

Volume V, Appendix I

# ***Public Outreach, Participation and Coordination***

City of Spokane Comprehensive Plan

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## **I.1 Introduction**

This appendix summarizes the 2017 City of Spokane Comprehensive Plan Update public involvement process and engagement activities that the Planning and Development Services staff provided early on and throughout the project timeline, consistent with GMA's public participation requirements. This process, which began in 2013, included coordinating with community stakeholders, and provided a variety of opportunities for the public to offer input to the Plan through review, discussion and comments.

### **How has the public been involved in the Comprehensive Plan Update?**

Throughout the 2017 Comprehensive Plan Update, the City has been committed to engaging the public in the planning process. This section describes the range of public involvement and outreach efforts provided by the City since the commencement of the 2017 Update in 2013.

## **I.2 Public Participation Plan**

On February 4, 2013, Planning staff submitted a draft Comprehensive Plan Review and Update Public Participation Plan to the Spokane City Council to encourage and facilitate broad, robust and continuous community outreach and participation. The Plan was adopted per Resolution No. 2013-0011 the same day and outlines the project, goals, schedule and methods that were to be used for outreach including:

- Open Houses, Workshops, other Public Meetings
- Focus Groups, Advisory Committee(s)
- Plan Commission Workshops and Hearings
- City Council Briefings and Hearings
- Written Comments
- Public Notices – Hearings/Decisions
- Update Website
- Public Notice and Mailing List
- On-line Surveys
- Press Releases, Media Advertisements, and
- E-Newsletters

### **2013 Outreach Activities**

The community outreach and engagement activities that occurred early in 2013 included:

- 2013 Washington State Department of Commerce Comprehensive Plan Update Checklist review and identification of gaps.
- Planning staff initial review, editing and formatting of all chapters except Shorelines.
- February 2013 – City Council District Open Houses – Districts 1, 2, and 3. Presentations, open discussion, policy and visual preference surveys, and open house format.

- March 2013 - Plan Commission Open House – presentation, open discussion, surveys, results from District Meetings surveys.
- Numerous Community Assembly and Land Use Sub-Committee updates.
- Updates to Neighborhood Councils.
- Council District Neighborhood Outreach Committee (one neighborhood representative from each district), sent emails to neighborhoods requesting participation in policy focus groups.
- Formation of and meetings of six policy focus groups for Land Use, Housing, Urban Design and Historic Preservation, Social Health, Neighborhoods, and Parks, Recreation, and Open Spaces chapters. March – December, 2013.

### Policy Focus Groups

2013 Update activities also included formation of policy focus groups for each of the following Comprehensive Plan chapters: Land Use, Housing, Urban Design and Historic Preservation, Social Health, Neighborhoods, and Parks and Recreation. These groups met in 2013 over several months.

The focus groups consisted of representatives from agencies, neighborhoods, organizations and City staff, and were facilitated by City Planning staff. A Council District Outreach Committee consisting of neighborhood representatives from each district requested participation from the public as well. The focus groups used review guidelines to condense chapters and eliminate redundancies. They also rearranged entire sections of text to enable a better flow of ideas. In some instances, new policies were added if the group believed there were “gaps” in policy language for that chapter.

The following tables indicate the breadth of the focus group members, which provided an opportunity for a diverse perspective of each of the review chapters.

**TABLE 1 – LAND USE FOCUS GROUP MEMBERS**

Name	Affiliation
Candace Mumm	5-Mile Stakeholders
Mike Ekins	Plan Commission Liaison
Brandon Rapez-Betty	Downtown Spokane Partnership -and- U-District Public Development Authority
Brittany Hadley	Spokane Regional Health District (SRHD)
Heleen Dewey	Spokane Regional Health District (SRHD)
Jay Cousins	Emerson/Garfield Neighborhood
Joel Soden	Spokane Transit Authority
Karl Otterstrom	Spokane Transit Authority
Kelly Cruz	West Central Association of Business (WCAB)
Kitty Klitzke	Futurewise
Michael Cathcart	Spokane Home Builders Association (SHBA)

Name	Affiliation
Paul Kropp	Neighborhood Alliance
Jo Anne Wright	City Planning and Development

**TABLE 2 – LINK SPOKANE TRANSPORTATION POLICY ADVISORY GROUP**

Name	Affiliation
Raychel Callary	Lilac Services for the Blind
Tom Carroll	Catholic Charities
Michael Cathcart	Homebuilders - Director of Government Affairs
Sara Clements	Hospitals - Providence
Deanne Darlene	Centennial Real Estate Investments
Heleen Dewey	Spokane Regional Health District
Sarah Dice	Greater Spokane Incorporated - Economic Development
John Dietzman	Planning Commission
Matt Ewers	Inland Empire Distribution Services Inc.
Greg Francis	Rockwood CA District 2 CA Plan Commission Rep
Lunell Haught	Gonzaga
Dallas Hawkins	Public Works Committee
Latisha Hill	Avista
Carlie Hoffman	Emerson/Garfield CA District 3, (N Monroe), and PeTT Rep (Pedestrian, Transportation, and Traffic Committee).
Joe Jackson	West Plains Chamber of Commerce
Margaret Jones	College of Nursing, WSU
Amber Joplin	Access for All Spokane
Char Kay	WSDOT
Garry Kehr	Bicycle Advisory Board
Bill Kelley	EWU
Lisa Key	City of Spokane Planning Director
Cheryl Kilday	Visit Spokane
Kitty Klitzky	Futurewise
Paul Kropp	Neighborhood Alliance/SRTC TAC
Mark Mansfield	U-District Development
Amanda Mansfield	SRTC
Loreen McFaul	Friends of the Centennial Trail
Jamie McIntyre	Aging and Long Term Care Eastern Washington
Rhonda Mclellan	Spokane Schools
Margaret Minder Jones	Land Use Committee

<b>Name</b>	<b>Affiliation</b>
Karl Otterstrom	STA
Gail Prosser	Planning Commission
Dave Reynolds	The Arc of Spokane
Mark Richard	Downtown Spokane Partnership
Jon Schad	WSU Spokane
Lena Schoelen	Department of Services for the Blind
Steve Scranton	Washington Trust Bank
Cheryl Stewart	Associated General Contractors
Luke Tolley	Hillyard Community Assembly Dist 1 (N/S Corridor Economic Development)
Joe Tortorelli	Spokane Area Good Roads Association
Steven Warrington	Centennial Real Estate Investments
Kathleen Weinand	STA

**TABLE 3 – HOUSING CHAPTER FOCUS GROUP MEMBERS**

<b>Name</b>	<b>Affiliation</b>
Gail Prosser	Plan Commission Liaison
Cindy Algeo	Spokane Low Income Housing Consortium
Linda Peterson	Cliff Cannon Neighborhood
Michael Cathcart	Spokane Home Builders Association
Melissa Cloninger	Second Harvest Food Bank
Amanda Carpentier	Spokane Housing Authority
Matthew Collins	Arts Fund/Design Review
Cindy Green	Spokane Regional Health District
Kristine Williams	City of Spokane Community Development
Jerrie Allard	City of Spokane Human Services
Cal Coblenz	Sinto Senior Center
Jon Carollo	Volunteers of America
Marilee Roloff	Volunteers of America
Joel Williamson	Project Hope
Shawn Dobbs	Lighthouse for the Blind
Melissa Owen	Impact Capital
Kate Green	Northeast Youth Center
Anna Matthews	Avista Corporation
David Roberts	Spokane Housing Ventures

Name	Affiliation
Nikole Coleman	City of Spokane Planning and Development

**TABLE 4 – URBAN DESIGN AND HISTORIC PRESERVATION CHAPTER FOCUS GROUP MEMBERS**

Name	Affiliation
Christopher Batten	Design Review Board
Teresa Brum	Historic Preservation Consulting
Rod Butler	Plan Commission Liaison
Kristen Griffin	Historic Preservation Officer
Jim Kolva	Landmarks Commission
Stephen Meek	Design Review Board
Joanne Moyer	Spokane Preservation Advocates
Julie Neff	City Planning and Development
Kaitlin Shain	City/County Preservation Office
Jo Anne Wright	City Planning and Development

**TABLE 5 – SOCIAL HEALTH CHAPTER FOCUS GROUP MEMBERS**

Name	Affiliation
Gail Prosser	Plan Commission Liaison
Cindy Algeo	Spokane Low Income Housing Consortium
Linda Peterson	Cliff Cannon Neighborhood
Michael Cathcart	Spokane Home Builders Association
Melissa Cloninger	Second Harvest Food Bank
Amanda Carpentier	Spokane Housing Authority
Matthew Collins	Arts Fund/Design Review
Cindy Green	Spokane Regional Health District
Kristine Williams	City of Spokane Community Development
Jerrie Allard	City of Spokane Human Services
Cal Coblentz	Sinto Senior Center
Jon Carollo	Volunteers of America
Marilee Roloff	Volunteers of America
Joel Williamson	Project Hope
Shawn Dobbs	Lighthouse for the Blind
Melissa Owen	Impact Capital
Kate Green	Northeast Youth Center

Name	Affiliation
Anna Matthews	Avista Corporation
David Roberts	Spokane Housing Ventures
Nikole Coleman	City of Spokane Planning and Development

**TABLE 6 – NEIGHBORHOODS CHAPTER FOCUS GROUP MEMBERS**

Name	Affiliation
Ann Bergeman	Neighbors for Neighborhoods
Kerry Brooks	Plan Commission Liaison
Jay Cousins	Emerson Garfield
Christy Hamilton	Spokane C.O.P.S
Jennifer Hansen	Spokane Regional Health District
Paul Kropp	Neighborhood Alliance
Rod Minarik	Office of Neighborhood Services
Kevin Morrison	Spokane School District #81
Jeff Stevens	Northwest, District 3 Neighborhood Representative
Luke Tolley	Hillyard, District 1 Neighborhood Representative
Chris Tornquist	Comstock, District 2 Neighborhood Representative
Jo Anne Wright	City Planning and Development

**TABLE 7 – PARKS, RECREATION, AND OPEN SPACE CHAPTER FOCUS GROUP MEMBERS**

Name	Affiliation
Tony Madunich	City of Spokane Parks Department
Garrett Jones	City of Spokane Parks Department
Asher Ernst	Plan Commission Liaison
Ken Van Vorhees	Spokane Parks Board
Loreen McFaul	Centennial Trail
Jen Hussey	West Central Neighborhood
Mike Peterson	Lands Council
Tim Sanger	Friends of the Falls
Kathy Ely	Spokane Public Schools
Juliet Sinisterra	Riverfront Park Master Plan
Paul Knowles	County Parks Department
Jan Loux	Peaceful Valley Neighborhood
Matthew Phillipy	Peaceful Valley Neighborhood



Name	Affiliation
Nikole Coleman	City of Spokane Planning and Development

### Link Transportation Chapter

In 2013, and in addition to the 2017 Comprehensive Plan Update process, the City initiated an update to the Comprehensive Plan’s Transportation Chapter through a separate, but concurrent process branded as LINK Spokane. This chapter integrates the Transportation and Capital Facilities (sewer, water and stormwater) chapters. The LINK update included a review of transportation and integrated infrastructure best practices; review and participation by staff and agencies in a technical advisory group, and a citizen public policy group that reviewed and updated the Transportation Chapter’s Vision, Values, Goals, Policy, and Actions. A joint Public Policy Group and Technical Advisory Group meeting kicked off this portion of the update.

The LINK Spokane update process included transportation tours of the City, a wide variety of innovative public input strategies, open houses, brochures for distribution, television and social media updates, as well as participation in three Council District Meetings held in 2013, drop-in workshops held around the City, booths at community street fairs and multi-cultural celebrations, and a joint Plan Commission and City Council meeting focused on transportation system needs.

Formation of the LINK Spokane Policy Advisory Group occurred between January and September of 2016, where the group worked on developing and refining the vision statement, values, goals, policies, and actions in the Link Chapter. The City offered four LINK Spokane/Shaping Spokane Open Houses during the months of February and March of 2017 in Council Districts 1, 2, and 3 as well as Downtown.

### 2014-2015 Outreach Activities

On May 1, 2014, the 2013 Public Participation Plan was updated. The overall objective of this program was to describe how the City would continue to engage the public during the course of the Comprehensive Plan review and update. This program included an updated project description, goals, and schedule. Additionally, the public participation methods and tools varied by type of activity.

While traditional methods (meetings, workshops, presentations, etc.) played an important role in public engagement efforts during the 2017 Update process, the City also utilized alternative participation tools to broaden outreach and disseminate information. Websites and social media were used to share information throughout the review and update.

These broader outreach methods and tools included:

- Broad dissemination of background data and growth alternatives, proposals and alternatives:
  - Documents such as the public participation program, draft and final Plans, draft and final environmental review documents, and other project materials were posted on the website and made available at local libraries.
  - Notice of the availability of the draft Plan was published in the Spokesman-Review (a newspaper of general circulation).

- The City sent information to the Plan Commission, regional and City agencies as appropriate and local and community-based organizations to extend outreach and expand participation.
- Opportunities for written comments:
  - Online public feedback tools (email, website, and Facebook).
  - Comment forms available at public meetings and hearings.
- Public meetings after effective notice:
  - General notice of the time and place of public meetings were provided through standard notice procedures such as emails to project list-serve and other related email lists.
- Opportunities for open discussion:
  - Online dialogue and interactive activities (via social media or website).
  - Presentations to Community Assembly and other citizen groups.
  - Public meetings, open houses, and presentations.
  - Workshops with interested community or stakeholder groups.
  - Youth engagement activity through partnerships.
- Communication programs and information services:
  - Website, Facebook page, Twitter, blogs.
  - Online narrated PowerPoint presentation to introduce the 2017 Update on website, Twitter, and Facebook.
  - Links to background reports, research and articles relevant to the Comprehensive Plan Elements.
  - Press briefings for reporters and bloggers and press releases distributed to local community and ethnic media.
- Consideration of and response to public comments:
  - The City considered public comments throughout the review, and the Comment Log is included at the end of this appendix.

## Neighborhood Profiles

Starting in 2014, Planning and Development Services staff worked with neighborhood councils in developing their neighborhood profiles, which highlight each neighborhood's assets for use by visitors, developers and businesses. The profiles include the history, life, treasures, physical features, tales, events, and activities that residents love about their neighborhoods. Staff developed an instruction booklet and CDs for the neighborhoods to use when writing their profiles, and worked with the Community Assembly and each neighborhood council on their profiles. An interactive website map allowed people to pin icons to places of interest in their neighborhoods, with the results being included in the profiles.

## 2016-2017 Outreach Activities

The City's public engagement efforts in processing the 2017 Update have been consistent with, and in many cases, exceeded the identified engagement activities identified in the adopted Public Participation Plan.

**TABLE 8 – 2016 & 2017 PUBLIC OUTREACH EVENTS**

Public Outreach Event	Date
Formation and meetings of LINK Spokane Policy Advisory Group, working on developing/refining vision, values, goals, policies, and actions.	January, February, March, April, June, August, September 2016
Shaping Spokane Neighborhood Profiles sent back to neighborhoods for final approval at Community Assembly meeting.	April 7, 2016
Power Point presentation - Planning and Economic Development Committee	April 18, 2016
Power Point presentation - Community Assembly	July 7, 2016
Website, press releases, blogs, Facebook, Twitter, videos, newspaper notices, notices, emails, advertisements and articles.	2016-2017
Neighborhood Profile updates	2014-2017
Staff coordination with Department of Commerce on GMA's Comprehensive Plan update process. The City's work on the 2017 Update followed guidance from the Washington State Department of Commerce (i.e., Periodic Update Checklist for Cities – Updated June 2016, Development Regulations Checklist, and Expanded Comprehensive Plan Checklist). In addition, the City has complied with RCW 36.70A.370 in processing the 2017 Update.	2016-2017
Staff coordination with Spokane Regional Transportation Council throughout 2017 Update process.	2015-2017
Seven chapter reviews and editing by other City departments and agency representatives.	2015-2017
Public Open Houses – Council Districts 1, 2, and 3 as well as Downtown.	September 13, 20, 22 and 29, 2016
Plan Commission workshops to review public comment.	September 2016 through March 2017.
Virtual Open House on website.	On-going
21 Plan Commission workshops.	2016-2017
Six City Council study sessions.	2016-2017
Community Assembly and Land Use Sub-Committee meetings and updates.	2016-2017
Updates to Neighborhood Councils.	2015-2017
Updates to Planning and Economic Development Committee.	2016-2017
The City issued a State Environmental Policy Act (SEPA) Addendum for the 2017 Update.	February 20, 2017

<b>Public Outreach Event</b>	<b>Date</b>
LINK Spokane and Shaping Spokane Open Houses - Council Districts 1, 2, and 3 and Downtown.	February 28, March 1, 2, 7 and 8 2017
The City published a combined notice of the SEPA addendum and the Plan Commission Public Hearing in the Spokesman-Review, a City of Spokane newspaper, and the Official Gazette.	February 21, 2017 February 28, 2017
PowerPoint presentation - Plan Commission Wetlands Hearing.	March 2017
The Plan Commission held a public hearing and received public testimony on the 2017 Update.	March 8, 2017
PowerPoint presentation - Plan Commission Hearing	March 8, 2017
PowerPoint presentation - City Council and Plan Commission Joint Session	March 16, 2017
PowerPoint presentation - Plan Commission Deliberations	March 22, 2017
The Plan Commission extended the public comment period for written testimony to March 15, 2017, and held deliberations on the Comprehensive Plan Update proposals on March 22, 2017.	March 22, 2017
The Department of Commerce and Spokane Regional Transportation Council will review the Comprehensive Plan pursuant to the GMA requirement which requires a 60-day comment period prior to adoption by City Council in April, following Plan Commission review and recommendation of the 2017 Comprehensive Plan Update, and prior to scheduling a hearing before Spokane City Council for review and adoption of the 2017 Comprehensive Plan Update, as may be amended.	Spring 2017
Plan Commission Hearings and City Council Hearings.	2016-2017
Final Adoption	June 30, 2017

### **I.3 2017 Comprehensive Plan Update Public Comment**

#### **Opportunities**

The City of Spokane welcomed public comments throughout the update process, which began in 2013. Comments were taken at all public meetings, including the focus group meetings, open houses, Community Assembly meetings, Neighborhood Council meetings and at Plan Commission and City Council hearings. Feedback from the Plan Commission and City Council was received at Plan Commission Workshops and City Council Study Sessions. Written comments were received throughout the entire process including comments received on the Shaping Spokane website. When the Draft 2017 Comprehensive Plan was completed in March of 2017, the draft Plan was distributed to local libraries, agencies and members of the public who had requested to be on the distribution list. The City placed official public notices and invitations to comment in the local paper of record, official City Gazette, and on the project website, which included an on-line survey. A full record of comments and responses is attached at the end of this appendix.

## **I.4 Public Hearings**

The City provided an opportunity for public comment at the Plan Commission Hearing on March 8, 2017, where the public comment period was extended to March 15, 2017. Deliberations were held on March 22, 2017. Public comment will also be taken at the City Council hearing(s) in June 2017.

## **I.5 Formal Consultation**

Formal consultation includes communication that is required by regulation and includes formal agency review. The City participated in formal consultation with the Department of Commerce and Spokane Regional Transportation Council.

## **I.6 Informal Consultation**

Informal consultation consists of staff-to-staff contact between agencies or offices, generally through a formal email announcement. The City consulted informally with local jurisdictions, tribal governments and other stakeholders continuously from the beginning of the project through a distribution list.

### **Attached:**

- Public Participation Plan Resolution 2013
- Spokane Public Participation Program May 2014 – Updated February 2016
- Shaping Spokane Comment Log

*\* Additional information is available upon request from the Planning and Development Services Department at City Hall - 509-625-6300.*

02/08/13  
 508



**Agenda Sheet for City Council Meeting of:**  
 02/04/2013

<b>Date Rec'd</b>	1/24/2013
<b>Clerk's File #</b>	RES 2013-0011
<b>Renews #</b>	
<b>Cross Ref #</b>	
<b>Project #</b>	
<b>Bid #</b>	
<b>Requisition #</b>	

<b>Submitting Dept</b>	PLANNING SERVICES
<b>Contact Name/Phone</b>	JO ANNE 6017 WRIGHT
<b>Contact E-Mail</b>	JWRIGHT@SPOKANECITY.ORG
<b>Agenda Item Type</b>	Resolutions
<b>Agenda Item Name</b>	COMPREHENSIVE PLAN REVIEW AND UPDATE PUBLIC PARTICIPATION PLAN

**Agenda Wording**

Resolution approving the Public Participation Plan for the Comprehensive Plan Review and Update.

**Summary (Background)**

The City is undertaking a major periodic review of the Comprehensive Plan as required by the Washington State Growth Management Act (GMA). The GMA requires local governments to develop a Public Participation Plan (Plan) for early and continuous public participation. The Plan shall provide information to assist the public in understanding issues and provide opportunities for the public to contribute ideas and provide feedback to staff and appointed and elected officials.

**Fiscal Impact**

**Budget Account**

Select	\$
Select	\$
Select	\$
Select	\$

#
#
#
#

**Approvals**

**Council Notifications**

<b>Dept Head</b>	CHESNEY, SCOTT
<b>Division Director</b>	QUINTRALL, JAN
<b>Finance</b>	BUSTOS, KIM
<b>Legal</b>	BURNS, BARBARA
<b>For the Mayor</b>	SANDERS, THERESA

<b>Study Session</b>	
<b>Other</b>	PCED
<b>Distribution List</b>	
	schesney@spokanecity.org
	lmeuler@spokanecity.org

**Additional Approvals**

<b>Purchasing</b>	

ADOPTED BY SPOKANE CITY COUNCIL

2/4/2013  
 [Signature]  
 CITY CLERK

RES 2013-0011

RESOLUTION NO. 2013-0011

A RESOLUTION ADOPTING A PUBLIC PARTICIPATION PLAN FOR THE  
CITY OF SPOKANE COMPREHENSIVE PLAN REVIEW AND UPDATE

WHEREAS, the Washington State Legislature passed the Growth Management Act (RCW 36.70A) in 1990 requiring, among other things, early and continuous public participation; and

WHEREAS, the City of Spokane adopted the Comprehensive Plan in 2001 containing a set of goals, policies, maps, illustrations, and implementation strategies that state how the city should grow physically, socially, and economically.; and

WHEREAS, the City of Spokane will be completing a review and update to the Comprehensive Plan, as required by WAC 36.70A; and

WHEREAS, periodic review and update of the City's Comprehensive Plan provides the City with the opportunity to reconsider and evaluate local needs, incorporate current laws and new data, correct errors, and/or clarify intent; and

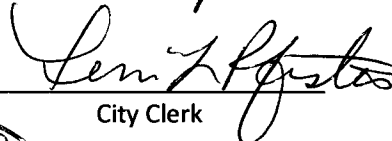
WHEREAS, the Planning and Development Department has prepared a Public Participation Plan to establish how the City will engage the public during the course of the Comprehensive Plan Review and Update; and

WHEREAS, the Public Participation Plan developed for the Comprehensive Plan Review and Update shall provide information to assist the public in understanding issues, seek early and continuous involvement of all citizens, and provide opportunities for the public to contribute ideas and provide feedback to staff and appointed and elected officials; and

WHEREAS, successful and meaningful public participation can only be assured through a public education effort where the issues and complexities of planning can be simply explained and openly discussed; and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL FOR THE CITY OF SPOKANE THAT IT HEREBY ADOPTS the Public Participation Plan for the Comprehensive Plan Review and Update.

ADOPTED by the City Council this 4<sup>th</sup> day of February, 2013.

  
City Clerk

Approved as to form:

  
Assistant City Attorney



# **City of Spokane Comprehensive Plan Review and Update**

## **Public Participation Plan**

### **INTRODUCTION**

The City of Spokane is undertaking a major periodic review of the Comprehensive Plan as required by the Washington State Growth Management Act (GMA). GMA requires local governments to develop a public participation plan. (Revised Code of Washington [RCW] 36.70.A. 140). This Public Participation Plan (Plan) addresses how the City will meet the requirements for early and continuous public participation.

In addition to complying with the GMA, periodic review and update of the City's Comprehensive Plan and development regulations provides the City with the opportunity to reconsider and evaluate local needs, incorporate current laws and new data, correct errors, and/or clarify intent.

### **GOALS**

The goals of this Plan are to:

- Provide information to assist the public in understanding issues
- Seek early and continuous involvement of all citizens
- Provide opportunities for the public to contribute ideas and provide feedback to staff and appointed and elected officials
- Make the process accessible and engaging to interested citizens

### **SCHEDULE**

The review began in mid 2012 and will continue for approximately two years. It will conclude when the City Council adopts the revised Comprehensive Plan and any associated development regulations.

<b>Step 1</b> Determine Extent of Update, Develop Public Participation Plan	Summer – Fall 2012
<b>Step 2</b> Review and Analyze GMA Requirements and Compliance	Summer – Fall 2012
<b>Step 3</b> Evaluate Status of Comprehensive Plan and Implementation	Fall 2012 – Fall 2013
<b>Step 4</b> Develop Alternatives and Draft Amendments as Needed	Fall 2013
<b>Step 5</b> Final Recommended Plan Review and Adoption	Winter – Summer 2014

### **METHODS**

The objective of this Plan is to establish how the City will engage the public during the course of the review. The Plan includes multiple strategies to encourage and facilitate widespread community participation, although participation methods used for each step may vary. This Plan may be reviewed and refined as the review progresses.



### **Open Houses, Workshops, Other Public Meetings**

Community open house meetings, workshops with key community or stakeholder groups, or any additional relevant public meeting(s) will be held at key points during the process to inform and provide opportunities for public comment. General notice of the time and place of the public meetings will be provided through standard notice procedures, such as emails and newspaper notices.

### **Focus Groups, Advisory Committee(s)**

Focus Groups and/or an Advisory Committee will provide feedback to staff on proposed changes to goals, policies, and any relevant regulations.

### **Plan Commission Workshops**

The City of Spokane Plan Commission will hold public workshops throughout the review process. Meetings times are posted on the Plan Commission web page on the City of Spokane Planning and Development Services website at [www.spokaneplanning.org](http://www.spokaneplanning.org).

### **City Council Briefings**

The Council will periodically review and discuss the review process at their Planning, Community, and Economic Development (PCED) meetings, held every first and third Monday at 11:00 a.m. in the Fifth Floor Conference Room at City Hall. In addition, briefings may be scheduled for Council Study Sessions, which are held every Thursday at 3:30 in the City Council Briefing Center.

### **Plan Commission Hearing(s)**

The City Plan Commission will conduct one or more public hearings to gather and consider public comment on the update proposals before they make a recommendation to the City Council. The City Plan Commission will forward their findings and recommendations to the City Council for their consideration.

### **City Council Hearing(s)**

The City Council will conduct at least one public hearing to gather and consider public input on the proposed amendments recommended by the Plan Commission. Public notice of the hearing will clearly state that the hearing(s) will be the final opportunity for public comment.

### **Written Comments**

Written comments are welcome throughout the Comprehensive Plan review. Formal written comments may be submitted for a public hearing of the City of Spokane Plan Commission and/or a public hearing of the City Council. To ensure consideration, written comments must be received by the City of Spokane prior to the close of the public hearing. Please submit written comments to:

Nikole Coleman-Porter  
Address: City of Spokane Planning and Development Services  
RE: Comprehensive Plan Review  
808 W Spokane Falls Blvd, Spokane WA 99201-3329  
Fax: (509) 625-6013  
Email: ncoleman@spokanecity.org

### **Hearings-Decisions:**

Public notice of all public hearings and any decisions regarding the review and update of the Comprehensive Plan will be published under the "Legals" section in The Spokesman-Review Newspaper classified section.

Public notification of all hearings pertaining to the Comprehensive Plan will be provided at least 10 days before the date of the hearing. Public notification of amendments to development regulations will be provided at least 14 days prior to the hearing date.

### **Webpage**

City of Spokane Planning and Development Services will establish a web presence for the review that includes status updates, reports, meeting notices and agendas, and other information. Follow the Update link at: [www.spokanepanning.org](http://www.spokanepanning.org)

### **Public Notice and Mailing List**

Planning and Development Services will maintain a list of interested persons and organizations to receive notices of scheduled public meetings. Notice will be provided either by mail or email. Interested persons should contact Nikole Coleman-Porter at [ncoleman@spokanecity.org](mailto:ncoleman@spokanecity.org).

### **Online Surveys**

Online surveys may be used at key points in the review process to gather input on specific topic areas.

### **Press Releases, Media Advertisements**

The City of Spokane will issue news releases to local media and/or place advertisements announcing public meetings or other key events or information updates during the review process. Media contacts include but are not limited to:

The Spokesman-Review, Pacific Northwest Inlander, City Cable 5, and other TV media.

### **E-Newsletters**

Electronic newsletters may be used periodically to provide short informative subject specific information.

### **CONCLUSION**

Since the Plan has been drafted at the beginning of the review process, it may change somewhat as conditions change over the review period. The most current information about upcoming activities and

comment opportunities related to the review will be available on the Planning and Development Services website. For information about the review, please contact the following City of Spokane Planning and Development Services Staff:

Jo Anne Wright, AICP  
Comprehensive Plan Review Project Manager  
509-625-6017  
[jwright@spokanecity.org](mailto:jwright@spokanecity.org)

Nikole Coleman-Porter, AICP  
509-625-6883  
[ncoleman@spokanecity.org](mailto:ncoleman@spokanecity.org)

Tirrell Black, AICP  
509-625-6185  
[tblack@spokanecity.org](mailto:tblack@spokanecity.org)

**May 1, 2014**  
**UPDATED February, 2016**



**City of Spokane**  
**Comprehensive Plan Update**

**Updated Public Participation Program**

**City of Spokane  
Comprehensive Plan Update  
Revised Public Participation Program (RCW 36.70A.140)**

**INTRODUCTION**

The City of Spokane is undertaking a major periodic review of the Comprehensive Plan as required by the Washington State Growth Management Act (GMA). The GMA requires local governments to create and broadly disseminate a Public Participation Program (Program). This revised Program updates an earlier version to reflect a modified schedule for the Review. It also describes how the City of Spokane (City) will meet the requirements for early and continuous public participation during the Review.

**A. GOALS**

The overall goals of the Program are to:

- Provide objective information to assist the public in understanding issues
- Provide opportunities for the public to contribute ideas and provide feedback through all phases of the review
- Improve the involvement of traditionally under-represented audiences
- Make the process accessible and engaging to interested citizens

**B. SCHEDULE**

The GMA requires that the City complete a major review of its Comprehensive Plan by June 30, 2017. The City initially launched the Review in late June, 2012 and conducted outreach and engagement in 2012-2013. The previous activities include:

- |  |                         |
|--|-------------------------|
| • Determine Extent of Update, Develop Original Public Participation Plan | Summer - Fall 2012      |
| • Review and Analyze GMA Requirements and Compliance                     | Summer – Fall 2012      |
| • Evaluate Status of Comprehensive Plan and Implementation               | Fall 2012               |
| • Information on the City  | Summer 2012             |
| • Use of Social Media  | Summer 2012, Ongoing    |
| • Three Public Council District Meetings                                 | Spring 2013             |
| • Plan Commission Public Open House                                      | Spring 2013             |
| • Focus Groups Update Comprehensive Plan Chapters                        | Spring – Winter 2013    |
| • Neighborhood Profiles Creation   | Winter 2014 – Fall 2015 |

In winter 2013 the City hired a consultant to complete an audit of the 2001 Comprehensive Plan and make recommendations for potential changes to its land use growth strategies, complete three neighborhood plans, and make recommendations for Comprehensive Plan policy updates as part of the Plan of Spokane, necessitating a revised schedule and approach for the review. Since that time the update was put on nominal hold while certain decisions were made and

further consideration of the scope and breadth of the update was completed. During that time the Link Spokane effort was initiated as well as the Integrated Transportation and City Utilities project. As a result, the original timeline presented in the revised Public Participation Plan requires further update.

The revised review schedule is as follows:

- Audit of Comprehensive Plan and Recommendations (COMPLETE) 3Q 2015
- Finalization of Neighborhood Profiles 2Q 2016
- Public Draft – Comprehensive Plan (Except Link Spokane) 3Q 2016
- Completion of Link Spokane 3Q 2016
- Public Open Houses (4 Total) 3Q 2016
- Plan Commission Workshops 4Q 2016
- Final Draft – Comprehensive Plan 1Q 2017
- City Council Work Sessions 1Q 2017
- Plan Commission Hearing 1Q 2017
- City Council Hearing 2Q 2017
- Plan Adoption 2Q 2017

The City is managing the Link Spokane process separate but concurrent with the update of the remainder of the Comprehensive Plan. The City will package the completed products from these concurrent projects to complete the Comprehensive Plan update prior to the Plan Commission workshops.

### **C. METHODS AND TOOLS**

The overall objective of this program is to describe how the City will engage the public during the course of the review. Public participation methods and tools may vary by type of activity. This Program may continue to be reviewed and refined throughout the review if needed.

While traditional methods (meetings, workshops, presentations, etc.) will still play an important role in public engagement, the City will use alternative participation tools to broaden outreach and disseminate information. Websites and social media will be used to share information throughout the review.

Some or all of the following methods will be used in one or more phases to achieve broad and continuous public participation.

Broad dissemination of background data and growth alternatives, proposals and alternatives:

- Documents such as the public participation program, draft and final Plans, draft and final environmental review documents, and other project materials will be posted on the website and made available at local libraries.
- Notice of the availability of the draft Plan will also be published in the Spokesman-Review (a newspaper of general circulation).

- The City will send information to the Plan Commission, regional and City agencies as appropriate and local and community-based organizations to extend outreach and expand participation.

Opportunities for written comments:

- Online public feedback tools (Email, Website, and Facebook).
- Comment forms available at public meetings and hearings.

Public meetings after effective notice:

- General notice of the time and place of public meetings will be provided through standard notice procedures such as emails to project listserv and other related email lists.

Opportunities for open discussion:

- Online dialogue and interactive activities (via social media or website).
- Presentations to Community Assembly and other citizen groups.
- Public meetings, open houses, and presentations.
- Workshops with interested community or stakeholder groups.
- Youth engagement activity through partnerships.

Communication programs and information services:

- Website, Facebook page, Twitter
- Online narrated PowerPoint presentation to introduce the update on Website, Twitter, and Facebook
- Links to background reports, research and articles relevant to Comprehensive Plan Elements
- Press briefings for reporters and bloggers and press releases distributed to local community and ethnic media.

Consideration of and response to public comments:

- The City will consider public comments throughout the review.

**CONCLUSION**

This Program may be updated as conditions change or additional resources to support outreach activities become available. At a minimum, the Program will be updated quarterly. For more information on the update, please go to the City of Spokane Planning and Development Services website at [www.spokaneplanning.org](http://www.spokaneplanning.org), Comprehensive Plan Update. To provide feedback on the Program, please contact the following City of Spokane Planning and Development Services staff:

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