

Spokane Neighborhoods Community Assembly

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

Meeting Agenda for January 7, 2016

COUNCIL BRIEFING CENTER, *Basement, City Hall*

5:30p.m. to 7:55pm



Proposed Agenda Subject to Change
Please bring the following items:
*Community Assembly Minutes: December 2015

AGENDA ITEM	Presenter	Time	Action	Page No.
Introductions	Facilitator	3 min–5:30		
Proposed Agenda (incl. Core Values and Purpose)	Facilitator	2 min–5:33	Approve	1
Approve/Amend Minutes ▪ December 2015	Facilitator	5 min–5:35	Approve	5
OPEN FORUM				
Reports/Updates/Announcements	Please Sign Up to Speak!	5 min-5:40		
LEGISLATIVE AGENDA				
Admin ▪ Meeting Etiquette	Katheryn Alexander	5 min-5:45	Presentation	8
City Council ▪ Update	City Council	5 min-5:50	Oral Report	
CA/CD ▪ Sidewalk Proposal	Roland Lamarche/George Dahl	90 min-5:55	Presentation/ Q&A	9
Budget ▪ Application	Kathryn Alexander	30 min-7:25	Presentation/ Q&A/Vote	32
PRESENTATIONS/SPECIAL ISSUES				
OTHER WRITTEN REPORTS				
Pedestrian, Transportation & Traffic (PeTT)	Paul Kropp		Written Report	35
CHHS Liaison	Fran Papenleur		Written Report	36
Design Review Board (DRB)	Colleen Gardner		Written Report	43
Plan Commission Liaison	Greg Francis		Written Report	44
Land Use (incl. 2016 Goals)	Teresa Kafentzis		Written Report	46

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

UPCOMING IMPORTANT MEETING DATES

- *January 12: Public Safety, YMCA Corporate Office, Boone and Monroe, 3:30pm*
- *January 21: Land Use, West Central Community Center, 1603 N Belt, 5pm*
- *January 25: Building Stronger Neighborhoods, Sinto Senior Center, 1124 W Sinto, 12pm*
- *January 25: Town Hall, City Council Chambers, 6pm. Neighborhoods include: Browne's Addition, Cliff/Cannon, Grandview/Thorpe, Latah/Hangman Valley, Peaceful Valley, Riverside, and West Hills.*
- *January 26: CA Administrative Committee (agenda item requests due. Please submit all written material to be included in packets two days prior to CA meeting date), ONS Office, 6th Floor, City Hall, 4:45pm*
- *January 26: Pedestrian, Transportation & Traffic (PeTT), West Central Comm. Ctr, 1603 N Belt, 6pm*
 - *February 2: CA/CD, West Central Community Center, 1603 N Belt, 5:30pm*
 - *February 4: Community Assembly, Council Briefing Center, City Hall, 5:30pm*

MEETING TIMETABLE PROTOCOL

In response to a growing concern for time constraints the Administrative Committee has agreed upon the following meeting guidelines as a means of adhering to the Agenda Timetable:

1. When a presenter has one minute left in the time allotted the facilitator will raise a yellow pennant and indicate a verbal notice.
 - a. Should any Neighborhood Representative wish to extend the time of the presentation or comment/question period they may immediately "Move to extend the time by (1) to (5) minutes".
 - b. An immediate call will be made for a show of hands in support of the extension of time. If a majority of 50% plus 1 is presented the time will be reset by the amount of time requested.
 - c. Extensions will be limited to (2) two or until a request fails to show a majority approval. After (2) two extensions, 1) if a motion is on the table, the facilitator will call for a vote on the open motion to either a) approve or not approve, or b) to table the discussion; 2) if there is no motion on the table, a request may be made to either (1) reschedule presenter to a later meeting, or (2) ask presenter to stay and finish at the end of the agenda.
2. When the allotted time has expired, a red pennant and verbal notice will be issued.

Administrative Committee

COMMUNITY ASSEMBLY LIAISONS & REPS (Draft)

Citizens Transportation Advisory Board (PeTT): Jim Bakke, 466-4285, jfbakke@q.com

Community, Housing, & Human Services Board: Fran Papenleur, 326-2502,

fran_papenleur@waeb.uscourts.gov

Design Review Board: Colleen Gardner, 535-5052, chiefgarryparknc@gmail.com

Plan Commission: Greg Francis, gfrancis1965@yahoo.com

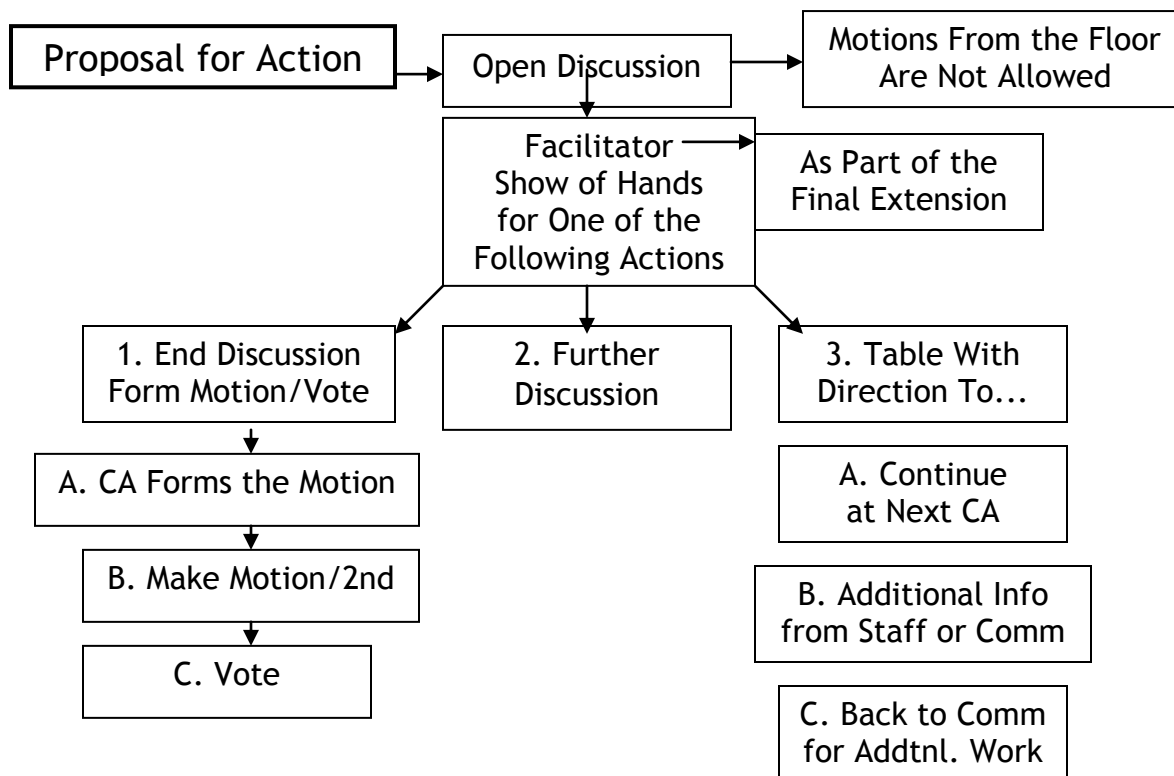
Plan Commission Transportation Advisory Committee (PeTT): Kathy Miotke, 467-2760,

zaromiotke@yahoo.com and Charles Hansen (alternate), 487-8462, charles_hansen@prodigy.net

Urban Forestry: Carol Bryan, 466-1390, cbryan16@comcast.net

a. CA Rules of Order:

- i. To speak at a meeting, a person must be recognized by the facilitator only one person can be recognized at a time. Each speaker has one minute. When all who wish to speak have been allowed their time, the rotation may begin again.
- ii. When a proposal for action is made, open discussion will occur before a motion is formed by the group
- iii. As part of the final time extension request, the Facilitator will request a show of hands by the representatives at the table to indicate which of the following actions the group wants to take.
 1. End discussion and move into forming the motion and voting.
 2. Further Discussion
 3. Table discussion with direction
 - a. Request time to continue discussion at next CA meeting.
 - b. Request additional information from staff or CA Committee
 - c. Send back to CA Committee for additional work



Community Assembly Core Values and Purpose

CORE PURPOSE:

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

BHAG:

Become an equal partner in local government.

(This will be further expounded upon in the Vivid Description. What does this mean to you?)

CORE VALUES:

Common Good: Working towards mutual solutions based on diverse and unique perspectives.

Alignment: Bringing together the independent neighborhood councils to act collectively.

Initiative: Being proactive in taking timely, practical action.

Balance of Power: Being a transparent, representative body giving power to citizens' voices.

VIVID DESCRIPTION:

The Community Assembly 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.

Community Assembly Minutes

December 4th, 2015

Meeting minutes from November 2015 CA were approved. Agenda was approved as is.

1. Open Forum:

a. Fran Papenleur, Northwest, CHHS Board

i. Full report will be given next month

1. 2016 Combined RFP Funding Recommendation

a. NOFA (Notice of Funding Availability) Project Types & Amt

- i. Capital/Housing & Economic Development & Blight (CHED):\$725K
- ii. CDBG-Public Services: \$200K
- iii. Human Services Grant-Public Services: \$475K
- iv. Community Centers: \$250K

1. TOTAL: \$1.65M

b. Applications Received

- i. CHED: 18 Apps, Amt. Requested: \$2.7M
- ii. All Public Services=46 Apps, Amt. Requested: \$2.3M
- iii. Community Centers=4 Apps, Amt. Requested: \$309K
- iv. TOTAL 68 Apps, 5.3M Requested, 1.6M Est. Amount Available

c. Council Funding Priorities

- i. Food Banks: 24%
- ii. Health Care: 22%
- iii. Neighborhood-Based Services: 29%
- iv. Domestic Violence Shelter: 25%

d. CDBG Community Centers

- i. East Central Community Organization Recmnd. Amt.: \$60,000
- ii. NE Community Center Recmnd. Amt.: \$80,000
- iii. Southwest Spokane Community Center Recmnd. Amt.: \$20,000
- iv. West Central Community Development Association Recmnd. Amt.: \$90,000

2. Nominations for CA Administrative Committee:

a. Elections-Administrative Committee, Andy Hoyer

- i. 5 people agreed to serve, Kathryn Alexander (Bemiss), Seth Knutson (Cliff/Cannon), Jay Cousins (Emerson Garfield), Tina Luerrsens (Grandview Thorpe), Melody Dunn (North Indian Trail)
- ii. need to suspend the rules for Tina to able to be nominated for the administrative committee

1. Vote: Unanimous

3. City Council-

a. Karen Stratton, District 3 City Council

- i. Has been working on the West Central development where the neighbors had to leave their homes. The City has been working with SNAP to rehouse the neighbors. Currently 7 of the households have found housing, 2 have identified they have places to go, 7 are still looking for places to go. Damage deposits will be given back. They are giving the summary relocation with the people and they have worked with the developer. Started working with the rental assistance people to put something in the legislature so in the future it can be done better.

- ii. City Council approved the budget \$15,000 to go to ONS for the CA
- iii. Let the City Council know if you have an issue so that they can help

4. Administrative Committee

a. Jay Cousins, Emerson Garfield Neighborhood

- i. Talking about the CA training that they have been putting together material and a plan together
- ii. Dedicate an hour on the January CA agenda to CA training.
- iii. The retreat committee is planning on going out to the individual neighborhoods to share the training on CA; suggestion was made at the Retreat Committee to have the CA reps of the neighborhood involved in the neighborhood training.
- iv. Sidewalk discussion
 - 1. January 2nd hour be the side
 - 2. walk presentation from George
 - 3. Invite them to come to the January meeting and then open it up to discussion

5. Retreat Committee

a. Luke Tolley, Hillyard Neighborhood

- i. Looking at using communication tool called Slack (application on a computer)
- ii. Looking into the rep list of contacts
- iii. Training/Discussion regarding the CA reps role and a handbook

b. Jay Cousins, Emerson Garfield Neighborhood

- i. In process regarding facilitator
- ii. Date is the same Feb. 18th, 9:00-1:00pm at Arboretum snacks, coffee provided
- iii. Move in the direction of solidifying what we do in the CA and aligning it with our goals and our purposes. The Committee work and other things they in fact support the overall purpose and stated goals of the CA so we aren't diffusing our focus on what we all agreed on what we want to do. This will be tricky and consciousness raising than where we have been so far.
- iv. Need to bring the work they has been done together with the committees etc. The CA has not been having as many speakers show up to talk about the garden in their backyard but it has been observed that it is a check off list, they don't want to be that group anymore. Want to have in-depth discussions and better direction coming from those in-depth discussions.

c. CA Survey, Kathryn Alexander, Bemiss Neighborhood

- i. Survey Summary and full survey answer can be [found here](#).
- ii. Disappointed that not enough of the neighborhoods responded, 12 neighborhoods responded they are looking at that the neighborhoods themselves need to function better.
- iii. The silence is speaking louder than the crazy people- Luke
- iv. Read the list of those that did answer.
- v. Mary asked if they would do a survey again, Kathryn said that they should do it again so they can compare.
- vi. The survey is in the packet if you would like to read the results.
- vii. Primary take away is the CA gets a grade of C, not horrible but there is a ways to go.

d. Budget,

i. Kathryn Alexander, Bemiss Neighborhood

- 1. Full Budget Committee Goals and Policies & Procedures are [found here](#)
- 2. Draft Application for funds are [found here](#). Applications will be accepted January through April, by April if there is not a lot of money available they will still be able to use it. If they don't use all the money it disappears at the end of the year.

3. There is a total of \$20,000, \$500 to each of the neighborhoods and the rest to the CA
4. If you want more than 500 dollars you can apply for it.

In attendance:

Audubon/Downriver
Browne's Addition
Cliff/Cannon
East Central
Hillyard
Logan
Minnehaha
Northwest
Riverside
Southgate
Whitman

Bemiss
Chief Garry Park
Comstock
Emerson Garfield
Lincoln Heights
Manito/Cannon Hill
North Hill
Peaceful Valley
Rockwood
West Central

Not in attendance:

Balboa/SIT Five Mile
Grandview/Thorpe Latah/Hangman
Nevada/Lidgerwood North Indian Trail
West Hills

DRAFT

CA Administrative Committee Meeting

December 29, 2015

4:45 – 6:00 PM

City Hall ONS

Present Neighborhoods:

Jay Cousins, Chair (Emerson-Garfield)
 Kathryn Alexander (Bemiss)
 Tina Luerssen (Grandview-Thorpe)
 Fran Papenleur (Audubon-Downriver)
 Seth Knutson (Cliff-Cannon)
 Melodie Dunn-Huston (North Indian Trail)
 Luke Tolley (Hillyard), guest

Present City Staff:

Rod Minarik
 Heather Trautman

Officer Elections:

Jay Cousins was re-elected Chair
 Seth Knutson was elected Vice-Chair
 Kathryn Alexander was elected Secretary

Minutes approved as read.

Proposed Agenda:

ONS, Heather Trautman
 City Council Update, City Council
 CA/CD Sidewalk Proposal, Roland Lamarche/George Dahl
 Budget, Application and vote, Kathryn Alexander
 Retreat, Retreat Committee Members

Confirmed Agenda:

Admin – Meeting Etiquette, Kathryn Alexander
 City Council Update, City Council
 CA/CD Sidewalk Proposal, Roland Lamarche/George Dahl
 Budget application and Vote, Kathryn Alexander

Follow-Up Topics:

CA Process
 Sidewalk Proposal
 Retreat

Next CA Admin Meeting January 26, 2016

PROPOSED Neighborhood CDBG Sidewalk Program

A Recommendation from the CA/CD Committee

PROPOSAL: Members of the Community Assembly's (CA) Community Development Committee have been working over the past few months on a proposal to help low income homeowners get financial assistance to repair dangerous sidewalks. The proposal would change the current Neighborhood Sidewalk Program.

The change would allow low income homeowners anywhere in Spokane to submit an application to the City's Community, Housing and Human Services Department to determine eligibility for financial assistance. Under the current Neighborhood Sidewalk Program, residents can only apply for help with sidewalk repair if they live within a block group where a majority (51%) of the population is low income. Households outside these low income block groups are not considered for assistance, regardless of their income or need. The new proposal seeks to acknowledge the needs of low income households throughout the city and provide assistance based on merit.

SUPPORT: During the November 3, 2015 CA/CD Committee meeting 13 neighborhood Councils were present to discuss and vote on forwarding their recommendation to the Community Assembly. Of the 13 Neighborhoods present, 12 voted in favor of the proposed neighborhood sidewalk program. Neighborhoods in favor include: North Hill, Comstock, Nevada-Lidgerwood, Peaceful Valley, Minnehaha, Hillyard, Whitman, West Central, Emerson Garfield, East Central, Audubon-Downriver and Manito. Neighborhood not in favor: Bemiss.

FUNDING: The CA/CD Committee voted (and approved) to fund this proposal with a portion of the CDBG Neighborhood Allocation (\$150,000.00).

CA/CD Committee Sidewalk Proposal FAQ's

December 2015

What is it? This proposal will allow all low income homeowners (City of Spokane) to access financial assistance to replace dangerous sidewalks. Homeowners will submit a single page application to the Community, Housing and Human Services Department for review and eligibility determination. The program has been designed to incorporate a cost share method in an effort to provide the maximum amount of assistance to qualified homeowners.

How will this proposal impact me? The proposed sidewalk program will allow low income homeowners throughout the City with financial assistance to repair dangerous sidewalks. Under this proposal, eligibility for assistance will no longer be determined by where a homeowner lives; rather it focuses on the income eligibility of a homeowner.

How will I access this program? Homeowners will be able to access a single page application made available on the Community, Housing and Human Services and Office of Neighborhood Services websites, or in person at Spokane City Hall. Applicants will be required to submit their most recent tax return (income eligibility determination) and photograph of the existing sidewalk condition. City staff will review the application and determine eligibility within 30 days of application submission. Homeowners will be notified once this determination has been made.

Homeowners should not be responsible for their sidewalks? City Code (Section 12.01.010) states the following... *"Sidewalk Maintenance – Owner's Responsibility: (A) Every owner and occupant of premises shall keep the sidewalk area adjacent to any portion of the real property (including corners) in good and safe condition and repair at all times."* Individuals are encouraged to discuss City Code recommendations with their elected officials. This proposal is a separate discussion.

Is there a cap on the \$150,000 Program allocation? No cap, Neighborhoods wishing to increase the allocation may choose to allocate more funds to the program. 150k is the starting point.

What other funding sources can assist with this proposal? No other funding sources have been identified. At this time we are focused on a CDBG funded program.

What happens if the homeowner does not want to fix their sidewalk? This will be discussed at the next CA/CD Committee meeting.

Why are Neighborhoods supporting this proposal with CDBG allocations? No other funding sources are available to address sidewalk repairs.

Is this proposal targeted at right-of-way violations? No, the CA/CD Committee made a recommendation to provide assistance to those individuals, but violations will not be the target of this proposal.

What financial impact will this have on individual neighborhood allocations? Neighborhoods will see a reduction.

How will residents know to access this program? City will develop informational materials (print, media and website) for residents to access.

Can we use a combination of the current program and proposed program? Not at this time, CA/CD Committee will consider at next meeting.

Who will have access to this program? All low/mod income homeowners throughout the City

What if one Neighborhood has more applications than the other? The City will evaluate applications as they come in to ensure there is not a disproportionate amount of assistance going to one Neighborhood.

Will the applicant be responsible for cost share on ADA ramps? No, ADA ramps meet a presumed benefit and will be covered with Neighborhood CDBG allocations.

What about installing new sidewalks? Neighborhoods will be encouraged to install new sidewalks that support the City's Pedestrian Improvement Plan. Locations will be provided on the project menu.

How can I get involved? This proposal is just that, a recommendation from a neighborhood/community based program. Interested parties are encouraged to attend their Neighborhood Council meetings to share their thoughts regarding this proposal. To identify the appropriate Neighborhood Council please visit the Neighborhood Services website (<https://my.spokanecity.org/neighborhoods/councils/>). Interested parties may also submit their thoughts to George Dahl (gdahl@spokanecity.org) in the Community, Housing and Human Services Department.

Who developed and endorsed this proposal? The Neighborhood Sidewalk Proposal has come from several meetings with representatives from various Neighborhood Councils that form the CA/CD Committee. Members of the CA/CD Committee finalized their recommendation at their November 3rd meeting. Of the 13 neighborhood Councils present, 12 voted in favor of the existing proposal.

When will it become available? Homeowners will be able to apply for assistance on July 1, 2016. Given this is a proposal, this date is tentative pending approval.

Contact information: Interested individuals are encouraged to contact George Dahl (gdahl@spokanecity.org or 625-6036) in the Community, Housing and Human Services Department.



City of Spokane Neighborhood Sidewalk Program

Proposed Program for Residential Sidewalks



Goals of the Program

- Repair dangerous sidewalks
- Repair right of way violations
- Open to all LMI within the City
 - Eligibility will be determined by income
 - No longer determining eligibility by Block Group
- Residents apply to the City
- Neighborhoods no longer collect locations for repair



Who Qualifies?

- Open to residential home owners
 - Must meet HUD's LMI threshold
 - <80% AMI
 - <\$36,150 (one person household)
- Priority given to right of way violations, disabled, elderly and lowest income
- Sidewalk must meet ADA/hazard criteria
 - Half inch lift or half inch separation
 - Any condition that substantially impedes pedestrian mobility



How is the Program Funded?

- Funding from Neighborhood CDBG
 - Funds will come off the total
 - Total Neighborhood Allocation is \$700,000
 - CA/CD Committee voted to fund program with **\$150,000** (\$130,000 in 2016, lowest allocation in recent history)
 - Remaining \$550,000 will be allocated to neighborhoods for capital projects using allocation methodology developed in 2014/15

Access to the Program

- Application
 - Completed by homeowner
 - Period of application between July and November (2016)
 - Submitted to the City for review
 - Eligibility
 - Follow-up within 30 days
 - Priority will be given to right of way violations, disabled, Elderly and lowest income

Grants with Cost Share

- Percent of the total cost
 - Applicant pays a percentage of the construction costs
 - Income driven (% of AMI)
 - Sliding cost to homeowner depending on the overall construction costs

Examples

- 616 E. Montgomery Ave. (Logan Neighborhood Council)
- Elderly Couple on Fixed Income
- CDBG Eligible, but cannot receive assistance under current sidewalk program





Examples Continued

- 814 W. Cleveland Ave. (Emerson Garfield Neighborhood Council)
- CDBG Resident that cannot access existing sidewalk program
- CDBG Eligible, but cannot receive assistance under current sidewalk program





Examples Continued

- 4107 S. Regal St. (Southgate Neighborhood Council)
- Elderly Resident with an existing right-of-way violation
- CDBG Eligible, but cannot receive assistance under current sidewalk program





Financial Assistance Limits

- Limits
 - Cap the funds per residence (\$3,000.00)
 - Exceptions for corner lots & other special considerations
 - Sidewalk pour must meet City standard
 - No color, stamp, washed aggregate, etc.
 - Tree removal allowed, but limited to % of total construction costs
 - % of cost share will be the same as sidewalks
 - Must be authorized by Urban Forestry

Cost Share Thresholds

- AMI Split
 - <30%
 - 100% grant
 - 31-40%
 - 95% covered by grant, 5% is homeowner responsibility
 - 41-50%
 - 85% covered by grant, 15% is homeowner responsibility
 - 51-60%
 - 75% covered by grant, 25% is homeowner responsibility
 - 61-70%
 - 65% covered by grant, 35% is homeowner responsibility
 - 71-80%
 - 30% covered by grant, 70% is homeowner responsibility

Cost Share Examples

Cost to Homeowner After Proposed Grant

<i>Address</i>	<i>\$ Cost</i>	0%	5%	15%	25%	35%	70%
Wellesley Ave	\$195	\$ -	\$ 9.75	\$ 29.25	\$ 48.75	\$ 68.25	\$ 136.50
Augusta Ave	\$595	\$ -	\$ 29.75	\$ 89.25	\$ 148.75	\$ 208.25	\$ 416.50
Summit Blvd	\$800	\$ -	\$ 40.00	\$ 120.00	\$ 200.00	\$ 280.00	\$ 560.00
Wabash Ave	\$995	\$ -	\$ 49.75	\$ 149.25	\$ 248.75	\$ 348.25	\$ 696.50
Grace Ave	\$1,200	\$ -	\$ 60.00	\$ 180.00	\$ 300.00	\$ 420.00	\$ 840.00
Wall St	\$1,385	\$ -	\$ 69.25	\$ 207.75	\$ 346.25	\$ 484.75	\$ 969.50
25th Ave	\$1,600	\$ -	\$ 80.00	\$ 240.00	\$ 400.00	\$ 560.00	\$ 1,120.00
Hatch St	\$3,600	\$ -	\$ 180.00	\$ 540.00	\$ 900.00	\$ 1,260.00	\$ 2,520.00

Timeline (PY2016)

- Applications
 - July – Nov. 2016
- Specs & Plans (City Engineering)
 - Jan. – Feb. 2017
- Construction Bidding
 - March 2017
- Construction Period
 - May – Aug. 2017

Next Steps

- Neighborhood Reps take back to Councils for discussion.

For more information please contact George Dahl (gdahl@spokanecity.org) with the Community, Housing and Human Services Department

MEETING SUMMARY

Community Development Committee

Community Assembly

Tuesday, November 3, 2015 – 5:30 to 7:00 p.m.

Northeast Community Center – South Classroom

ATTENDANCE: Roland Lamarche – North Hill, Bill Forman – Peaceful Valley, Elaine Thorne – Comstock, Kathryn Alexander – Bemiss, Alexandra Stoddard – Nevada-Lidgerwood, Buzz Bellesa – North Hill, Dave Bentz – Minnehaha, Lois Wardal – Hillyard, Charles Hansen – Whitman, Jessie Norris – West Central, Tim Musser – Emerson Garfield, Valena Arguello – East Central, Fran Papenleur – Audubon-Downriver, Mary Carr – Manito/Cannon Hill

NEIGHBORHOODS PRESENT: North Hill, Peaceful Valley, Comstock, Bemiss, Nevada-Lidgerwood, Minnehaha, Hillyard, Whitman, West Central, Emerson Garfield, East Central, Audubon-Downriver, Manito/Cannon Hill

NEIGHBORHOODS ABSENT: Balboa, Five Mile, North Indian Trail, Rockwood, Grandview/Thorpe, West Hills, Latah/Hangman Valley, Chief Garry Park, Southgate, Lincoln Heights, Cliff/Cannon, Riverside, Browne's Addition, Logan, Northwest

STAFF PRESENT: George Dahl and Sarah Turner

WELCOME/INTRODUCTIONS: Roland called the meeting to order at 5:31 p.m.

REVIEW AND APPROVE OCTOBER 6TH MEETING MINUTES: Minutes were reviewed and approved with the correct spelling of Emerson Garfield.

COMMITTEE STRUCTURE/LEADERSHIP: Roland asked the Committee to consider elections to the CA/CD Committee Executive Team. Roland offered to serve as the Committee Chair through 2016 with Valena serving as Vice Chair and Kathryn as the Recorder. Elections will be held during the Tuesday, December 1st meeting.

Roland suggested making the December meeting a celebration for all the good work that the Committee has done over the past 12 months. The Committee will have a brief business meeting at the West Central Community Center on Tuesday, December 1st before meeting at the Back Yard (1811 W. Broadway – West Central) for food and drinks. All are welcome to attend, Jessie will make reservations.

COMMUNITY ASSEMBLY REPORT: Fran reported that the CHHS Board received Fair Housing training from the Northwest Fair Housing Alliance during their October 7th meeting. The CHHS Board has 2 vacancies. State Auditors Report came back with no findings on the CHHS Department.

The CA will be holding nominations and elections over the next 2 months. CA meeting times will change in January 2016. The new meeting day and time will be the 1st Thursday of each month from 5:30 to 7:30pm. Members of the CA Retreat Committee will provide outreach to Neighborhood Councils to describe what the CA is and how folks can be involved. All Neighborhood Chairs have received a survey seeking input on the CA.

Kathryn mentioned the CA has received a budget allocation (5k) through the City of Spokane. Funds will be used to fund neighborhood functions (bbq, etc.).

2017 NEIGHBORHOOD SIDEWALK PROPOSAL:

George and Roland presented the proposed Neighborhood Sidewalk Program to the Committee. There was a lot of discussion regarding the proposal with the following recommendations being made: prioritize locations with an existing right-of-way violation, disabled, elderly, lowest income. The Committee requested the City not use a first come, first served methodology. The Committee recommended a total allocation of \$150,000.00 from the total CDBG Neighborhood allocation to fund the proposal. Further the Committee established a percentage of cost share that would be based on the applicant's household income. The following table represents what was approved by the Committee.

Income Range	% of Cost Share Covered by <u>Grant</u>	% of Cost Share Covered by <u>Homeowner</u>
<30% Area Median Income (AMI)	100%	0%
31-40% Area Median Income	95%	5%
41-50% Area Median Income	85%	15%
51-60% Area Median Income	75%	25%
61-70% Area Median Income	65%	35%
71-80% Area Median Income	30%	70%

The Committee approved funding tree removal using the same percentage cost share as listed above for sidewalks.

Kathryn mentioned her displeasure that we are not committing more CDBG funds toward sidewalks in the City. Kathryn also had additional questions regarding sidewalks.

Bill made a motion to approve forwarding this proposal to the Community Assembly at their November 6th meeting. Roland will present on behalf of the Committee with support by George. The motion was approved by 12 of the 13 neighborhoods present.

CONCLUSION/NEXT STEPS: Meeting adjourned at 7:17pm

NEXT MEETING: Tuesday, December 1st from 5:30 to 7:00pm at the **West Central Community Center, Newton Room**. Following a brief business meeting (elections and sidewalk proposal update) we will conclude the meeting at The Back Yard (1811 W. Broadway – West Central).

Meeting Summary

Community Development Committee

Community Assembly

Tuesday, December 1, 2015 – 5:30 to 7:00 p.m.

West Central Community Center – Newton Room

Attendance: Roland Lamarche – North Hill, Bill Forman – Peaceful Valley, Kathryn Alexander – Bemiss, Charles Hansen – Whitman, Jessie Norris – West Central, Valena Arguello – East Central, Fran Papenleur – Audubon-Downriver, Nancy Sonduck – Northwest, Don Sundahl – Whitman

Neighborhoods Present: North Hill, Peaceful Valley, Bemiss, Whitman, West Central, Audubon-Downriver, East Central, Northwest

Neighborhoods Absent: Balboa, Five Mile, North Indian Trail, Rockwood, Grandview/Thorpe, West Hills, Latah/Hangman Valley, Chief Garry Park, Southgate, Lincoln Heights, Cliff/Cannon, Riverside, Browne's Addition, Logan, Comstock, Nevada-Lidgerwood, Minnehaha, Hillyard, Emerson Garfield, Manito/Cannon Hill

Staff Present: George Dahl

Welcome/Introductions: Roland called the meeting to order at 5:33 p.m.

Review and Approve November 3rd Meeting Minutes: Kathryn requested an edit to the second page. The sentence read... "Kathryn mentioned her displeasure that we are not committing more funds to sidewalks in the City." The sentence now reads... "Kathryn mentioned her displeasure that we are not committing more CDBG funds toward sidewalks in the City. Kathryn also had additional questions regarding sidewalks."

A motion was made to approve the minutes with the above mentioned edits. Motion passed.

CHHS Board/Community Assembly Report: Fran reported that the CHHS Board will vote to approve RFP funding recommendations at their December 2nd meeting. The Board has 2 current openings. Fran invited Committee members to attend the Board meetings which are held the first Wednesday of each month from 4:00 to 6:00pm in the City Council Briefing Center (lower level of City Hall).

The CA will be hosting their annual holiday dinner on Friday, December 4th.

2017 Neighborhood Sidewalk Proposal update: George briefed the Committee on the CA presentation that occurred on Friday, November 6th. The CA had a lot of questions and concerns regarding the proposal. George will be conducting educational outreach to all Neighborhood Councils during the month of January to provide greater clarity around the Committee's proposal. In the interim, the Committee will begin working on a new project menu for 2016. This will be the focus of our January meeting. George will provide updates to the Committee as more information around the sidewalk proposal becomes available. George is open to discuss questions around the sidewalk proposal.

Committee Structure/Leadership: Roland asked for Committee members interested in running for positions on the Executive Team. Nominations for leadership positions were opened to the Committee. No additional candidates were identified. Roland Lamarche as Chair, Valena Arguello as Co-Chair, Kathryn Alexander as Recorder. The Committee voted unanimously to support the candidates. Roland has asked Jessie Norris to participate on the Executive Team. Jessie has accepted.

Conclusion/Next Steps: Meeting adjourned at 6:07pm

Next Meeting: Tuesday, January 5th from 5:30 to 7:00pm at the [West Central Community Center, Newton Room](#).

2016 Community ASSEMBLY BUDGET COMMITTEE REQUEST



Application **Due:** Friday, April 30, 2016 at 5:00pm

Neighborhood Council: _____

➤ Date application was approved by neighborhood council: _____

NEIGHBORHOOD CHAIR CONTACT INFORMATION

Name: _____ Phone: _____

Address: _____

Email: _____

Questions regarding how to complete the Budget Request should be directed to the Budget Committee member working with you. Please identify the project(s) your Neighborhood Council wishes to support with this request. Place a checkmark next to the project and identify the total amount of funds your Neighborhood wishes to request for that project(s). *Remember, the maximum allocation for all projects combined is \$500.00 per Neighborhood Council.*

Remember: No money can be used for food. All vendors need to be vetted through the City with three bids. Finally, all printing is done by the city, so use them for cost analysis.

Category – Education

- o Temporary Signage – Clean Up Day, Neighborhood Meeting times, Events - \$_____
- o Mailings – postage or postcards - \$_____
- o Printing – brochures or flyers - \$_____
- o Training – For residents - \$_____
- o Newsletters – \$_____

Category- Capacity Building (Neighborhood Council membership & participation)

- o Child Care – must be licensed and insured for activity - \$_____
- o Printing – brochures or flyers - \$_____
- o Training – For Council members - \$_____
- o Newsletters – \$_____

Category – Event (Community Building or Improvement)

- o Temporary Signage – Clean Up Day, Neighborhood Meeting times, Events - \$_____
- o Space Rental - \$_____
- o Neighborhood Clean Up – examples dump passes or dumpster rental - \$_____
- o Special Event or Block Party Permit Fees - \$_____
- o Entertainment for a Special Event or Block Party (examples – movie rental for outdoor movie or band/performer) - \$_____
- o Safety or Security For Special Event or Block Party – barricades, fencing rentals - \$_____
- o Equipment Rental – sound system, tents, bouncy castle - \$_____

Neighborhood: _____

Date: _____

Category – Materials

○ Craft supplies - \$ _____

○ Office Supplies - \$ _____

Use this space to explain in some detail:

(a) The exact nature of your project.

(b) Exactly how these funds will be spent.

DRAFT

(c) How will your project impact your neighborhood in a positive way.

Neighborhood: _____

Date: _____

(d) Please provide a list of potential vendors, including the City.

DRAFT

**Community Assembly Subcommittee Report
CA Pedestrian, Traffic and Transportation Committee (PeTT)
December 15, 2015 Meeting -- Paul Kropp, Chair**

Please refer to the attached meeting agenda.

- The committee selected Paul Kropp as its chair for 2016 and Patricia Hansen to continue as its recorder for committee minutes.
- Committee member Carlie Hoffman (Emerson-Garfield Neighborhood Council) agreed to represent PeTT in the start-up of the planning department's review of the comprehensive plan's transportation chapter (Ch. 4) that is part of the comprehensive plan's overall update due for adoption per state law by mid-2017.
- The committee selected the following topics for its focus areas in 2016:
 - Transportation Chapter 4 update – goals and policies
 - Traffic safety – city policies and strategies
 - Transportation investment impacts on the East Central Neighborhood (East Sprague targeted investment area and the North Spokane Corridor)
 - Sidewalks outside the city center – what to do?
- The committee's Plan Commission Transportation Subcommittee representatives (Kathy Miotke and Charles Hansen) will report in January.
- The committee's Citizens Transportation Advisory Committee (CTAB) representative, Jim Bakke, noted recent legislative changes to the state's transportation benefit district laws that give cities more flexibility in deploying this transportation-only funding mechanism.
- All "photo-red" traffic calming projects that have been installed to date are mapped on the Neighborhood Services web site at: Programs > Traffic Calming
<https://my.spokanecity.org/neighborhoods/programs/traffic-calming/>
- Bob Turner (Street Department) briefed the committee by on a proposal to use "photo-red" surplus funds to install and annually maintain three or four bicycle counters in key streets downtown, the equipment for which is free from WSDOT. The aim is to establish a credible database of bicycle usage on arterial streets in the urban area for planning, grant writing, and business recruitment purposes.
- The committee felt it understood the rationale for acquiring the bicycle use data and the need for appropriate bicycle counter equipment, and agreed to support the funding request to the city council "photo-red" subcommittee (Snyder D2, Fagan D1, Mumm D3).
- The January PeTT agenda will take up the items deferred from the November 17 agenda as that meeting was cancelled due to the windstorm:
 - Regional transportation performance measures (Eve Nelson, Spokane Regional Transportation Council)
 - CTAB project selection report (Jim Bakke, PeTT representative, and Andy Schenk, Street Department)
- The committee will continue its monthly meetings in 2016 on the third Tuesday in the West Central Community Center at 6:00 to 7:30 PM.

2016 Combined RFP Funding Recommendations

NOFA Project Types & Amt.

Source	Est. Amt. Available
Capital/Housing & Economic Development & Blight (CHED)	\$725K
CDBG-Public Services	\$200K
Human Service Grant – Public Services	\$475K
Community Centers	\$250K
Total	\$1.65M

Applications Received

Source	Est. Amt. Available	Apps.	Total Amt. Requested
CHED	\$725K	18	\$2.7M
All Public Services (CDBG & HSG)	\$675K	46	\$2.3M
Community Centers	\$250K	4	\$309K
Total	\$1.65M	68	\$5.3M

Process Overview

Initial Staff Review

- Risk Assessment of agency capacity by GMFA
- Scope of work & outcomes by Program Managers
- Resulted in all but 8 CHED applications forwarded to next review stage

Panel Reviews

- 4 Panels based on project type
- 6 members (RFP Committee & Board Members)
- Scored using rubric developed by RFP Committee
- Each panel met to review scores & comments – determine applications to forward for further consideration (34)

RFP Committee Review

- Reviewed all prior materials including:
 - Application
 - Panelist comments
 - TIP preference details
- Scored based on alignment with priorities & action plan goals
- Met on 11/11 to provide initial funding recommendations for next stage

Funding Recommendations

- Developed by Staff based on:
 - Recommendations from previous stage
 - Review of application budgets to determine appropriate item(s) to adjust if necessary
- Approved by RFP Committee at 11/18 meeting and email votes (10-1-1)

Approved Recommendations

Human Service Grant

Organization	Program	Recmnd. Amt
Communities In Schools	School Based Food Pantries	18,113
CHAS	CHAS Dental Voucher Program	50,000
Frontier Behavioral Health	Care Cars	20,000
Lutheran Community Services Northwest	SAFeT (Sexual Assault and Family Trauma) Response Center	66,505
Second Harvest	Service to City Outlets and Agencies	95,000
Shalom Ministries	Shalom Ministries Pathways Program	30,000
Spokane Area Workforce Development Council	Improving First Impressions: Investing in Employment Success	23,591
YFA Connections	YFA Connections' Adult Treatment Services - STEPPS	53,000
YWCA of Spokane	Safe Shelter Advocacy for Domestic Violence Survivors	118,791

Council Funding Priorities

Priority	Approx. %
Food Banks	24%
Health Care	22%
Neighborhood-Based Services	29%
Domestic Violence Shelter	25%

Note: The Homeless Shelters priority was addressed with the HHOS RFP

CDBG Public Services

Organization	Program	Recmnd. Amt
ECCO	East Central Youth Program	24,541
Greater Spokane County Meals on Wheels	Senior Meals	62,459
Transitions	Transitions New Leaf	55,000
Transitions	Women's Hearth	33,000
West Central Community Development Association	West Central Community Center (WCCC) Youth Development & Recreation	25,000

CDBG CHED

Organization	Program	Recmnd. Amt
Spokane Housing Authority	Hifumi En Elevator Modernization Project	155,000
Spokane Neighborhood Action Partners (SNAP)	Essential Home Repair	201,366
The Salvation Army	Community Center Entryway and Sidewalk Improvement	31,941
Transitional Programs for Women dba Transitions	TLC Kitchen (Floors not funded)	40,000
Transitional Programs for Women dba Transitions	Transitions' Miryam's House capital request (Electrical work only)	60,000
Women and Children Free Restuarant	WCFR Capital Project	86,693
To Be Determined - New Economic Development RFP		150,000

CDBG Community Centers

Organization	Program	Recmnd. Amt
East Central Community Organization	ECCC Operations	60,000
Northeast Community Center Association	Northeast Community Center Accounting and Maintenance Support for General Operations	80,000
Southwest Spokane Community Center	Southwest Spokane Community Center	20,000
West Central Community Development Association	West Central Community Center Operations	90,000



DRB report
January 2016
Colleen Gardner

The DRB had one review in Nov and that was the Howard Street Bridge in Riverfront Park. Details of that review are available from the City's Planning website

I have included the information below as a reminder of the goals of this board

Mission Statement/Purpose: The Design Review Board is comprised of citizens and practicing professionals who represent community interests including a diversity of design and technical professions. Board members are nominated by the Mayor, appointed by City Council, and serve without compensation. The Board was established to do the following:

- Improve communication and participation among developers, neighbors, and the City early in the design and siting of new development subject to design review under the Spokane Municipal Code;
- Ensure that projects subject to design review under the Spokane Municipal Code are consistent with adopted design guidelines and help implement the City's comprehensive plan;
- Advocate for the aesthetic quality of Spokane's public realm;
- Encourage design and site planning that responds to context, enhances pedestrian characteristics, considers sustainable design practices, and helps make Spokane a desirable place to live, work, and visit;
- Provide flexibility in the application of development standards as allowed through development standard departures; and
- Ensure that public facilities and projects within the City's right-of-way:
 1. Wisely allocate the City's resources,
 2. Serve as models of design quality

We did not have any reviews in December and the next review will be Jan 13, 2016, which will include the Recommendation workshop for the Howard Street Bridge and the Collaborative workshop for the Park skate rink.

Public comment is held to 3 minutes per person at each meeting.

Please let me know if you have any questions or if you would like me to do a presentation on this board to your Neighborhood Council.

Plan Commission Liaison Report

January 7, 2016

Greg Francis

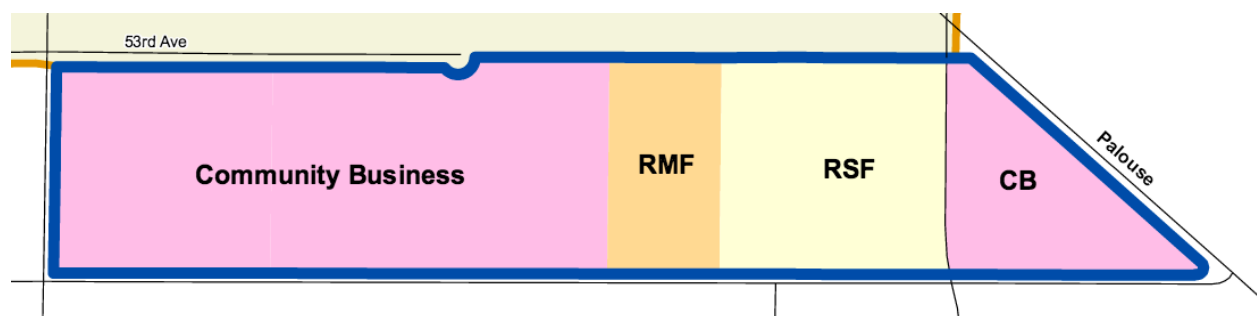
Hearings

Spokane Housing Ventures Annexation – This is a proposed annexation of county land on the south hill between 53rd and 55th and Regal and the Palouse Highway, which is a mixture of apartment buildings, single residential land, a storage unit facility, and some undeveloped commercial property. Numerous landowners and residents testified at the hearing regarding specifics of zoning with several property owners specifically requesting to be excluded from the annexation.

A key issue was whether to zone the area on the left of the map below as community business (CB) or centers and corridors (CC2), which has more restrictive development options; the property owner argued for CB while the Southgate neighborhood and other individuals requested CC2. Zoning as CB would most closely align with the comprehensive plan rules for annexation but CC2 is preferred by many as it appears to meet some long-term objectives for the area. The Plan Commission considered and passed an amendment (4-2) that recommended that the city council utilize a developer agreement if they want to zone the area CC2 to provide the developer more flexibility than standard CC2 provides.

The property owners of the CB triangle area in the map below (a mini storage) requested that they be excluded from the annexation because they had not requested annexation and they saw no benefit to it. The Plan Commission passed (6-1) an amendment recommending that land be excluded from the annexation.

The Plan Commission voted 5-1 to recommend that the city annex the land with the proposed amendments outlined above.



Workshops

West Plains Neighborhood Plan – The West Plains neighborhood is in the very early stages of developing their neighborhood plan. The proposed focus of the plan will be near the SFCC area and will be in partnership with both STA and SFCC to incorporate some transportation planning as part of the neighborhood plan. The initial neighborhood meeting will be this January.

Animal Keeping Ordinance – When SCRAPS took over animal control for the city, the city adopted the county animal keeping ordinances but this adopted regulation of animal noises within the city limits at county standards. The proposed revisions would provide city regulation of animal noises and provide clarification regarding dog noises, which are still regulated by the county code. The Plan Commission recommended this go to hearing.

Electric Fence Ordinance – This is a request initiated by a private entity to allow for the installation of electric fences as a security mechanism for certain businesses. The zones where electric fences would be allowed are light (LI) and heavy (HI) industrial zones and general commercial (GC) zones. In all cases, a non-electrified fence must be installed on the outside perimeter of the electric fence to reduce the likelihood of accidental contact with the electric fence. All GC zones as well as LI/HI zones within 150' of a school or residence would require a solid covering on the exterior fence to further reduce accidental contact with the electric fence.

Other

Joint City Council/Plan Commission Meeting – On 12/17/15, the Plan Commission met with the City Council to discuss the results of their work in 2015 and the proposed work plan for 2016. The 2016 draft work plan contains items suggested by city council, the plan commission, city staff, and other areas. It includes a diverse set of topics including infill housing strategies, low income housing, neighborhood planning, the STA Central City Line plan, four comprehensive plan amendments, an examination of form-based code, and various other activities. The revised draft will be reviewed and approved by the city council at an upcoming council meeting.



Land Use Committee (LUC)

Minutes for: December 17, 2015

Facilitator: Patricia Hansen

Secretary: Teresa Kafentzis

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

PRESENT:

Greg Francis– PC Liaison -- Rockwood

Patricia Hansen – Cliff-Canyon

Margaret Jones -- Rockwood

Teresa Kafentzis -- Southgate

Melissa Wittstruck – ONS Staff

- Agenda revised and approved
- Minutes from October approved (no meeting in November due to windstorm)

OLD BUSINESS

- Comprehensive Plan Transportation Chapter 4 LUC Representative
 - Margaret Jones agreed to be the LUC representative for the update of the (meetings to start in January). Melissa will send the contact information to Margaret. Thank you Margaret.
- LUC Election:
 - Add on Barbara Biles to Executive Committee, Kelly Cruz, Patricia Hansen, Teresa Kafentzis to continue.
- Larry H Miller street closure proposal and hearing – Patricia Hansen
 - Cliff-Canyon was not notified of vote on resolution was scheduled on December 7 so hearing moved to December 14. Vote 3 to 4, closure request denied. Second time request before council for street closure. Next step for Cliff-Canyon to work with city to relocate the structure obstructing the street so street can be reopened.
- 2015 Goal Review and 2016 Goal Setting --
 - Reviewed progress on 2015 goals –
 - some work was done on Goals 2, 3, and 6 but not completed.
 - 2016 LUC Goals
 - Retain Goals 2, 3, and 6
 - Delete:
 - Goal 1 – actually a function of LUC, not a goal
 - Goal 4 – previous training sessions poorly attended (revisit for 2017 goal)
 - Goal 5 – No longer applies

Plan Commission Report – Greg Francis

- West Hills Planning Process started; focusing around SFCC as the gateway but doesn't appear to include all of the neighborhood. STA resources, SFCC resources being used to improve bus service. First planning meeting will be in January.
- Four vacancies on PC; received only 5 applications. All 5 names have been forwarded to the mayor's office.
- Plan Director Selection – PC recommended that three candidates move forward for second interviews. Should be selected soon.
- Electric fence ordinance going to PC hearing after next PC meeting. Staff recommends that it be included in general commercial zones.
- Foreclosure property ordinance was approved by City Council on 12/14/2015
- Annexation at 53rd Avenue Hearing on 12/10/2015: Resulted in multiple amendments; PC recommended Community Business zoning; If City Council selects CC2; then build as CC2 with developer agreements to allow owners flexibility. PC also recommends that property where the storage units be removed from annexation. Moody Bible Institute property will remain as single family because STA has approached them to build a park and ride lot.
- Joint meeting with City Council and Plan Commission:
 - Reviewed 2015 work plan and 2016 plan
 - 2016 plan will be finalized in January 2016, including:
 - Monroe street
 - Naming university bridge
 - Lincoln Heights planning
 - Focus on affordable housing
 - Downtown zoning to improve residential development
 - Trail planning
 - Looking at form-based codes
 - Looking at vertical rights

PETT Committee – Patricia Hansen for Paul Kropp

- SRTC wants to install bicycle detectors to gather better data. Will be placed in the downtown corridor. Requested support from PETT to use funds from photo red to install (detectors are already paid for). Installation is expected to be \$3500 to \$5000 for each of the three detectors.

NEW BUSINESS:

- No new business

NEXT MEETING:

January 21, 2016

- Comp Plan proposals presentation by Tirell Black

2016 Land Use Committee Goals

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

1. Increase participation in Land Use by providing outreach and recruitment in neighborhoods not currently participating. *(Ongoing for 2015)*
2. Solicit quarterly involvement in land use from Planning and Development Department *(Ongoing for 2015)*
3. Develop time line chart of development process to guide a neighborhood on how to get involved in development process.