

Spokane Neighborhoods Community Assembly

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



Meeting Agenda for Thursday, May 2, 2024
 5:30 to 7:30 p.m., Liberty Park Library
 Proposed Agenda Subject to Change



Please review previous month’s minutes:
 *Community Assembly Minutes: April 4, 2024

Administrative

<u>Agenda Item</u>	<u>Time</u>	<u>Action</u>	<u>Page</u>
1. Introductions (Facilitator)	3 min (5:30)	Intro	-
2. Proposed Agenda (Facilitator)	2 min (5:33)	Approve	1
• Including Core Values, Purpose, Rules of Order			
3. Approve/Amend Minutes (Facilitator).....	5 min (5:35)	Approve	5
4. Admin Committee Action Items (Randy McGlenn)	5 min (5:40)	Oral Report	-

Open Forum

5. Reports/Updates/Announcements	10 min (5:45)	Oral Reports	69
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Agenda

6. ONS Update (Patrick Striker).....	5 min (5:55)	Oral Report	-
7. City Council Update (Council President Wilkerson).....	20 min (6:00)	Oral Report	13
8. CHHS Update (Arielle Anderson)	20 min (6:20)	Oral Report	-
9. Design Review Board Membership (Dean Gunderson)	15 min (6:40)	Presentation	14
10. Neighborhoods 3.2 Workgroup Updates (CA members in workgroup).....	10 min (6:55)	Discussion	31

Read draft proposal: “Responding to Formal Resolutions from Boards and Commissions” before meeting.

11. CA Committee Updates (Committee Chairs)	10 min (7:05)	Oral Report	-
12. Roundtable Discussion.....	10 min (7:15)	Open Discussion	-
13. Actionable Items Review	5 min (7:25)	Report	-

Other Written Reports

Committee Reports, Agendas, Minutes, etc.

• Administrative Committee	33
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• Building Stronger Neighborhoods Committee (BSN).....	37
• Communications Committee	
• Community Assembly/Community Development Committee (CA/CD)	
• Land Use Committee.....	42
• Liaison Committee	43
• Neighborhood Safety Committee	
• Policies and Procedures Committee (P&P).....	
• Pedestrian, Traffic, and Transportation Committee (PeTT).....	44

Liaisons and CA Representation on Outside Boards and Committees Reports (Liaison Committee)

• Citizens Transportation Advisory Board (CTAB) Liaison Report	
• Community Housing and Human Services (CHHS) Liaison Report.....	61
• Design Review Board Liaison Report	
• Plan Commission Liaison Report.....	63
• Urban Forestry-Citizen Advisory Committee Representative Report	
• Housing Action Subcommittee Liaison Report	65
• Plan Commission Transportation Subcommittee Liaison Report.....	
• Park Board Development and Volunteer Committee Representative Reports.....	66

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

Community Assembly Core Values and Purpose

CORE PURPOSE:

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

BHAG (Big Hairy Audacious Goal):

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:

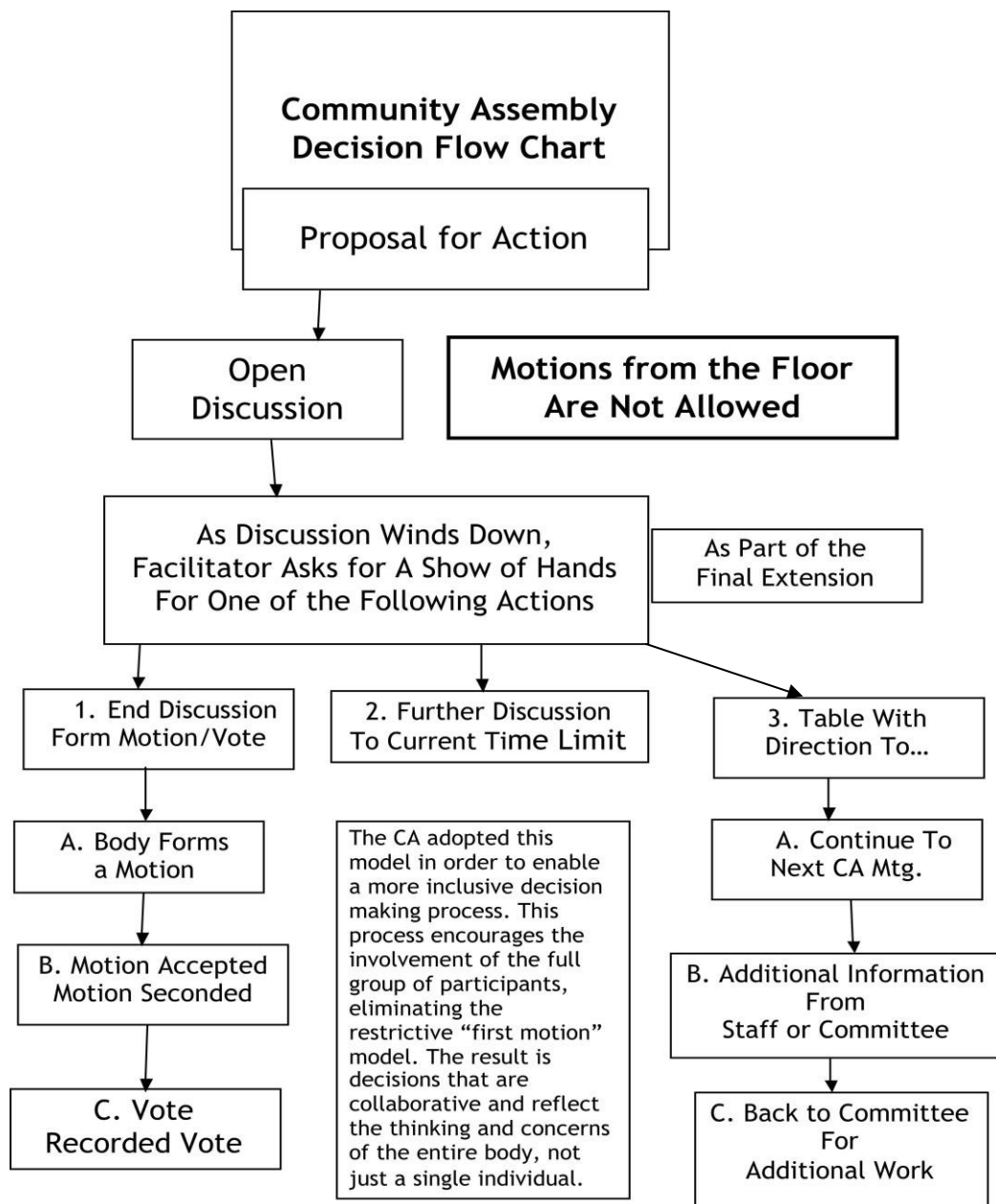
The Community Assembly fulfils its purpose, achieves its goals, and stays true to its core values by its members engaging each other and the community with honest communication and having transparent actions in all of its dealings. Community Assembly representatives are knowledgeable and committed to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

Presentation and decision-making process:

1. 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.
2. When a proposal for action is made, open discussion shall occur before a motion is formed by the group.
3. Presentation timetable protocol
 - a) When a presenter has one minute left in the time allotted, the facilitator shall raise a yellow card and give a verbal notice.
 - b) Should any representative wish to extend the time of the presentation or comment/question period, they may make a motion to extend the time by five (5) minutes.
 - c) An immediate call shall be made for a show of hands in support of the extension of time. With a simple majority (50% plus 1) concurring, the time shall be reset by the amount of time requested.
 - d) Extensions shall be limited to two (2) or until a request fails to show a simple majority approval.
 - e) When the allotted time has expired, a red card and verbal notice shall be given.
 - f) As part of a final time extension request, the facilitator shall request a show of hands by the representatives to indicate which of the following actions the group wants to take:
 - o End discussion and move into forming the motion and voting,
 - o Further discussion,
 - o Table discussion with direction,
 - o Request time to continue discussion at next CA meeting,
 - o Request additional information from staff or CA committee, or
 - o Send back to the appropriate CA committee for additional work.



Community Assembly Draft Minutes

Prepared by: Office of Neighborhood Services

April 4, 2024, in-person at The Hive

Meeting called to order at 5:32 p.m. by Kelly Cruz

Present: Audubon-Downriver: **Fran Papenleur**, Chief Garry Park: **Krista Anderson**, Comstock, **Sandra Wicht**, East Central: **Debby Ryan**, Emerson-Garfield: **Eileen Kazura**, Grandview-Thorpe: **Leslie Hope**, Hillyard: **Laura Johnson**, Lincoln Heights: **Carol Tomsic**, Logan: **Lindsey Shaw**, Manito-Cannon Hill: **Mary Winkes**, Minnehaha: **Tyler Tamoush**, North Hill: **Dalin Tipton**, North Indian Trail: **Dan Knechtel**, Northwest: **Gail Cropper**, Peaceful Valley: **Kathy Thamm**, Riverside: **Lorna Walsh**, Rockwood: **Bill Doley**, Southgate: **Andy Hoye**, West Central: **Ken Cruz**, West Hills: **Mike Gifford**, Whitman: **Charles Hansen**

Not Present: Balboa/South Indian Trail, Bemiss, Browne's Addition, Cliff/Cannon, Five Mile Prairie, Latah-
Hangman, Nevada Heights, Shiloh Hills

City Staff Present: Amber Groe, (Office of Neighborhood Services [ONS]), Patrick Striker (ONS)

Guests: Kelly Cruz (Facilitator), Randy McGlenn (West Central Alternate and CA Admin Chair) Paul Kropp (Liaison Committee), Kathryn Alexander (Liaison to Housing Action Subcommittee), Sara Bauer (North Hill alternate), Shawn Terejson (Lincoln Heights), Giacobbe Byrd (City Council Office Director), Betsy Wilkerson (City Council President [CP]), Abbey Martin (City Council Manager of Neighborhood Connectivity Initiatives)

ADMINISTRATIVE AGENDA ITEMS:

1. Introductions

2. Amend Proposed Agenda: Add Council President (CP) Wilkerson to the agenda. Add 5 minutes on the agenda under the open forum section. CP Wilkerson will be added as item 5a on the agenda.

- Andy Hoye moved, Mary Winkes seconded. Motion passes, 21-yes, 0-abstain, 0-no.

3. Amend and Approve Minutes: Request to amend Lorna Walsh's name from Laura to Lorna in March minutes. Request to amend Mary's last name to "Winkes" in March minutes.

- Leslie Hope to approve amended minutes, Randy McGlenn seconded. Motion passes, 21-yes, 0-abstain, 0-no.

4. Admin Committee Action Items

- Randy McGlenn: Randy put in a request with CP Wilkerson to read resolutions in front of city council. Randy shared the update that the Neighborhood Council Workgroup (sometimes referred to as Neighborhoods 3.0) is going to discuss what the engagement process with city council will look like. Randy will return to Community Assembly (CA) with updates about what that process will look like, when available.

OPEN FORUM:

5. Reports/Updates/Announcements

- Mike Gifford: West Hills has been discussing the current state of Sunset Boulevard Bridge (aka Latah Bridge), the bridge that exists over Latah Hangman creek. We need a lot of bridges in

Spokane with a consistent design. Concrete bridges are not the best way to build, more modern methods of building should be looked at and building methods should be consistent.

5a. CP Wilkerson:

- Shared support for the committee that will work with neighborhood councils and CA on a process for resolutions. Chris Wright (City Council Policy Director) will be involved in the conversations as well. CP Wilkerson believes that resolutions need to be uplifted via minutes and through others learning about the perspectives of neighborhoods. CP Wilkerson shared that city council is looking at a new process for traffic calming.
- Abbey Martin: Internal traffic calming meetings have expanded to include almost every City department. The expanded team is working together in a healthy way and has great communication across the city council and administration side of things. Cycles 10, 11, and 12 are on track. Cycles 10 and 11 have gone out to bid. The City just won a \$500,000 grant that can be applied to Cycle 11 projects. Traffic safety cameras are what grow the traffic calming fund. [HB 2384](#) is new legislation that impacts traffic cameras and traffic calming funds. Traffic calming staff will be working on needed adjustments, due to the changes by HB 2384. The city is looking at consolidating boards and commissions related to traffic to bolster them into one transportation board. The Will be discussed at Public Infrastructure, Environment, and Sustainability (PIES) Committee. PIES meets on the third Monday of the month at 1:15 p.m. in Council Chambers at City Hall.
- Move to extend discussion by 5 minutes, first extension. Andy Hoyer motioned, Leslie Hope seconded. Motion passes, 21-yes, 0-abstain, 0-no.
 - Mary Winkes: Asked about the possibility for an on ongoing report to the CA about spending related to traffic calming.
 - CP Wilkerson: Said that she and Giacobbe will make sure that happens on a quarterly basis.
 - Paul Kropp: What is the process you envision to involve the community in traffic calming decisions?
 - CP Wilkerson: It is on the agenda for the PIES and Pedestrian Transportation and Traffic (PeTT) committees. The topic is also being workshopped through various other committees.
 - Tyler Tamoush: Does Washington State Department of Transportation (WSDOT) have anything to do with road diet for Euclid?
 - CP Wilkerson and Abbey are not aware of the project. CP Wilkerson will follow up.
 - Carol Tomsic: When will neighborhood councils hear back about their requests for the red light camera locations.
 - Abbey Martin: City Administration and City Council are working together to determine the status of the contract.
- Move to extend discussion by 5 minutes, second and final extension. Randy McGlenn motioned; Mary Winkes seconded. Motion passes, 21-yes, 0-abstain, 0-no.
 - Abbey has all the resolutions put forth by neighborhood councils that requested red light camera locations. Abbey's email is ammartin@spokanecity.org.
 - Lindsey Shaw: How is an equity lens used in determining the locations and who is and was able to submit applications?
 - Abbey Martin: We are being thoughtful about how we apply funds, using an equity lens.

- CP Wilkerson: The bill almost did not pass because marginalized communities showed up and asked about how they would be impacted by the bill. It has been reviewed through an equity lens.
 - Reminders were shared about the upcoming community events:
 - Community Conversation on Opioids and Overdoses.
 - Tuesday, April 9, 5 to 7 p.m. at the Central Library in the nx^wyx^wyetk^w Hall
 - Join this community conversation on how to address the opioid and overdose crisis in Spokane.
 - Council Community Days
 - Monday, April 8, 5 to 6:30 p.m. at City Hall in Council Chambers
 - Community Days are a way for residents to connect with city council. This first event in will celebrate our Latine/Hispanic Community and celebrate the birthday of Dolores Huertal. All are welcome to attend.
 - Fran Papenleur: Thank you for being here and for your staff being here.

AGENDA ITEMS:

6. ONS Update (Patrick Striker)

- Reminder about upcoming Public Safety Community Meetings. District meetings will be held:
 - District 3: West Central Community Center, 1603 N. Belt St. on Tuesday, April 9, from 5:30 to 7 p.m.
 - District 1: Northeast Community Center 4001 N. Cook St. on Thursday, April 11, from 6 to 7:30 p.m.
 - District 2: Liberty Park Library, 402 S. Pittsburgh St. on Tuesday, April 16, from 6 to 7:30 p.m.
 - District-wide virtual meeting on Saturday, April 24, from 5:30 to 7 p.m. [Click on link to register.](#)
- Mobile Speed Feedback trailer applications are due to Annie Deasy (adeasy@spokanecity.org) Monday, April 8.
- New special event software has launched. This change will make reserving special events in City limits much easier before.
- Neighborhoods should have received an email from Gabby Ryan (gryan@spokanecity.org) related to the Business License Exemption and explaining Memorandum of Understanding
- (MoU) process. With the updated MoU system, all neighborhood councils will complete their MoU at the same time and MoUs will need to be updated every 3 years (instead of the previous 2) then can be renewed twice for 1 year.
- The updated check out process neighborhood council equipment will roll out May 1, 2024. The check out agreement is still under review by City Legal. If items are needed prior to that, please contact Gabby Ryan at gryan@spokanecity.org. An inventory of the supplies can be found [here](#).
- Move to extend discussion by 5 minutes, first extension. Fran Papenleur motioned, Dan Knechtel seconded. Motion passes: 21- approve, 0- deny, 0- abstain.

7. Housing Action Subcommittee Liaison Report (Kathryn Alexander)

- The Housing Action Subcommittee (HAS) is a subcommittee of city council. The committee is looking to be approved by city council on April 22. The committee is focusing on 1590 funds. HAS has some great work happening with working groups. In 2016, the safety committee pulled together landlords and tenants and published two reports. One of the items of need that came

up was a training for tenants and landlords about maintaining properties and each specific groups' responsibilities in doing so. Hoping to resurrect the training for landlords and tenants at some point.

- One of the concerns from HAS has been no participation from Community Housing and Human Services (CHHS). Hopeful with new staff entering in CHHS, that they might be involved. Another goal of HAS is to support BIPOC developers, currently one in the City of Spokane and hoping to expand that base.
- Kathryn referenced that the liaison report is in the April agenda packet on page 37 for more information.
- Tyler Tamoush: How can the safety committee support HAS?
 - Kathryn: We can talk offline and work on that.
- Kathy Thamm: What are 1590 funds?
 - Kathryn Alexander: explained that it is a percentage of the sales tax that we pay to Olympia and Olympia pays back to us for affordable housing.
- CP Wilkerson: There is about 14 million dollars sitting in the 1590 account. CP Wilkerson reference an ordinance that states that a request for proposal (RFP) should go out by June 2024. There are a number of projects that are shovel ready.

8. Building Stronger Neighborhoods Committee Updates (Amber Groe on behalf of Tina Luerssen)

- Amber requested feedback and a vote from the CA about Building Stronger Neighborhoods (BSN) Committee being designated as the lead for the annual CA Awards and Good Neighbor Celebration. BSN was the lead on both in 2023. General information was shared about including neighborhood businesses and partner organizations as a category for CA awards. BSN is looking to host the awards in a location with greater capacity to hold more attendees.
- Motion to designate BSN as lead on Good Neighbor Celebration and CA awards.
 - Gail Cropper motioned, Dan Knechtel second. Motion passes: 21- approve, 0- deny, 0- abstain.
 - Gail Cropper asked about the whether or not BSN requested a vote about the supplies needed for CA/neighborhood equipment. Supplies include shelving and a lock for the door for the equipment to be moved to NevaWood COPS Shop. Andy Hoyer suggested that BSN Committee discuss and bring back to CA in May, since this is not time sensitive.
- Move to extend discussion by 5 minutes, first extension. Fran Papenleu motioned; Dan Knechtel seconded. Motion passes: 21- approve, 0- deny, 0- abstain.
 - Gail Cropper shared the list of items (shelving, bins, lock, etc.) that ONS sent to Budget Committee to get NevaWood storage space up and running. Budget requested that BSN request the items from CA.
- Motion to combine Budget and BSN agenda time since the conversation involves both committees. Budget Committee is included in the minutes as Item 8a instead of Item 11, as noted on agenda.
 - Andy Hoyer made a motion and Dan Knechtel seconded. Motion passes with 20-approve, 1-deny, 0-abstain.

8a. Budget Committee Updates (Gail Cropper)

- Andy Hoyer: What's the minimum supplies that we need in order to open the NevaWood COPS facility?
 - A lock, shelving, and bins.
 - Motion to approve purchase of shelving, bins, and locking materials (not to exceed \$1000) to open the NevaWood facility.

- Andy Hoyer motioned, Mary Winkes second. Motion passes. 19- approve, 0- deny , 1- abstain.
- Gail Cropper: So far, Budget has received 3 Community Engagement Grant (CEG) applications. Grant applications have been received from Hillyard, Bemiss, and North Indian Trail. CEG training was great.
- Fran Papenleur: Is the City covering Zoom accounts for neighborhood councils? The topic was discussed at the budget committee meeting and the topic was tabled.
- Lindsey Shaw: Applauded the changes made to purchasing procedure for CEG supplies. ONS is now able to purchase some supplies directly and neighborhoods do not always have to wait for reimbursement.

9. Communications Committee Updates (Dalin Tipton)

- Dalin shared that he has connected with other committee chairs about the purpose of the communications committee. A short discussion ensued about how communications will come out from the committee. It was decided that recommendations or materials from the Communications Committee will come directly from the CA Admin Chair (Randy McGlenn).
- The Communications Committee will be developing goals and working procedures for the committee to ensure infrastructure is there for the sustainability of the committee.
- Fran Papenleur: Is your committee going to be coordinating with media for special events.
 - Yes- this is something that that committee is discussing. Dalin shared that Annie Deasy from ONS has been very helpful for her knowledge in this area. Fran also recommended working with Brian Walker (City of Spokane Communications) to help get word out about events. He has worked with BSN in the past about communications best practices. A suggested was shared to collect and promote photos and stories from CA for promotional and educational purposes.

10. Neighborhood Safety Committee Updates (Tyler Tamoush)

- Samantha Hennessy from Spokane Regional Health presented and spoke about walk audits. Fill out the form (included in the agenda packet on page 29) and send to Samantha at shennessy@srhd.org to assess sidewalks throughout the city. Submit the form by the end of April so that walk audits can take place in June and July.
 - Ken Cruz: Where will the walk audits be kept? Recommended that the audits are publicly posted.
 - Tyler Tamoush: Will check with Samantha on where they are stored. The audits will be used to apply for grants for further accessibility and sidewalk repair.
 - Move to extend discussion by 5 minutes, first extension. Randy McGlenn motioned; Andy Hoyer seconded. Motion passes: 21- approve, 0- deny, 0- abstain.
- Mike Ulrich from the Spokane Regional Transportation Council also presented about the percentage of fatal crashes in Spokane. Tyler will share out Mike's presentation in the future.
- The Wednesday, April 24 meeting has been moved to Tuesday, April 30 at 5:30 p.m. in Studio B at the Hive to be the same time as the Police/Fire Chief virtual meeting. Safety committee will still be meeting in person together to attend online.
- Mary Winkes: Will connect Tyler with Debra (neighborhood resident) who has list of sidewalk concerns in Manito-Cannon Hill.
- Bill Doley: What is the outcome of the walk audits?
 - Tyler Tamoush: This isn't going to be a quick fix. This is a pilot program so hopefully will lead to grants for fixing issues.
- Lindsey Shaw: What quality of sidewalk should we be reporting?
 - Tyler Tamoush: Anything that might be an issue.

- Kathryn Alexander: What about the liability for the property owner if we report them?
- CP Wilkerson: Sidewalks are the responsibility of the homeowner. The city can enforce it, but they have not because we know how expensive they can be. It is not a quick fix, but city council is working on a program where property owners can borrow money from the city to fix sidewalks.
- Move to extend discussion by 5 minutes, second and final extension. Dan Knechtel motioned, Krista Anderson seconded. Motion passes: 21- approve, 0- deny, 0- abstain.
- Debby Ryan: How will the homeowner repay the city if they borrow money?
 - CP Wilkerson: If the program goes through, it would be added onto the utility bill so that it is a monthly bill. We have a program that is similar that is currently available and works well.
 - Tyler Tamoush: What Samantha is doing is just another way to fix sidewalks.
- Paul Kropp: The liability question Kathryn asked is relevant. Can we address that?
 - CP Wilkerson: There is liability, especially if the problem gets worse over the years.

12. Liaison Committee Updates (Paul Kropp)

- The Design Review Board (DRB) candidate that I mentioned last month did not materialize. There has been enough turnover of CA members that it may be a good time to do another presentation about what the DRB does. Paul will request on the May CA meeting agenda for a presentation about DRB.
- The only other CA-related liaison membership position that is vacant is the CA's transportation committee membership (aka Pedestrian, Traffic and Transportation PeTT) on the Citizen Transportation Advisory Board (CTAB) that allocates the \$20 car tab funds. Started additional liaison efforts at last month's meeting. Will keep you updated and share last month.
- At its March 12 meeting the Liaison Committee began its "additional liaisons" effort that was okayed by the CA on March 7. This is to explore CA liaison relationships with the Park Board, the Human Rights Commission, and the Police Advisory Committee. There will be more to report in May.
- On April 9, Liaison Committee will be meeting with the CA's liaison members of the park department's Urban Forestry Citizen Advisory Committee (UF-CAC), Kris Neely and Toni Sharkey, for our annual "check in." This is the group that advises the park board's Tree Committee.
- Kris and Toni are scheduled to do their annual UF-CAC report to the CA at the November 2024 meeting. The appointments to both these positions end in December of 2025.

13. Admin Updates (Randy McGlenn)

- Updates regarding the neighborhood workgroup include that Fran Papeleur (Audubon-Downriver), Tyler Tamoush (Minnehaha), and Tina Luerssen (Grandview/Thorpe) are representatives from the CA. Laura Johnson (Hillyard), Kathy Thamm (Peaceful Valley), and Mary Winkes (Manito-Cannon Hill) are alternates for CA.
- Once the neighborhoods council workgroup has had a chance to meet and discuss the process for resolutions to City Council, Randy will be able to present at City Council.
- The Admin Committee will absorb the strategic plan efforts. If anyone is interested in sharing their thoughts, please forward thoughts to Gabby Ryan (gryan@spokanecity.org) and Randy McGlenn (rjmzglenn@hotmail.com). Tina Luerssen and Scot Webb are spearheading strategic planning efforts on behalf of the Admin Committee.
- Admin Committee will be meeting at the Central Library from 4 – 5:30 p.m. on the Tuesday at least 7 days in advance of CA moving forward ([see neighborhood meeting calendar for dates](#)). The meeting location was changed due to costs for security needing to stay after 5 pm at City Hall. With the current city budget, the committee decided to move to the Central Library.
- Chris Wright, City Council Policy Director has attended Admin Committee meetings recently.

- Admin committee members will be taking the Open Public Meetings Act (OPMA) training. Randy shared the ease of the training. Additional information will be sent out soon from Gabby Ryan for all CA reps and alt reps to take the training. The training needs to be taken every 4 years.
 - Eileen Kazura: Are there plans to record CA meetings?
 - Randy McGlenn: The Policies and Procedure committee is exploring this.
- The City legal department has determined that CA is subject to Open Public Meeting Act (OPMA). There is a difference between OPMA for CA and NCs.
 - Kathryn Alexander: expressed concerns for going through this change and concerns for CA being subject to OPMA. Encouraged more consideration before making the change.
 - Paul Kropp: shared that taking the training is worth it to learn more about what it is.

14. PeTT Committee Updates (Randy McGlenn)

- Carol Tomsic is the interim Pedestrian Transpiration and Traffic (PeTT) Chair.
- Randy McGlenn encouraged others to join the committee. It can be very rewarding in knowing that you are impacting street repairs- a main concern for many neighborhoods. There are 11 positions open on the PeTT committee currently. So many great things are happening at PeTT, we just need people to help. An example of an initiative that PeTT has worked on is Safe Routes to Schools. It helps to make the mile around our schools safer. This is an initiative that PeTT hasn't been able to move forward on because we need more people power.
- Lindsey Shaw: Are there still City Planners at the meeting? That really made a difference.
- Randy McGlenn: Planners no longer attend. We do try to invite people who can speak on the topics, sometimes schedules don't match up.
- Carol Tomsic: Bicycle Advisory Board will be at the next meeting.
- Mary Winkes: PeTT used to have someone from the administrative side. That really helped to inform and answer questions.
- Tyler Tamoush: A lot of times what PeTT is doing overlaps with what the Safety Committee is working on so Tyler will try to attend PeTT moving forward.
- Paul Kropp: The All-City Traffic Committee was one of the first standing committees created by CA (now the PeTT Committee). It was set up so that neighborhood residents could talk to the City Streets Dept. The current Streets director does not permit staff to attend PeTT meetings. Without some connection to the Street Dept. it's more difficult for PeTT to do its work.
- Move to extend discussion by 5 minutes, first extension. Tyler Tamoush motioned, Fran Papenleur seconded. Motion passes: 20- approve, 1- deny, 0- abstain.
- Gail Cropper: A resident who lives across the street from Dwight Merkle Field wants to put a specialized crosswalk. Asked for advice on where she should send him?
 - Recommendation to send him to the PeTT committee to seek support. Another recommendation to identify the location as a priority for the Northwest neighborhood and include it in the next traffic calming 4-year plan. There is not currently a way to get on the traffic calming list.
 - Lindsey Shaw: Schools have their own safe routes to school's person that you should be able to connect with.
 - Mary Winkes: Suggestion to possibly meet with principal to discuss the concern.
 - Clarification that the area was not directly adjacent to Flett Middle School.

15. Roundtable Discussion

- Kathryn Alexander: Recommendation for neighborhood councils to promote neighborhoods and CA at the EXPO tabling events. If ONS has a table, they can invite CA and neighborhood councils to participate.
 - Lindsey Shaw: The EXPO tabling application period ended on March 31.
- Fran Papenleur: Update on the [Ash Place Development](#) near Ash and Courtland. A developer wants to put in 21 townhouses next to Drumheller Springs Park. The agency comment has ended and entered public comment period. Conversations are happening at the Audubon-Downriver Neighborhood Council meetings and the neighborhood council has submitted a position to the hearing examiner. Fran read out a portion of the letter from the neighborhood council that summarizes their position. Encouraged that neighbors don't get up and say the same thing during their testimony, but have a more strategic plan for comment. Praised Melissa Owens (City Planning Department) for her support in answering questions.
 - Kelly Cruz: Anyone can make a comment. If you have thoughts on the issue, go to a hearing examiner meeting and share it.
 - Andy Hoye: What is the timeline for public comment? Do you want the CA to support you on this?
 - Fran Papenleur: It is still open. We appreciate your support.
 - Dan Knechtel: Watch county land if your neighborhood borders the city/county line. Construction in the county has to use city roads to get there and North Indian Trail has seen impacts on infrastructure because of this.
 - Kelly Cruz: Shared information about how neighborhood councils have the ability to make comments during the agency review period due to Land Use Committee efforts.
 - Discussion ensued about the process of making comments on developments and land changes.

16. Actionable Items Review

- No identified action items for Randy.

Motion to adjourn the meeting. Randy motioned, *inaudible* seconded. Motion passes.

Meeting adjourned at 7:38PM. Next meeting will be held Thursday, May 2, at 5:30 p.m. at LIBERTY PARK LIBRARY (location change for this month only).



Council President Betsy Wilkerson
Spokane City Council
808 W. Spokane Falls Blvd.
Spokane, WA 99201

25 April 2024

Dear Council President Wilkerson,

I am writing on behalf of the Spokane Community Assembly to respectfully request that the item concerning the formation of a consolidated transportation commission be removed from the council's advanced agenda.

As advocates for community engagement and effective civic participation, we are concerned that there has not been adequate opportunity for the Community Assembly and the neighborhood councils to review and discuss the implications of this significant proposal. It is our belief that a matter of such importance, which could greatly influence community involvement and input on critical transportation issues, deserves thorough examination and input from all relevant stakeholders.

Therefore, we urge you to delay any further action on this proposal until it can be properly presented to and reviewed by the Community Assembly. This will ensure that all perspectives are considered, and that the proposed commission serves the best interests of Spokane residents in a manner that is transparent and inclusive.

We appreciate your attention to this matter and look forward to your support in ensuring that community voices are heard and valued in decisions that impact our transportation infrastructure.

Thank you for your consideration.

Sincerely,

A handwritten signature in black ink that reads 'Randy McGinn II'. The signature is fluid and cursive, with a double underline at the end.

Randy McGinn II
Chair, Administrative Committee
Community Assembly



Spokane's Design Review Board Process

Presented by:

Dean Gunderson, Senior Urban Designer



Design Review Board



Mission Statement/Purpose:

The Design Review Board is comprised of eight citizens and practicing professionals who represent community interests including a diversity of design and technical professions.

Positions

- Real Estate Developer (Grant Keller)
- Landscape Architect (Bob Scarfo)
- Community Assembly Liaison (**vacant**)
- Arts Commission Liaison (Architect Member)
(Chuck Horgan)
- Architect (Drew Kleman)
- Citizen at Large (Ryan Brodwater)
- Urban Planner/Designer (Chad Schmidt)
- Civil/Structural Engineer (Mark Brower)



Design Review Staff

Urban Design Staff:

Dean Gunderson, Senior Urban Designer

Taylor Berberich, Urban Designer

Principle Planner:

Tim Thompson

Planning Director:

Spencer Gardner



Design Review Board Meetings

When:

The Design Review Board meets the 2nd and 4th Wednesdays of each month from 5:30 PM to 7:30 PM

Where:

Tribal Conference Room in lobby of City Hall.





Design Review Board – Authority



What authority does the DRB have?

- Improve communication between a developer, the neighbors, and various city departments – early in the design of a project
- Ensure projects are consistent with adopted design guidelines and the Comprehensive Plan
- Advocate for aesthetic quality in the public realm
- Encourage context-sensitive projects that enhance pedestrian characteristics, consider sustainable design, and help make Spokane a desirable place to live, work, and play
- Provide flexibility in the application of design standards
- Ensure that public facilities on public land are wise allocations of public resources, and serve as models of design quality

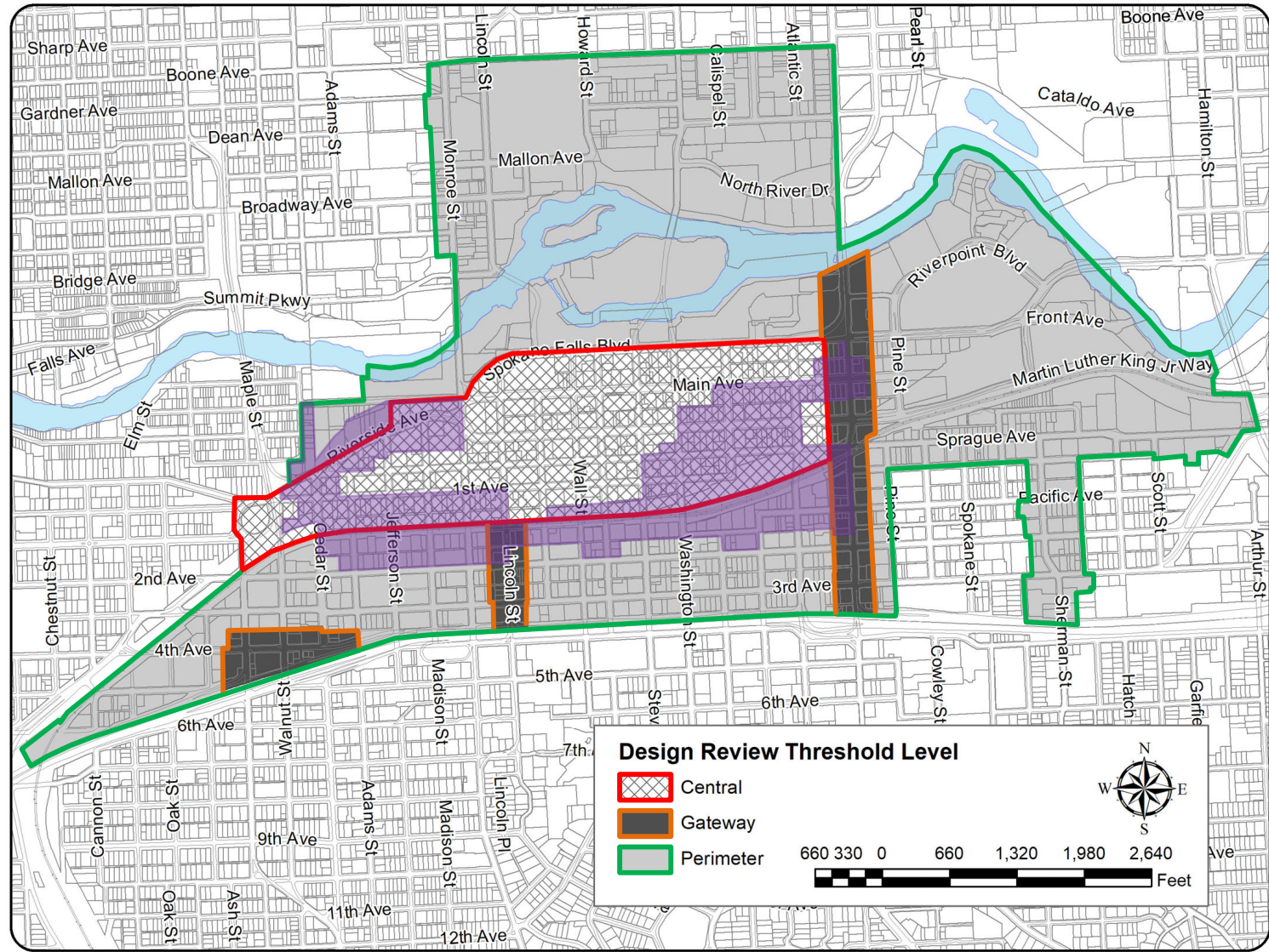


What kinds of Projects does the DRB review?

- **Public Projects and Structures**
- **Downtown Projects**
- **Skywalks over a Public Right of Way**
- **Mini-Storage Next to Residences**
- **Design Departures**
- **Any project a developer wishes to secure DRB and urban design staff advice**



Design Review Board – Threshold Map



 *Historic Districts in the Downtown*



Design Review Meetings



Collaborative Workshop

(Step 1 – Not the final design, Advice Provided to Applicant)



Recommendation Workshop

(Step 2 – Final design, Recommendations provided to City)





Recent Projects



The Warren - Downtown



Recent Projects



The Hive – Public Project



Recent Projects



Papillon South Tower- Downtown



Recent Projects



The Podium - Public Project and Departure



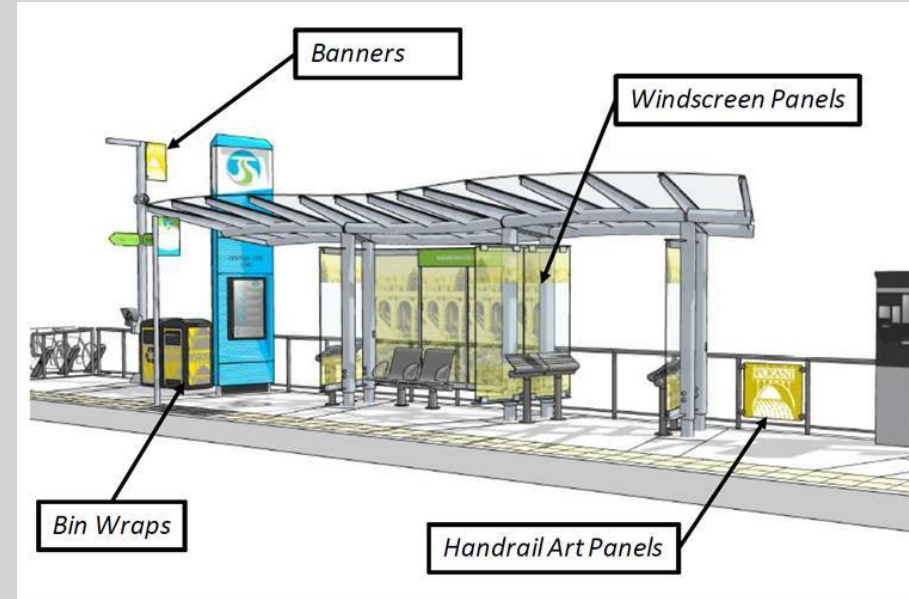
Recent Projects



Flett Middle School - Public Project



Recent Projects

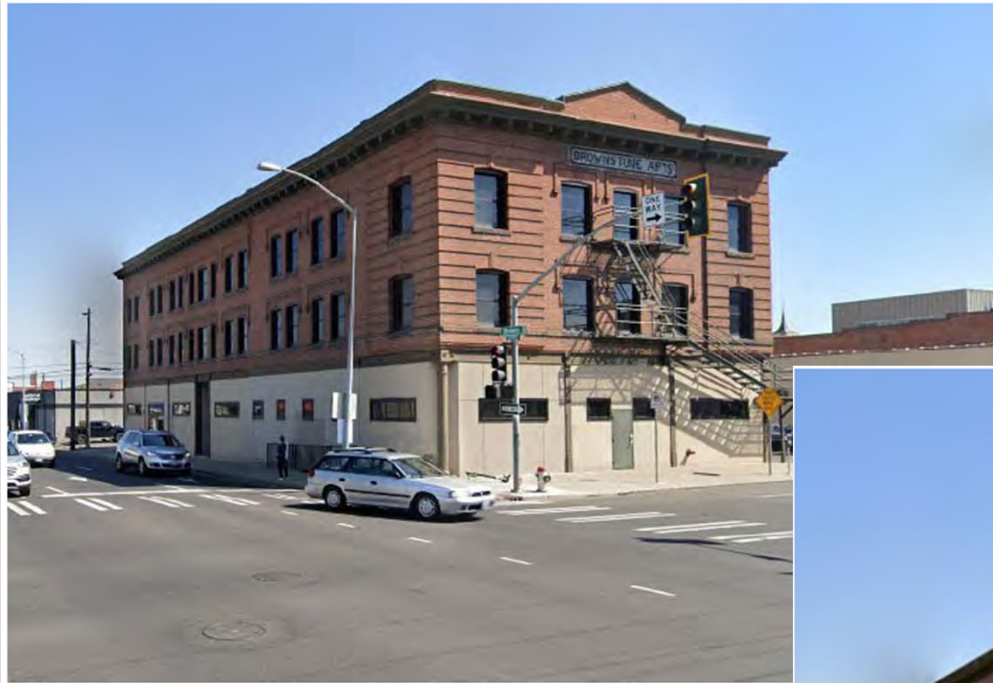


City Line Stations - Public Project





Administrative Review



Department of Corrections office (Brownstone Building)
Downtown Renovation/ Public Project



Outreach Efforts

Spokane Mayor's
**Urban
Design
Awards**

2015 People's Choice Award:
Vote Here!





Closing

[Link to Design Review City webpage](#)

Questions?

DRAFT

PROPOSAL FOR COUNCIL PROCESS FOR RESPONDING TO FORMAL RESOLUTIONS FROM BOARDS AND COMMISSIONS

The Spokane City Council regularly receives resolutions and formal requests from various city boards and commissions, but there is no clear, internal process that outlines how the council will respond to such resolutions and requests. Any council response is often dependent on an individual council member advocating for a formal response rather than any organized response from the council as a whole.

For this reason, council office central staff are recommending the council adopt a more formal process that results in initial inclusion of the resolution at a standing committee, assignment of the resolution to a member(s) of the central staff to research and prepare a draft response, and return of the matter to committee for consideration using the usual agenda-setting procedures.

- A. Formal Presentation of the Resolution:
- Upon receipt of the resolution by the council, the matter will be assigned to a standing committee. The resolution could be included in the public record via the committee packet.
 - Upon council member request, the council member assigned to the relevant board or commission could be asked to formally present the resolution to the committee.
- B. Assignment to Central Staff
- During or after the committee meeting, the chair of the committee or the council president would assign staff member(s), typically from the central staff, to research issues presented by the resolution and to prepare a draft response for council consideration.
 - With the assistance of the legal department or other city departments, the staff member will identify what actions council can and should take in response to the resolution.
 - The council response can be in the form of council resolution, an ordinance, or a letter, but at a minimum will include a formal acknowledgment of the resolution by the council.
- C. Final Committee Review
- If an ordinance or resolution is drafted in response, or if a letter is drafted that could garner a majority of council support, the materials prepared by council staff in response to the resolution or request should be placed on the standing committee agenda no later than three months after the initial presentation of the resolution to committee.
- D. Assigned Standing Committees
- The following chart could guide which standing committees will receive a resolution or request from a specific body.

DRAFT

PROPOSAL FOR COUNCIL PROCESS FOR RESPONDING TO FORMAL RESOLUTIONS
FROM BOARDS AND COMMISSIONS

<u>Source of the Resolution</u>	<u>Committee Assignment</u>
CHHS Board	Urban Experience
Civil Service Commission	Finance & Administration
Community Assembly / Neighborhood Councils	Urban Experience / Public Safety & Community Health
Human Rights Commission	Finance & Administration
Library Board	Urban Experience
Park Board	Urban Experience
<i>Transportation committees</i>	Public Infrastructure, Environment and Sustainability

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Administrative Committee Meeting
Tuesday, 23 April 2024, 4:00-5:30pm
Central Library and via Zoom

Present: Randy McGlenn, Chair (West Central); Tina Luerssen, CA Admin (Grandview/Thorpe); Luke Tolley, Vice Chair (Bemiss).

On Zoom: Fran Pappenleur, Secretary (Audubon-Downriver); Scot Webb, CA Admin (North Hill); Paul Kropp, Liaison Committee.

City Staff Present: Patrick Striker, ONS Director; Gabby Ryan, ONS Staff Support.

Welcome

The CA Admin Vice Chair opened the meeting; all present were introduced. March committee meeting minutes approved.

Continued Items

- 1) CA Strategic Plan Goals – Scot and Tina to begin work on the SP, using the SMART Goal format (Specific, Measurable, Achievable, Relevant, Time-Bound). Will bring back to Admin Committee.
- 2) CA Policy and Procedures – No update; the ad hoc committee has not met, but meeting will be scheduled soon. Hybrid meeting rules still pending. Ask for additional volunteers at CA? Query regarding Roundtable timeframe/speaker limits. No decision.

Admin Follow Up

- 1) City Council –
 - Neighborhoods 3.2 met April 16. The group discussed the Neighborhood Ordinance, and decided to move in a more positive direction, as a collaborative Workgroup. The draft ordinance will be deferred.
 - Giacobbe Byrd presented a draft from Council President Wilkerson and CC Policy Advisor Chris Wright outlining a process for resolutions submitted to CC (see attached).
- 2) May Agenda Items
 - Standing Committees' reports are allotted 10 minutes on the agenda, unless otherwise requested.
 - BSN – Tina said recent meeting discussed “Notable Neighbor” nominations, which would be active year-round. Can use these nominations for Good Neighbor Award at year-end. (10 minutes). Neighborhood Summit RFP to be released soon.
 - PeTT Committee – Randy has termed out as chair; Carol Tomsic is Interim Chair. He noted that a CTAB representative is needed from PeTT, however City Council is looking at larger Transportation Commission, which would eliminate these smaller transportation-related boards and committees.

ONS Update

- 1) Website – 2023 CA Resolutions to be posted, as well as the Strategic Plan. MOU taken off.
- 2) OPMA – No update.

May CA Agenda - DRAFT

- Special Guest - New CHHS Director Arielle Anderson
- ONS Report (Patrick)
- *Neighborhoods 3.2 Workgroup* Update
- Liaison Reports – Plan Commission Transportation Subcommittee (Charles Hansen)
- Design Review Board
- Standing Committees' Updates
- Roundtable

- **June CA Agenda Items**
- P&P – Hybrid meeting rules update
- Strategic Plan Update
- Liaison Committee – Urban Forestry Citizen Advisory Com

Adjournment

Meeting adjourned 5:10 pm. *NOTE: Admin Committee meeting time is now 4:00 – 5:30 pm, and location will be Central Library.*

CA Budget Committee Minutes

Date: Monday, April 22, 2024

Location: Virtual via Zoom

Time: 7:00pm

Those in attendance (virtual): Andy Hoye (Vice Chair), Tyler Tamoush (Secretary), Amy Marsh (Member), Laura Johnson (Member), Gabby Ryan (ONS) **Absent:** Gail Cropper (Chair)

Meeting called to order at 7:01pm

Quorum? Yes

Welcome: Andy called to order and asked for a motion to approve the agenda.

Approval of the Agenda – Laura motioned. Amy seconds. All approve.

Approval of the previous month's minutes – Andy asked for a motion. Tyler motioned. Andy second. Minutes approved.

Old Business: 7:05pm – Inquiry about whether ONS can get funding for Zoom licenses for Neighborhood Councils.

- It has been determined by ONS that at this time that there is no funding available for that subject.

New Business: 7:10pm – Gabby (ONS) went over the spending of \$995 dollars of the CA approved \$1,000 dollar limit for equipment for the storage room at Nevawood COPS location. Receipts were provided from Amazon.

- **Holding Cart for chairs and tables – \$324.95 - \$321.50 after coupon discount.**

- **600lb Capacity Folding Ramp - \$199.49 - \$217.44 after tax**

&

- Extension Cord Storage Hangars - \$9.89
- 12pcs Hanging Safety Buckles - \$5.99
- 18-quart Storage Containers 6 – pack - \$38.99
- Folding Hand Truck - \$129.99
- Smart Lock Deadbolt with Keypad, Key fobs, and Keys - \$119.99
- Heavy Duty Storage Shelf - \$51.08

Total - \$456.41

Grand total with all added above – \$321.50 + \$217.44 + \$456.41 = \$995.35

- **Items that did not get purchased due to being over the \$1,000 limit.**
 1. Popcorn Machine Cleaner.
 2. Step Ladder for the storage room.
 3. Will need CA Approval for further purchasing of items.

Action Items for New Business

- Gabby will research liability on any injuries while handling any of this equipment.

CE Grant Applications

- No new applications have been sent in for approval.

Andy motioned to adjourn. Laura second. Meeting adjourned at 7:25pm.

Next meeting will be Monday, May 20th at 7:00pm.

Community Assembly Committee: Building Stronger Neighborhoods
Saturday, 4/20/24 9:00 AM –The Hive & Zoom

- I. Welcome
 - a. Attendance: Tina Luerssen (BSN Chair: Grandview Thorpe), Dan Brown (North Hill), Charles Hansen (Whitman), Jonathan Tilley (Nevada Heights), Sandy Wicht (Comstock), Luke Tolley (Bemiss), Crystal Glanz-Kreutz (Emerson-Garfield), Krista Anderson (Chief Garry Park)
 - i. City Staff: Amber Groe (ONS)
 - ii. Absent: Dave Lucas (BSN Vice: Rockwood),
 - b. March minutes: Moved, seconded, Motion passed unopposed.
- II. SNLA Update:
 - a. Last session was really good. They had a diversity panel including a Salish speaker. Everyone is plugging along on their projects.
 - b. May 18th, the same day as our next meeting, is also when SNLA has their presentations, so we'll meet briefly before and then join the presentations.
 - c. Next session of SNLA is next weekend, 4/27.
- III. ONS Report (Amber Groe):
 - a. Neighborhood Summit:
 - i. Still waiting for word on the Innovia Grant and following up with previous sponsors. If we can get more donations, we can grow the summit.
 - ii. Will be November 2nd.
 - iii. Location: The Fire Training Center is our default, but we're looking at a lot of other options like GU (Luke and Amber will connect) and a SPS location. Maybe we could get a deal from STA.
 - iv. Packet from email
 1. Schedule: Sessions will be 60 minutes, not 45. The beginning of the day will look really similar with resource fair being early because of the positive energy to start the day with the flexibility of presenters getting set up. We hope to get the Mayor in person for her welcome. We will have 10 minutes between sessions. We discussed the best options for the end of the day, ending with the keynote vs a session after to allow for earlier lunch. We could cut the third sessions to 45 minutes which might be more accessible for some folks. We could also do some short session, TED talk style too.
 2. Call for proposals: It's open now, proposals are due August 15th. That's the day before our meeting and Amber requests we review in our meeting if possible. We can move the deadline up if we'd rather preview and then discuss. Yes. Amber will move it up to 8/8.
 3. Summit Tracks: We have 4 tracks planned and our proposals will be asked to align with one of those tracks.
 4. Please reach out to people outside the NCs to get as much diversity of presenters that we can.
 5. Branding: Amber went back to the graphic artist folks with the City and they suggested the same branding, but updating the colors. The favorite seems to be the green/blue/purple one, 2nd in the packet. We also would like to add, "2024."
 6. Packet: Please review and send Amber any suggestions/feedback in the next 7 days.

7. Keynote: Who should we ask to speak as our keynote? Next year is the 25th anniversary of ONS and ONS and the committee thought of bringing in some previous staff like Rod Minark or Susan Meyers.
- b. Good Neighbor Awards:
- i. Nomination website discussion:
 1. Examples:
<https://www.orlando.gov/Our-Government/Departments-Offices/Executive-Office/s/Communications-and-Neighborhood-Relations/Neighborhood-Relations/Submit-a-Notable-Neighbor-Nomination> and <https://www.orlando.gov/Initiatives/Mayors-Awards>. They are simple but effective.
 2. Could people upload picture and/or videos? That would be really cool. Amber will follow up with the City's web team to see what they can do.
 3. The Comms Committee could potentially work on archival information and sharing past winners on the website.
 4. We discussed possibly also allowing for nominations all year and have more like rolling awards, year long recognition. Timely recognition is more effective and really makes people feel seen and acknowledged. We could put those monthly recognitions and make them the nominees for the larger annual awards.
 5. Amber will work with city web team on a webpage layout for us to look at and give suggestions.
 - ii. December Event:
 1. Saturday Dec 14 is our target. Amber reserved all 3 event rooms at The Hive, but we were looking at possibly larger spaces like the Fire Training Center. The third floor of the Central Library and the lower level of the Northeast Community Center could be options as well.
 2. Budget: We were approved for \$300 last year and didn't spend nearly that much for the refreshments. Tina will follow up with Gabby to see what we spent so we can make a request of the Budget Committee.
 3. Amber asked if we wanted to look at inviting anyone from the City like the Mayor. We thought it would be really cool if the Mayor could attend and maybe invite the City Council members as well. Amber will work with Patrick to invite the Mayor.
- c. Communications Committee (Krista):
- i. Comms Comm is looking for permission to update the Neighborhood Resources page on the ONS website. <https://my.spokanecity.org/neighborhoods/resources/> Some of what's on there is out of date.
 1. We also suggested updating with more of the newer things that ONS gets requests about like how to use the OWL cam. Other suggestions were how to use Canva, example brochures neighborhoods use, printable templates and updated social media guide.
 - ii. They are working on outreach materials they are calling neighborhood spotlight kits and looking for history and highlights of each neighborhood. The committee will be approaching each neighborhood to try to collect that information. ONS and the City has some of this type of information like the ONS videos they've been doing and the neighborhood spotlights from the last Comp Plan amendment.

- iii. They are always recruiting new members and would especially appreciate more representation from historically underrepresented populations as well as younger and renter representation.
- d. First meeting of Neighborhoods 3?
 - i. Our reps met with CMs Klitzke, Dillon, and Cathcart, Patrick from ONS and Giacobbe and Chris from the city council office. The consensus is the ordinance needs to go away and the efforts we've been working on to draw more people in is a much more effective way to accomplish the same goals. Tina also highlighted for them that involvement and engagement doesn't just mean showing up to meeting, so they are looking to do a survey to better capture information from those type of active citizens who aren't necessarily regular NC attendees.
- e. Neighborhood Updates and Topics for May Meeting
 - i. Discuss Summer BSN meeting schedule: Saturdays in summertime can be a bit of a challenge. Tina asked if we wanted to do a casual meeting at a park or something and invite more folks in to join in with a more limited agenda. We hoped to find a place with wi-fi so we could still have Zoom attendees. Luke suggested maybe use the lab/classroom space at The Hive with the open overhead doors.
 - ii. Plan Commission Traffic Subcommittee is looking to combine from CTAB and the parking committee to create a unified committee with representation from all districts and PeTT reported Charles. It would report directly to the City Council and remove some redundancies.
 - iii. Jonathan had a request for information planning a neighborhood garage sale. Tina reported that Grandview-Thorpe had a successful one last year. They created a flyer and printed (with CE funds) some yard signs plus some newspaper advertising. Tina will connect Jonathan with the GTNC chair Joy for more info.

Next BSN Meeting – Sat., May 18th 2024, 9:00AM. Location – Northeast Community Center
Meeting adjourned at 10:30am.

2024 BSN Committee Goals:

1. Coordinate with Gonzaga for continued Neighborhood Leadership Academy work.
2. Continue NC outreach, helping Neighborhoods to build capacity.
3. Increase advertising of NC events and activities.
4. Coordinate with ONS for Neighborhood Training activities.
5. Propose end-of-year Community Engagement Grant fund usage.
6. Share NC “best practices” with Spokane NC leaders.
7. Update Online Toolkit.

Committee Chair: Tina Luerssen, Grandview-Thorpe. MacLuerssen@gmail.com.
ONS Committee Support: Amber Groe, AGroe@spokanecity.org. (509) 625-6156.
Committee Vice-Chair: Dave Lucas, Rockwood
Committee Secretary: Luke Tolley, Bemiss

Minutes Submitted by Luke Tolley

Call for Workshop Proposals - 2024 Spokane Neighborhood Summit

The City of Spokane's Office of Neighborhood Services is proud to host the second annual Spokane Neighborhood Summit on November 2, 2024.

By providing participants with the tools and training to improve their neighborhoods, the Summit will focus on community identified priorities and enhance strategic planning efforts for all 29 Spokane neighborhoods. Core drivers for the Summit include:

1. To provide neighborhood council leaders with capacity building based on the needs of their neighborhood.
2. To bring together neighborhood council leaders from across the City of Spokane where they form a connected regional identity.
3. To disrupt status-quo approaches and practices that are hindering neighborhood council growth and development.

How do we get this accomplished? By reaching out to our subject matter experts like yourselves—we need your help! The Office of Neighborhood Services and the Community Assembly's Building Stronger Neighborhoods Committee is seeking proposals from neighborhood leaders to present workshops on a wide range of topics related to neighborhoods. Please email your workshop proposal(s) any questions you may have to the following email address: spokaneneighborhoods@gmail.com

****Proposals are due no later than Thursday, August 8, 2024 by 11:59 p.m.****

If you are interested in presenting a workshop, please review the information below. Priority consideration will be given to proposals that address topics related to the following conference tracks:

1. **Diverse, Equitable, and Inclusive Communities** (Diversity, Equity, and Inclusion efforts, working across generations, etc.)
2. **Technical Training and Assistance** (Leveraging neighborhood websites, Social Media, Bylaw development, Communication best practices, etc.)
3. **Safe and Beautiful Neighborhoods** (Safety efforts, Clean-up, Empowering neighborhood watch, Safe transportation and traffic models, etc.)
4. **Community and Civic Engagement** (Advocacy, Engaging with City Council and City departments, Partnering with local organizations, Writing effective resolutions, etc.)
5. **Empowered Neighbors and Neighborhoods** (Activation of neighborhoods, Leadership development, Succession and empowerment, etc.)

Workshop Expectations/ Information

All workshops will take place on Saturday, November 2 between 9:25 a.m. and 12:15 p.m. at the Spokane Fire Department Training Center (1618 N Rebecca St). Workshops can be 45 minutes, 60 minutes, or 90 minutes in length. The Summit venue will be equipped with a computer, wifi, drop down screens, and a projector. Presenters will receive more information about the venue upon approval of their workshop.

All presenters are required to provide attendees with a relevant handout that is meant to be a practical guide for participants to apply what they learned in your workshop directly to their neighborhood council.

Ideally, we would like to record workshops on video for participants to access after the event. Priority consideration will be given to presenters willing to record their workshop.

Proposal Outline

All workshop proposals should include the following information and must be received no later than Thursday, August 8, 2024 by 11:59 p.m. to spokaneneighborhoods@gmail.com

1. Session presenter(s) name, email and phone
2. Workshop title
3. Description - should be 300 words maximum.
4. Maximum amount of participants (if you don't have a capacity for participation, please include "no maximum of participants")
5. Length of time of session - 45 minutes, 60 minutes, or 90 minutes
6. Which conference track best represents the topic you will be presenting on (select from one of the following):
 - Diverse, Equitable, and Inclusive Communities (Diversity, Equity, and Inclusion efforts, working across generations etc.)
 - Technical Training and Assistance (Leveraging neighborhood websites, Social Media, Bylaw development, Communication best practices, etc.)
 - Safe and Beautiful Neighborhoods (Safety efforts, Clean-up, Empowering neighborhood watch, Safe transportation and traffic models, etc.)
 - Community and Civic Engagement (Advocacy, Engaging with City Council and City departments, Partnering with local organizations, Writing effective resolutions, etc.)
 - Empowered Neighbors and Neighborhoods (Activation of neighborhoods, Leadership development, Succession and empowerment, etc.)

Questions?

Please direct all inquiries, questions and/or any concerns you may have to Community Programs Coordinator, Amber Groe at agroe@spokanecity.org or 509-625-6156.

Draft Minutes: 04/25/2024 Land Use Committee

LUC Members Present: Doug Tompkins (Logan/Exec), Amber Groe (ONS), Chuck Milani (Lincoln Heights/Exec), Bill Heaton (E-G Neighborhood/Exec), Charles Hansen (Whitman), Mary Winkes (Manito-Cannon Hill), Bob Scarfo (Manito-Cannon Hill), Pat Nault (Latah-Hangman), Ed Bruya (Latah-Hangman), Kelly Lotz (Logan), Pam Schermerhorn (Cliff/Cannon), Colin Quinn-Hurst (Spokane Associate Planner), Larry Dow (North Indian Trail)

Hybrid format with in-person attendees at West Central Community Center.

Meeting called to order at 5:32PM

Meeting Chair Bill Heaton

Note Taker: Chuck Milani

Introductions were completed and the current agenda for this meeting was approved.

Minutes from March were also approved.

Colin Quinn-Hurst gave a presentation on the Centers and Corridors Study. The project will assess the effectiveness of Centers and Corridors, a focused growth land use policy and zoning approach in the City of Spokane. The study will provide recommendations to update or change this growth strategy during the [2026 Comprehensive Plan Periodic Update](#). It is projected that the city growth will be about 23,000 in the next 20 years. Centers and Corridors are divided into different types based on the neighborhood they are in.

The definition of Centers and Corridors is Land use policies that promote the efficient use of land by promoting density and mixed-use development in proximity to retail businesses, public services, places of work, and transportation systems.

A discussion was held on whether Centers and Corridors really work with no definite agreement.

The subject of "Paper Cuts" being allowed in the 2026 Comprehensive Plan came up. It is defined as "non-significant" changes such as spelling, grammar, or other language changes.

Bill Heaton led a discussion on Parking codes (SSMC17C.400.040.2). Changes to multi-unit parking rules will result in less parking for each unit. Will one space per unit be enough? Further information will be discussed as the process continues. There are no age requirements for additional parking.

A Transportation Commission is being considered by the city. If started, the commission could eliminate some of the neighborhood councils input on the issues.

Meeting Closed at 6:53. Next meeting will be May 23rd.

Draft Notes – CA Liaison Committee Meeting – April 9, 2024 – S Hill Library, 2-4 PM

Present: Paul Kropp, Southgate, Chair; Andy Hoye, Southgate, Recorder; Lorna Walsh, Riverside, Annie Deasy, ONS – Bonnie McInnis was ill and did not attend.

Zoom options for this hybrid meeting were available.

We approved the Agenda for today and the Minutes from the March 12 meeting.

One individual who expressed interest in the DRB liaison position last month has been silent. A different individual, Tim Dickerson, Architect has shown interest. Paul is providing him with application information, that could include a visit to a future Liaison Committee meeting. Paul thinks it might be time for another “DRB 101” presentation for the CA to remind CA representatives – many of whom are new – of the significance of the CA’s DRB member position that remains vacant.

We reviewed the attendance and packet submissions. Charles Hansen, liaison to the PCTS will report to the CA in May.

Regarding the possibility of a liaison to the Police Advisory Committee, Paul suggested that the CA liaison function could be served by a member of the CA Neighborhood Safety Committee, and that he would follow-up with the Chair of that Committee.

Andy will follow up with Garrett Jones regarding his initial disinclination to discuss a direct liaison relationship with the Park Board. Lorna is still working on a liaison relationship with the Human Rights Commission.

As an annual “check-in”, we chatted with Toni Sharkey who apologized for missing some meetings, promised to manage the UFCAC presentation to the CA on June 6, and also to review the shared attendance schedule with Kris Neely. Kris was ill but “attended” via speaker phone for a few minutes. We reviewed the purpose and function of the UFCAC, and noted the meeting times which do not facilitate timely delivery of minutes for the CA Packet submission deadline. We emphasized that delivery of minutes for the packet that were “late” was satisfactory. Toni noted that her work schedule had tightened, making some volunteer activities no longer possible, but she did not step down from her UFCAC liaison position at this meeting.

Adjourned at 4:10PM.

Notes submitted by Andy Hoye

Edited by Paul Kropp

Pedestrian, Traffic and Transportation (PeTT) CA Meeting

4/23/24 6:00pm on Zoom

Attendance: Carol Tomsic-chair, Lincoln Heights, Marilyn Lloyd-Lincoln Heights, Mary Winkes-Manito/Cannon Hills, Steve Cox-Audubon-Downriver, Rod Moore-Riverside/Downtown, Pam Schemerhorn-Cliff/Cannon, William Meeks-Grandview/Thorpe, Charles Hansen-Whitman, Paul Kropp-Southgate, Chuck Carter-Manito/Cannon Hill, Rita Conner-Southgate, Cathy Gunderson-Chief Garry, Zach Zappone-City Council Member, Annie Deasy, Office of Neighborhood Services, Ryan Shea-City of Spokane and Bicycle Advisory Board, , Colin Quinn-Hurst-City of Spokane, Drew Redmond-STA.

The meeting is called to order by Carol Tomsic.

Councilmember Zappone reported that overall, there have been several conversations at the city council level on sidewalk maintenance improvements with himself, councilmember Klitzke and council president Wilkerson. The focus is on state legislation to create a Utility Tax Fund that would be a sustainable revenue source dedicated to sidewalk improvement projects. Considering a wholistic multi model approach that includes funding for sidewalk improvements, traffic calming, and bike paths. Mary asked whether funding would come from the city or homeowners and how they plan to prioritize projects. Zappone replied that it could be a collaborative funding source including homeowners but that they are nowhere close to this decision. He said we can help by encouraging state legislators to take this up in the next session by writing letters on behalf of this idea. Klitzke is working on a mandate for the City of Spokane to take this on, but it may have to come out of traffic calming funds until a sustainable solution is found. Rita asked for more clarification on dedicated funding and Zappone responded that it could be an increase in the utility tax and Spokane would be a pilot program. Randy asked if there will be a report on this to the Community Assembly for further discussion and that the CA is interested in recommendations from the PeTT committee. Carol will report on the proposed changes but not a recommendation.

City Planner Colin Quinn-Hurst reported on the proposed Citizen Transportation Committee. The commission would merge Citizen's Transportation Advisory Board (CTAB), Parking Advisory Board, and Plan Commission Transportation Subcommittee. He introduced a proposed overview of the Transportation Commission concept. This would streamline the process from neighborhood recommendations to the committee and then to the city staff liaison, the City Council and then to the mayor. Attempting to provide a unified process on transportation improvement requests. It would resemble the Plan Commission. There would be nine voting members on the commission. It would also have non-voting liaisons, including a liaison from the CA, the Bicycle Advisory Board (BAB) and agencies with transportation interests. It was discussed whether the liaison would be selected by PeTT or the CA. (The current ordinance says appointed by CA). Paul Kropp noted and expressed concern over the lack of a vote with liaisons. Colin said the top 7 of 8, most populous cities in Washington have similar committees. He said the commission would develop a six-year plan to include local streets and arterials. Not to replace traffic calming program. Colin asked that comments on the proposed concept be returned to him by Friday of this week or Monday at the latest. It was noted that the topic should be presented to the CA. Discussion ensued about why previous committees have failed and that there are too many as it is. Another response was that the concept deadline for comments for Friday is not acceptable and the feeling that this is being

fast tracked. Colin said he will take these comments under consideration. Email your comments to: cquinnhurst@spokanecity.org

Bicycle Advisory Board Ryan Shea introduction update with the board purpose, current projects, and Q/A. BAB provides guidance on amendments to the city bicycle master plan, review and provide comments on bicycle projects, promotes bicycling as a viable form of urban transportation, and promotes improved bicycling safety. Current projects include the Pacific Avenue work to improve access, increasing bicycle storing options, Bike Everywhere month of May, and planning a mobile meeting in the East Central neighborhood. Committee members include ten regular members with two consecutive 3-year terms and 1 youth member which is currently vacant. The city Bicycle Priority Network is the foundation for the bicycle system. Carol commented that if neighborhoods are looking for potential outreach opportunities for their events the BAB would be a good choice. Updates can be found at <https://my.spokanecity.org/projects/bicycle-and-pedestrian-resources/>

Charles Hansen update on PCTS. The six-year street plan 2025-2030 was discussed and we will need a vote to recommend all projects in this report. It can be viewed online.

Roundtable. Drew Redmond of STA could not get his speaker to work so he shared his email in the chat dredman@spokanetransit.com and said if there were any questions to email him. He will be attending our meetings to keep us updated on STA. Steve voiced concern on having 9 members on the proposed commission and leaving the neighborhood councils out. He noted there was district representation but no obligations. The failure (lack of committee members and quorum) of CTAB was discussed. A lack of outreach by CTAB was discussed. Mary said there was no connection to the neighborhoods by CTAB. The loss of the PCTS was questioned and discussed.

The meeting was adjourned

The next meeting will be 5/28/24 at 6 pm on Zoom

Transportation Commission Concept and Overview

The City of Spokane is considering creating a Transportation Commission to unify the roles of various existing transportation-related boards, committees, and sub-committees. This would create a transparent and holistic process for the passage of formal recommendations to City Council and the Mayor's Office regarding transportation policies, initiatives, projects, and programs.

Purpose:

The purpose of the Transportation Commission is to provide advice and recommendations to the Mayor and City Council on the plans and programs necessary to achieve a safe and equitable multimodal transportation system consistent with the Comprehensive Plan, the policies of the City as adopted by the City Council, and within the parameters set forth in state law.

Why now?

- The City of Spokane has accumulated a variety of transportation-related boards and committees that lack a unified process for passing formal recommendations to City Council and the Mayor's Office
- Roles, responsibilities, and scopes of these groups are often duplicative, making it challenging for both residents and agency representatives to know which group to attend for a given topic.
- The number of groups also makes it difficult to adequately recruit the participation, membership, and staffing necessary for consistent and successful operation.
- The Transportation Commission will provide a venue for deliberate and transparent consideration of transportation initiatives, programs and projects and a process for making recommendations to elected leadership.
- The Transportation Commission format is consistent with best practices adopted by other mid-size and large cities in the State of Washington struggling to review, consider and pass well-informed recommendations to address modern transportation challenges and opportunities.

What happens to the existing boards, committees, and sub-committees?

- Some boards and committees may continue to function as working groups or sub-committees as appropriate.
- The Transportation Commission will assume the roles of other boards and committees.
- Currently, it is anticipated that the Transportation Commission will assume the responsibilities currently handled by the Citizen's Transportation Advisory Board, the Traffic Calming program, the Parking Advisory Committee, and the Plan Commission Transportation Subcommittee.
- Groups including the Pedestrian Transportation and Traffic Committee and Bicycle Advisory Board will continue to function in their current format but would now pass recommendations to Transportation Commission for formal passage to City Council and the Mayor.

Examples

- [Tacoma - Transportation Commission](#)
- [Bellevue – Transportation Commission](#)
- [Kirkland – Transportation Commission](#)
- [Bellingham – Transportation Commission](#)
- [Vancouver – Transportation and Mobility Commission](#)
- [Issaquah – Transportation Advisory Board](#)
 - Similar functions as Transportation Commission
- [Everett – Transportation Advisory Committee](#)
 - Similar functions as Transportation Commission

ORDINANCE NO _____

An ordinance establishing the Transportation Commission; repealing Chapters 04.37 and 04.38 of the Spokane Municipal Code; amending Sections 04.16.020 and 04.16.030 of the Spokane Municipal Code; amending Section 03.01A.365 of the Spokane Municipal Code; and adopting a new chapter 04.40 to Title 04 of the Spokane Municipal Code.

WHEREAS, the City Council and Mayor agree that the City's multiple transportation-related advisory committees, subcommittees, and boards often review and consider similar projects, and often have membership and staffing structures that overlap, all resulting in duplicate processes and unnecessary devotion of staff time to support those advisory bodies; and

WHEREAS the City Council and Mayor deem it beneficial to align existing advisory, transportation-related bodies under a unified Transportation Commission to leverage existing expertise, to improve and elevate citizen input, to prevent duplication of effort and staff time, and to provide a holistic review of the City of Spokane's transportation system; and

WHEREAS, in constructing and populating its boards and commissions, the City is committed to encouraging individuals from diverse backgrounds to apply, and to ensure in the composition of those boards and commissions a representation of all ages, ability, ethnicity, gender identity, geographical location, indigenous background, national origin, race, religion, sexual orientation, social class, and veteran status, as well as ensuring representation from historically marginalized communities.

NOW, THEREFORE, the City of Spokane does ordain:

Section 1 . That Section 03.01A.365 of Chapter 03.01A of the Spokane Municipal Code is amended to read as follows:

03.01A.365 Planning and Economic Development Services

The ((~~planning and economic development services~~)) Planning and Economic Development Services department is responsible for preparation and maintenance of the Comprehensive Plan ((~~comprehensive plan~~)) to guide the community's long-term physical, economic and social growth and for other matters of neighborhood and City planning, including regional coordination and urban design. The department supports plan implementation measures using development regulations, capital improvement plans and annexation programs; administers current planning activities such as rezoning, planned unit developments, subdivisions, environmental review, and variances; reviews development permits for compliance with land use codes; and promotes economic growth, redevelopment and developer incentives to enhance the quality of life in the community.

- A. The department enforces land use regulations and works with various city, county and state agencies in the regulation of property use requirements. The department addresses the community's business needs and coordinates revitalization programs with an emphasis on sustainable economic growth. The department reviews transportation and traffic planning, street improvement proposals and transportation-related development issues.
- B. Through the administration section, the department serves as staff to the Plan Commission (~~((plan commission))~~), Design Review Board (~~((design review board))~~), ~~((and bicycle advisory board))~~ Bicycle Advisory Board, and Transportation Commission.
- C. Any applicant offered the position of director of Planning and Economic Development Services (~~((planning and economic development services))~~) for the City of Spokane shall meet or exceed the following qualifications at the time the offer of employment is made:
1. (~~((bachelors))~~) bachelor's or (~~((masters))~~) master's degree in urban planning, public administration or a related field;
 2. American Institute of Certified Planners (AICP) certification;
 3. minimum of eight years of progressively responsible planning experience;
 4. minimum of four years of experience in a supervisory capacity, including significant experience managing complex projects and management experience related to long-range planning or land use planning;
 5. demonstrated responsibility for budgets exceeding one million dollars;
 6. demonstrated substantial coursework in land use and urban planning principles;
 7. demonstrated knowledge of federal, state and local laws and regulations as they apply to urban planning, particularly with regard to of the State of Washington's Growth Management Act;
 8. demonstrated record of implementing projects consistent with a comprehensive plan or other adopted plans;
 9. demonstrated knowledge of real estate terminology, laws, practices, principles, and regulations;
 10. demonstrated knowledge of basic environmental function and values;

11. demonstrated skills in oral and written communication to individuals and groups in a public setting; and

12. demonstrated ability to work across departments and disciplines.

Equivalent combination of education and experience may substitute for the requirements 3-10.

- D. The ~~((planning and economic development services))~~ Planning and Economic Development Services director shall be appointed by the ~~((mayor))~~ Mayor, with approval by a majority of the ~~((city council))~~ City Council, pursuant to section 24 of the Spokane ~~((city charter))~~ City Charter.

Section 2. That Chapter 04.16.020 of the Spokane Municipal Code is amended as follows.

4.16.020 General Purpose

The Bicycle Advisory Board is established to provide ~~((advice))~~ recommendations to the Transportation Commission in order to advise the mayor, the city council, and departments and offices of the City on matters relating to bicycling and to raise public awareness of bicycling issues.

Section 3. That Section 04.16.030 of Chapter 04.16 of the Spokane Municipal Code is amended as follows.

4.16.030 Specific Functions

Without limiting the scope of [SMC 4.16.020](#) the Bicycle Advisory Board is given the following functions and responsibilities:

- A. To initiate and/or assist in revisions to the City's bikeways plan.
- B. To review proposals and plans for spot improvements and bikeways and provide timely comments to the Transportation Commission and affected agencies.
- C. To review, evaluate and comment on the annual six-year bikeways program.
- D. To promote bicycling as a viable form of urban transportation.
- E. To promote improved safety to reduce accidents and thefts of bicycles by evaluating and recommending changes in design standards for on-street and off-street bikeways, trails and paths accessible to bicyclists, and for secured parking racks and lockers.
- F. To develop possible demonstration projects to encourage commuting through provision of safe, accessible routes, secure bike parking facilities and facilities for commuter clean-up and changing from riding to work clothes.

Section 4. That Chapter 04.37 of the Spokane Municipal Code is repealed.

Section 5. That Chapter 04.38 of the Spokane Municipal Code is repealed.

Section 6. There is enacted a new chapter 04.40 to Title 04 of the Spokane Municipal Code to read as follows:

Chapter 04.40	Transportation Commission
04.40.010	Purpose
04.40.020	Definitions
04.40.030	Membership
04.40.040	Appointment and Term
04.40.050	Liaison Members
04.40.060	Officers
04.40.070	Ancillary Powers
04.40.080	Duties and Responsibilities
04.40.090	Equity Considerations
04.40.100	Removal of Commissioners

04.40.010 Purpose

The purpose of the Transportation Commission is to provide advice and recommendations to the Mayor and City Council on the plans and programs necessary to achieve a safe and equitable multimodal transportation system consistent with the Comprehensive Plan, the policies of the City as adopted by the City Council, and within the parameters set forth in state and local law.

04.40.020 Definitions

- A. "Bicycle Master Plan" means a component of the Comprehensive Plan focusing on developing a connected bicycle network, support facilities and programs necessary to improve the environment for bicycling and multimodal transportation.
- B. "Pedestrian Master Plan" means a component of the Comprehensive Plan focusing on the recommended policies and best practices necessary to improve and enhance the pedestrian environment.
- C. "Manager of Neighborhood Connectivity Initiatives" means the staff member assigned by the Spokane City Council to assist with the automated traffic safety camera program authorized by RCW 46.63 and SMC 16A.64.
- D. "Six-Year Street Program" means the capital street projects planned over the upcoming six years updated annually in accordance with state law.
- E. "Transportation Benefit District (TBD)" means the independent taxing district created by the City Council pursuant to RCW 36.73 for the sole purpose of making annual improvements to the operation, preservation and maintenance of the City's existing transportation facilities and programs set forth in the six-year pavement

maintenance program and pedestrian program.

- F. "Transportation Benefit District (TBD) Administrator" means the staff member assigned by the Spokane City Council to assist the Transportation Benefit District in the duties and responsibilities outlined in RCW 36.73 and SMC 08.16.
- G. "Spokane Safe Streets Program" means programs and infrastructure funded by automated traffic safety cameras pursuant to RCW 46.63 and SMC 16A.64.

04.40.030 Membership

The Transportation Commission shall consist of nine commissioners nominated by the mayor and appointed by the city council, except for the member of the Bicycle Advisory Board who shall be selected as provided in subsection C. The membership shall consist of:

- A. One resident of each city council district that brings a broad range of perspectives and experience utilizing multiple modes of transportation in the city of Spokane;
- B. One representative who either resides in, or owns or operates a business in, the downtown district and who has experience with the City parking system and multiple modes of transportation in the city of Spokane;
- C. One at-large member representing the bicycling community as a member of the Bicycle Advisory Board who shall be selected by that board and shall be familiar with the development and implementation of the Bicycle Master Plan; and
- D. Three at-large members with technical transportation expertise to include but not limited to expertise in: transportation planning, pedestrian facilities, bicycle facilities, public transit, traffic safety programs, transportation technology, parking policy, public health, freight mobility, or commercial transportation. Technical experts may live or work in the city of Spokane.
- E. One at-large member with technical transportation expertise focused on ADA requirements and providing for the needs of mobility-impaired populations.

04.40.040 Appointment and Term

A. Term

1. The term of office shall be four years.
2. The terms of the three commissioners appointed under 04.40.030(A) shall expire in odd-numbered years, with two terms expiring in one odd-numbered year and the other term expiring in the subsequent odd-numbered year.
3. The term of the one commissioner appointed under 04.40.030(B) shall expire in odd-numbered years commencing in the year 2025.

4. The seat of the one commissioner appointed under 04.40.030(C) shall expire or renew as determined by action of the Bicycle Advisory Board; provided, no Bicycle Advisory Board member shall serve more than four consecutive terms on the Transportation Commission.
5. The terms of the four commissioners appointed under 04.40.030(D) and 04.40.030(E) shall expire in even-numbered years, with two terms expiring each even-numbered year.
6. Initial and subsequent commissioners may be appointed to such shorter and/or longer terms as are necessary to achieve this term cycle.
7. No commissioner shall serve more than two consecutive full terms.

B. Vacancy

1. Any vacancy shall be filled for an unexpired term in the same manner as for an original appointment under this section as amended.
2. Appointment to fill the balance of an unexpired term where more than half of the unexpired term remains shall be considered a full term.

04.40.050 Liaison Members

- A. Representatives of the following agencies with transportation interests within the city of Spokane may join the Transportation Commission as members in liaison roles: Spokane Transit Authority, Spokane Regional Transportation Council, Washington State Department of Transportation, Spokane Regional Health District, Parking and Business Improvement Area, Downtown Spokane, Partnership, University District Public Development Authority, and Spokane Public Schools. Additional liaisons representing agencies not listed in this section may be admitted upon majority vote of the Commission.
- B. The City Council shall appoint one city council member to serve as liaison to the Transportation Commission.
- C. The Community Assembly may nominate a member of the assembly to serve as a liaison to the Transportation Commission.
- D. Liaison members shall be non-voting members in Transportation Commission business.
- E. Liaison members shall be selected by the agency or body represented on the Transportation Commission and shall not be subject to mayoral appointment or council approval of their appointment.

- F. The Community Assembly and any agency with a representative serving as a liaison to the Transportation Commission may identify an alternate member of the assembly or agency to serve in the absence of the designated liaison.

04.40.060 Officers

- A. The Transportation Commission shall select a Chair and Vice Chair of the Commission from among those members appointed through the process outlined in SMC 04.40.030 for a term of two years. No person shall serve as chair for more than two consecutive two-year terms. The chair shall preside over meetings and the vice chair shall preside over meetings in the absence of the chair.
- B. The Planning and Economic Developments Services director, or his or her designee, shall serve as secretary to the Commission.
- C. The Transportation Commission may appoint other officers as it deems necessary.

04.40.070 Ancillary Powers

The Transportation Commission shall have the power to:

- A. adopt internal rules of procedure to accomplish its duties;
- B. use administrative support and staff as well as technical support from appropriate City departments and offices as necessary to assist the commission in the performance of its functions, maintenance of its records, and preparation of official correspondence;
- C. organize itself, establish workgroups, committees, or subcommittees, establish annual work programs in consultation with the appropriate city department heads, and delegate duties for the performance of its work;
- D. Host joint meetings with the City Council and relevant boards and commissions.

04.40.080 Duties and Responsibilities

The Transportation Commission shall have the following duties and responsibilities:

- A. The Transportation Commission shall study significant transportation issues and make recommendations to the Mayor and Council. Pursuant to Policy TR 1.1 in Appendix D of the Comprehensive Plan, the Commission shall “[m]ake transportation decisions based upon prioritizing the needs of people as follows:
 - 1. Design transportation systems that protect and serve the pedestrian first;
 - 2. Next, consider the needs of those who use public transportation and non-motorized transportation modes;

3. Then consider the needs of automobile users after the two groups above.”
- B. The Transportation Commission may consider and make recommendations on specific transportation projects as determined by the annual work plan and upon request by City staff or major stakeholders.
 - C. Six-Year Comprehensive Street Program - The Transportation Commission, in consultation with the Plan Commission, may review and make recommendations on street improvements as part of the Six-Year Comprehensive Street Program. Integrated Capital Management shall provide staff support to the Transportation Commission to help fulfill this duty.
 - D. Transportation Benefit District - The Transportation Commission may make annual recommendations to the City Council regarding the allocation of Transportation Benefit District (TBD) program funds and funds allocated by the Street Department for residential/local access street maintenance and required investments in pedestrian improvements per SMC 08.16.060. The Transportation Benefit District (TBD) Administrator shall provide staff support to the Transportation Commission to help fulfill this duty. The Street Department will assist with identification of residential/local access streets appropriate for repair.
 - E. Bicycle Master Plan - The Transportation Commission, in consultation with the Plan Commission and Bicycle Advisory Board, may initiate revisions to the Bicycle Master Plan and recommend projects and policies that support bicycling as a viable and safe form of transportation in the city of Spokane. The Planning and Economic Development Services Department shall provide staff support to the Transportation Commission to help fulfill this duty.
 - F. Pedestrian Master Plan - The Transportation Commission, in consultation with the Plan Commission, may review and recommend updates to the Pedestrian Master Plan as required by [SMC 16A.84.030](#). The Planning and Economic Development Services Department shall provide staff support to the Transportation Commission to help fulfill this duty.
 - G. Parking System - The Transportation Commission may make recommendations for changing parking rates for on-street parking and recommend policies or projects to improve the parking environment. The Transportation Commission shall make funding recommendations for Parking System Fund eligible projects and activities as prioritized by the City Council in [SMC 07.08.130](#). The City Parking Manager and the Code Enforcement and Parking Services Department shall provide staff support to the Transportation Commission to help fulfill this duty.
 - H. Automated Traffic Safety Cameras - The Transportation Commission shall make annual recommendations to the City Council on the following:
 - 1. the addition, relocation, or removal of automated traffic safety cameras consistent with Chapter 16A.64 of the Spokane Municipal Code and state law;

2. a comprehensive program and prioritized transportation uses of revenues generated from automated traffic safety cameras; and
3. the operation of the automated safety program and any contracts associated with its implementation.

The Commission may make recommendations more frequently than annually as needed. Nothing in this subsection shall affect camera locations, projects or expenditures previously approved by the City Council as of the effective date of this ordinance. The Manager of Neighborhood Connectivity Initiatives shall provide staff support to the Transportation Commission to help fulfill these duties.

- I. Annual Report – The Transportation Commission shall issue an annual report on the state of transportation in the city of Spokane. This report shall include the status of transportation projects, transportation improvement expenditures, revenues, construction schedules, and the status and outcome of any transportation studies. Pursuant to RCW 36.73.160, the report shall satisfy the reporting requirements of the Transportation Benefit District.
- J. Annual Work Plan - The Transportation Commission shall establish an annual work plan in consultation with the directors of Integrated Capital Management, Planning and Economic Development Services, Street Department, Code Enforcement and Parking Services, the Transportation Benefit District Administrator, and the Manager of Neighborhood Connectivity Initiatives. The annual work plan shall be adopted by the City Council.

4.40.090 Equity Considerations

- A. In making and approving appointments to the Transportation Commission, the Mayor and City Council shall seek adequate representation from community members with disabilities and from historically underrepresented and/or marginalized communities, including communities of color and areas of the City of Spokane that have been subject to a disproportionate lack of investment in transportation infrastructure and programs.
- B. In performing its duties under SMC 4.40.080, the Transportation Commission shall consider the effect of its policy and funding recommendations on community members with disabilities and shall consider the effect on historically underrepresented and/or marginalized communities, including communities of color and areas of the City of Spokane that have been subject to a disproportionate lack of investment in transportation infrastructure and programs.

4.40.100 Removal of Commissioners

Commission members shall not be removed from office by the City Council before the expiration of their terms except for cause based upon a determination of incapacity, incompetence, the presence of irreconcilable conflicts of interest, neglect of duty, or

malfeasance, and upon the affirmative vote of five (5) Council members. No commission member shall be removed without written notice of the intent to remove and an opportunity to provide a written response to the notice.

Section 7. Severability. If any section, subsection, sentence, clause, phrase or word of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality thereof shall not affect the validity or constitutionality of any other section, subsection, sentence, clause, phrase or word of this ordinance.

Section 8. Clerical Errors. Upon approval by the city attorney, the city clerk is authorized to make necessary corrections to this ordinance, including scrivener's errors or clerical mistakes; references to other local, state, or federal laws, rules, or regulations; or numbering or referencing of ordinances or their sections and subsections.

PASSED by the City Council on _____

Council President

Attest:

Approved as to form:

City Clerk

City Attorney

Mayor

Date

Effective Date

Transportation Commission proposal

From: Cliff Winger (c_wings@yahoo.com)

To: cquinnhurst@spokanecity.org

Cc: gjones@spokanecity.org; dbuller@spokanecity.org; mdavis@spokanecity.org; kemiller@spokanecity.org; amcdaniel@spokanecity.org; ammartin@spokanecity.org; smacdonald@spokanecity.org; bwilkerson@spokanecity.org

Date: Thursday, April 18, 2024 at 02:11 PM PDT

Good afternoon Colin,

Thank you for the email concerning the proposed transportation commission. I did listen to the PIES meeting Monday April 15th. (for reference the Concept and Overview document is attached)

As you know, I contacted you last year and spoke with Ms. Marsha Davis concerning the NACTO's [Structured for Success](#). (National Association of City Transportation Officials mission is to build cities as places for people, with safe, sustainable, accessible, and equitable transportation choices that support a strong economy and vibrant quality of life.)

At this time, it is my opinion, that creating a transportation commission is putting the "*cart ahead of the horse*."

My reason is that the City of Spokane would be best served by having one Transportation Department with a lead professional who would oversee **ALL** transportation staff, works and finance.

Transportation expenses, budgets, personnel, etc. are similar to the governing authority in fire, police, and park departments in our American cities.

I am glad you brought up the West-side cities of Tacoma, Bellevue, Kirkland, Bellingham, Vancouver, Issaquahwa, and Everett. Further examination of their city's organization shows that each of these cities has some type of "transportation department" with a lead person in charge of the transportation structure's management. Some are independent, reporting to their mayor/city administrator and some fall under public works. Many of these lead positions are staffed by engineers with P.E. (licensed professional engineers); a few are AICP certified.

Your examples make my point... rather than first combining citizen advisory boards/commissions, the **most effective** (costs and safety) way to manage our transportation enterprise is to have a transportation department as suggested in the NACTO's [Structured for Success document](#) and as the seven west-side cities you cite have done. The City of Spokane is unique so our transportation structure most likely would not be the same as the seven cities cited, but these cities are Washington State examples who seem to follow the NACTO ideals of a single transportation structure.

I urge our City of Spokane to look at the **BIG management picture** and consider the economic and safety value of having one transportation department. Once this department is established, then and only then should we discuss how the citizens of Spokane City should be organized into either an advisory board or a commission.

It is unwise stewardship of public resources to make any significant organizational change without looking at our City's entire transportation situation.

I look forward in discussing this at our next PCTS meeting.

Wishing you the best,
Cliff Winger
509.32504623

"Once you replace negative thoughts with positive ones, you'll start having positive results," - Willy Nelson



Transportation Commission Concept.pdf
127.6kB

STREET PROGRAM RECONCILIATION SHEET

(Comparing 2025-30 against 2024-29 6yr. Program)

New Projects Added to Six-Year Program (2025-2030)

Section/ Funds/ CN Year	Project Name	Project Description	Purpose Statement	Project Phase Fully Funded			Cost Estimate
				Planning	Design	Const.	
<i>Pedestrian & Bikeways 2025 - 2027</i>	Safe Streets for Spokane	Bike and Pedestrian improvements in the downtown core, North Bank, West Central, Logan and East Central neighborhoods. Work includes, bike lanes, bike/ped crossing improvements, sidewalk infill, stairwell replacement and related safety improvements.	Improve bike and pedestrian safety. Address gaps in the active transportation network. Improve access to transit.	Yes	Yes	Yes	\$12.0M
<i>Bridge 2026</i>	Bridge Deck Preservation Bundle - Greene, Freya (x2), Havana	Bridge deck surface rehabilitation and preservation.	Bridge deck maintenance and preservation to protect the bridge structure, extend bridge life and delay need for more costly rehabilitation.	n/a	Yes	Yes	\$4.7M
<i>Capital Improvements 2025</i>	Wellesley Ave. Chip Seal - Maple to Division.	Pavement preservation via chip seal coat.	Preserve and extend the life of the pavement surface.	n/a	Yes	Yes	\$600 k
<i>Capital Improvements 2025 / 26</i>	Washington / Stevens - 9th to 3rd Grind & Overlay	Pavement rehabilitation and preservation. Asphalt grind and overlay, pavement repair and ADA ramps.	Rehabilitate the asphalt pavement surface and extend the life of the pavement structural section.	n/a	Yes	Yes	\$2.0M
<i>Capital Improvements 2025 / 26</i>	3rd Ave. - Monroe to Division Grind & Overlay	Pavement rehabilitation and preservation. Asphalt grind and overlay, pavement repair and ADA ramps.	Rehabilitate the asphalt pavement surface and extend the life of the pavement structural section.	n/a	Yes	Yes	\$1.7M
<i>Capital Improvements 2025 / 26</i>	3rd Ave. - Walnut to Stevens; Stevens St. - 8th Ave. to 3rd Ave. Grind & Overlay	Pavement rehabilitation and preservation. Asphalt grind and overlay, pavement repair and ADA ramps.	Rehabilitate the asphalt pavement surface and extend the life of the pavement structural section.	n/a	Yes	Yes	\$3.7M
<i>Capital Improvements 2026</i>	Sprague Ave. - Freya to Haven; Alki/Broadway - Freya to Havana Grind & Overlay	Pavement rehabilitation and preservation. Asphalt grind and overlay, pavement repair and ADA ramps.	Rehabilitate the asphalt pavement surface and extend the life of the pavement structural section.	n/a	Yes	Yes	\$3.8M
<i>Capital Improvements 2026</i>	Grandview / 16th / 17th	Street realignment and reconstruction. Integrated project with planned water and wastewater improvements.	Realign the Grandview / 16th / 17th Ave. corridor for improved alignment and to meet City standards.	n/a	Yes	Yes	\$900 k
<i>Capital Improvements 2026</i>	Rockwood Blvd. - Grand to Cowley Grind & Overlay	Pavement rehabilitation. Asphalt grind and overlay, pavement repair and ADA ramps. Integrated project with planned water line improvements.	Rehabilitate the asphalt pavement surface and extend the life of the pavement structural section.	n/a	Yes	Yes	\$1.53M

Honorable Mention

Section	Project Name	Comment	Status
<i>Pedestrian & Bikeways 2025/26</i>	North Hillyard Sidewalk Infill	Sidewalk infill. Central Ave. to Francis Ave. and Lacey St. to Haven St. Funded through the TIB-Sidewalk program.	Fully funded; design to begin 2024/25. Construction in 2025 or 2026.

Projects Completed or Removed from Six-Year Program

Section	Project Name	Comment	Status
<i>Bridge</i>	Maple St. Bridge Deck Rehab		Completed in 2023
<i>Capital Improvements</i>	TJ Meenach Dr.		Completed in 2023
<i>Capital Improvements</i>	Maple / Ash Chip Seal - NW Blvd. to Rowan		Complete in 2024
<i>Capital Improvements</i>	Haven St. Grind & Overlay		Complete in 2024
<i>Pedestrian & Bikeways</i>	Driscoll/Alberta/Cochrane Sidewalk		Complete in 2024
<i>Pedestrian & Bikeways</i>	South Gorge Trail Connection		Complete in 2024
<i>Pedestrian & Bikeways</i>	Division St. Ped Hybrid Beacon		Complete in 2024
<i>Pedestrian & Bikeways</i>	Haven St. Sidewalk - Heroy to Rockwell		Complete in 2024

CHHS Report for April 2024

Submitted by
Leslie Hope CHHS Liaison to CA
Board Vice Co-Chair
AH Committee Member
LHope@SpokaneCity.Org

The CHHS Board did not hold a monthly meeting in April. Instead, a board retreat was held on April 12, 2024. Invited, and attended by most, were CHHS Spokane city employees, CHHS Board members, CHHS AH and RFP Committee members, Spokane County Housing and Community Development, & Spokane Valley City Services. The time was well spent collaborating with new members and employees as well as being briefed on current events within this community. Former board member Diane Zemke briefed the group on the evolution and mission of the CHHS Board.

A big welcome to new board members, Christabel Agyei, Wes Anderson, Flor Castañeda, James Randall, Caroline Yu. We have a very talented and diverse board and are looking forward to the upcoming year ahead.

The city has been making good progress by bringing on Dawn Kinder as the new Neighborhood, Housing and Human Services Director. Arielle Anderson began her new position as the CHHS Director on April 8th. A new CMIS program manager, Angie Woodrow started April 15th. With two retirements, Christy Jeffers on April 1st and Richard Colton May 3rd the city has one program manager and six staff positions to fill. They are working diligently to do so.

The Spokane City Housing and Community Development team is looking to meet with the Community Assembly in June to discuss the development of the 5-year Consolidated plan for 2025-2029 to include a priorities survey. The city is hoping to get robust community involvement for this endeavor. Andy Hoyer and the CA/CD committee will be looking for project opportunities.

There are public notices and comments for various plans and hearings available at [CHHS Documents - City of Spokane, Washington \(spokanecity.org\)](https://www.spokanecity.org/CHHS/Documents)

Carlos Plascencia, our new program professional provided the updates for the 2020 CDBG projects that have been ongoing for some time. It does seem as though progress is being made.

- Family Promise – Parking lot Safety and Beautification Project – **Change in project lead delayed RFP going out for BID. RFP should go out within the next two weeks. Currently working on a contract extension through November 30, 2024.**
- NECC – Security and Safety Improvements – **Project complete.**
- Transitions – EduCare roof and Women’s Hearth Building Improvements -**EduCare Roof – Awarded contractor from the RFP, scheduled for a pre-construction meeting**

on 4/18. **Women's Hearth** – RFP completed, and two bids have been received. Reviewing bids and will award contractor.

- WCCC – Heat Pump and Water Replacement – Gym fire doors work has been completed, RFP for the water heater still with WCCC for edits.
- ECCC – Window and Sign replacement - Meeting with subrecipient on 3/22 for introduction and project updates. Point of contact had been out of office the last two months due to a broken ankle. I will email you as soon as I get more information. **No update**
- SNAP Alexandria Apartments - Received email in mid-February subrecipient finalizing RFP. RFP will be going live the week of March 25th. **Reached out for update on the RFP and yet to hear back.**
- NEYC – Waiting to hear back if they can complete the project with the funds that have been awarded to them. **Attempting to find other funding sources to complete the project. NEYC was awarded 69k, anticipated cost for project is now 130K.**

Plan Commission (PC) Liaison Report

Community Assembly Report, May 2, 2024

Filed by Mary M. Winkes, CA Liaison to the PC and Vice-Chair of the PC Transportation Subcommittee

Article covering the Plan Commission's tour of Hillyard:

<https://my.spokanecity.org/news/stories/2024/04/08/hillyard-tour-offers-firsthand-look-for-commission-staff-council/>

April 2, 2024--PC Transportation Subcommittee Meeting, 1:00 via Microsoft Teams

and in-person

1. 2025-2030 Six-Year Comprehensive Street Program Consistency Review--Recommendation Documentation not yet available online. Will include in the next report, if it has been posted.

April 10 and 24, 2024—PC Housing Work Group, 1:00 p.m.--canceled

April 10, 2024—PC Meeting, 2:00 p.m. via Microsoft Teams and in-person

1. Center & Corridor Update – Focus Area Sketches

<https://my.spokanecity.org/projects/centers-and-corridors-study/>

2. Six Year Street Plan Update—as noted above.

3. South Logan Implementation Update

<https://my.spokanecity.org/projects/south-logan-transit-oriented-development-project/>

4. Plan Commission Rules of Procedure—the revised rules will be available online

April 24, 2024— PC Meeting, 2:00 p.m. via Microsoft Teams and in-person

1. South Logan TOD Implementation Drafts (SMC 17A.20.160, 17C.111.205, 17C.111.230, 17C.111.420, 17C.120.220, 17C.122, 17C.122T, 17C.123, 17C.230, 17C.300, 17C.415)

2. Comprehensive Plan Periodic Update & Climate Planning—climate planning

Legislation passed and signed into law in 2023 (HB 1181) adds a climate goal to the Growth Management Act (GMA) and requires local comprehensive plans to have a climate element with resilience and greenhouse gas emissions mitigation sub-elements.

For Plan Commission complete information, including agendas, minutes and other documents see <https://my.spokanecity.org/bcc/commissions/plan-commission/>

Housing Action Subcommittee Report

April 18, 2024

Submitted by Kathryn Alexander, CA Liaison

The session was attended by about 18 people.

HAS Business

All grandfathered members (including yours truly) will be approved by the City Council April 22. We will all be required to take training on the Open Meeting Act.

The Spokane Alliance and the Spokane Low Income Housing Consortium put together a very detailed letter with recommendations for the City Council on the usage of the 1590 money. The HAS committee approved the letter and will send our own letter with it to the City Council requesting that the service aspect of 1590 funds be utilized in the same manner.

Rent Notification Ordinance

City Council Member Paul Dillion is presenting an ordinance that is requesting 180-day notice of rent increases. This prompted a big discussion about the ways in which the landlords will try and get around it.

Rental Registry

Nicolette is sending out a report on the new Rental Registry as the committee was curious to know how many small landlords are in Spokane.

Out Next Meeting is: May 18 at 9:30 am in the Tribal Meeting room.



**Spokane Park Board
Development & Volunteer / Citizen Advisory
Committee
4:15 p.m. Wednesday, April 17, 2024
In-person and WebEx virtual meeting
Fianna Dickson – Marketing & Communications**

Committee members:

DVCAC:

- X Kelly Brown – Chair/The Friends of Manito Park
- X ~~Jeff Lambert~~ / Trevor Finchamp – Friends of the Bluff
Cole Taylor – Friends of Riverfront Park
- X Lee Williams – Friends of Coeur d 'Alene Park
- X Paul Lindholdt – Friends of Palisades
Stephen Williams – Spokane Disc Golf Club

DVC:

- X Jennifer Ogden – Chair/Park Board
Bob Anderson – Park Board
Gerry Sperling – Park Board
- X Doug Kelley – Park Board
- X Kelly Brown – Development & Volunteer Citizen Advisory Committee representative
Lindsey Shaw – Community Assembly representative
Matt Antush – Member-at-large

Park staff

Fianna Dickson
Jerry Stacy

Guests

Minutes

1. **Call to order** – The meeting was called to order at 4:17 p.m. by DVC Committee chair Jennifer Ogden. See list above for attendance.
2. **Public comment:** None
3. **DVCAC discussion items:**
 - A. None
4. **DVCAC standing reports:**

A. DVCAC member news – Kelly Brown

1) Friends of Coeur d'Alene Park

- a. Lee Williams reported the Friends are looking for bands for their summer concert series and they are finalizing electrical hook-ups.
- b. Routine park visits with Al Vorderbrueggen have been very helpful.
- c. Lee will be sharing presentations with the neighborhood to revisit goals of the Friends' master plan in hopes of getting new members.
- d. Spookwalk is sold out and the Friends are looking for more guides to schedule more tours.
- e. Citizens comprising the Thursday Trash Pickers continue to provide that weekly service for the park and Overlook Park as well.

2) Friends of the Bluff

- a. Planned events include: 1) Willow Whip planting on April 20 from 10:00 a.m. to noon on the creek by Champion Park; 2) Earth Day event in Polly Judd Park from 4:00 – 6:00 p.m.; 3) Brush on the Bluff on May 18. Details can be found on the [Friends of the Bluff Facebook](#) page.
- b. The first trail sign is arriving soon, and the Friends are working with Parks to get a concrete slab poured.
- c. Friends of the Bluff will have an information table at the Pavilion as part of the Expo50 celebrations. Kelly Brown added that more tree planting opportunities can be found at www.expo50spokane.com.

3) Friends of Palisades

- a. The Friends of Palisades are revising their bylaws. Paul Lindholdt asked about the practical use of Robert's Rules for non-profits. Jennifer informed him that the rules governing motions and amending those motions are the most common aspects of the rules used. Jennifer offered to provide sample bylaws, and Lee Williams will provide the Friends of Coeur d'Alene Park bylaws as an example.
- b. There will be a clean-up at the park on April 20. Meet at 8:30 a.m. on the corner of Greenwood and Basalt. Paul asked if anyone knew of volunteers to help. Jennifer and Lee know schools that require students to have community service hours and they will send information about the clean up to those resources.
- c. The Friends of Palisades have been collaborating with the Inland NW Land Conservancy for trail connectivity between Palisades Park and the Centennial Trail.
- d. The Friends are planning to hold a Fun Run in the park and any advice from committee members would be appreciated. A few committee members responded they would follow up with Paul. Kelly Brown offered to speak with Paul about organizing.
- e. There will be discussion about Expo+50 participation at the Friends' next meeting, which is tonight.
- f. Goat grazing for fire fuel management will be happening again this year.

B. Expo+50 update – Kelly Brown

- 1) Kelly gave an Expo+50 update, sharing the opening ceremonies are on May 4 and inviting everyone to join or visit www.expo50spokane.com for details.
- 2) Fianna posted the link in Basecamp to submit your Friends of events that fall between May 4 and July 4 to the Expo calendar, which will help them gain visibility. All Friends events likely fall into one of the Expo pillars of Arts & Culture, Environment, Recreation & Sports, Tribal Culture, or Expo Legacy.

5. **DVC action items**

- A. None

6. **DVC discussion items**

A. None

7. **DVC standing reports:**

A. Levy subcommittee update – Jennifer Ogden

- 1) Levy updates are on hold as we await the decision of City Council regarding the mayor's levy proposal and how it may impact Parks. Official decision will be made by May 3.

Fianna reminded the committee to be prepared with their license plate numbers at the May 15 meeting at the Riverfront Park Pavilion for free parking during the meeting. Park Board members' plate numbers are already on file.

8. **Adjournment** – The meeting was adjourned at 4:48 p.m.

The next regularly scheduled meeting is 4:15 p.m. Wednesday, May 15, 2024, in-person in the **Riverfront Park Pavilion conference room**, 574 N. Howard St., and virtually via WebEx.

How to Raise Money for Your Organization



June 11, 2024

1:00-4:00pm Pacific

Register today: www.tickettailor.com/events/nonprofitlearning

