

# Spokane Neighborhoods Community Assembly

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

*Meeting Agenda for January 9, 2015*

4:00-6:05 p.m. – COUNCIL BRIEFING CENTER, Basement, City Hall



*Proposed Agenda Subject to Change*  
Please bring the following items:  
\*Community Assembly Minutes: December 2014



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 ▪ December 2014	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 ▪ Update	Jay Cousins	5 min–4:20	Oral & Written Report	9
Planning ▪ Recruitment of New Planning Director	Jan Quintrall	5 min–4:25	Oral Report	
ONS/Code Enforcement ▪ Updates	Heather Trautman	15 min–4:30	Oral Report	
Retreat ▪ Update	Committee Member	5 min–4:45	Oral Report	
Pedestrian, Transportation & Traffic (PeTT) ▪ Representative Positions	Paul Kropp	5 min–4:50	Approval/ Written Report	11
Building Stronger Neighborhoods ▪ Update	E.J. Iannelli	15 min–4:55	Oral Report	
Public Safety ▪ Vehicle Storage	Julie Banks	5 min–5:10	Oral & Written Report	14
Community Housing & Human Services (CHHS) ▪ Update	Fran Papenleur	5 min–5:15	Oral Report	
CA/Community Development ▪ Update	Fran Papenleur	10 min–5:20	Oral & Written Report	17
PRESENTATIONS/SPECIAL ISSUES				
Short-Term Rentals ▪ Discussion	Tara Zeigler, ONS	15 min–5:30	Presentation/ Q&A	19
Asset Based Community Development ▪ Introduction	Sima Thorpe and Mary Joan Hahn, Gonzaga	20 min–5:45	Presentation/ Q&A	
OTHER WRITTEN REPORTS				
Plan Commission Liaison	Dave Burnett		Written Report	28
Land Use	Teresa Kafentzis		Written Report	31
Design Review Board	Colleen Gardner		Written Report	34
CGP Meet & Eat	Colleen Gardner		Written Report	35

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

## UPCOMING IMPORTANT MEETING DATES

- *January 13: Public Safety, YMCA Corporate Office, 1126 N Monroe, 4pm*
- *January 15: Land Use, West Central Community Center, 1603 N Belt, 5pm*
- *January 26: Building Stronger Neighborhoods, Fire Station 4, 1515 W. Riverside, 5pm*
- *January 26: Town Hall, City Council Chambers, 6pm. Neighborhoods include: Browne's Addition, Cliff/Cannon, Grandview/Thorpe, Latah/Hangman Valley, Peaceful Valley, Riverside, and West Hills.*
- *January 27: 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, 5:00pm*
- *January 27: Pedestrian, Transportation & Traffic (PeTT), West Central Community Ctr, 1603 N Belt, 5:30pm*
  - *February 3: CA/CD, West Central Community Center, 1603 N Belt, 5:30pm*
  - *February 7: 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): Open

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)

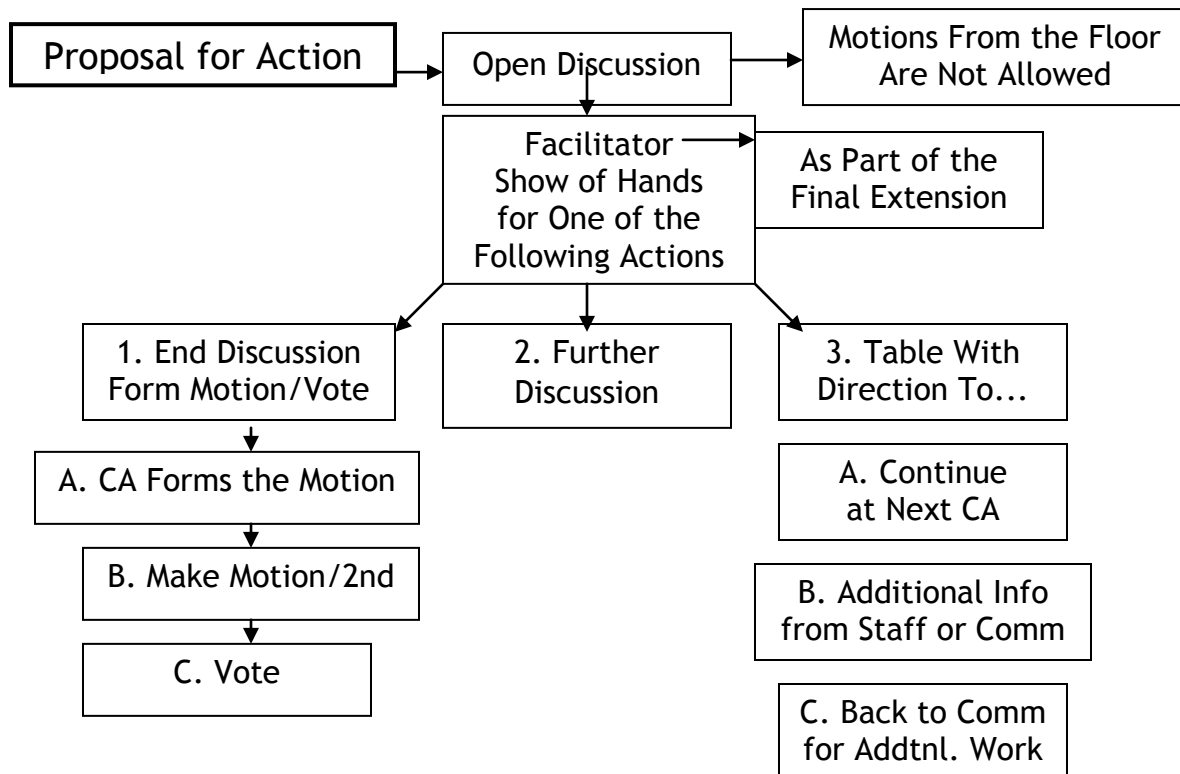
Plan Commission: David Burnett, 720-3321, [dburnett@spokanecity.org](mailto:dburnett@spokanecity.org)

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

December 5th, 2014

Agenda was approved. November Minutes were approved unanimously.

## 1. City Council Placeholder:

- a. Amber Waldref, City Councilmember District 1
  - i. City Council passed the budget that included funding for:
    - 1. New position in Code Enforcement to work on the Substandard Buildings
    - 2. New position in Capital Programs
    - 3. New position in Planning
  - ii. Amber will be stepping down from the CA and will be replaced by Karen Stratton from District 3
  - iii. Continuing to work on the Centers and Corridor changes to move forward in January.

## 2. Administrative Committee:

- a. Jay Cousins, Emerson/Garfield Neighborhood
  - i. Admin. Committee
    - 1. Admin committee is one person short, need for someone to volunteer or be nominated to fill the 5<sup>th</sup> spot.
    - 2. Katherine Alexander volunteered and was unanimously voted to suspend the Policies and Procedures regarding attendance to allow Katherine Alexander to be part of Admin. Committee
  - ii. Liaison Committee
    - 1. Needs 3 representatives from the neighborhoods, looking for volunteers
    - 2. There was a reminder that people who do not sit on the CA could be on the Liaison Committee.
    - 3. There is no CA representative on the Urban Forestry Citizen Advisory Committee Liaison Rod asked if Carol Bryan would be the interim representative until the Liaison Committee is created, it was passed unanimously to allow Carol Bryan to act as interim representative for the Urban Forestry Citizen Advisory committee.

## 3. Neighborhood Services & Code Enforcement Update:

- a. Jonathan Mallahan, Division Director of Neighborhood and Housing
  - i. Upcoming Events:
    - 1. December 9<sup>th</sup>, Public Safety Meeting, 4:00pm, YMCA Corporate Office (Boone & Monroe)
    - 2. December 9<sup>th</sup>, PeTT Committee, 6:00pm, West Central Community Center
    - 3. December 25<sup>th</sup>, City Hall Closed
    - 4. December 30<sup>th</sup>, Administrative Committee, 5:00pm, City Hall
    - 5. January 6<sup>th</sup>, CA/CD Committee, 5:30pm, Community Assembly
    - 6. January 9<sup>th</sup>, Community Assembly, 4:00pm, City Hall
  - ii. Community Development Update
    - 1. CHHS Leadership Transition
      - a. Jonathan shared that Jerry Allard was retiring as Director of CHHS Department; the neighborhoods will be involved in helping with choosing the new Director.
        - i. Contact Jonathan Mallahan if you have any ideas or question to provide for hiring of the new Director of CHHS Department at [jmallahan@spokanecity.org](mailto:jmallahan@spokanecity.org).
    - 2. Neighborhood CDBG Program Improvement
      - a. There was a lot of work to create the new program
      - b. Staff had a short time to put together training and material

- c. City Council approved budget to hire someone to help with the implementation of the projects.
- 3. Examples of Neighborhood Impact 2014
  - a. CDBG Program Development
  - b. Graffiti Program Launch
  - c. Neighborhood Clean Up Program
  - d. Policy Involvement
  - e. Forest Spokane Greening Grants

#### 4. CSAC Liaison Report

- a. Hal Ellis, Comstock
  - i. 10 year street bond is coming to an end, there will be money left over in the bond, if anyone has thoughts on how they would like to see that money used please send your thoughts to Hal Ellis at [hellisspo@earthlink.net](mailto:hellisspo@earthlink.net)

#### 5. CHHS Liaison:

- a. Fran Papenleur, Northwest/Gary Pollard, Riverside
  - i. CHHS Board Meeting held December 3
    - 1. New board officers for 2015: Kim Taylor, Chair; Diane Zemke, Vice Chair
    - 2. RFP Evaluation Review Committee
      - a. Made recommendations on the 59 Public Service-Human Services/ESG applications. \$4.8 million requested, \$1.7 million available). The 21 Capital Housing & Economic Development (CHED) applications will be reviewed on December 17.
      - b. Neighborhood RFP Process: 42 applications were submitted by 26 neighborhoods. \$80,000 more money was applied for than is available. Award recommendations to be announced in January.
  - ii. Public Hearing - December 3.
    - 1. Board reports included overview of funding priorities, planning process, and needs assessment. Also final report on Framework for Spokane's Strategic Plan to prevent/end Homelessness. (Please see CHHS Power Point.)
    - 2. Open Forum speakers included Cindy Algeo, Spokane Low Income Housing Consortium; Judith Gilmore; and Colleen Gardner.
  - iii. Gary Pollard, Riverside
    - 1. Affordable Housing Committee of CHHS Board
      - a. \$896,616 in new funding for new housing to help combat homelessness
      - b. 5 applications, 3 were chosen to receive funding
      - c. Emerson Garfield & East Central
        - i. Community Frameworks (315 W. Mission)
        - ii. 7 disabled, 6 homeless
      - d. East Central Community Organization
        - i. Two addresses one on E. 1<sup>st</sup>, S. Napa
        - ii. 5 Units
      - e. Volunteers of America
        - i. Single person occupancy housing
        - ii. 217 E. 2<sup>nd</sup> Ave.
        - iii. Housing total of 51 total units
      - f. Will provide a total of 89 new housing units

## 2. Single Family Housing Rehab

- a. City Contracts to a management company to take care of SF Housing Rehab.
- b. SNAP was awarded the contract because they would help with people getting insurance, budgeting etc.
- c. If you know someone who needs SF Housing rehab contacts Paul Trautman at ptrautman@spokanecity.org.

## 6. Community Assembly/Community Development

- a. Roland Lamarche, North Hill
  - i. Application to awarding of the grant.
  - ii. Fran and Luke are now on the CA/CD executive committee
  - iii. Identified topics of concern
    1. Sending a letter out to the neighborhoods to let them know that now is the time to get involved.
  - iv. Working on creating a model on how the funds will be allocated to the neighborhoods.
  - v. They are trying to take the program as it exists and how they can make it work for the neighborhoods going forward.

## 7. Shaping Spokane

- a. Boris Borisov, Planning & Development Services
- b. To view Powerpoint see page 17 of the December CA Packet located here.
  - i. Opportunity to showcase what makes our neighborhoods great.
  - ii. This is not neighborhood planning-they are looking for a story.
  - iii. All 27 neighborhood profiles to be included in Shaping Spokane
  - iv. Original Timeline
    1. Aug/Sept: Neighborhoods receive template and starter kit
    2. Early Fall: Public Participation
    3. December 2014: Final Profile and Neighborhood Identity
  - v. Process to fill-in profile
    1. Web based links, ShapingSpokane.org-interactive mapping site.
    2. My neighborhood story, PDF longer explanations
    3. Ad campaign via web and social media
  - vi. What they have heard
    1. Great Response on the mapping tool
    2. Minimal response on the longer form
    3. Feedback
      - a. Not enough time
      - b. Online form too long
  4. UPDATE December 2014
    - a. Extending timeline for feedback through the end of the year
    - b. Created shorter survey (already received 200 surveys)
    - c. Additional outreach to neighborhoods and community
    - d. December prize drawings (are getting more participation)
    - e. Work through Q1, Q2 of 2014 to draft profiles and get feedback from Neighborhood Councils
    - f. Draft Peaceful Valley Profile

## 8. Short Term Rentals:

- a. Tara Zeigler, Intern for Office of Neighborhood Services & Code Enforcement

i. Short Term Rental

1. There was no feedback because there was not enough time for the neighborhoods to provide comments.
2. Group agreed to have her come back in the January for feedback.

**In attendance:**

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

**Not In attendance:**

Balboa/SIT	Latah/Hangman	North Indian Trail
East Central	Manito/Cannon Hill	West Hills
Five Mile Prairie	Nevada Lidgerwood	

DRAFT



## **CA Administrative Committee Meeting**

December 30, 2014

5-6:00 p.m.

City Hall, ONS

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### **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

### **Not Present - CC:**

Jonathan Mallahan, City Staff/CNS Director  
Karen Stratton, City Council Liaison

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

- Draft Agenda for January Community Assembly meeting
- New Business

## **II. January CA Agenda**

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

1. City Council – update from Council Member(s)
2. Admin Committee – Jay
3. ONS – Heather
4. Retreat Committee – Jay, Luke or Tina (if back from maternity leave), will announce the date change: January 30 to February 20.
5. PeTT – Paul Kropp is out-going chair, so Rod will follow up on who will announce the two CA reps appointed to the Plan Commission's new sub-committee on upcoming levy projects. [They are Kathy Miotke (Five Mile), and Charles Hansen (Whitman).]
6. BSN – Rod said there was a miscommunication last month with chair EJ Ianelli, so Rod will confirm with EJ on providing a committee update this month. Allotted time will be extended from 5 to 15 minutes.
7. CHHS – Fran said that she received some feedback that her reports were too lengthy. The group concurred that all information is related to the neighborhoods, and recommended adding a standing report from the CA/CD Committee to follow CHHS. Fran will follow up with the Executive Committee's chair (Roland) and vice chair (Luke) about providing a regular update.

### **B. Guest Speakers**

1. Tara Zeigler, ONS Intern, will have an important update on the Short Term Rental ordinance. It will be information to take back to the neighborhood councils for feedback. Allotted time, to include discussion, will be extended from 5 to 15 minutes.

2. A request was received from Hazel Jackson (Logan) to have two speakers from Gonzaga University regarding “Asset-Based Community Development.” They will have 20 minutes.
3. Avista Utilities has requested time on the CA agenda to talk about their energy cost drivers and how customer rates are established. After discussion, the committee chose to decline Avista at this time, as their topic would be more pertinent prior to instituting a rate increase. However, the group felt that the CA would be more interested in receiving information about the Avista Foundation, which provides grants throughout the community. Rod will contact Avista about our decision.
4. Potential Speaker for February: Jennifer Stapleton, City of Spokane Director of Grants Management & Financial Assistance. Jennifer is the interim director of CHHS, and would have valuable information about the City’s revamped management of all contracts, grants management, and compliance.

### **III. Miscellaneous**

#### **A. Committee Contact Information**

Jay requested a roster with members’ phone number and e-mail addresses. Fran will draft and distribute.

#### **B. City Council Liaison**

Karen Stratton needs to be notified of the CA Admin Committee meeting schedule for 2015. She also needs to establish the 2015 quarterly CC/CA meetings. Rod will follow up with Karen’s Legislative Assistant to make sure these meetings get on her calendar.

### **IV. Next Meeting – Tuesday, January 27, 5-6 p.m. in City Hall/ONS.**

## PeTT Meeting Summary

12-5-2014

Prior to the general business meeting, representatives from the Transitional Living Center (TLC) gave a brief presentation regarding their concerns about pedestrian and bus safety in general, and around their school specifically. The representatives included staff, parents, and students from TLC. The TLC reps were given some suggestions to follow up, including other contacts such as their Neighborhood Council, City Council members, Office of Neighborhood Services, Street Department, STA, Bike Washington, and Spokane Public Health District.

Kate Johnston, School and Family Programs Coordinator for WA Bikes, gave a presentation on WA Bikes Spokane. Kate gave two examples of recent work of WA Bikes: 1) walking school bus at Holmes Elementary and 2) Neighborhood Safe Streets legislation that provides tools to lower neighborhood speed limits by removing many of the study costs and red tape.

WA Bikes Spokane goals for 2015 include:

- 1) Bike and Pedestrian Education for Youth and Adults
- 2) Sustainable Economic Development (Bike Tourism)
- 3) Organize/Promote Rides and Walks
- 4) WA Bikes Adopt-A-Bike Program

Nancy MacKerrow updated the planning progress Traffic Awareness & Pedestrian Safety Week. Prior to spring break (April 6-10), Westview Elementary will kickoff a tree planting contest that will culminate on May 6<sup>th</sup>. During the time, everyday a student walks or rides to school, they will get one vote to pick which type of tree will be planted at the school May 6<sup>th</sup>. Plans are to have helmets for bike riders and flashing lights for walkers. The current planning committee includes PeTT, WA Bikes, Spokane Health District, Westview Elementary, and Neighborhood Services. The committee is looking for additional helmets and volunteers to fit the helmets. The Mayor and City Council members will be invited.

The final 2014 and 2015 goals report for PeTT to the Community Assembly was distributed.

There were no nominations for 2015 Chair. Kitty Klitzke, who said (by email) she was willing to serve as Vice Chair or Secretary, was elected Vice Chair. Paul will ask her to serve as interim Chair until a Chair is elected.

By unanimous vote, three individuals were approved as PeTT Committee representatives:

Citizen Transportation Advisory Board (CTAB)

Jim Bakke, North Indian Trail NC

Plan Commission Transportation Advisory Subcommittee –

Kathy Miotke, Five Mile Prairie NC

Charles Hansen, Whitman NC (alternate)

Next PeTT monthly meeting is scheduled for Tuesday, January 27<sup>th</sup>, at 5:30pm at West Central Community Center.

January 9, 2015

Proposed resolution for the Community Assembly

RESOLVED:

The Community Assembly hereby affirms and ratifies the appointment by its Pedestrian, Traffic and Transportation Committee ("PeTT") of the following individuals as representatives of the PeTT Committee:

- Jim Bakke, North Indian Trail Neighborhood Council, to the Citizens Transportation Advisory Board ("CTAB"), which advises the city's transportation benefit district board (composed of the members of the city council) on street project selections funded by the \$20 car tab fee, and
- Kathy Miotke, Five Mile Prairie Neighborhood Council, and as alternate Charles Hansen, Whitman Neighborhood Council, to the Spokane Plan Commission's subcommittee for transportation ("PCTS"), which advises the Commission on standards and practices in conformance with the city's comprehensive plan for selecting and recommending transportation capital projects to the city council.

IN ADDITION:

The Community Assembly requests these individuals, as a condition of this action, to report to the Community Assembly at least twice yearly on the activities and decisions they have participated in as representatives on these bodies or more frequently as may be deemed appropriate, and/or timely propose steps the Community Assembly may take in support of or in response to the activities and decisions of the CTAB or the PCTS.

## **Pedestrian, Transportation & Traffic Committee (PeTT)**

*The PeTT Committee focuses on Spokane's transportation-related problems and opportunities to create safer, more accessible streets for all uses, including pedestrians, cyclists and public transportation passengers.*

### **2014 Goals and Status Report**

1. Ensure a strong neighborhood involvement in the Comprehensive Plan Transportation Chapter update.  
**Status: Ongoing**
2. Revisit the committee's Traffic Awareness and Pedestrian Safety Week Program and seek collaborative partners to sustain the program.  
**Status: Not done this year**
3. Initiate the development of a traffic management policy for arterial streets in residential areas.  
**Status: Not done this year**
4. Recommend a street parking revision process (addition or removal) policy and procedure document. The purpose is to create an acknowledged process so that residential parking revisions can be addressed in a consistent manner.  
**Status: Ongoing**

### **2014 Other Activities**

- Drafted resolution of support for street standards revisions pertaining to crosswalks in centers and corridors proposed by Council Member Mumm; adopted by the Community Assembly in August.
- Members attended the Washington Transportation Commission open house for public comment on September 9.

### **2015 Goals Proposed**

- Ensure a strong neighborhood involvement in the Comprehensive Plan Transportation Chapter update and that traffic management on arterial streets is addressed at the policy level.
- Recommend a street parking revision (addition or removal) procedure document. The purpose is to create a standard set of guidelines such that parking revision proposals with significant impacts in residential areas can be addressed in a consistent manner with adequate notification to all affected parties and with public comment solicited and a public meeting held before an implementation scheme is made final.
- Collaborate with Spokane Schools and the Spokane Regional Health District to promote a Traffic Awareness and Pedestrian Safety Week program focused on walking and biking to school.
- Draft a set of recommended changes and/or adjustments to the traffic calming policy for residential streets that reflects ongoing experience and practices to date.

*Approved on November 11, 2014 by PeTT for forwarding to the Community Assembly.*

Community Public Safety Committee Meeting Summary  
December 9, 2014

TOPIC	REPORT/DISCUSSION	ACTION/FOLLOW UP
<b>WELCOME</b>		
<b>Committee Members Present</b>	Julie Banks (Rockwood), Hazel Jackson (Logan), Peggy Slider (SRHD), Ron Myers (East Central), Steve Spickard (Cliff/Cannon), Barbara Morrissey (Peaceful Valley), Cathy Gunderson (Chief Garry Park)	
<b>Others Present</b>	Bill Johns, Hal Greene, Bob Cooke	
<b>Staff Present</b>	Jackie Caro	
<b>Meeting Began</b>	<ul style="list-style-type: none"> <li>Called to order 3:59 pm</li> </ul>	
<b>Summary Approval</b>	<ul style="list-style-type: none"> <li>Correction to Minutes: Ron Meyers added as attendee.</li> <li>M/S/P with correction</li> </ul>	
<b>Rental Licensing Program</b>	<ul style="list-style-type: none"> <li>Discussion regarding the webinar looking at Boston (1984) rental ordinance which has been amended 3 times and the Tukwila Ordinance #2281.</li> <li>Looked at the Pasco Ordinance.</li> <li>Looking to identify an ordinance that is a win-win for landlords and renters.</li> <li>Jackie reports that the committee needs to recruit increased Neighborhood Representation to try to ensure buy-in from the neighborhoods.</li> <li>The Dec-Jan work plan is to do outreach.</li> <li>Each committee member will be assigned neighborhoods to reach out to.</li> </ul>	<ul style="list-style-type: none"> <li>Jackie to identify neighborhoods for members to reach out to and the contact information.</li> <li>Peggy Slider – Hillyard/Whitman/Bemiss</li> </ul>

	<ul style="list-style-type: none"> <li>Property Owners and Stakeholders engage in lively conversation regarding concerns including: government overreach, improved code enforcement process, Improved eviction process, criminalization of bad tenants, ordinance would put small business owners out of business, zeroing in on only the 10% of bad landlords rather than punishing them all, and lack of notice and transparency regarding the Committee.</li> <li>Discussion that this is very early in the process and it is important that all voices are heard. No specific ordinance has been decided upon or even if this will proceed. It will depend in part upon interest and engagement from the neighborhoods.</li> </ul>	<ul style="list-style-type: none"> <li>Cathy Gunderson – Nevada-Lidgerwood/Chief Garry</li> <li>Hazel Jackson – Logan</li> <li>Ron Meyers – E. Central</li> <li>Steve –</li> <li>Julie – W. Central</li> <li>Members to review info and come prepared to have a discussion.</li> </ul>
<b>Vehicle Storage Ordinance</b>	Tabled as Ordinance needs to be taken to the Community Assembly	

	(CA) for approval and there was insufficient time for discussion.	
<b>Next Meeting</b>	<ul style="list-style-type: none"> <li>• January 13<sup>th</sup></li> <li>• Agenda Items: <ul style="list-style-type: none"> <li>○ Continue work on the Rental Registration</li> <li>○ Agree on the participants in the Stakeholder Group</li> </ul> </li> <li>• Assign note taker for meeting</li> </ul>	



**Community Assembly/Community Development (CA/CD) Committee  
Executive Team Meeting**

December 18, 2014

11:45-12:45 p.m.

(location: off-site)

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**Present:**

Roland Lamarche (North Hill), Chair

Luke Tolley (Hillyard), Vice Chair

Fran Papenleur (Northwest), Recorder

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**I. Topics of Discussion**

A. Executive Team Roles

The group agreed as to their roles: Chair is to lead, prepare agenda. Vice Chair is to lead, count votes. Recorder is to lead, track action. Each member is of equal importance. Roland said that he has received at least three neighborhoods' vote of no confidence. We will try to work well with others and build trust, for the common good.

B. Purpose & Mission

1. As a sub-committee of the Community Assembly, we will follow the Policies & Procedures instituted. The P&P specific to the CD committee will be included in the next packet of handouts. Our Purpose was given to us by the CA: to make policy and recommendations regarding CDBG funding, and to provide educational opportunities for the neighborhoods.
2. There was discussion around the following suggested Mission statement: To recommend a process for Neighborhoods to initiate and fund CDBG projects. Final wording will be considered and communicated via e-mail later this week.

C. CHHS Board Report(s)

Fran will provide a very short, succinct update to the CA/CD committee only on topics specific to neighborhood interests. This format will be used at the general Community Assembly meetings as well.

**II. New Business – Where to Go Next**

A. Re-visit the Allocation Model. CA/CD Committee to consider:

1. Competitive vs non-competitive
2. Set Priorities! Determine percentages to various options: e.g., economic development, sidewalks, public facilities, housing rehab, gifting
3. Minimum award to each neighborhood?

B. The Application

1. What should it include?
2. Provide option for neighborhoods to finish “old” outstanding projects
3. Pull sidewalks out – make separate application
4. What projects are eligible? – “toolbox” of ideas
5. Collaboration between neighborhoods – how to combine funds for major, mutually beneficial projects
6. Collaboration with a non-profit agency

C. The Process - Education/Outreach

1. Presentations to neighborhood councils
2. Strong, easily accessible website (including blog?)
3. power point slide show – make part of a webinar, self-guided quiz
4. workshops
5. printed material
6. individual consultations with CHHS staff

**III. Next Steps**

- A. Roland will have CHHS/ONS send out invitations to neighborhood leadership for the January 6 meeting this week, and another one after the holidays.
- B. Roland will follow up with CHHS staff on the following questions:
1. Using our model for 2015, is it within the committee's scope to put limitations on funding, e.g., 33% max on sidewalks; 33% to economic development?
  2. Do we have the ability to eliminate the minimum allocation?
- [Addendum: Roland was later informed by CHHS that we (the Committee) do have the authority to recommend changes to the model. We may recommend changes in/or the elimination of, the minimum allocation. We may also make recommendations regarding limits or percentages on the allocations.]
- C. Draft agenda for January 6<sup>th</sup> full committee meeting.

## 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
<u>Short Term Rentals [4]</u>	<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</a> , Short Term Rentals					

**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**

**Option #1: [\_\_\_\_]**

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

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.
2. Type B. A Type B short-term rental is where 5 or more bedrooms are rented to overnight guests or where fewer than 5 bedrooms are rented to overnight guests and commercial meetings are held.

**Option #2: [\_\_\_\_]**

**A2.Description.** A short-term rental is where an individual or family resides in a dwelling unit and rents bedrooms 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.
2. Type B. A Type B short-term rental is where 5 or more bedrooms 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, RTF, RMF, and RHD. 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. House;
  - b. Attached house;
  - c. Duplex;
  - d. Apartments;
  - e. Condominiums; and
  - f. Accessory dwelling unit.

**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. An operator, 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.

### **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:

\_\_\_\_\_

**Community Assembly  
Spokane City Plan Commission  
Liaison Report  
January 9, 2015**

- 1) Hamilton Form-Based Code Hearing:** After the December 17 hearing, the Plan Commission approved submission of the modified (i.e., without the Hamilton street traffic management changes) form-based code proposal to the City Council. The Commission also approved an accompanying message to the City Council asking for more detailed direction on design standards for buildings covered by the new code, reconsideration of the restrictions on drive-through, and possible addition of two small parcels not included within the current design-based code area.
- 2) Short-Term Rentals:** During the December 10 workshop on the proposed Short-Term Rental ordinance (really just an expanded amendment to the existing Bed & Breakfast ordinance), concern was raised over possible negative impact on neighborhoods if there were no requirement that proprietors of short-term rental properties reside at said properties. The current proposal would permit rental of up to four bedrooms without a conditional use permit, unless a commercial event (e.g., wedding reception) were associated with the rentals. Other questions concerned the cost of meeting fire code provisions (state requirements for which a waiver process will begin in March) and whether provision of marijuana by the proprietor would be permitted. [Note: Matrix of stakeholder issues attached.] *The Community Assembly members may wish to poll neighborhoods on whether lack of a proprietor residence requirement is a concern.*
- 3) Revisions to Centers & Corridors Design Guidelines:** Councilmember Waldref and planning staff updated the December 17 Plan Commission special session on efforts to make CC design standards more effective, particularly in managing buffering between CC zones and single-family zones and in promoting mixed-use development. The Plan Commission will have a workshop on the proposed revisions in January.

David R. Burnett  
dburnett@spokanecity.org

## 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			
	Discussion #1: Limit number of Licenses per neighborhood			Not applicable, this type goes through substantial review under conditional use process		
	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					
	Allow owners of dwellings to rent out. Tenants of apartments, condos, other rented units must comply with lease/rent agreements.			Only Owner may apply for Type B		
	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.
Other Requirements	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





***Draft***

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

***Minutes for: November 20, 2014***

***Facilitator: Teresa Kafentzis***

***Secretary: Teresa Kafentzis***

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

**Introductions & Attendance:**

- Barbara Biles – Emerson Garfield
- Margaret Jones – Manito
- David Burnett – N Indian Trail (Plan Commission Liaison)
- Kelly Cruz – W Central
- Teresa Kafentzis – Southgate
- Melissa Wittstruck – Code Enforcement

**Review and Approve Current Agenda**

**Review and Approve Minutes for Previous Month**

- Approves minutes from July and September. There was no meeting in October.

**Old Business**

- Review 2014 LUC Goals for Community Assembly
  - Review completed and comments added on progress in 2014.
- Adopt 2015 LUC Goals
  - Goals revised. Teresa will send to members to review.

**New Business**

- Spokane Transit Authority presentation – presenter not invited

**Reports:**

- **Plan Commission Update – Liaison, Dave Burnett** (North Indian Trail)
  - Working on Centers and Corridors – Melissa sent out materials via email, forward any responses to Lori Kinear, assistant to Councilperson Amber Waldref

- **PeTT Committee Update – Paul Kropp** (Southgate) – no report
- **Planning & Development Quarterly Updates** (Interim Planning Director) – no report
- **Building Stronger Neighborhoods** (invite when needed) – no report requested
- **Community Development** (invite when needed) – no report requested

**Good of the Order**

- **Next Meeting Items:**
  - **No December 2014 meeting**
  - **January work on timeline (New LUC Goal #7) of development process for neighborhoods**

**Adjourn**

## 2015 Land Use Committee Goals D R A F T

The Land Use Committee seeks opportunities to interact with Neighborhood Councils, citizen groups and individuals within the boundaries of the City of Spokane to serve as a resource to land use resolutions: to propose changes to policies, regulations, actions and plans to the Community Assembly.

1. Act as a resource for all neighborhoods concerning land use, using shared experiences. Measure success by tracking number of neighborhoods that participate. *(Ongoing for 2015)*
2. Increase participation in Land Use by providing outreach and recruitment in neighborhoods not currently participating. *(Ongoing for 2015)*
3. Solicit quarterly involvement in land use from Planning and Development Department *(Ongoing for 2015)*
4. Explore offering land use training opportunity for neighborhoods.
5. Develop a policy to address the reallocation and/or expenditure of neighborhood funds remaining after a neighborhood's primary planning process has been completed. *(Carried forward since 2012)*
6. Develop time line chart of development process to guide a neighborhood on how to get involved in development process.





DRB Report  
Jan.2015  
Colleen Gardner

The board met on Dec. 10, 2014 to review and discuss the proposed Design Guidelines changes submitted by Kendal Yards and the Larry H Miller Toyota Project.

The board recommend the following: with respect to Kendall Yards:

1. The hearing examiner approve the Kendall Yards Design Guidelines with the modifications presented at the December 10, 2014 DRB meetings., provided the applicant has worked further with City Staff to address specific concerns, as identified in the staff report, and signage standards.
2. The DRB further request restricting exterior electronic reader boards and other dynamic sing types.

I did not vote to approve this as the applicant has refused my repeated request to take any of this before the West Central NC.

Collaborative workshop-Larry H Millet Toyota Project

The Board recommended the following:

1. Celebrate the auto district and use more open views to mechanic spaces on the northern elevations and enliven the pedestrian experience. Ref to SMC 17c.124.510
2. Investigate ways to reduce blank areas on street –facing elevations by using futures such as living walls, masonry detailing or art work.

**The next meeting of the DR will be held Wed. Jan 14<sup>th</sup> to review the Division/Spokane Falls Blvd. Triangle. Information on this review has been sent to the Riverside Neighborhood Council for input.**



Please join the Chief Garry Park Neighborhood Council

As we host the first Meet & Eat of 2015

When: January 29<sup>th</sup>, 2015

Where: Cassano's- 2002 E Mission, Corner of Mission/Napa

Time: 5:30-7pm

Presenter: Marcia Via, Pride Prep

PRIDE Prep is a free, public charter school opening next fall for 6 and 7 graders and will add a grade each year until we serve grades 6-12th. We are science and technology focused and will provide individual and hands in learning. We are located at E 811 Sprague. We are currently enrolling until Feb 25 and will then hold a public lottery on March 2.

This will be a great opportunity to hear about this new chapter in the Spokane School System

If you have kids, grandkids, friends, neighbors, or others that you think might be interested in hearing about this program please bring them along.

We hope you will join us.....