

# Spokane Neighborhoods Community Assembly

**“Provide a vehicle to empower Neighborhood Councils’ participation in government”**

*Meeting Agenda for February 6, 2015*

4:00-6:00 p.m. – COUNCIL BRIEFING CENTER, Basement, City Hall



*Proposed Agenda Subject to Change*  
Please bring the following items:  
\*Community Assembly Minutes: January 2015



AGENDA ITEM	Presenter	Time	Action	Page No.
Introductions	Facilitator	3 min–4:00		
Proposed Agenda ( incl. Core Values and Purpose)	Facilitator	2 min–4:03	Approve	1
Approve/Amend Minutes ▪ January 2015	Facilitator	5 min–4:05	Approve	5
OPEN FORUM				
Reports/Updates/Announcements	Please Sign Up to Speak!	5 min-4:10		
LEGISLATIVE AGENDA				
City Council ▪ Update	City Council	5 min-4:15	Oral Report	
Administrative ▪ Liaison Committee	Jay Cousins	5 min-4:20	Oral & Written Report	9
ONS/Code Enforcement ▪ Northwest /Emerson-Garfield Boundary Change ▪ Greening 2014 ▪ Neighborhood Code Map	Heather Trautman	15 min-4:25	Oral & Written Report/Vote of Support	11
Retreat ▪ Update	Committee Member	5 min-4:40	Oral Report	
Public Safety ▪ 2015 Work Plan (Rental Inspection)	Julie Banks	15 min-4:45	Oral Report	
Community Housing & Human Services (CHHS) ▪ Update	Fran Papenleur	5 min-5:00	Oral & Written Report	12
CA/Community Development ▪ Update	Fran Papenleur	5 min-5:05	Oral Report	
PRESENTATIONS/SPECIAL ISSUES				
Asset Based Community Development ▪ Introduction	Sima Thorpe and Mary Joan Hahn, Gonzaga	20 min-5:10	Presentation/Q&A	
Bike Master Plan ▪ Proposed Comp Plan Changes ▪ PeTT Committee Recommendation (Paul Kropp)	Jon Snyder and Nathan Gwinn	20 min-5:30	Presentation/Q&A/Vote	14
Short-Term Rentals ▪ Discussion	Tara Zeigler, ONS	10 min-5:50	Presentation/Q&A	17
OTHER WRITTEN REPORTS				
Plan Commission Liaison	David Burnett		Written Report	27
Building Stronger Neighborhoods	E.J. Iannelli		Written Report	28
Land Use	Teresa Kafentzis		Written Report	29
Design Review Board Liaison	Colleen Gardner		Written Report	32
Charter School Information and Application	Colleen Gardner		Written Report	33
SNAP Newsletter	Colleen Gardner		Written Report	37

*\* IF YOU CAN'T MAKE THE MEETING, PLEASE SEND YOUR ALTERNATE!!!! \**

## UPCOMING IMPORTANT MEETING DATES

- *February 10: Public Safety, YMCA Corporate Office, 1126 N Monroe, 4pm*
- *February 19: Land Use, West Central Community Center, 1603 N Belt, 5pm*
- *February 20: CA Retreat, Finch Arboretum, 3404 W. Woodland Blvd., 9am*
- *February 23: Building Stronger Neighborhoods, Fire Station 4, 1515 W. Riverside, 5pm*
- *February 24: CA Administrative Committee (agenda item requests due. Please submit all written material to be included in packets two days prior to CA meeting date), ONS Office, 6<sup>th</sup> Floor, City Hall, 4:30pm*
- *February 24: Pedestrian, Transportation & Traffic (PeTT), West Central Comm. Ctr, 1603 N Belt, 6pm*
  - *February 25: Joint CA/City Council, West Central Community Ctr, 1603 N Belt, 5:30pm*
  - *March 3: CA/CD, West Central Community Center, 1603 N Belt, 5:30pm*
  - *March 6: Community Assembly, Council Briefing Center, City Hall, 4pm*

## MEETING TIMETABLE PROTOCOL

In response to a growing concern for time constraints the Administrative Committee has agreed upon the following meeting guidelines as a means of adhering to the Agenda Timetable:

1. When a presenter has one minute left in the time allotted the facilitator will raise a yellow pennant and indicate a verbal notice.
  - a. Should any Neighborhood Representative wish to extend the time of the presentation or comment/question period they may immediately “Move to extend the time by (1) to (5) minutes”.
  - b. An immediate call will be made for a show of hands in support of the extension of time. If a majority of 50% plus 1 is presented the time will be reset by the amount of time requested.
  - c. Extensions will be limited to (2) two or until a request fails to show a majority approval. After (2) two extensions, 1) if a motion is on the table, the facilitator will call for a vote on the open motion to either a) approve or not approve, or b) to table the discussion; 2) if there is no motion on the table, a request may be made to either (1) reschedule presenter to a later meeting, or (2) ask presenter to stay and finish at the end of the agenda.
2. When the allotted time has expired, a red pennant and verbal notice will be issued.

Administrative Committee

## COMMUNITY ASSEMBLY LIAISONS (Draft)

Citizens Street Advisory Commission (CSAC): Hal Ellis, 838-9778, [hellisso@earthlink.net](mailto:hellisso@earthlink.net)

Citizens Transportation Advisory Board (PeTT): Jim Bakke, 466-4285, [jfbakke@q.com](mailto:jfbakke@q.com)

Community, Housing, & Human Services Board: Fran Papenleur, 326-2502,

[fran.papenleur@waeb.uscourts.gov](mailto:fran.papenleur@waeb.uscourts.gov)

Design Review Board: Colleen Gardner, 535-5052, [chiefgarryparknc@gmail.com](mailto:chiefgarryparknc@gmail.com)

Mayor’s Design Advisory Team (PeTT): Paul Kropp, 448-2291, [pkropp@fastmail.fm](mailto:pkropp@fastmail.fm)

Plan Commission: David Burnett, 720-3321, [dburnett@spokanecity.org](mailto:dburnett@spokanecity.org)

Plan Commission Transportation Advisory Committee (PeTT): Kathy Miotke, 467-2760,

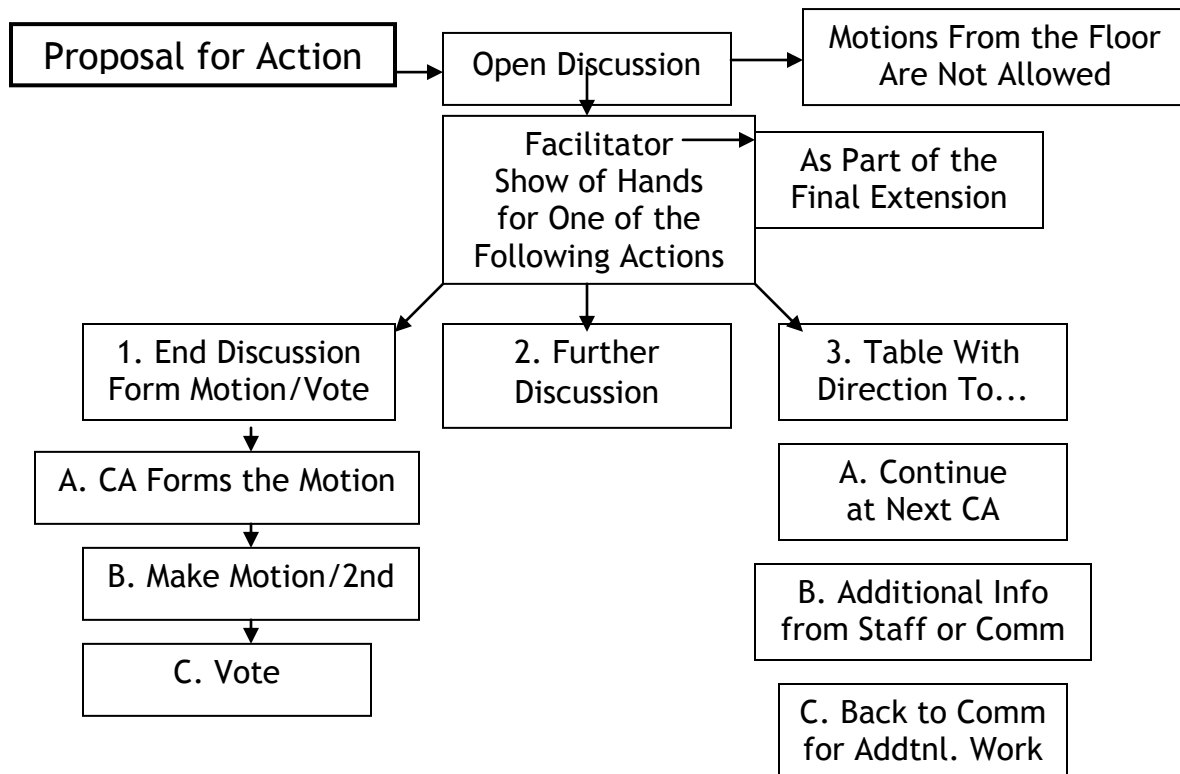
[zaromiotke@yahoo.com](mailto:zaromiotke@yahoo.com) and Charles Hansen (alternate), 487-8462, [charles\\_hansen@prodigy.net](mailto:charles_hansen@prodigy.net)

Single Family Home Rehab Task Force: Sandy Gill, 325-4260, [gillflah@comcast.net](mailto:gillflah@comcast.net)

Urban Forestry: Carol Bryan, 466-1390, [cbryan16@comcast.net](mailto:cbryan16@comcast.net)

a. CA Rules of Order:

- i. To speak at a meeting, a person must be recognized by the facilitator only one person can be recognized at a time. Each speaker has two minutes. When all who wish to speak have been allowed their time, the rotation may begin again.
- ii. When a proposal for action is made, open discussion will occur before a motion is formed by the group
- iii. As part of the final time extension request, the Facilitator will request a show of hands by the representatives at the table to indicate which of the following actions the group wants to take.
  1. End discussion and move into forming the motion and voting.
  2. Further Discussion
  3. Table discussion with direction
    - a. Request time to continue discussion at next CA meeting.
    - b. Request additional information from staff or CA Committee
    - c. Send back to CA Committee for additional work



## **Community Assembly Core Values and Purpose**

### **CORE PURPOSE:**

Provide a vehicle to empower neighborhood councils' participation in government.

### **BHAG:**

Become an equal partner in local government.

(This will be further expounded upon in the Vivid Description. What does this mean to you?)

### **CORE VALUES:**

**Common Good:** Working towards mutual solutions based on diverse and unique perspectives.

**Alignment:** Bringing together the independent neighborhood councils to act collectively.

**Initiative:** Being proactive in taking timely, practical action.

**Balance of Power:** Being a transparent, representative body giving power to citizens' voices.

### **VIVID DESCRIPTION:**

The Community Assembly fulfills its purpose, achieves its goals, and stays true to its core values by its members engaging each other and the community with honest communication and having transparent actions in all of its dealings. Community Assembly representatives are knowledgeable and committed to serving their neighborhood and their city as liaisons and leaders.

The Community Assembly initiates and is actively involved early and often in the conception, adoption and implementation of local policy changes and projects. The administration and elected officials bring ideas to the Community Assembly in the forming stages for vetting, input and participation. The Community Assembly is a valuable partner to these officials and neighborhoods in creating quality policy & legislation for the common good.

The Community Assembly stimulates participation in civic life among our residents. Citizens that run for political office will believe in the importance of partnering with the Community Assembly and neighborhood councils. Those candidates' active participation and history with neighborhoods contributes to their success, enhancing successful partnerships between the Community Assembly and local government.

## Community Assembly Minutes

January 9th, 2015

Agenda was approved. December minutes were approved unanimously.

### 1. Open Forum

#### a. Marilyn Lloyd-South Hill Coalition Plan

- i. Completed the plan of the 5 south hill neighborhoods, passed out the plan to the group.

#### b. Colleen Gardner

- i. Meet and Eat Chief Garry Park flyer in the end of the packet.
  1. Pride Prep will be there January 29<sup>th</sup> at Casano's, 2002 E. Mission Ave.

### 2. City Council Placeholder:

#### a. Karen Stratton, City Councilmember District 3

- i. Centers and Corridor changes workshop will be held on February 4<sup>th</sup>, 4:00-6:00pm, West Central Community Center
- ii. City Council has been working with Spokane Police Department to look at School Zones that have had speeding issues and are collecting data at Finch, Longfellow, Stevens elementary schools.
- iii. Monday's City Council agenda will include homeless project and vehicle impounding in East Central due to prostitution issue.

### 3. Administrative Committee:

#### a. Gary Pollard, Riverside Neighborhood

- i. Admin. Committee
  1. Please look at the minutes from Admin. Committee meeting minutes are on page 9 of the CA Packet if you have any questions contact Gary Pollard.

### 4. Planning

#### a. Jan Quintrall, City of Spokane

- i. Recruitment of New Planning Director
  1. Updating the job description, will be posted for 3 weeks
  2. Set up a panel of 5-6 people to narrow down to top 4-5, will meet with Community Assembly, and would like the CA to nominate someone to be on the panel.
  3. Will occur in February.
  4. Colleen nominated Dave Burnett to be on the panel representing the Community Assembly on the panel:
    - a. Vote:
      - i. In Favor: 17
      - ii. Abstain: 2

### 5. Neighborhood Services & Code Enforcement Update:

#### a. Heather Trautman, Director of Office of Neighborhood Service & Code Enforcement

- i. Neighborhood Calendars will be mailed out to Neighborhood Chairs and the CA reps.
- ii. Available now as a Google Calendar <https://beta.spokanecity.org/neighborhoods/>
- iii. Proposed Building Stronger Neighborhoods Committee Review options for the calendar-Smaller version, use funds to promote other neighborhood activities
- iv. Upcoming Events
  1. See Calendar Handout
  2. Monday January 19<sup>th</sup>, City Hall will be closed for the MLK Holiday
  3. Monday January 26<sup>th</sup>, 6:00pm, Town Hall for Southwest Neighborhoods, City Hall, 808 W. Spokane Falls Blvd
- v. 2014 Goal Review and 2015 Goal Setting

1. Standing committees have completed reports and recommendations
2. Report handout and available at [www.spokaneneighborhoods.org](http://www.spokaneneighborhoods.org)
3. Request CA review and adopt goals at February CA meetings
- vi. 2015 Program Application Schedule
  1. January 5<sup>th</sup> to March 2<sup>nd</sup>: Traffic Calming Applications
  2. January 5<sup>th</sup> to March 16<sup>th</sup>: Mobile Speed Feedback
  3. February 18<sup>th</sup> to June 1<sup>st</sup>: Clean Up Application
  4. March 1<sup>st</sup> to June 30<sup>th</sup>: Greening Grant-Forest Spokane
  5. July 1<sup>st</sup> to October 31<sup>st</sup>: CDBG Applications\*
    - a. \*tentative application period will be based on finalization of allocation model by CA/CD Committee
- vii. Traffic Calming
  1. Traffic Calming workshops will be held:
    - a. District 3: January 21<sup>st</sup>
    - ~~b. District 2: January 28<sup>th</sup>~~ District 2: January 29<sup>th</sup>
    - ~~c. District 1: January 29<sup>th</sup>~~ District 3: January 28<sup>th</sup>
    - i. Dates were changed after meeting due to conflict with event in District 1.
  2. All materials can be found on the [www.spokaneneighborhoods.org](http://www.spokaneneighborhoods.org) under programs then Traffic Calming
- viii. Mobile Speed Signs
  1. [2014 Mobile Speed Feedback Report](#) is available on the ONS website.
  2. Begin discussing locations with your neighborhoods to be ready for the turning in requests by March 16<sup>th</sup> or before.
- ix. Clean Up Program
  1. Orientation February 18<sup>th</sup> City Council Briefing Center in City Hall
  2. Application deadline is June 1<sup>st</sup>
  3. Your neighborhoods can apply for:
    - a. Dump passes, roll-off dumpsters, concentrated cleanups, large appliance, furniture pickup and recyclables.
  4. Information can be found [here](#) on the program.
- x. Forest Spokane
  1. [2014 Greening Grant Projects](#)
    - a. 3 neighborhood planting projects, 120 volunteers
  2. [Greening Grant applications:](#)
    - a. Contest regulations can be found by clicking above link
    - b. Winner will be announced in April 2015
  3. 2015 Greening Grants
    - a. Greening Grants Application: March 1<sup>st</sup>-June 30<sup>th</sup>
    - b. Planting Season: March 21<sup>st</sup>
  4. Residential Tree Program
    - a. Free tree events: April & October
  5. Water Department Property Planting Blitz: end of April
  6. Capital Improvements Projects
    - a. Havana High Drive 44<sup>th</sup> Ave water main, Ben Burr Trail
  7. For more information visit: [www.spokanecity.org](http://www.spokanecity.org)
- xi. Contact Alicia Powell, phone 625-6780 email: [apowell@spokanecity.org](mailto:apowell@spokanecity.org)
- b. CHHS Director Input

- i. Your input is needed in determining the next leader for CHHS
- ii. Opportunity for input:
  1. Provide your thoughts and priorities to Jonathan at [jmallahan@spokanecity.org](mailto:jmallahan@spokanecity.org) or by calling 625-6734.
  2. Participate in the finalist neighborhood stakeholder forum.
  3. Provide questions that you would like to be provided in advance of the forum to the finalist candidates/be used in the interview process.
  4. Your input will be used in developing a job description/announcement, during interviews and in the final decision making process.
  5. Thank you to neighborhoods that have already responded and provided their input.

## 6. Retreat Committee

- a. New Date February 20<sup>th</sup>, 9:00am-2:00pm at the Finch Arboretum
- b. Jason Swain facilitated the last retreat where the core values and purpose came from. They will be working on a plan on moving forward with the identified goals.

## 7. Pedestrian, Transportation & Traffic (PeTT):

- a. Paul Kropp, Southgate
  - i. Representative Positions
    1. Proposed resolution on page 11.
    2. Motion: moved to accept the resolution as written.
      - a. Vote:
        - i. For: 17
        - ii. Against:
        - iii. Abstain: 2

## 8. Building Stronger Neighborhoods

- a. E.J. Iannelli, Emerson Garfield
  - i. Building Stronger Neighborhoods
    1. Outreach events, packets and training
    2. Training sessions for neighborhood councils and other groups
    3. Core group of about 5 people but need more participation please come back to the neighborhood.
    4. 2014 goals- Outreach, going to events and letting people know about the neighborhoods
      - a. Buying a canopy
      - b. Spokane wide map
      - c. Training-sessions on how neighborhoods can transition into using the website
      - d. 2014 Interns
        - i. Interns sourced from Spokane Schools and colleges, did not work very well though there was strong effort to try but the school didn't take up on that effort.
        - ii. Tin Can-Merged with the Library-could get help from them.
      - e. Help in the creation of Brochure to show how Neighborhoods fit into the City.
      - f. 3 outreach events Spokefest, Unity in the Community and First Friday ArtWalk at Chase Gallery

## 9. Public Safety Committee

- a. Julie Banks, Rockwood Neighborhood
  - i. Vehicle Storage
    1. Worked on following up the Outdoor storage ordinance would be amended to include items f and g in the ordinance.

2. There was discussion and the ordinance was handed out to the group.
- ii. Upcoming meeting is Tuesday, January 13<sup>th</sup>, 4:00-6:00pm, neighborhoods are encouraged to attend because the group is looking at if there is support from the neighborhoods to move forward with a Proactive Rental Inspection Program.

## 10. CHHS

- a. Fran Papenleur, Northwest
  - i. The CHHS Board met on January 7. Approved recommendations from the RFP/Eval Committee on the CHED applications. Out of 21 applications, 9 requests (totaling \$1.3 million) were approved for funding. This will go to City Council now. There will be a public hearing in March.

## 11. CA/Community Development Committee

- a. Fran Papenleur (reported for Chair Roland LaMarche)
  - i. *Mission statement: To develop a process for Neighborhoods to utilize CDBG funds.*
  - ii. Application will be revised – please give feedback to Roland or sub-committee (Hazel Jackson, Henry Sasser, Logan Neighborhood)
  - iii. CA/CD Committee will focus on increasing neighborhood participation, education for the program.
  - iv. Neighborhoods will be provided a “toolbox” of new types of projects to select.
  - v. Next meeting: February 3. Jonathan Mallahan will present information on the various allocation models available.
- a. Update on Neighborhood RFP awards:
  - i. New data from the American Community Survey has been released, which changed the eligibility of some block groups since the applications were submitted. Seven neighborhoods were affected. CHHS/ONS will be contacting those neighborhoods to assist them in finding other projects.

## 12. Short Term Rentals

- a. Tara Zeigler, ONS
  - i. Use of a home or apartment for less than 30 days, they are mainly occurring in the Residential zones. They are considered a commercial use which is not allowed in a residential area.
  - ii. The Plan Commission is very interested in your comments; the timeline has been pushed out to February 11<sup>th</sup>.
    1. Neighborhoods need to review the Draft Ordinance; the proposal would allow this use in residential zones in which currently are operating illegally.
    2. Items for review:
      - a. Number of bedrooms
      - b. Owner occupied or non-owner occupied
      - c. Limit on residential character
  - iii. Tara is available to come out to the neighborhood council if they want her to come out to speak about the ordinance.
  - iv. Coming back in February for formal recommendation from the CA.

## 13. Asset Based Community Development

- a. Sima Thorpe, Mary Joan Hahn, Gonzaga
  - i. The group voted on whether to allow the presentation due to the time not allowing the time needed for the presentation the vote was to postpone the presentation.

### In attendance:

Bemiss	Logan	Peaceful Valley	North Indian Trail
Browne's Addition	Grandview Thorpe	Minnehaha	Riverside
Chief Garry Park	Hillyard	North Hill	Rockwood
Comstock	Lincoln Heights	Northwest	Southgate
Cliff/Cannon	Whitman		

### Not In attendance:

Balboa/SIT	Latah/Hangman	West Central
East Central	Manito/Cannon Hill	West Hills
Five Mile Prairie	Nevada Lidgerwood	Emerson Garfield



## CA Administrative Committee Meeting

January 27, 2015

5-6:00 p.m.

City Hall, ONS

### **CA Reps Present:**

Jay Cousins (Emerson-Garfield), Chair  
 Gary Pollard (Riverside), Vice Chair  
 Fran Papenleur (Northwest), Secretary  
 Kathryn Alexander (Bemiss)  
 Seth Knutson (Cliff-Cannon)

### **Others Present:**

Rod Minarik, City Staff/ONS  
 Heather Trautman, City Staff/ONS  
 Karen Stratton, City Council Liaison  
**CC:**  
 Jonathan Mallahan, City Staff/CNS Director

## **I. Today's Agenda/Items to address:**

- Draft Agenda for February Community Assembly meeting
- New Business

## **II. February CA Agenda**

### **A. Legislative Agenda topics, speakers and/or reports were reviewed.**

1. City Council – update from Council Member(s)
2. Admin Committee – Jay. Membership for the Liaison Committee needs to be confirmed. At least three CA representatives are required. Current members are Gene Klozar and Shelley O'Rourke. Rod will ask Colleen Gardner if she wants to officially participate.
3. ONS – Heather. Includes: CA vote on annexation of small piece of Northwest to Emerson-Garfield (previously approved by both neighborhood councils).
4. Retreat Committee – update for February 20.
5. Public Safety – Julie Banks. Julie's time will be extended due to the nature of her report, long-term rental inspection/licensing. The PS Committee will be asking the CA body to recommend either continuing to work on the issue, or, because of its complexity, not continue. This is a controversial topic in the community, and Heather expects citizens to attend, possibly hoping to speak, even though the merits of the issue will not be discussed, but an administrative vote to direct the PS Committee's work. CA meeting rules will need to be reviewed for the public's benefit, and options provided for citizens to voice their opinions, e.g., attend a neighborhood council meeting, contact their district's City Council member, or attend a Plan Commission meeting.
6. CHHS – Fran will provide a short, succinct report from the CHHS Board and the CA/CD Committee that directly relates to the neighborhoods. This may consist of an update on the neighborhoods whose CDBG projects were affected by the new ACS data, and if the CA/CD Committee votes on a different allocation model for 2016.

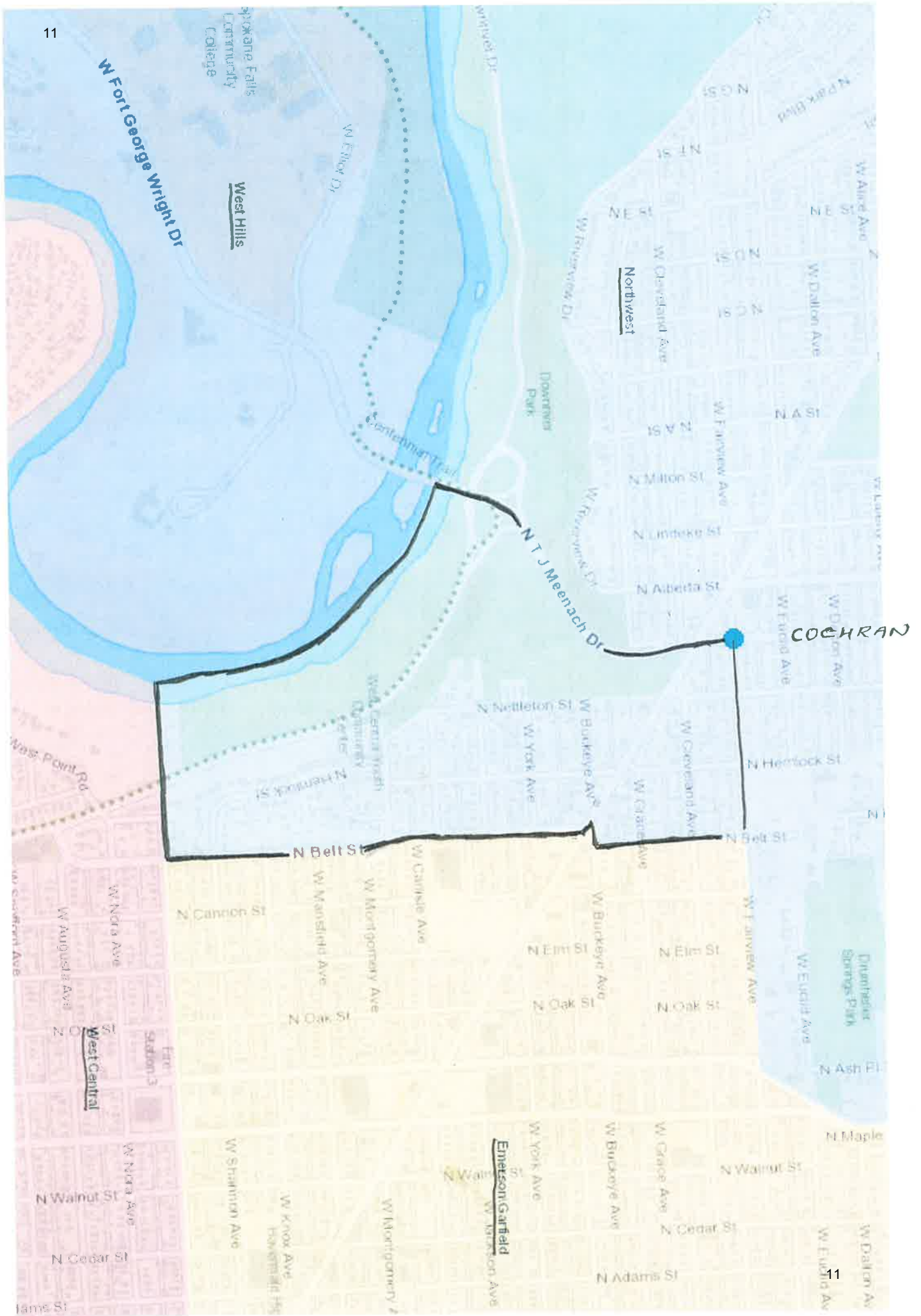
## B. Guest Speakers

1. Jeannette Harras Memorial – Colleen Gardner asked for five minutes.
2. Short Term Rental Ordinance - Tara Zeigler has been collecting feedback from the neighborhoods regarding the second draft. Heather said that the Plan Commission is meeting tomorrow to review a third draft, so Tara needs very little time for an update.
3. Bike Master Plan-Proposed Comp Plan Changes - Nathan Gwinn. This is important, time-sensitive information, therefore, the two speakers from Gonzaga University that were postponed from January will be postponed again until March. Their presentation on “Asset-Based Community Development” is not time-sensitive.

## III. “Housekeeping”

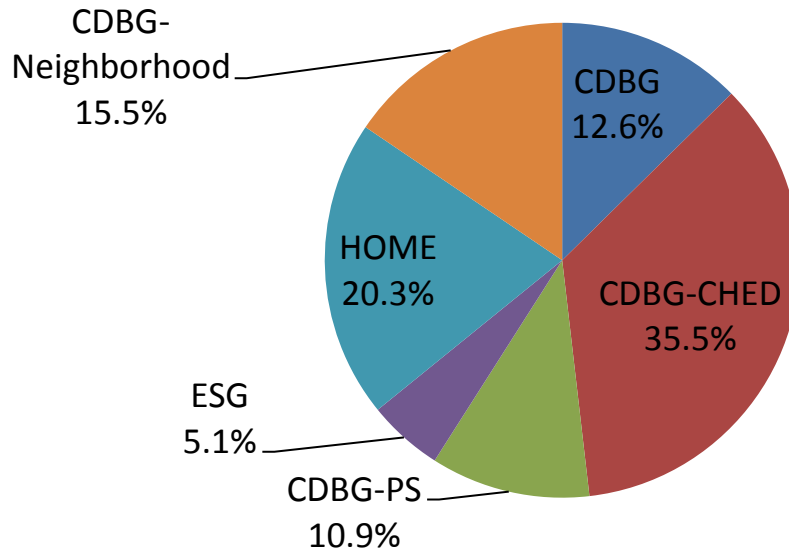
- A. Timer mechanism(s) used at CA meetings were discussed. Jay has researched different options, and suggested an LED timer that can be set remotely. Cost may be around \$160. Using a TV monitor, or an instrument like Council President Stuckart uses during CC meetings was also suggested. ONS will continue to research. Karen Stratton said she has a small fund for such expenditures, and offered to pay for the item. The group will be informed of a final solution soon.
- B. Rod reported that the PeTT Committee has moved their day and time. In order to assure adequate City staffing, the Admin Committee agreed to move their meeting start time up, from 5:00 to **4:30 p.m.** Location remains City Hall/ONS.

## IV. Next Meeting – Tuesday, February 24, 4:30 p.m.

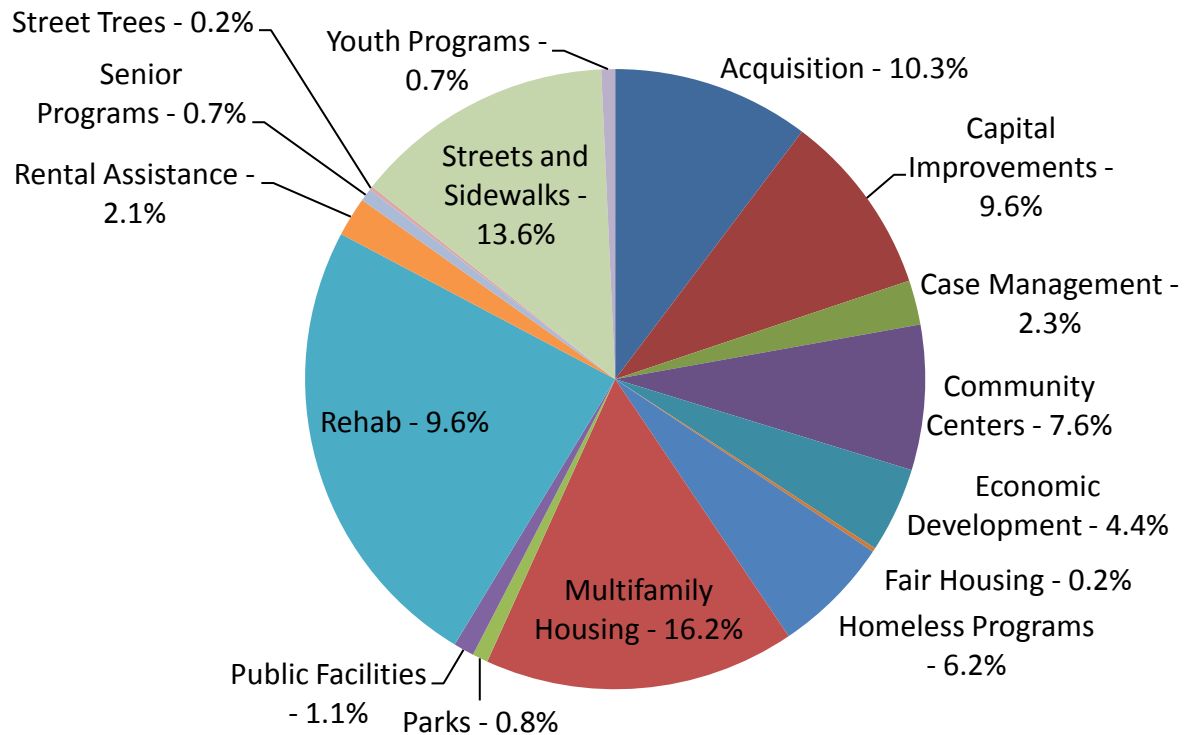


## Traditional Measures of Output

**Funding By Source (HUD Entitlements Only)**



**Funding by Activity (HUD Entitlements Only)**



## Evidence of Outcomes

### Initial results of “Hot Spotters” project:

(from Agency Report on 2014 HSG Grant Performance)

Program designed to support high utilizers of the emergency response system and emergency departments of community hospitals.

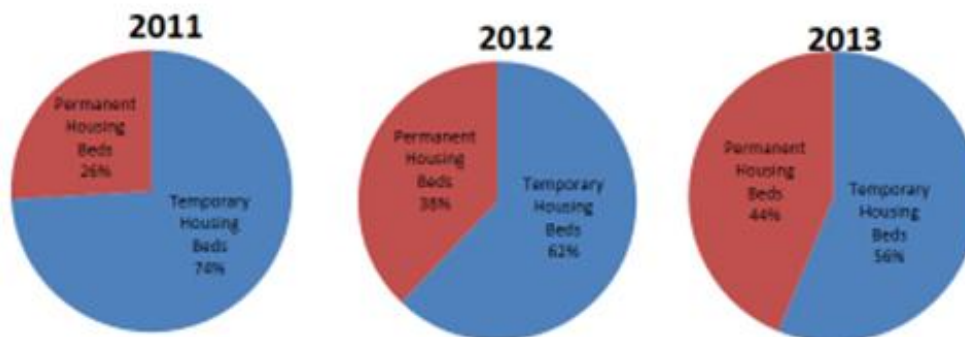
- 61% reduction in emergency department visits for clients served
- Average savings of \$5,272 per month in healthcare costs (Equates to \$60,000 + per year per person served)

### Change to Coordinated Assessment for access to homeless housing resources

Utilizing **same resources**, the number of Households w/ children served increased 44% (631 to 908 from 2012 - 2013) after implementing Coordinated Assessment

### Shift in Homeless Housing Focus

- From 2011-2013
  - The distribution of beds shifted from temporary housing to permanent housing.



Compiled from Homeless Management Information Systems (HMIS) Point in Time data 2011, 2012, and 2013

January 27, 2015

By vote this date, and confirmed subsequently by e-mail as to form, the Pedestrian, Traffic and Transportation Committee (PeTT) recommends the following resolution for adoption by the Community Assembly:

*With regard to the bike facility roadway and trail additions to the Planned Bikeway Network Map TR 2 at 4.10 Maps in Chapter 4 Transportation of the Comprehensive Plan proposed by city staff with amendment Z1500003COMP to revise the Master Bike Plan and introduced by Council Member Jon Snyder:*

*BE IT RESOLVED THAT the Community Assembly supports specifically those bike and trail facilities listed in Exhibit A (attached) as a component of the proposed emergency subarea plan amendment to the Comprehensive Plan Transportation Chapter 4.9 Spokane Master Bike Plan; and*

*THAT the Community Assembly endorses these bike facility and trail additions as implementing the Comprehensive Plan Chapter 4 Transportation goals and policies for:*

- *Bicycle and pedestrian linkages between activity centers (TR 2.10)*
- *Safe bicycle and pedestrian access on bridges (TR 2.11)*
- *Safe bicycle and pedestrian routes to schools (TR 2.12)*
- *Bicycling as a viable alternative to driving (TR 2.13)*
- *Safe, convenient and continuous bikeways through the city (TR 2.14)*
- *Safe accommodation for bicyclists on the street system (TR 2.15)*
- *Marked on-street bicycle lanes, bike routes and off-street bicycle paths (TR 2.16)*
- *Facilities supporting bicycling (TR 2.17)*
- *Bicycle facilities that make transit a viable transportation option (TR 2.18)*

*AND THAT by this action the Community Assembly requests a representative of PeTT to offer this resolution in testimony at hearings before the Plan Commission and the City Council, which are presently scheduled to be held in late February and late March respectively.*

## **Exhibit A**

### **Amendments to Planned Bikeway Network Map (Map TR 2)**

Note: Refer to Changes Shown on Attached Map Exhibit C

**The Planned Bikeway Network Map (Map TR 2) in Chapter 4 of the Comprehensive Plan shall be revised pursuant to Ord. C-\_\_\_\_\_ as follows:**

**1) Facilities that have already been constructed:**

- a. Add the Dwight Merkel Park trail loop designated as a Shared or Multiuse Path.
- b. Add the Spokane International Airport bike lane loop as a Bike Lane and unpaved recreational trail with the connection to Spotted Road as a Shared or Multiuse Path.
- c. Change from a Marked/Shared Roadway designation to a Bike Lane on Illinois Ave from Crestline Street to Regal Street.
- d. Change from a Bike Lane to a Shared or Multiuse Path - Iron Bridge over the Spokane River between N. Superior Street and the Iron Bridge development. Change from a Bike Lane to Marked/Shared Roadway south of the cul-de-sac on Iron Court.
- e. Change from a Marked/Shared Roadway designation to Bike Lane on East 5<sup>th</sup> Avenue between Sherman Street to Arthur Street.
- f. Add bicycle and pedestrian Interstate 90 overpasses / bridges as Shared Use or Multiuse Paths over I-90 at Magnolia Street and Regal Street.
- g. Add the Centennial Trail Shared Use or Multiuse Path parallel to the bike lane along Upriver Drive from Mission to city limits (the Centennial trail off-street side path begins at 1661 E. Upriver Drive at about North Center Street).
- h. Add Bike Lane on Arthur Street from 2<sup>nd</sup> Avenue to 5<sup>th</sup> Avenue.
- i. Add the Shared Use or Multiuse Path on the north side of 44<sup>th</sup> Avenue between Freya and Ray Streets, and on the east side of Ray Street between 44<sup>th</sup> and 42<sup>nd</sup> Avenues.

**2) Facilities that are planned to be built soon, or that have completed planning processes and need to be added:**

- a. Add Shared Use or Multiuse Path on 44<sup>th</sup> between Freya Street and Havana Street. (Southgate Neighborhood Plan).
- b. Add Marked/Shared Roadway designation on Myrtle Street from 44<sup>th</sup> Avenue south to the Ben Burr Trail connection at the southern City Limits at end of Myrtle Street.

- c. Change from Marked/Shared Roadway to Bike Lane designation on Crestline Street between Euclid Avenue and Francis Avenue.
- d. Change from Marked/Shared Roadway to Bike Lanes on Maxwell between Washington and Maple.
- e. Add Bike Lane designation on Havana Street from 37<sup>th</sup> Avenue to southern city limits.
- f. Add the Ben Burr 2<sup>nd</sup>/3<sup>rd</sup> Avenue trail connection spur as a Shared Use or Multiuse Path.
- g. Add Cincinnati Street Greenway from G.U. campus/Centennial Trail north to East North Foothills Drive.
- h. Add Huntington Park to Glover Field Peaceful Valley Trail route and extended route to Sandifur Bridge as a Shared Use or Multiuse Path and/or Marked/Shared Roadway.
- i. Centennial Trail Mission St. Gap: show Shared Use or Multiuse Path bridge crossing Mission.
- j. Centennial Trail T.J. Meenach Bridge: show very short Shared Use or Multiuse Path connection from Pettit Drive to bridge.
- k. Fish Lake Trail Bridges over rail lines east of Fish Lake.
- l. Ben Burr Trail spur from Erie Street to planned University District Pedestrian Bicycle Bridge—south of railroad tracks—as a Shared Use or Multiuse Path.
- m. Indiana Bike Lanes, Ruby St. to Perry.
- n. Trolley Trail starting at Assembly heading east as a Shared Use or Multiuse Path (this currently appears on Parks Dept plans but not on the Planned Bikeway Network Map).
- o. Centennial Trail riverside spur around San Souci Mobile Home Park may require additional studies—Add proposed Multiuse Path connection to utility bridge parallel to Summit Blvd.
- p. Rowan Avenue: Change from Marked Shared Roadway to Bike Lane from Monroe Street to Driscoll Boulevard.
- q. Fish Lake Trail to Sandifur Bridge: Shared Use or Multiuse Path from northeast and east of trailhead at Milton & Lindeke Streets, then following freeway, more or less, to Latah Creek, then northwest along creek to Riverside Avenue.



**Short Term Rentals**  
Plan Commission Draft 1/28/15  
Prepared for Plan Commission Hearing 2/11/15

**ORDINANCE NO. C\_\_\_\_\_**

AN ORDINANCE OF THE CITY OF SPOKANE RELATING TO REGULATION OF SHORT TERM RENTALS; AMENDING SMC 17C.110.120; AMENDING SMC 17C.190.110; ADOPTING NEW CHAPTER 17C.316 SMC; AND SETTING AN EFFECTIVE DATE.

WHEREAS, (recitals)

WHEREAS, the City Council hereby adopts the foregoing as its findings of fact justifying its adoption of this ordinance;

Now, Therefore,

The City of Spokane does ordain:

**Section 1.** That SMC Table 17C.110-2 is amended as follows:

**Section 17C.110T.002** Table 17C.110-2 Residential Zone Housing Types Allowed

<b>TABLE 17C.110-2</b> <b>RESIDENTIAL ZONE HOUSING TYPES ALLOWED</b> <a href="#">(Click here to view PDF)</a>					
<b>P – Permitted</b> <b>N – Not Permitted</b> <b>CU – Conditional Use review required</b>	<b>RA</b>	<b>RSF</b>	<b>RTF</b>	<b>RMF</b>	<b>RHD</b>
Single-family Residence (detached)	P	P	P	P	P
Attached Single-family Residence [1]	P	P	P	P	P
Cottage Housing [1]	CU	CU	N	N	N
Transitional Housing [1]	P	P	P		
Zero Lot Line [1]	P	P	P	P	P
Accessory Dwelling Unit (ADU) [2]	P	P	P	P	P
Detached ADU [2]	P	P	P	P	P

Duplexes	N	N	P	P	P
Manufactured Home [3]	P	P	P	P	P
Mobile Home Parks [3]	CU	CU	N	N	N
Single Room Occupancy (SRO)	N	N	N	P	P
Group Living	See <a href="#">SMC 17C.330.100</a>				
Multidwelling Structure	N	N	N	P	P
Short Term Rentals [4]	<u>P/CU</u>	<u>P/CU</u>	<u>P/CU</u>	<u>P/CU</u>	<u>P/CU</u>
Notes: [1] See <a href="#">SMC 17C.110.300</a> , Alternative Residential Development Standards. [2] See <a href="#">chapter 17C.300 SMC</a> , Accessory Dwelling Units. [3] See <a href="#">chapter 17C.345 SMC</a> , Manufactured Homes and Mobile Home Parks. [4] See <a href="#">chapter 17C.316, Short Term Rentals</a>					

**Section 2.** That SMC 17C.110.120 is amended as follows:

#### **Section 17C.110.120 Accessory Uses**

Accessory uses to a primary use are allowed if they comply with specific standards for the accessory uses and all development standards. See chapter 17C.190 SMC, Use Category Descriptions. Accessory buildings such as garages are included in SMC 17C.110.225. Accessory dwelling units, bed and breakfast facilities, short-term rentals, and home occupations have specific standards in chapter 17C.300 SMC, chapter 17C.315 SMC, and chapter 17C.340 SMC, respectively.

**Section 3.** That SMC 17C.190.110 is amended as follows:

#### **Section 17C.190.110 Residential Household Living**

##### **A. Characteristics.**

Residential Household Living is characterized by the residential occupancy of a dwelling unit by a household. Tenancy is arranged on a month-to-month basis, or for a longer period. Uses where tenancy may be arranged for a shorter period are not considered residential. They are considered to be a form of transient lodging (see the Retail Sales and Service and Community Service categories). Apartment complexes that have accessory services such as food service, dining rooms, and housekeeping are included as Residential Household Living. Single room occupancy housing (SROs) that does not have totally self-contained dwelling units is also included if at least two thirds of the units are rented on a monthly basis. SROs may have a common food preparation area, but meals are prepared individually by the residents. Residential structures occupied by persons with disabilities requiring reasonable accommodations pursuant to the federal or state law are included in the Residential Household Living category.

**B. Accessory Uses.**

Accessory uses commonly found are recreational activities, raising of pets, hobbies, and parking of the occupants' vehicles. Home occupations, accessory dwelling units, short-term rentals, and bed and breakfast facilities are accessory uses that are subject to additional development standards of the zoning code.

**C. Examples.**

Uses include single-family residences, duplexes, apartments, condominiums, retirement center apartments, manufactured housing and other structures with self-contained dwelling units. Examples also include living in SROs if the provisions are met regarding length of stay and separate meal preparation.

**D. Exceptions.**

1. Lodging in a dwelling unit or SRO where less than two-thirds of the units are rented on a monthly basis is considered a hotel or motel use and is classified in the Retail Sales and Service category.
2. SROs that contain programs that include common dining are classified as Group Living.
3. Guest houses that contain kitchen facilities are prohibited as accessory to Residential Household Living uses.
4. In certain situations, lodging where tenancy may be arranged for periods less than one month may be classified as a Community Service use, such as short-term housing or mass shelter.

**Section 4.** That there is adopted a new Chapter 17C.316 to read as follows:

**Section 17C.316.010 Purpose**

This chapter provides the requirements and standards under which residential dwelling units may be used for short-term rental use in residential zones. The regulations are intended to allow for a more efficient use of certain types of residential structures in a manner which keeps them primarily in residential use, and without detracting from neighborhood character. The regulations also provide an alternative form of lodging for visitors who prefer a residential setting.

**Section 17C.316.020 Description and Definitions**

**A. Description.** A short-term rental is where a residential dwelling unit or bedrooms in a residential unit are rented to overnight guests for fewer than 30 days. There are two types of short-term rentals:

1. Type A. A Type A short term rental is where no more than 4 bedrooms are rented to overnight guests, and no commercial meetings are held. In a duplex, if one unit is occupied by the owner or operator, then the other unit may be rented in its entirety.
2. Type B. A Type B short-term rental is where 5 or more bedrooms or the non-owner occupied or non-operator occupied entire dwelling unit of any size are rented to overnight guests or where fewer than 5 bedrooms are rented to overnight guests and commercial meetings are held.

**B. Definitions.** For purposes of this chapter, the following words have the following meanings:

1. Resident. An individual or family who resides in the dwelling unit. The resident can be the owner or operator of the short-term rental.
2. Operator. The owner or a person or entity that is designated by the owner to manage the short-term rental.

### **Section 17C.316.030 Where These Regulations Apply**

The regulations of this chapter apply to short-term rental in the following zones: RA, RSF, RSF-C, RTF. In RMF and RHD zones, all regulations of this chapter apply except that for Type A rentals, residency of the owner or operator is not required and the entire up to 4 bedroom dwelling unit may be rented short term without a Conditional Use Permit. In zones where Retail Sales and Service uses are allowed, limited or conditional uses, short-term rentals may be regulated either as a Retail Sales and Service use, or as a short-term rental under the regulations of this chapter. The decision is up to the applicant.

### **Section 17C.316.040 Type A Short-Term Rentals**

#### **A. Use-related regulations.**

1. Permit required. A Type A short-term rental requires a Type A short-term rental permit per .040 C below.
2. Allowed structure type. A Type A short-term rental is allowed only in the following residential structure types:
  - a. Single-Family Residence;
  - b. Attached house;
  - c. Duplex;
  - d. Apartments;
  - e. Condominiums; and
  - f. Accessory dwelling unit.
  - g. Manufactured Homes

#### **B. Standards.** The following standards apply to Type A short-term rentals. Adjustments are prohibited.

1. Maximum size. A type A short-term rental is limited to renting a maximum of 4 bedrooms to overnight guests.
2. Accessory dwelling units. On sites with an accessory dwelling unit, the resident can live in the primary or accessory dwelling unit and rent bedrooms in either dwelling unit, but the maximum number of bedrooms on the site that can be rented to overnight guests is 4.
3. Detached accessory structures. A bedroom in a detached accessory structure can be rented to overnight guests, and counts toward the maximum size limit.

4. Bedroom requirements. The City's Building Official must verify that each bedroom to be rented to overnight guests:
    - a. Met the building code requirements for a sleeping room at the time it was created or converted;
    - b. Meets fire code requirements.
  5. Number of overnight guests. The total number of guests occupying a dwelling unit with a Type A short-term rental may not exceed two (2) people per bedroom.
  6. Employees. Nonresident employees are prohibited. Hired service for normal maintenance, repair and care of the resident or site, such as yard maintenance or house cleaning, is allowed.
  7. Services to overnight guests and visitors. Serving alcohol and food to overnight guests and visitors is allowed, subject to other county and/or state requirements.
  8. Commercial meetings. Commercial meetings include luncheons, banquets, parties, weddings, meetings, charitable fund raising, commercial or advertising activities, or other gatherings for direct or indirect compensation. Commercial meetings are prohibited with a Type A short-term rental. A historic landmark that receives special assessment from the State may be open to the public for 4 hours one day each year; this is not considered a commercial meeting.
  9. Parking. See Spokane Municipal Code Chapter 17C.230 Parking and Loading
  10. Advertising. All advertisements for the short-term rental must list short-term rental permit number.
- C. Type A Short Term Rental Permit.** The owner of a Type A short-term rental must obtain a permit from the Planning and Development Services Department. The permit requires the owner to agree to abide by the requirements of this section, and document that the required notification requirements have been met:
1. Notification. The owner must:
    - a. Prepare a notification letter that:
      - i. Describes the operation and the number of bedrooms that will be rented to overnight guests; and
      - ii. Includes information on how to contact the owner or operator by phone.
    - b. Mail or deliver the notification letter to all recognized organizations and owners of property abutting and directly across the street from the short-term rental.
  2. Required information for permit. In order to apply for a Type A short-term rental permit, the owner or operator must submit to the Planning and Development Services Department:

- a. Completed application form bearing the address of the property, the name, signature, address, and telephone number of the owner and operator if operator is not also an owner.
- b. A short-term rental application and permit fee established by [separate ordinance].
- c. Proof of property insurance covering the property.
- d. A copy of the owner's current City of Spokane business license.
- e. A copy of the notification letter and a list with the names and addresses of all property owners and organizations that received the letter.
- f. A site plan.

**D. Renewal of and Revoking a Type A Short-Term Rental Permit.** A Type A short-term rental permit must be renewed per the procedures in chapter 4.04 SMC and can be revoked according to the procedures in chapter 4.04 SMC for failure to comply with the regulations of this chapter. When a Type A short-term rental permit has been revoked, a new Type A short-term rental permit will not be issued to the owner at that site for 2 years.

## **Section 17C.316.050 Type B Short-Term Rentals**

### **A. Use-related regulations.**

- 1. Conditional use permit. A Type B short-term rental requires a Type III conditional use permit. The approval criteria are stated in SMC 17C.320.080 F, Institutional and Other Uses in Residential Zones.
- 2. Allowed structure type. A Type B short-term rental is allowed only in the following residential structure types:
  - a. House;
  - b. Attached house;
  - c. Duplex;
  - d. Apartments;
  - e. Condominiums; and
  - f. Accessory dwelling unit.
  - g. Manufactured Homes

### **B. Standards.**

- 1. Maximum size. Maximum set through conditional use review.
- 2. Bedroom requirements. The City's Building Official must verify that each bedroom to be rented to overnight guests:

- a. Met the building code requirements for a sleeping room at the time it was created or converted;
  - b. Meets fire code requirements.
3. Number of residents and overnight guests. The total number of residents and overnight guests occupying a dwelling unit with a Type B short-term rental may be limited as part of a conditional use approval.
4. Employees. Nonresident employees for activities such as booking rooms and food preparation may be approved as part of the conditional use review. Hired service for normal maintenance, repair and care of the residence or site, such as yard maintenance or house cleaning, is allowed. The number of employees and the frequency of employee auto trips to the facility may be limited or monitored as part of a conditional use approval.
5. Services to guests and visitors. Serving alcohol and food to guests and visitors is allowed, subject to other county and/or state requirements.
6. Commercial meetings.
  - a. Commercial meetings. Commercial meetings, as defined above, are regulated as follows:
    - i. In the residential single family zones, commercial meetings are prohibited;
    - ii. In all other zones, the number of commercial meetings per year shall be determined as part of a conditional use review. The maximum number of visitors or guests per event will be determined through the conditional use review. Adjustments to the maximum number of meetings per year are prohibited.
  - b. Historic landmarks. A historic landmark that receives special assessment from the State may be open to the public for 4 hours one day each year. This does not count as a commercial meeting.
  - c. Meeting log. The operator must log the dates of all commercial meetings held, and the number of visitors or guests at each event. The log must be available for inspection by city staff upon request.
7. Appearance. Residential structures may be remodeled for the development of a short-term rental, subject to required approvals and permits. Structural alterations may not be made that prevent the structure from being used as a residence in the future. Internal or external changes that will make the dwelling appear less residential in nature or function are not allowed. Examples of such alterations include installation of more than three parking spaces, paving or required setbacks, and commercial-type exterior lighting.
8. Parking. See Spokane Municipal Code Chapter 17C.230 Parking and Loading.

9. Advertising. All advertising for the short-term rental must include short-term rental permit number.

#### **Section 17C.316.060 Monitoring**

All short-term rentals must maintain a guest log book. It must include the names and home addresses of guests, guest's license plate numbers if traveling by car, dates of stay, and the room assigned to each guest. The log must be available for inspection by city staff upon request.

#### **Section 17C.316.070 Pre-Established Bed and Breakfast Facilities**

- A. Nonconforming Use.** Bed and breakfast facilities that were operating before June 14, 2006, which have not obtained a conditional use permit under Chapter 17C.315 SMC, may continue to operate subject to the requirements and limitations in SMC 17C.315.160.A.
- B. Bed and Breakfasts with a Conditional Use Permit.** Bed and breakfast facilities operating under an approved conditional use permit may chose to operate under Chapter 17C.315 SMC or this Chapter.

**Section 5. Effective Date.** This ordinance shall take effect and be in force on

\_\_\_\_\_.

PASSED BY THE CITY COUNCIL ON \_\_\_\_\_.

\_\_\_\_\_  
Terri Pfister, City Clerk

Approved as to Form:

\_\_\_\_\_  
Assistant City Attorney



## Short Term Rentals - Recommendation Matrix

11/11/14

	Type A - Low Intensity			Type B - High Intensity		
Permitting Requirements	Administrative Permit over the Counter Permit.			Type III Conditional Use Review		
	- Permit related inspection			- Quasi judicial land use decision		
	- May be revoked if failure to comply with regulations			- Permit related inspection		
	Type A - Low Intensity			Type B - High Intensity		
Number of Bedrooms		Yes	No		Yes	No
	Option #1: 1-2 bedrooms			Option #1: 3-5 bedrooms		
	Option #2: 4 or less bedrooms			Option #2: 5 or more bedrooms		
	Type A - Low Intensity			Type B - High Intensity		
Owner Occupancy Status		Yes	No		Yes	No
	Option #1: Must be owner occupied			Can be non-owner occupied		
	Option #2: Can be non-owner occupied (whole dwelling unit)					
	Type A - Low Intensity			Type B - High Intensity		
Strategies to Limit Impact on Single Family Residential use		Yes	No	Not applicable, this type goes through substantial review under conditional use process		
	Discussion #1: Limit number of Licenses per neighborhood					
	Discussion #2: Limit number of people that can stay					
	Discussion #3: Limit Non-owner Occupied; no limit on owner-occupied.					
	Discussion #4: Include "Hardship" clause for flexibility if permit limit reached in zones.					
	Type A - Low Intensity			Type B - High Intensity		
Building Type	Allow in houses, attached houses, duplexes, apartments, condos			Only Owner may apply for Type B		
	Allow owners of dwellings to rent out. Tenants of apartments, condos, other rented units must comply with lease/rent agreements.					
	Type A - Low Intensity			Type B - High Intensity		
Bedroom Requirements	Legal definition of a bedroom: Two points of egress, direct access to the room, no less than 7 feet in any horizontal direction, no less than 70 square feet (IRC)					
	Type A - Low Intensity			Type B - High Intensity		
Number of Guests	Total Occupancy equals: 2 people per bedroom multiplied by total number of rooms.			Maximum number set through the Conditional Use Review.		

	Type A - Low Intensity	Type B - High Intensity
<b>Required Notice</b>	Operator sends a notice, including their contact information, to all recognized organizations and owners of property abutting and directly across the street from the residence. Must provide "welcome information" to guests which details safety info, emergency contact info, etc.	Public notice sent to property owners and recognized organizations within 400 feet of the residence for Type III Conditional Uses. Must provide "welcome information" to guests which details safety info, emergency contact info, etc.
	Type A - Low Intensity	Type B - High Intensity
<b>Employees</b>	Do not allow nonresident employees. Allow hired service for normal maintenance of the residence or site, such as yard maintenance and housecleaning.	Continue to allow nonresident employees for activities such as booking rooms and food preparation. Maximum number and activities of nonresident employees can be set through the conditional use process.
<b>Other Requirements</b>	Type A - Low Intensity	Type B - High Intensity
<b>Special Events or Commercial</b>	Do not allow commercial meetings.	Continue to allow through a Type III Conditional Use.
<b>Insurance</b>	Proof of insurance for city requirements	
<b>Licensing</b>	Business license application, business license	
<b>Taxing</b>	Lodging, retail sales taxes	
<b>Insurance</b>	Must provide proof that STR activity is covered	Proof of insurance as part of Conditional Review process
<b>Parking</b>	Spokane Municipal Code Chapter 17C.230 Parking and Loading	
<b>Noise</b>	Spokane Municipal Code Chapter 10.08D Noise Control	
<b>Screening</b>	Spokane Municipal Code Chapter 17C.200 Landscaping and Screening	
<b>Food Service</b>	Spokane Regional Health Department	
<b>Smoking, Water Recreational facilities, Septic Tanks</b>	Spokane Regional Health Department	
<b>State License</b>	State License requirement per WAC 246-360-010	
<b>Advertising</b>	Must list permit number on advertisement to advertise a short term rental.	

Tara Zeigler  
 Neighborhood Services and Code Enforcement  
 tzeigler@spokanecity.org



**Community Assembly  
Spokane City Plan Commission Liaison Report  
February 6, 2015**

**Short-Term Rentals:** During the January 28th workshop on the proposed Short-Term Rental ordinance, Commission member John Dietzman suggested need for a compromise between the alternatives of:

- 1) not permitting any short-term rentals in single-family housing without the proprietor of the property being resident; and,
- 2) allowing short-term rentals in all single-family housing without the proprietor being resident.

Dietzman argued that the former was unduly restrictive, while the latter could change some neighborhoods fundamentally by increasing transience and promoting absentee property ownership. He proposed that staff look at alternatives such as requiring that there be a residential operator in RSF (Residential Single Family) and RTF (Residential Two Family) areas or require a conditional use permit for a non-resident operator. Non-resident operators would be allowed without a conditional use permit in RMF (Residential Multifamily) and RHD (Residential High Density) areas. The Commission will hold a public hearing on short-term rentals on February 11 at 4:00 pm.

*Those neighborhoods that have not already taken a position on the short-term rental proposal and/or have not expressed their views to the Office of Neighborhood Services may wish to do so before February 11. Neighborhood councils may also wish to encourage citizens to participate in the public hearing once it has been scheduled.*

David R. Burnett  
dburnett@spokanecity.org



## Community Assembly Building Stronger Neighborhoods Committee

### January 26, 2015 Meeting Summary

**Voting Members Present:** E.J. Iannelli (Emerson-Garfield), Seth Knutson (Cliff-Cannon)

**Others Present:** Owen Mir (Chief Garry Park), Alicia Bemiss-Powell (East Central), Fran Papenleur (Northwest)

**Staff Present:** Jackie Caro

**Meeting Summary:** The October minutes were approved as submitted.

- **Gonzaga intern opportunity:** E.J. has been in contact with Sima Thorpe, Sr. Director External Relations and Assessment at Gonzaga University, and Christine (Chris) Ryman, GU's Internship Manager, regarding the possibility of sourcing interns for neighborhood councils that have identified a need for assistance with social media. Jackie will follow up with Chris to flesh out expectations and groundwork.
- **Community Assembly retreat:** Will take place on February 20<sup>th</sup> at the Finch Arboretum from 9:00-12:00pm.
- **Neighborhood Services:**
  - *Communication Plan:* This is being drafted by ONS and will address many topics relevant to BSN this will be brought forward to the group once it is finalized.
  - *Calendar alternative ideas:* The consensus was that direct-mail postcards would be a far more effective outreach tool than the CA calendar, which tends to reach those who are already civically engaged and is quickly out of date (as the recent change to BSN meeting locations proves).
  - *Chairless meetings:* Busy schedules often inhibit volunteers from physically attending as many meetings as they would like. Chairless meetings could take place online or via e-mail, allowing citizens to be informed of policy developments, offer feedback, and participate in the policy development process in a convenient way. This idea appealed to all attendees.
  - *Outreach – Cleaning from the Core:* This proposal was nixed on account of limited volunteer resources and the feeling that the nature of the event — decentralized, downtown-focused — would not lend itself to effective outreach for neighborhoods beyond Riverside.
- **Training opportunities:** Civics 101, sometime in March or April, will be an intro-level workshop for civic involvement in Spokane. Will cover the basics of neighborhood councils, Community Assembly, City Council, City of Spokane departments, and how to address common quality-of-life issues such as sidewalks, street trees and traffic calming.
- **Upcoming events:** Include two traffic-calming workshops (the first on Jan. 21 saw disappointing turnout) on January 28 and 29, and a Cleanup Orientation for neighborhood cleanup coordinators on Feb. 18.

**Next meeting:** February 23, 2015

**Proposed Agenda Items:** Appointing a BSN secretary. Update on GU internship possibilities. Confirming outreach booths at neighborhood events.



***Draft***

***Land Use Committee (LUC)***

***Minutes for: January 15, 2015***

***Facilitator: Kelly Cruz***

***Secretary: Teresa Kafentzis***

***Executive Committee: Kelly Cruz, Patricia Hansen,  
Teresa Kafentzis, Margaret Jones***

**Present:**

Melissa Wittstruck, Tara Zeigler, Zoraide Etter , Nathan Gwinn – City Staff  
Kelly Cruz – West Central  
Teresa Kafentzis -- Southgate  
Margaret Jones -- Rockwood

**Review and Approve Current Agenda**

**Review and Approve Minutes for Previous Month**

- **November minutes approved. (no meeting in December)**
- **Agenda approved as submitted**

**Old Business**

**New Business**

- Tara Zeigler – Short Term Rental Ordinance -10 min (per email from Kelly)
  - Home, rooms in home, condo or other legal dwelling rented for less than 30 days to a guest.
  - Current code requires CUP (\$4-5,000 cost).
  - Stakeholders group recommendations – reviewed recommendations.
  - Two workshops have been held, goes to city council in February.
  - Mike Allen proposing a change to state legislation to not require sprinklers in homes. renting 1-2 rooms.
  - Plan Commission hearing on February 11, asking for recommendation on Feb 6 at CA
  
- **Zoraide Etter for Louis Meuler, Interim Director - Planning Dept Updates**

- Finalizing 2015 work plan, priorities set up
  - Planning for neighborhoods projects in 2016
  - Finalizing list of consultants for planning projects
  - North Hill will continue consultant on their plan
  - Grandview Thorpe finalized in Q2
  - Peaceful Valley neighborhoods will be finalized in Q12
  - 6 neighborhoods left to plan, participants haven't been selected yet
  - Question: Any feed back from neighborhoods? A: Not yet
  - Question: Is there any residual funds left from neighborhoods that have already planned? A: Don't have data, will get back to LUC
  - Question: Target date for new director? A: Position posted, panel set up to review candidates to 2-4 top candidates. Then broader process with public. Building official position won't be part of director. Currently building inspectors have been stepping in as building official.
  - Q: Completion of comp plan update? A: Two meetings to date, looking at how to review what's already been voted on so that can be understood and applied to future projects. Still vetting how this will move forward. Work will need to be completed by end of 2016 to be adopted by June 2017.
  - Bike map has been moved upon and approved.
  - Pedestrian plan – met with pedestrian committee in Dec, working on first draft. Slated for approval by fall 2015
  - Send priority list when city council passes for Planning and Development as well as Planning Commission. Zoraide will send to Melissa to forward to LUC.
- **Nathan Gwinn – Planner, area expansion of unit lot subdivision ordinance**
    - Changes in direction for this project
    - Unit lot subdivision with separate ownership in certain areas
      - In existing zones currently
      - Working with council members to define focus and update existing code, for example different housing types
      - No projects have been brought forward, public most likely not aware
    - Pocket residential development adopted in 2012 allows separate ownership in higher density zones
    - LUC Comment: Didn't do a land use audit to determine how many lots are available, what zoning they are in. Develop a list and what tools would work. Develop a matrix to help promote the use of the code.
    - Consider marketing on Channel 5 for pocket development and unit lot subdivision
    - Infill is one project city council will vote on for prioritizing, will then work with Plan Commission to provide deliverables. Large project, need time to put the work to do it right.
- **Balance of time to be spent on land use development “guidance” document**

**for neighborhoods. Set parameters and determine what expected outcome of project is:**

- Melissa brought flow charts from Planning and Development Services
- Are the flowcharts still drafts
- Are they still applicable?
- Are these available to public? Where?
- Questions:
  - Outline all of the steps in process
  - What constitutes notice? RCW provides guidelines (does anyone with authority ever check that notice was performed?)
  - Understanding notice requirements, when and how they come out
  - Suggestion: develop a smart phone application that people driving by sign notices could get more information
- Kelly bring to CA when finalized

#### **Reports:**

- **Plan Commission Update – Liaison, Dave Burnett (North Indian Trail) – not present**
- **PeTT Committee Update – Paul Kropp (Southgate) – not present**
- **Planning & Development Quarterly Updates (Louis Mueller)**
- **Building Stronger Neighborhoods** (invite when needed)
- **Community Development** (invite when needed)

#### **Good of the Order**

- **Future Meeting Items:**
  - **Center & Corridors update from Amber Waldref**
  - **Form-based code for Hamilton Corridor**
  - **Work on Land Use Guidelines**

**Adjourned at 6:30**

**Next Meeting: February 12 at West Central Community Center**



DRB Report  
Feb 6<sup>th</sup>, 2015  
Colleen Gardner

At the January 28, 2015 Collaborative Workshop, a quorum of the Design Review Board passed the following motion.

**Based on review of the materials submitted by the applicant and discussion during the January 28, 2015 public workshop, the DRB recommends the following:**

- **Prioritize incorporating interpretation into hardscape, landscape, and artwork elements.**
- **Consider linking the staircase north of the MAC to the trail.**
- **Consider lighting in key locations such as trailheads and at Glover Field.**
- **Continue to look for opportunities for users to experience the river along the trail.**

Craig Andersen, Co-Chair Design Review Board

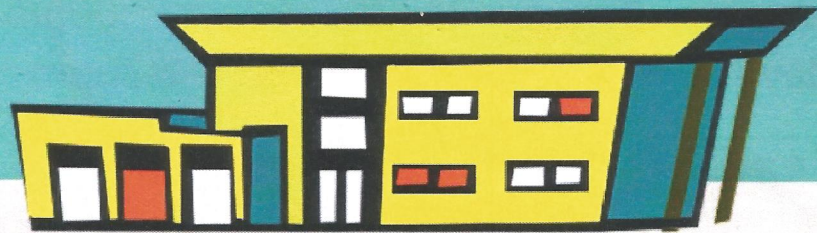
Note: Supplementary information, audio tape and meeting summary are on file with City of Spokane.

There are no reviews scheduled for the remainder of Feb as of this report.





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neighborhood's **new**  
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We open next fall for grades 6 and 7 and then will add a grade each year until we are operating at full capacity serving grades 6-12. Students must enroll by February 25, 2015 to be entered into the lottery on March 2, 2015. It is easy to enroll! Call 509-389-4848 or go to our website at [www.prideprepschool.org](http://www.prideprepschool.org). To learn more about joining the PRIDE



## PRIDE Prep INFORMATION SESSIONS

### **Hillyard Library – 4005 N. Cook**

Saturday	January 17	noon–1:00pm
Saturday	January 31	noon–1:00pm
Tuesday	February 3	6:30-7:30pm

### **East Side Library – 524 S. Stone**

Saturday	January 31	3:00-4:00pm
Tuesday	February 17	6:30-7:30pm
Saturday	February 21	3:00-4:00pm

### **West Central Community Center – 1603 N. Belt**

Tuesday	January 20	6:30-7:30pm
Saturday	January 31	1:30-2:30pm
Thursday	February 12	6:30-7:30pm
Saturday	February 21	1:30-2:30pm

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**509.389.4848**  
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**STUDENT INFORMATION**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Current Grade Level: \_\_\_\_\_

Street Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

School currently attending: \_\_\_\_\_

**GUARDIAN INFORMATION**

Guardian #1	Guardian #2
Name:	Name:
Phone # (cell or home):	Phone # (cell or home):
Email:	Email:

**ACKNOWLEDGEMENT OF INFORMATION**

By signing this application, we acknowledge that all information provided is correct. In addition, we understand that admission to PRIDE Prep Charter School is on a space-available basis. If more than 120 complete applications are received, PRIDE Prep Charter School will hold a random public lottery to complete enrollment process.

Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

**TO ENROLL:** Website [www.prideprepschool.org](http://www.prideprepschool.org); Call 509.389.4848; Mail 811 E. Sprague, Suite B2, Spokane WA 99202



# Happy New Year from The Stability Journal

## JANUARY 2015

### SNAP debuts Stability Journal in 2014

For the last 49 years, SNAP has worked to increase opportunities and stability for low-income residents of Spokane County. From free classes in financial literacy to utility assistance and energy-saving weatherization, the community action agency is committed to core values of Community, Justice and Respect while serving an average of 45,000 thousands clients each year.

Last April, SNAP premiered the Stability Journal, a monthly e-mail publication providing updates on the organization's programs and services to leaders across the region. As 2015 begins, we provide a look back on some of the publication's first-year highlights along with a salute to former SNAP Executive Director Larry Stuckart who passed away at the end of 2014.

We, at SNAP, appreciate your work on behalf of our community and wish you and yours a nourishing, safe and prosperous New Year.

#### Outreach efforts bring programs to all residents

SNAP understands that potential is not defined by city limits.

Representatives with the agency's Financial Access program carry news about micro-enterprise opportunities to aspiring and existing business owners in places like Rockford, Fairfield, Spangle, Deer Park, Airway Heights and Medical Lake each month.

The entrepreneurial caravan is just one example of SNAP's efforts to ensure that a broad



range of residents know about the agency's mission. While the nonprofit operates permanent sites at the East Central Community Center, the Northeast Community Center, the Mission Support Center on Fort Wright Drive and in two locations downtown - plus a seasonal office at Spokane Valley Partners - the emphasis on reaching surrounding residents remains an important priority.

Programs like Homeless Services, Energy Assistance and Long-Term Care Ombudsman, which advocates for vulnerable residents of long-term care facilities, all feature outreach components.

"Most of our offices are located in the city of Spokane, but our programs and services are, by no means, confined there," said SNAP CEO Julie Honekamp. "We are the community action agency for all of Spokane County and remain committed to supporting all of our neighbors here."

#### Lincoln Heights family safe at home thanks to SNAP

Not long ago, Darlene Hunt and her family would prop up a foldable picnic table on their front stairs of their home on Spokane's Lower South Hill as a makeshift wheelchair ramp. It was all the Hunts could

manage on a fixed income.

After Darlene underwent a triple heart bypass, the need for a wheelchair ramp was even more urgent. It was around that time that SNAP's Housing Improvements Program



(HIP) came to the rescue. The program has provided a number of vital repairs to the property over the years, allowing the Hunts to remain in their home.

"I feel so much safer," said Darlene, 82. "It's wonderful. I love SNAP. They're more like family to me."

#### Women's Business Center opens for aspiring entrepreneurs



Spokane Mayor David Condon was part of the ribbon-cutting ceremony for the SNAP Women's Business Center last April (photo below). The site at the SNAP Financial Access office in the East Central Community Center is made possible by the U.S. Small Business Administration and provides mentoring, computers and other types of support at no cost for aspiring entrepreneurs of all kinds. Over 100 clients have signed on since April.

Also pictured: (from left to right): WBC Director Laurie Roth, SNAP Financial Access Program Manager Derek Ferraro, Linda Laws, Lender Relation specialist with the Small Business Administration and SNAP CEO Julie Honekamp.

#### Micro-enterprise program boosts local economy

What do successful companies like Oasis Hair Salon, Spencer's Antiques, Kiev Market and FarmHouse Pizza have in common?

The answer is that all these businesses and more have benefitted at some point from SNAP.

Many residents don't realize the agency does its part to create jobs and boost the local economy by offering micro-enterprise loans and counseling to aspiring businesses.

A survey of SNAP business borrowers revealed that 79 percent of the companies are still operating within five years after receiving their loan. On average, these households have increased their income by 40 percent.

For business owners like John Christensen, proprietor of



Hook's Automotive in Spokane Valley, the support from SNAP served as a catalyst on the road to success.

"Everyone I dealt with at SNAP was very helpful," said Christensen, whose shop specializes in the repair of air-cooled Volkswagen engines. "They don't disrespect you."

## SNAP board works together for community's benefit

At SNAP, the board of directors stands as a three-legged stool.

Government officials comprise one-third of the SNAP board. Another third features representatives from the low-income community while the final third is made up of delegates from the community-at-large, often from the business sector.

"They are a diverse, committed group of individuals who truly care about the well-being of SNAP and our ability to serve those in need," said SNAP CEO Julie Honekamp.

Spokane Mayor David Condon, a former SNAP board member, said that all who serve on the board put aside differences in working toward the prosperity of local residents.

"You come together on projects because you see the outcomes in people," Condon said. "That's what this board does."

Cindy Algeo, director of the Spokane Low-Income Housing Consortium and board alternate for Rep. Timm Ormsby, said those who serve "develop a greater appreciation for the challenges in our community."

Mark Richard, former Spokane County commissioner and current Downtown

Spokane Partnership president, noted that while he was familiar with SNAP before serving on the board, his time around the dais left him "a huge fan of the organization."

"SNAP helps people in genuine need throughout the entire area," Richard said. "They are providing a hand up, not a hand out. I'm a firm believer in the vision, mission and priorities of SNAP and believe the work they do benefits our entire community."

## Housing program saves over 600 homes in past two years

Loretta Cael and her team at SNAP Financial Access are working to make sure lenders and realtors in the area know about SNAP's foreclosure prevention and first-time homebuyer resources available without cost to all Spokane County residents.

In the past two years, SNAP has saved 619 homes in Spokane County from foreclosure.

"It's about community relationships," said Cael, lead housing counselor for SNAP. "We want people in this industry to know SNAP is a resource to remember. Facing foreclosure alone can be very frightening. These are homeowners that never thought they would be in this situation."

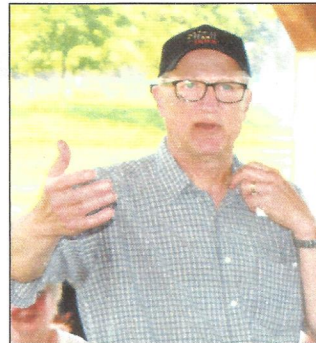
SNAP is the only in-person default counseling organization in Spokane County certified by the U.S. Department of Housing and Urban Development (HUD).

"SNAP is doing a great service in this community," said Arne Woodard, owner of Woodard Properties Inc. and past president of the Independent Brokers

Association. "Any time that we are able to prevent a foreclosure this creates a positive impact on the market and our neighborhoods."

(Photo below) SNAP lead housing counselor Loretta Cael (third from left) gave a presentation at the meeting of the Spokane Independent Brokers Association last May.

## SNAP bids fond farewell to former director Stuckart



The Spokane nonprofit community lost one of its cherished pillars on Sunday morning, Dec. 28, as former SNAP Executive Director Larry Stuckart passed away at the age of 65 after a courageous battle with cancer.

"Larry was an amazing mentor, friend, colleague, leader and champion for those in need," said SNAP CEO Julie Honekamp. "His SNAP legacy lives on with us."

Stuckart was born and raised in rural Oregon, but moved to Spokane to attend Gonzaga University. His first job at SNAP came in 1973 when he was a Gonzaga intern and signed on as a food stamp clerk and janitor. He rose the ranks over the years, serving as program manager, assistant director and finally, executive director, a role he held for over 18 years.

"Larry Stuckart's sad passing leaves Spokane with a big compassion gap," said former Congressman George Nethercutt who served on SNAP's board of directors.

"He was able to aid others with commitment and generosity, traits that serve any leader well. He leaves a powerful legacy for others to emulate."

A memorial service was held on Wednesday, Dec. 31 at St Ann's Church on First Avenue in Spokane. A standing-room-only crowd came to pay their respects and honor the memory of a unique and thoughtful leader who formed SNAP into the organization it is today.

## Nethercutt delivers message of inclusion at Fall Fundraiser

Former Congressman George Nethercutt encouraged attendees at SNAP's Fall Fundraiser last September to make giving a part of their daily lives.

The Spokane native, who served as the 5th District delegate to the U.S. House of Representatives from 1995 to 2005, was the keynote speaker for both breakfast and lunch gatherings at the Davenport Hotel.

"When you and I look outward and not inward, it's going to help our community

and help you," Nethercutt said.

Nethercutt said he gained an appreciation for SNAP while serving on the agency's board of directors.

"Those were lessons I took

back east," he said. "It's about developing a benevolent frame of mind and helping those in need. Each of us can step up to make a difference. You have to realize that those not necessarily in your situation need our help. It's a theme of inclusiveness."

For questions about SNAP, call or email Craig Howard, Community Relations and Development specialist at (509) 456-7111, ext. 242 or [howard@snapwa.org](mailto:howard@snapwa.org). Learn more about SNAP at [www.snapwa.org](http://www.snapwa.org).



*Colleen - Thanks for all your work on behalf of our community. Have a great 2015, Craig Howard*