



Housing Action Subcommittee

Thursday, January 18, 2024

9:30 AM-11:00 AM

Tribal Conference Room – City Hall Lobby

Virtual meeting information below

TIMES GIVEN ARE AN ESTIMATE AND ARE SUBJECT TO CHANGE

Public Comment

9:30 – 9:35 Public Comment (3 minutes each) Citizens are invited to address the subcommittee on any topic not on the agenda.

Committee Work Session:

9:35 – 9:40 Introductions

9:40 – 11:00 **ACTION ITEM:** Housing Action Subcommittee Bylaws

- Review + Discuss
- Vote
- Next Steps + Timeline

Adjournment

Join from the meeting link:

[Click here to join the meeting](#)

[https://teams.microsoft.com/l/meetup-](https://teams.microsoft.com/l/meetup-join/19%3ameeting_MDLhMzMzNjctNWUzYS00M2M2LThkYzYtMzk0NTI5ZDU3M2Mz%40thread.v2/0?context=%7b%22Tid%22%3a%2295fa1d6e-6a27-496e-9117-fc34d9076661%22%2c%22Oid%22%3a%22eec0423b-0336-4f70-817d-e7ff3e9fc055%22%7d)

[join/19%3ameeting_MDLhMzMzNjctNWUzYS00M2M2LThkYzYtMzk0NTI5ZDU3M2Mz%40thread.v2/0?context=%7b%22Tid%22%3a%2295fa1d6e-6a27-496e-9117-fc34d9076661%22%2c%22Oid%22%3a%22eec0423b-0336-4f70-817d-e7ff3e9fc055%22%7d](https://teams.microsoft.com/l/meetup-join/19%3ameeting_MDLhMzMzNjctNWUzYS00M2M2LThkYzYtMzk0NTI5ZDU3M2Mz%40thread.v2/0?context=%7b%22Tid%22%3a%2295fa1d6e-6a27-496e-9117-fc34d9076661%22%2c%22Oid%22%3a%22eec0423b-0336-4f70-817d-e7ff3e9fc055%22%7d)

Meeting ID: 291 798 739 417

Passcode: v5za7o

Video Conference ID: 114 943 085 8

[Alternate VTC instructions](#)

Join by phone

+1 424-566-7556,,878975113#

Phone Conference ID: 878 975 113#

AMERICANS WITH DISABILITIES ACT (ADA) INFORMATION: The City of Spokane is committed to providing equal access to its facilities, programs and services for persons with disabilities. The Council Briefing Center in the lower level of Spokane City Hall, 808 W. Spokane Falls Blvd., is wheelchair accessible and also is equipped with an infrared assistive listening system for persons with hearing loss. Headsets may be checked out (upon presentation of picture I.D.) through the meeting organizer. Individuals requesting reasonable accommodations or further information may call, write, or email Human Resources at 509.625.6237, 808 W. Spokane Falls Blvd, Spokane, WA, 99201; or mpiccolo@spokanecity.org. Persons who are deaf or hard of hearing may contact Human Resources through the Washington Relay Service at 7 1 1. Please contact us forty-eight (48) hours before the meeting date.

HOUSING ACTION SUBCOMMITTEE BYLAWS



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INTRODUCTION

The Housing Action Subcommittee is an official ad hoc subcommittee of the Spokane City Council's Urban Experience Committee. It was established pursuant to City Council Resolution 2021-0020, which was adopted March 22, 2021. Under the terms of the resolution, the Housing Action Subcommittee was given broad discretion in conducting its affairs so long as its meetings complied with the state's Open Public Meetings Act and Public Records Act. As practical matter this means its meetings are to be open to the public, with the time, place and agenda of each meeting provided to the public in advance. All records of the committee (other than those governed by specific exceptions) are subject to public disclosure.

Within these basic limitations, these bylaws set forth how the Housing Action Subcommittee will operate. In other words, these bylaws are intended to foster an environment of honest and productive exchange of ideas in a way that is not unnaturally beholden to traditional rules.

LAND ACKNOWLEDGEMENT

The following Land Acknowledgement shall be read at the beginning of every Housing Action Subcommittee meeting:

We acknowledge that we are on the unceded land of the Spokane people. And that these lands were once the major trading center for the Spokanes as they shared this place and welcomed other area tribes through their relations, history, trade, and ceremony. We also want to acknowledge that the land holds the spirit of the place, through its knowledge, culture, and all the original peoples Since Time Immemorial.

As we take a moment to consider the impacts of colonization may we also acknowledge the strengths and resiliency of the Spokanes and their relatives. As we work together making decisions that benefit all, may we do so as one heart, one mind, and one spirit.

We are grateful to be on the shared lands of the Spokane people and ask for the support of their ancestors and all relations. We ask that you recognize these injustices that forever changed the lives of the Spokane people and all their relatives.

We agree to work together to stop all acts of continued injustices towards Native Americans and all our relatives. It is time for reconciliation. We must act upon the truths and take actions that will create restorative justice for all people.

HOUSING ACTION SUBCOMMITTEE PURPOSE

As established in Resolution 2021-0020 Section 3, the purpose of the Housing Action Subcommittee is:

- To investigate and make periodic reports to the City Council on the progress of the City's efforts toward meeting the Comprehensive Plan Goal H1, namely, to "provide opportunities for a variety of housing types that is safe and affordable for all income levels to meet the diverse housing needs of current and future residents" and Goal H2, namely, to "improve the overall quality of Spokane's housing"
- To recommend any necessary changes to the Spokane Municipal Code and other

necessary policy actions to advance the City's Comprehensive Plan land use and housing goals, including advancing the goal of increasing density in areas located near services, transit, parks, and schools, such as through the centers and corridors strategy

- To receive and examine applications for housing project funding as described in Chapter 08.07C, SMC and from other locally-derived sources of funding for housing in Spokane, oversee such projects after the City Council awards funding, and make reports to the City Council's Urban Experience Committee or other relevant committee(s) on the outcomes of such funding decisions on at least an annual basis
- To organize itself into such working groups as are necessary to accomplish these purposes
- To collaborate and consult with any technical advisory group established by the City Administration in developing the framework and guidance for the implementation of the funding program contemplated by Chapter 08.07C, SMC
- Such other specific tasks as assigned or referred to the subcommittee by the City Council.

HOUSING ACTION SUBCOMMITTEE DESIRED OUTCOMES

The Housing Action Subcommittee aims to work towards the following desired outcomes:

- Successful development and implementation of a Strategic Plan/Framework for 1590 funds.
- Successful development and implementation of the Racial Impact Toolkit.
- Subcommittee members are meaningfully engaged in evaluating identified policies, programs, processes, and projects.
- Subcommittee members have the capacity and resources necessary to regularly provide clear, consensus-based recommendations, feedback, and/or guidance to City Council and Staff.
- City Council decisions recognize and respect contributions of the Housing Action Subcommittee.
- City Council leadership and Administration Staff participate in Housing Action Subcommittee on a regular basis to build relationships, trust, authenticity, and transparency.
- Council initiative managers and staff clearly understand how to work with the Housing Action Subcommittee, bring subcommittee members in at the right time for best use of their skills, and provide appropriate background information prior to work-specific conversations.

HOUSING ACTION SUBCOMMITTEE OPERATING GUIDELINES

CONVENING OF MEETINGS

- In-person meetings will be held on the third Thursday of each month from 9:30am to 11:00am in the City Council Briefing Center on the lower level of City Hall at 808 W. Spokane Falls Blvd. Spokane, WA 99201. A virtual option will be provided and details on how to participate virtually will be listed in the monthly agendas found on the City of Spokane website on the Housing Action Subcommittee page: <https://my.spokanecity.org/bcc/committees/urban-development/housing-action-subcommittee/>
- Housing Action Subcommittee Agendas will be posted to the public at least 24 hours before the regular meeting time.
- Any cancellation or change in location, time, or date will be publicly noticed in the agenda section of the City of Spokane's website on the Housing Action Subcommittee page.

- At least once a year, the Housing Action Subcommittee will have a retreat. The agenda of the retreat will be made known in advance and there will be an opportunity to make suggestions for retreat topics at the regularly scheduled meeting that precedes the retreat.
- Housing Action Subcommittee members are encouraged to meet informally (in person or virtually) with rotating members of the Housing Action Subcommittee, including Council members and council staff, to build connections and relationships between regular meetings. Housing Action Subcommittee members are encouraged (but not required) to share the results of such informal meetings with the entire Subcommittee.
- Housing Action Subcommittee reserves the right to create workgroups with regular meetings, the details of which would be outlined at a later date and only after a substantive discussion at a regular meeting of the Housing Action Subcommittee.

CONDUCT OF MEETINGS

- Meetings will be facilitated by the Council Member Liaison, the Council Staff Liaison (currently the Housing and Homelessness Initiative Manager), chair of the Housing Action Subcommittee, or a third-party facilitator.
- Meetings will end with a clear understanding of expectations and assignments for next steps.
- Meetings are expected to end at the appointed time.
- Meetings are open to the public and, when possible, will be recorded and archived.
- City Council staff support will keep a record of meeting attendees, key issues raised, and actions required. These will be listed in the form of meeting minutes on the City of Spokane's website on the Housing Action Subcommittee page. Comments from individual members will generally not be attributed and a verbatim record of the meeting will not be prepared.

AGENDA SETTING AND MEETING FORMAT

The Housing Action Subcommittee agenda will be created by the Council Staff Liaison (currently the Housing and Homelessness Initiative Manager) until a Chair and Vice-Chair are elected by current members of the Housing Action Subcommittee. Once a chair or co-chairs are elected, then the agenda will be co-created by the Housing Action Subcommittee Chair, Vice-Chair, and the Council Staff Liaison.

- Public Testimony will be taken at the beginning of the meeting. Each speaker will get up to 3 minutes to provide their testimony on matters which are not on the current agenda.
- The agenda will allow for time for people to ask clarifying questions before diving in deeply on to a topic for discussion.
- The agenda will have time for review of agreements and assignments at the end of each meeting to ensure mutual understanding of expectations prior to the next meeting.

Barring any temporary technical issues, participants logging in virtually to in-person meetings will be placed on a screen/computer at the table near the meeting liaison or facilitator with a speaker to amplify their voice as they participate in the meeting real time.

MEETING ETIQUETTE

This section is intended to identify mutually agreed upon rules of meeting etiquette with the goal of maintaining order during meetings such that members treat each other, and their guest speakers, with respect. This Subcommittee is known to discuss topics that are highly controversial making it even more important to acknowledge the need for ground rules so that our conversations are productive and safe

for everyone. These rules are intended to foster effective communication, respectful interactions, and efficient decision-making within the Subcommittee. By following these guidelines, members can create an environment that promotes active engagement, inclusivity, and successful outcomes.

➤ **ACTIVE + RESPECTFUL LISTENING**

Listen attentively to others, giving them your full focus and avoiding interruptions. Demonstrate understanding and show respect for their perspectives including but not limited to turning your cellphones on silent and not texting during the meeting. Allow one person to speak at a time without interruption. This promotes clarity and ensures that everyone's voice is heard.

➤ **OPEN-MINDEDNESS**

Maintain an open mind and be receptive to different perspectives and ideas. Encourage a culture of innovation and collaboration within the subcommittee.

➤ **INCLUSIVE LANGUAGE**

Use respectful and courteous language when addressing fellow subcommittee members. Be mindful of your language choices to ensure everyone feels included and valued. Avoid making assumptions about gender, race, religion, or other sensitive topics.

➤ **AVOID PERSONAL ATTACKS**

Focus on discussing ideas rather than attacking individuals. Be respectful even if you disagree with someone's viewpoint. Avoid personal attacks, sarcasm, or offensive language.

➤ **GIVE EVERYONE THE CHANCE TO SPEAK**

Encourage equal participation by ensuring that all members have an opportunity to share their thoughts. Avoid monopolizing the conversation or allowing others to dominate.

➤ **STAY ON TOPIC**

Keep the discussion focused on the agenda items and goals of the subcommittee. Avoid going off on tangents or discussing unrelated matters.

➤ **BE CONCISE AND CLEAR**

Express your thoughts in a clear and succinct manner to facilitate effective communication. Avoid rambling or using overly technical language that may confuse others. While some technical terms may be necessary, try to explain them in simpler language when possible. This helps ensure that all members can understand and actively participate in the conversation.

➤ **BE MINDFUL OF TIME**

Respect everyone's time by keeping your contributions within reasonable limits. Avoid unnecessarily prolonging discussions or derailing the agenda.

➤ **CONSTRUCTIVE CRITICISM**

If you need to provide feedback or critique someone's ideas or proposals, do so in a constructive and respectful manner. Focus on the issue at hand and offer suggestions for improvement when necessary.

MEMBERSHIP, ROLES, AND RESPONSIBILITIES

The Housing Action Subcommittee is an advisory group to the City Council and a Subcommittee of the Urban Experience Committee, which is comprised of two City Council members from each District and City Council President.

HOUSING ACTION SUBCOMMITTEE MEMBER EXPECTATIONS:

- Provide specific community expertise, including identifying relevant emerging local issues.
- Articulate and reflect the interests that the Subcommittee Members bring to the table.
- Maintain a focus on solutions that benefit the people and environment of the region.
- Discuss, ask questions, and give reflection, feedback and guidance to City Council on work regarding policies, programs, processes, and projects brought to the subcommittee.
- Aim to meet the outlined expectations with respect to attendance, polite and engaged discussions, etc.
- Collectively aim to fulfill the purpose and achieve the desired outcomes of the Housing Action Subcommittee as defined in the Housing Action Subcommittee Bylaws.

CITY COUNCIL MEMBERS AND STAFF LIAISON EXPECTATIONS:

- Provide Housing Action Subcommittee members with the information needed to support their role on the Housing Action Subcommittee, when such information is available to staff.
- Provide the Housing Action Subcommittee members the opportunity to collaborate, co-create and inform on Council work to support the advancement of the desired outcomes of the Housing Action Subcommittee.
- Ensure that Council Members and Staff are routinely attending Housing Action Subcommittee meetings to listen, ask questions and connect, to ensure ongoing trust, relationship building and transparency.
- When possible, invite Housing Action Subcommittee members to participate in other subcommittees and projects facilitated by City Council policy staff .
- Come to the Housing Action Subcommittee at the onset of the planning process, when possible, and in advance of each decision point, allowing them to interact directly with decision makers. When necessary, also debriefing the subcommittee on the details of new legislation to ensure there is an opportunity to be fully informed when communicating back to the community stakeholders the Subcommittee Members represent.
- Keep the Housing Subcommittee informed quarterly of progress and how their guidance has supported department work.
- Provide technical expertise and break down concepts into everyday language for discussion.
- Explain the reasons if deviations are taken from Housing Action Subcommittee recommendations and provide insight on how to make improvements in the future for recommendations.

CHAIR AND VICE CHAIR ROLES AND RESPONSIBILITIES

The Subcommittee will elect a chair and vice chair. The term of the Housing Action Subcommittee Chair is for one year. The term of the Housing Action Subcommittee Vice-Chair is for two years, with the expectation that the second year of the term they will serve as the Chair. Candidates for the role will be self-nominated, the candidate with majority of the votes will be appointed to that role.

THE CHAIR OF THE HOUSING ACTION SUBCOMMITTEE

The Chair will help facilitate meetings, co-create agenda with City Council Staff and/or Council Staff Liaison. The Chair will assist Council Staff and Council Member Liaison with resolving conflicts within the group when necessary.

THE VICE CHAIR OF THE HOUSING ACTION SUBCOMMITTEE

The Vice-Chair will co-create agenda with City Council Staff and Council Member Liaison. Assumes the duties of the Chair when the Chair is unable to be present.

COUNCIL MEMBER LIAISON + COUNCIL STAFF LIAISON ROLES AND RESPONSIBILITIES

The Council Member Liaison and Council Staff Liaison are appointed by the City Council. Any changes in leadership in these roles will be at the discretion of City Council. The Council Member Liaison works with the Council Staff Liaison, Administration Staff (when necessary), the Chair of the Housing Action Subcommittee, and the Vice-Chair of the Housing Action Subcommittee to create the agenda and the content of the agenda packet. The Council Member and Staff Liaisons will also support resolving group conflicts, should they arise. The Council Member Liaison, in partnership with the Council Staff Liaison, and the Chair of the Housing Action Subcommittee (or designated Subcommittee Member) can present recommendations to City Council. Ultimately, who presents the recommendations is at the sole discretion of Council. The Council Member Liaison and/or the Council Staff Liaison will keep the Housing Action Subcommittee members updated on the status of recommendations at the monthly meeting and/or during quarterly updates--depending on the topic, status, and availability of information to do so.

MEMBERSHIP

Per Council resolution 2021-0020 Section 4, the Housing Action Subcommittee shall consist of at least eleven (11) members, appointed by City Council resolution, who shall be residents of the City of Spokane and who shall represent, at a minimum, the following backgrounds and expertise:

1. One member representing the perspective of tenants;
2. One member representing the perspective of landlords;
3. One representative of the business community;
4. One real estate professional;
5. One person representing the perspective of the community assembly;
6. At least one person representing the perspectives of people who have faced historically-based or present housing discrimination or bias;
7. A housing developer (non-profit or for-profit);
8. A housing builder;
9. Tribes and urban Native organizations; and
10. At least one person who has a lived experience of homelessness or housing instability;

Membership of the Subcommittee shall consist of those persons appointed by the City Council in batches and by resolution. Given the history of the Housing Action Subcommittee, and at the behest of the City Council President, the first round of formally appointed members will consist of those who are "grandfathered in" as members. That is, individuals who have regularly attended meetings in the past

may submit their names for formal membership in the Housing Action Subcommittee. Ultimately, the appointment of those members will be determined by a vote of City Council.

APPLICATION FOR MEMBERSHIP

Applications for Membership of the Housing Action Subcommittee will be made available on the City of Spokane website on the Housing Action Subcommittee page. Interested person(s) will be invited to attend a scheduled Housing Action Subcommittee meeting to gauge the applicant and Subcommittee's mutual interest in membership. At the following meeting, unless an alternate date is agreed upon, the Housing Action Subcommittee Members will determine whether to recommend to City Council to appoint the applicant to the Housing Action Subcommittee. Council will approve the appointment of new members in batches at least once a year. Increased frequency of appointments will be at the discretion of City Council.

VACANCY AND/OR TERMINATION OF MEMBERSHIP

A Housing Action Subcommittee membership or role may be declared vacant or pending termination if the member:

- Resigns from the Subcommittee and/or Subcommittee Workgroup in writing.
- Resigns from the Subcommittee and/or Subcommittee Workgroup by expressing their intent to resign at a regular meeting of the Subcommittee.
- Fails to attend more than three consecutive meetings without prior notice.
- Is determined by a two-thirds vote of the Subcommittee to be in need of termination to preserve the orderly conduct of and successful execution of duties by the Subcommittee. Is determined by the Chair, the Council Member Liaison, and the City Council to have displayed a pattern of disruptive behavior to the Subcommittee's work.

SUBCOMMITTEE WORKGROUPS

Housing Action Subcommittee members may decide they would like to focus on a particular area of interest, develop an in-depth response Council requested feedback, and/or develop a comprehensive set of recommendations on a specific item of interest. In these cases, workgroups may be formed for this purpose. These workgroups will meet at different times from the regular monthly meetings, and on a date and place agreed upon by those in the workgroups.

- The number of members participating in a workgroup may not equal or exceed a quorum of the Subcommittee.
- So long as the members present at a meeting of a workgroup does not equal or exceed a quorum of the Subcommittee, the meeting will not be subject to Open Public Meetings Act.
- Whenever practical, the result of the workgroup will be presented at the monthly Housing Action Subcommittee meetings.
- Workgroups may invite other community members to assist in research and refine proposals.
- The formation, suspension, or dissolution of a workgroup may occur at the behest of the City Council President and/or the City Council Member Liaison.

VOTING + RECOMMENDATION ACTIONS

The Housing Action Subcommittee is an advisory body to the City Council and is a subcommittee of the Urban Experience Committee. As such, and in virtue of Council Resolution 2021-0020 that Housing Action Subcommittee meetings are subject to the Open Public Meetings Act, it is necessary to define the voting methods and quorum requirements of the Housing Action Subcommittee.

QUORUM

A “quorum” of the Subcommittee shall consist of at least fifty percent (50%) of the members of the Subcommittee, including the Council Member Liaison and/or City Council Initiative Manager

VOTING

Any recommendation, decision or proposal of the Housing Action Subcommittee is to be approved by consensus of those members of the Subcommittee (including the Council Member Liaison and the Council Staff Liaison) who are present (in person or by virtual means) at the time of the vote regarding such recommendation, decision, or proposal. Housing Action Subcommittee Members will strive to reach agreement by consensus at a level that indicates that the large majority of the members present are willing to “live with” the proposed action.

At the end of a dialogue period, members will indicate their preference for a recommendation, decision, or proposal with a show of “thumbs up” (good to go), “thumbs to the middle” (can live with it) or “thumbs down” (do not approve of proceeding.)

If there are members of the committee in the “thumbs down” position, the Chair will continue the dialogue to further assess and understand points in contention, and possibly revise the recommendation, decision, or proposal before a final tally of the vote of the committee.

If a consensus cannot be reached on a particular issue, the Subcommittee acknowledges that the Council Member Liaison shall have final authority to determine how to proceed, including, but not limited to, allowing the matter to be resolved by simple majority vote of those members present (in person and virtually).

AMENDMENTS

The Housing Action Subcommittee Bylaws may be amended by a two-thirds majority vote of the Subcommittee members present at a meeting with a quorum. Proposed amendments should be provided to members in writing at least 7 days prior to the meeting where action will be taken. City Council may amend the Housing Action Subcommittee Bylaws at any time for any reason. Amendments to the Housing Action Subcommittee Bylaws by City Council should be distributed to subcommittee members within 7 days.