The Plan Commission and City Council may both be present at an initial workshop. Your stakeholder team will appoint a member who will be responsible for presenting the neighborhood plan and the adoption package to the Plan Commission.
- O. Plan Commission Hearing

The public hearing will be scheduled after the Plan Commission has had adequate time to review the draft neighborhood plan. This is a legislative hearing. Your entire stakeholder team should attend the hearing to hear public testimony on the draft plan. Planning Services staff and/or a member of your stakeholder team will make a brief presentation to the Plan Commission and the

audience at the opening of the hearing. Following the presentation, the Plan Commission will ask for those in the audience who wish to testify.

Depending on the material being considered, a hearing may be continued to a future date or the Plan Commission may decide to keep the comment period open to allow further testimony and submittals. This will be announced at the hearing. If the comment period is extended at the hearing, the Plan Commission will also state the date, time, and place that comments need to be delivered. A hearing for a legislative consideration may take place over several dates, especially for complicated or controversial issues.

P. City Council Study Session

The City of Spokane City Council will hold at least one study session on your plan. The purpose of the study session is to allow the City Council to learn about and discuss your plan. At the study session, Planning Services staff and/or a member of your stakeholder team will present the neighborhood plan and the adoption package to the City Council. This will include a visual presentation including any graphics generated through the process. Several team members may want to be present at this study session to answer council member's questions. Planning Services staff will assist your stakeholder team in putting together the presentation.

Q. City Council Hearing

The public hearing will be scheduled after the City Council has had enough time to review and learn about your plan. The hearing will be held in City Hall during the regular City Council meeting. This is a legislative hearing. Your stakeholder team should attend the hearing. Planning Services staff and/or a member of your stakeholder team will make a short presentation to the City Council and the audience at the opening of the hearing. This is only to give a basic understanding of the plan and cover the main concepts. After the presentation, the City Council will ask for those in the audience who wish to speak.

R. Adopt by Ordinance