

Date: September 22, 2025

Topic: Plan Commission Liaison Member Position
Application Information and Timing

From: Community Assembly Liaison Committee

To: Community Assembly Representatives
Neighborhood Council Leadership

The Liaison Committee has set **November 14** as the **application deadline** of the for the Community Assembly's liaison member position on the Plan Commission which will become vacant at the end of December.

This amount of lead time should ensure the recruitment of applicants from neighborhood councils will occur comprehensively across the city in time for the Community Assembly to consider selecting a nominee for the position at its December 4 meeting.

Application information and forms will be available as soon as possible this week at the Community Assembly page of the city's web site:

<https://my.spokanecity.org/neighborhoods/community-assembly/>

A set of notes on the "role and responsibilities" of the Community Assembly Plan Commission liaison member is included on the web page. This memo, prepared by Greg Francis, the former CA liaison, is for your information and is a detailed description of the scope of the position. Anyone interested in the position can contact Greg for further information using this email address: <gfrancis1965@yahoo.com>.

Please note: The basic responsibility of the CA's PC liaison is two things. Anyone who can manage the time for these can serve ably as the CA's PC liaison member.

- Attendance – Twice-monthly Plan Commission meetings and monthly Community Assembly meetings.
- Reporting – agenda packet notes for the CA and verbal reports as necessary at PC meetings.

The required application forms accompany this memo:

- The city's standard volunteer advisory board/commission position application
- A Community Assembly supplementary application (note the Affirmation statements).

See the supplementary application for specific submission instructions of these forms together.

The Liaison Committee will interview applicants as applications are received. It will be of interest about applicants' attendance at Plan Commission meetings during the application period and their familiarity with Spokane's comprehensive plan and the city's periodic comprehensive plan update project that will occupy much of 2026 to conclude.

PDFs to be posted on CA web page:

- September 22 PC Liaison Position Info Memo ("Read Me First")
- Standard city advisory board/commission position application
- Community Assembly 2025 supplementary application
- PC Liaison Role and Responsibilities notes (Greg Francis)
- Municipal code provisions for the Plan Commission (SMC 04.12)
- Plan Commission Rules of Procedure (2024)