



**NOTICE OF PUBLIC MEETING**  
**NEIGHBORHOOD PROJECT ADVISORY COMMITTEE**  
**WEST QUADRANT TAX INCREMENT FINANCING DISTRICT**

**MEETING OF**  
**WEDNESDAY, January 5, 2022**  
**4:00 PM TO 5:30 PM**

Please be advised that the next regular meeting of the Neighborhood Project Advisory Committee for the West Quadrant Tax Increment Financing District will be held on **Wednesday, January 5 at 4:00 PM** via the WebEx Meetings software. The public is encouraged to attend either online or by phone. Connection instructions are included in the attached agenda and below:

***When it is time, join your Webex meeting here:***

**<https://spokanecity.webex.com/spokanecity/j.php?MTID=mc71ce292f433b0395acf02ae2e5359e5>**

*Meeting number (access code): 2490 445 1213*

*Meeting password: sVVJfYEQ328*

*To Join by Phone Instead: 1-408-418-9388 (United States Toll)*

**[Global Call-In Numbers](#)**

# WQTIF Neighborhood Project Advisory Committee (NPAC) Agenda

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**January 5, 2022 | 4:00 PM to 5:30 PM | ONLINE MEETING VIA WEBEX**

*(Connection Details/Instructions Below)*

*Attendees: Members of the Committee, Open to the Public*

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## **Discussion Items** *(all times are approximate)*

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1. Welcome and Introductions (All) ..... 4:00 pm (5 mins)
2. Approval of December Meeting Minutes (All) ..... 4:05 pm (5 mins)
3. Policy and Procedures Amendments (Kimberly Lawrence) ..... 4:10 pm (15 mins)
4. REACH Funding Proposal Continued Discussion (All) ..... 4:25 pm (30 mins)
5. Overview of Centers and Corridors (Kevin Freibott) ..... 4:55 pm (20 mins)
6. Open Forum ..... 5:15 pm (5 mins)

*Open Forum is an opportunity for citizens to discuss items of interest that **are not on the current agenda for discussion**. Topics should consider the activities/ responsibilities of the NPAC and should not include political campaign topics. Each speaker may be limited to three minutes if several people wish to speak, subject to the Chairperson's determination. If you wish to speak at the open forum, please email Kevin Freibott at [kfreibott@spokanecity.org](mailto:kfreibott@spokanecity.org) to request a slot.*

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**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. Individuals requesting reasonable accommodations or further information may call, write, or email Human Resources at 509.625.6363, 808 W. Spokane Falls Blvd, Spokane, WA, 99201; or [msteinolfson@spokanecity.org](mailto:msteinolfson@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.



## West Quadrant TIF Neighborhood Project Advisory Committee

### Meeting Minutes

December 1, 2021

**Committee Members Present:** Kimberly Lawrence (Chair), Fran Papenleur (Vice-Chair), Alan Chatham, Amanda Richardson, Vickie Munch, Michael Pflieger (Absent: Kelly Cruz).

**Staff Present:** Kevin Freibott (staff liaison)

The meeting began at 4:02 PM.

1. **Welcome and Introductions** – Introductions were made.
2. **Approval of Meeting Minutes** – The minutes for October were presented and adopted (M: Ms. Munch, S: Ms. Papenleur, Unan.).
3. **Policies and Procedures Amendments** – Mr. Freibott presented the comments from Legal and the Planning Department and discussion was undertaken by the Committee. A motion was made to postpone the adoption of the amendments until the next meeting to allow the Committee to review the final changes (M: Ms. Munch, S: Ms. Papenleur, Unan.).
4. **REACH Funding Proposal** – Ms. Jessie Norris of REACH West Central briefed the Committee on the supplemental letter from REACH attached to the agenda. Mr. Freibott gave a short presentation on a typical Request for Proposals process and conveyed the City Council President's invitation to arrange a joint City Council / NPAC meet soon after the new year to discuss both the REACH proposal and prioritization of the TIF in general. Discussion was undertaken by the Committee. A motion was made to postpone this item and all remaining agenda items until the next meeting, expected to be in January 2022 (M: Ms. Munch, S: Ms. Richardson, Unan.).
5. **Overview of Centers and Corridors** – Per the preceding motion, this item was postponed.
6. **Open Forum** – No requests to speak were received prior to the meeting. Mr. Freibott quickly announced that the search for an alternate for Emerson Garfield would hopefully be initiated before the next meeting.

The meeting was adjourned at 5:29 PM.

POLICIES AND PROCEDURES  
for the  
WEST QUADRANT TAX INCREMENT FINANCING DISTRICT  
**NEIGHBORHOOD PROJECT ADVISORY COMMITTEE**  
CITY OF SPOKANE, WASHINGTON

ARTICLE I - NAME

The name of this Committee ~~shall~~will be the West Quadrant Tax Increment Finance District Neighborhood Project Advisory Committee for the City of Spokane (the "Committee"). The Committee name may be abbreviated as "WQTIF NPAC" or "NPAC".

ARTICLE II - PURPOSE

The West Quadrant Tax Increment Finance District Neighborhood Project Advisory Committee was established by resolution No. 2007-0101 of the Spokane City Council on September 10, 2007. The purpose ~~for of~~ the Committee is to assist the City of Spokane ~~on in~~ prioritizing Neighborhood Public Improvements in the Neighborhood ~~areas that surround Kendall Yards Development. Subarea of the West Quadrant TIF~~ through recommendations. Additionally, the Committee may make recommendations for the long-term commitment of funds for future projects.

ARTICLE III - RELATIONSHIP WITH THE CITY COUNCIL

The Committee ~~shall~~will be an advisory body to the Spokane City Council, and as such, it ~~shall specifically make will set priorities and communicate budget projections via an annual report. Additionally, the Committee may make specific project recommendations for prioritization of neighborhood on the proposed~~ infrastructure projects in the three neighborhoods within the West Quadrant Increment Area (excluding property within the Kendall Yards development), ~~as described in Ord. C34032, and work with City staff to prepare those long-term stewardship recommendations for City Council consideration and approval of WQTIF funds.~~

The Committee will work with a designated City Staff Liaison to prepare recommendations for City Council consideration and approval. The Committee will work with a designated City Staff Liaison to prepare recommendations for the City Council's consideration. When a project is being presented for consideration, the Staff Liaison will provide the appropriate City Council members with advance notice.

City Council members representing neighborhoods within the WQTIF boundaries and City Staff have a standing invitation to join the NPAC meetings.

ARTICLE IV – DEFINITIONS

1. "Public Improvements" has the same meaning as provided for in Section 1 of Ordinance C34032 and includes those public improvements described in Section 2 of said Ordinance.
2. "Neighborhood Public Improvements" means those public improvements identified in ~~Ordinance C34032, Section 2 specifically referred to as the "Neighborhood Public Improvements" and described in paragraphs (j) through (w) of said section. RCW 39.89.020 within the boundaries established by the WQTIF.~~

3. "Increment Area" ~~shall mean~~means the Increment Area as that term is defined by RCW 39.89.020(92) and ~~shall will~~ refer to the West Quadrant Increment Area established by Ordinance C34032.
4. "Committee" or "Committee Members" refers to all members of the committee appointed to their role by the Mayor's Office.
5. "City Staff Liaison" refers to the City staff member assigned to this Committee by the City.
6. "Voting or Primary Member" typically refers to the primary representative of each neighborhood and the two at-large committee members.
7. "Alternate" or "Alternate Member" refers to the secondary representative of each neighborhood. These members may have voting rights if their primary member isn't available or if participating in a subcommittee.

#### ARTICLE V - DUTIES AND POWERS

The duties and powers of the COMMITTEE ~~shall~~will be:

1. ~~To provide oversight and direction~~Liaise with respect~~respective neighborhoods to the financing, construction and priority of~~identify eligible Neighborhood Public improvements; which can then be evaluated and prioritized through recommendations made to the City Council.
2. To ~~conduct~~ensure that one or more public participation process(es) including the holding of workshop(s) ~~and~~, special public meeting(s), ~~as appropriate~~or engagement opportunities has occurred, for the purpose of providing information to the public ~~in regard to~~regarding contemplated or planned Neighborhood Public Improvements and receiving input to be considered by the Committee in completion of its duties.
3. To prepare, with the support of a written~~City Staff Liaison, an annual~~ report ~~of the current financial status of the WQTIF, and list of suggested projects, status of ongoing projects, and/or priorities for the coming year.~~
- 3.4. To prepare, with the support of a City Staff Liaison, recommendations on the West Quadrant Neighborhood Public Improvement~~for projects priorthat are presented to recommending its adoption by the City Council~~the Committee, provided they have completed a public participation process to ensure neighborhood support and they meet previously-identified priorities.

#### ARTICLE VI - COMMITTEE MEMBERS – APPOINTMENT AND TERMS

1. The Committee will have ~~five (5)~~three (3) primary members ~~that~~which represent the ~~following segments of the Community: the~~ West Central Neighborhood; ~~the~~ Emerson-Garfield Neighborhood; ~~the~~ Riverside Neighborhood; and two primary at-large members with professional knowledge and experience in economic development, finance and/or real estate. Each of the five (5) primary members will have one vote.

2. ~~Members of the Committee shall~~Each neighborhood will also have an alternate. Alternates may have one vote when their neighborhood's primary representative is not in attendance, or when participating in an approved subcommittee, (with or without their primary in attendance).
- 2.3. ~~Primary and alternates will~~ be selected by the Mayor and approved by the City Council. ~~In addition, the Mayor may select and the Council may approve alternates for each of the neighborhood representative positions.~~
- 3.4. As vacancies occur on the Committee through resignation, ~~attrition,~~ and/or failure to attend, these vacancies will be filled by the Mayor with Council approval. Members leaving office may be requested to continue to serve until a replacement is appointed. ~~Alternates will be given first priority for vacancies for their respective neighborhood positions.~~
1. ~~No member shall serve more than two consecutive 3 year terms. Committee terms may be staggered in order to provide for continuity of institutional memory.~~
2. ~~Any member appointed to fill the unexpired term of another shall be eligible for appointment to his/her own 2 consecutive 3 year terms.~~
3. ~~Members of the Committee are expected to attend all meetings. The Chairperson will determine whether an absence is excused or not. Three consecutive unexcused absences or absence from 25 percent or more of the meetings in a calendar year shall be grounds for removal of any member. Alternate members are encouraged to attend all meetings as well.~~
- 4.5. The Committee ~~shall~~will endure only for the span of time that the West Quadrant TIF exists ~~(25 years or less from initial establishment of the West Quadrant TIF) and shall~~and will disband after that and once all projects are completed.

#### ARTICLE VII ~~—~~ COMMITTEE OPERATION

1. Each Committee member ~~shall~~will have one vote on all matters brought before the Committee for formal action. In the event that a Committee member representing a neighborhood is absent for a vote on a matter before the Committee, the alternate member representing that neighborhood may vote in his or her place.
2. Recommendations to the City Council must be approved by majority ~~vote of the Committee~~of voting members in attendance.
3. The ~~Directors of the Capital Programs and Business and Development Services departments shall~~City is responsible for assigning a staff liaison to be responsible for providing information and staff assistance to the Committee.
4. ~~An orientation meeting for new members shall be held with the chairperson or vice chairperson and the Directors of the Capital Programs and Business and Development Services departments.~~ Communication from the Committee to the Council and others shall be made through the chairperson ~~or designated Staff Liaison.~~

5. Amendments to the "Policies and Procedures of the West Quadrant TIF Neighborhood Project Advisory Committee" must be approved by a majority of voting members of the Committee after being transmitted to all Committee Members at least two weeks before a regular meeting.
6. A quorum will consist of the majority of the voting members of the Committee (3 members). Committee approval means a majority vote of all 5 Voting Members.

#### ARTICLE VIII - OFFICERS

1. The officers of the Committee ~~shall~~will consist of a chairperson and vice-chairperson. Officers will be elected by the Committee annually. Officers missing two consecutive meetings without valid reason may be relieved and replaced by a majority vote of the Committee. ~~The chairperson shall~~Officers can be eligible ~~to serve only two~~for consecutive one-year terms when approved by a majority vote of ~~officethe~~ voting members.
2. The chairperson shall preside at meetings, be the spokesperson for the Committee, appoint sub-committees, prepare the agenda in conjunction with the ~~Directors of the Capital Programs and Business and Development departments~~designated staff liaison, and present reports to City Council. The vice-chairperson shall serve in the absence of the chairperson. The chairperson shall be an ex-officio member of all sub-committees with the privilege of speaking to the issue but without a vote.

#### ARTICLE ~~VIII~~ MEETINGS ~~SIX~~ - CONDUCT AND ATTENDANCE

1. Once a year All members of the Committee, including alternates, are expected to attend all meetings unless the absence is excused. The Chair will determine whether an absence is excused or not. It is the responsibility of the committee member seeking an absence to coordinate with their alternate.
2. If any member of the Committee is absent from commission meetings for three (3) consecutive meetings or 25 percent or more of the meetings in a calendar year without adequate cause (of which the Chair shall be the judge), the Chair shall discuss these absences with the member. If the circumstances are expected to continue unimproved, the Chair shall report the matter to the Mayor in order that the Mayor may, if they desire, declare said office vacant and nominate a successor for appointment by the City Council. Cause for the Chair to excuse any absence includes sickness, personal emergency, or temporary and unavoidable conflict of employment. To have any absence excused, the committee member shall request an excuse of the president before or as soon as possible after the absence. The Chair shall report the excused absence to the Staff Liaison.
3. An orientation meeting for new members ~~will~~ shall be held with the chairperson or vice-chairperson and the ~~Directors of the Capital Programs and Business and Development Services departments~~ designated Staff Liaison. Committee members may be asked and are expected to complete any City required training, including Open Public Meetings Act (OPMA) training. OPMA training may be required on an annual basis as well
4. Committee members must disclose any conflicts of interest, as defined by the City's Code of Conduct.

5. Robert's Rules of Order Newly Revised shall be the parliamentary authority for the Committee, except these policies and procedures will control if an inconsistency exists. ~~should~~

#### ARTICLE X - MEETINGS

1. The Committee will adopt a meeting schedule for the conduct of its business. Said schedule shall become the Committee's regular meeting schedule. Regular meetings may be continued from time to time to a definite time and place for its meetings. The schedule may be revised as necessary.
2. Whenever necessary, special meetings ~~shall~~will be called by the chairperson ~~or~~by a majority of the ~~Committee~~voting members, or at the request of the Mayor or City Council.
3. All meetings of the West Quadrant TIF Neighborhood Project Advisory Committee ~~shall~~will be open ~~to the public and subject to the rules of the Open Public Meetings Act.~~ However, the responsibility of making a motion and voting will be limited to voting Committee members in attendance. Any member of the Committee may propose an item for the agenda at any meeting and may speak to any issue before the Committee.

#### ARTICLE IX ~~RULES OF ORDER~~

1. ~~Amendments to the "Policies and Procedures of the West Quadrant TIF Neighborhood Project Advisory Committee" must be approved by a majority of the Committee after being transmitted to all Committee Members at least two weeks before a regular meeting.~~
4. ~~A quorum shall consist of a majority~~Any member of the Committee may propose an item for the agenda at any meeting and may speak to any issue before the Committee. Funding requests added to the agenda during a meeting should not be acted upon until the following meeting, to allow for sufficient public notice.
5. ~~Meeting agendas will include an Open Forum where community members can sign up to discuss items relates to the business of the NPAC. Time limits for Open Forum will be set at the time of the meeting.~~

#### ARTICLE XI – HANDLING FUNDING REQUESTS

1. The Committee will review proposals throughout the year and the lifespan of the WQTIF.
2. Requests or proposals must be submitted to the Committee (3 members) in writing by contacting the Staff Liaison. Requestors are encouraged to include the Purpose, Goals, Project Boundaries, Constraints, Stakeholder List, Additional Funding Sources, Timelines, Budgets and Request Amount in their proposal.
3. Requestors will be asked to discuss plans and expectations related to public engagement as part of their proposed project.
4. The Committee approval means a majority will review all requests and will provide an opportunity for the requestor to appear before the committee to answer additional questions.
- 4.5. Any monetary requests must appear on the agenda, and a vote of all 5 Committee to recommend requires a majority vote by voting members. ~~Robert's Rules of Order Newly Revised shall be the~~

~~parliamentary authority for the Committee, except these policies and procedures will control if an inconsistency exists.~~

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ARTICLE III - RELATIONSHIP WITH THE CITY COUNCIL

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5. “City Staff Liaison” refers to the City staff member assigned to this Committee by the City.
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#### ARTICLE V - DUTIES AND POWERS

The duties and powers of the COMMITTEE will be:

1. Liaise with respective neighborhoods to identify eligible Neighborhood Public improvements which can then be evaluated and prioritized through recommendations made to the City Council.
2. To ensure that one or more public participation process(es) including the holding of workshop(s), special public meeting(s), or engagement opportunities has occurred, for the purpose of providing information to the public regarding contemplated or planned Neighborhood Public Improvements and receiving input to be considered by the Committee in completion of its duties.
3. To prepare, with the support of a City Staff Liaison, an annual report of the current financial status of the WQTIF, and list of suggested projects, status of ongoing projects, and/or priorities for the coming year.
4. To prepare, with the support of a City Staff Liaison, recommendations for projects that are presented to the Committee, provided they have completed a public participation process to ensure neighborhood support and they meet previously-identified priorities.

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3. The City is responsible for assigning a staff liaison to be responsible for providing information and staff assistance to the Committee.
4. Communication from the Committee to the Council and others shall be made through the chairperson or designated Staff Liaison.
5. Amendments to the "Policies and Procedures of the West Quadrant TIF Neighborhood Project Advisory Committee" must be approved by a majority of voting members of the Committee after being transmitted to all Committee Members at least two weeks before a regular meeting.
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3. An orientation meeting for new members will be held with the chairperson or vice-chairperson and the designated Staff Liaison. Committee members may be asked and are expected to complete any City required training, including Open Public Meetings Act (OPMA) training. OPMA training may be required on an annual basis as well
4. Committee members must disclose any conflicts of interest, as defined by the City's Code of Conduct.
5. Robert's Rules of Order Newly Revised shall be the parliamentary authority for the Committee, except these policies and procedures will control if an inconsistency exists.

#### ARTICLE X - MEETINGS

1. The Committee will adopt a regular time and place for its meetings. The schedule may be revised as necessary.
2. Whenever necessary, special meetings will be called by the chairperson, by a majority of the voting members, or at the request of the Mayor or City Council.
3. All meetings of the West Quadrant TIF Neighborhood Project Advisory Committee will be open to the public and subject to the rules of the Open Public Meetings Act. However, the responsibility of making a motion and voting will be limited to voting Committee members in attendance. Any member of the Committee may propose an item for the agenda at any meeting and may speak to any issue before the Committee.
4. Any member of the Committee may propose an item for the agenda at any meeting and may speak to any issue before the Committee. Funding requests added to the agenda during a meeting should not be acted upon until the following meeting, to allow for sufficient public notice.
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2. Requests or proposals must be submitted to the Committee in writing by contacting the Staff Liaison. Requestors are encouraged to include the Purpose, Goals, Project Boundaries, Constraints, Stakeholder List, Additional Funding Sources, Timelines, Budgets and Request Amount in their proposal.
3. Requestors will be asked to discuss plans and expectations related to public engagement as part of their proposed project.
4. The Committee will review all requests and will provide an opportunity for the requestor to appear before the committee to answer additional questions.
5. Any monetary requests must appear on the agenda, and a vote to recommend requires a majority vote by voting members.



## Response to questions from NPAC members

At the NPAC meeting on December 1, 2021, the members of the committee had two basic questions concerning the October request from REACH West Central for funding from the West Quadrant TIF. Those were:

- 1) Can the several projects be divided into separate requests?
- 2) Do streetscapes really constitute economic development?

In response to the first question: It seems there has been some confusion about REACH's request – we hope this explanation will clarify the issue. It isn't possible to separate the projects listed in the request, for two linked reasons. The first is that REACH's request isn't for funding for the projects themselves, but rather for a planning process involving community outreach and project design for *all* the projects that remain to be implemented from the 2007 WQTIF ordinance. The second reason also has to do with our request being for planning, rather than the actual project implementation, and it concerns a possible point system, or matrix, for ranking the projects. While we understand that the NPAC members may want to develop such a system for future requests, in this case we can't agree to allow the committee to rank these projects. The fundamental premise of our request is that the residents of West Central need to guide the process of getting these projects shovel ready, which includes making decisions about which are currently most critical. It can't be up to REACH, or the members of the NPAC, or any department of the City of Spokane to decide which of the projects is most important for the neighborhood – only the people who actually live there can say that. Of course we will need to collaborate with the City about the specifics of the actual implementation, but the entire point of our community outreach is to give a voice to all West Central residents who want to be involved in the process of bringing economic development to their neighborhood.

In response to the second question: On the website of Smart Growth America, it's noted that "the American Society of Landscape Architects (ASLA) helped craft legislation that designates the fourth week of April 'National Streetscaping Week' and encourages designing streetscapes which utilize sustainable design strategies and construction practices to improve the environmental, *economic*, and social well-being of neighborhoods and communities. Streetscape improvements are a key component in creating complete streets in communities all across the country [*italics added*]." Clearly the City of Spokane also believes streetscape improvements are an important factor in economic development, given that the redevelopment of both Monroe Street and East Sprague Avenue included major streetscape elements. And one of the most transformative streetscape improvements driving economic development in Spokane was the investment in street, sidewalk, street tree, and lighting improvements on Perry Street from 12th to 17th Avenues, which catalyzed the thriving South Perry Business District of today. That public investment allowed for further private investment, resulting in many new businesses, new building construction, and revitalization of existing structures.