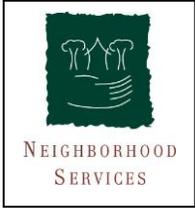


# Spokane Neighborhoods Community Assembly

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

*Meeting Agenda for Thursday November 3, 2016*

**5:30 to 8:30p.m. – West Central Community Center, 1603 N Belt**



*Proposed Agenda Subject to Change*  
**Please bring the following items:**  
 \*Community Assembly Minutes: October 2016

AGENDA ITEM	Presenter	Time	Action	Page No.
Introductions	Facilitator	3 min-5:30		
Proposed Agenda ( incl. Core Values, Purpose and CA Calendar)	Facilitator	2 min-5:33	Approve	1
Approve/Amend Minutes ▪ October 2016	Facilitator	5 min-5:35	Approve	10
<b>OPEN FORUM</b>				
Reports/Updates/Announcements	Please Sign Up to Speak!	5 min-5:40		
<b>LEGISLATIVE AGENDA</b>				
City Council ▪ Update	Councilmember	5 min-5:45	Oral Report	
Admin ▪ November Joint CA/CC Meeting Agenda ▪ 2017 Joint CA/CC Meeting Dates	Jay Cousins and Tina Luerssen	10 min-5:50	Oral Report	
Retreat ▪ Update	Jay Cousins	10 min-6:00	Oral Report	
Open Public Meetings Act (OPMA) ▪ Update	Mike Piccolo	30 min-6:10	Presentation/ Q&A	
Nominations – Admin Committee ▪ Vote	Jay Cousins	10 min-6:40	Vote	
Mayor’s Housing Task Force ▪ Update	Alicia Ayars	15 min-6:50	Oral Report	
ONS/Code Enforcement ▪ Districting Model	Heather Trautman	30 min-7:05	Presentation/ Q&A	
Liaison Committee ▪ Update	Paul Kropp	10 min-7:35	Oral & Written Report	15
Policy & Procedures ▪ Vote	Valena Arguello	10 min-7:45	Oral & Written Report/Vote	16
Budget ▪ Nominations for 3 Committee Slots ▪ December Speaker Expenses	Kathryn Alexander	15 min-7:55	Oral & Written Report/ Vote	32
Nominations – Admin Committee ▪ Results - 2017 Committee Members	Jay Cousins	5 min-8:10	Results	
CA Roundtable	CA Reps	15 min-8:15	Discussion	
<b>OTHER WRITTEN REPORTS</b>				
Design Review Board (DRB) Liaison	Colleen Gardner		Written Report	35
Urban Forestry Liaison	Carol Bryan		Written Report	37
CA/Community Development (CA/CD)	Kathryn Alexander		Written Report	38
Plan Commission Liaison	Greg Francis		Written Report	40
Pedestrian, Transportation & Traffic (PeTT)	Katie Myers		Written Report	42
Public Safety	Julie Banks		Written Report	43

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

## UPCOMING IMPORTANT MEETING DATES

- *November 8: Public Safety, YMCA Corporate Office, 1126 N Monroe, 3:30pm*
  - *November 15: Budget, Fire Station 4, 1515 W. First, 6pm*
- *November 17: Land Use, West Central Community Center, 1603 N Belt, 5:30pm*
- *November 22: 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, 6<sup>th</sup> Floor, City Hall, 4:30pm*
- *November 28: Building Stronger Neighborhoods, Vessel Coffee Roasters, 2823 N Monroe, 12pm*
- *November 29: Pedestrian, Transportation & Traffic (PeTT), West Central Comm. Ctr, 1603 N Belt, 6pm*
  - *November 30: CA/City Council, West Central Community Center, 1603 N. Belt, 5:30pm*
  - *December 1: Community Assembly, West Central Community Center, 1603 N Belt, 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](mailto:jfbakke@q.com)

Community, Housing, & Human Services Board: Fran Papenleur, 326-2502, [papenleurf@yahoo.com](mailto:papenleurf@yahoo.com)

Design Review Board: Colleen Gardner, 535-5052, [chiefgarryparknc@gmail.com](mailto:chiefgarryparknc@gmail.com)

Plan Commission: Greg Francis, [gfrancis1965@yahoo.com](mailto:gfrancis1965@yahoo.com)

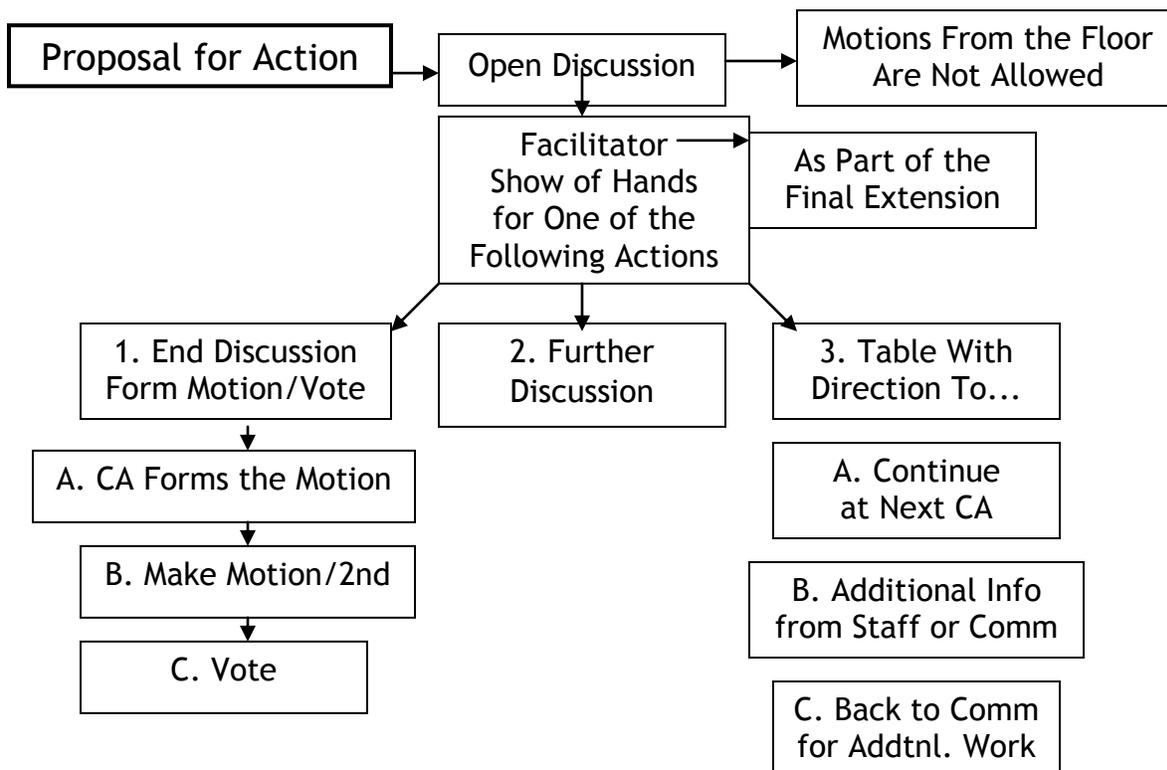
Plan Commission Transportation Advisory Committee (PeTT): Kathy Miotke, 467-2760,

[zaromiotke@yahoo.com](mailto:zaromiotke@yahoo.com) and Charles Hansen (alternate), 487-8462, [charles\\_hansen@prodigy.net](mailto:charles_hansen@prodigy.net)

Urban Forestry: Carol Bryan, 466-1390, [cbryan16@comcast.net](mailto: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 fulfills 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 Master Calendar

This calendar includes the Community Assembly and all standing committees.

This calendar may not be definitive. Please send any corrections or changes//additions to the Admin Committee.

## Community Assembly (CA) Calendar

January:	Awards Committee formed
February:	Retreat Formulate next year's goals
March:	Select NUSA Reps
April:	
May:	Retreat Follow-up
June:	NUSA Report
July:	
August:	CA Picnic
September:	Create Nominating Committee for Admin
October:	Present Slate for Admin Set CA/CC meeting dates
November:	Vote on Admin slate Policy & Procedures committee selected
December:	Standing committee goals accepted and approved

## CA Award Dinner and Celebration

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### Administrative Committee Calendar

January:	Set CA Calendar
	Retreat on CA agenda
February:	Budget on CA agenda
March:	Retreat report on CA agenda
April:	
May:	Retreat follow-up on CA agenda
June:	
July:	
August:	
September:	
October:	Formulate next year's goals
	Submit any website changes
November:	Goal acceptance/approval on CA agenda
December:	New officers take over

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### Budget Committee Calendar

January:	Report to CA/CC on the NC achievements/challenges
	Elects officers
February:	RFPs open to NCs

March: CA Budget request to CC  
April: NC RFP soft deadline  
May:  
June:  
July: NC RFP hard deadline  
August:  
September: Final budget spending plan  
October: Formulate next year's goals – Set Calendar  
Submit any website changes  
New member nominations  
November: Officer nominations  
December: Officers elected

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#### Building Stronger Neighborhoods (BSN) Calendar

October: Formulate next year's goals  
Set next year's Calendar  
Submit any website changes  
Dec: Officer elections

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#### Community Assembly/Community Development (CA/CD) (Block Grant) Calendar

October: Formulate next year's goals  
Set next year's Calendar

Submit any website changes

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Land Use Calendar

October: Formulate next year's goals  
Set next year's Calendar  
Submit any website changes

Dec: Officers elections

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Liaison Calendar

October: Formulate next year's goals  
Set next year's Calendar  
Submit any website changes

Dec: Officer elections

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Pedestrian, Transportation and Traffic (PeTT) Calendar

October: Formulate next year's goals  
Set next year's Calendar  
Submit any website changes

---

Public Safety Committee Calendar

October: Formulate next year's goals  
Set next year's Calendar  
Submit any website changes

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## Retreat Committee Calendar

January:

February:           Retreat

March:

April:

May:                 Retreat follow-up

June:

July:

August:            Initial retreat planning

Facilitator RFP sent out

September:

October:           Formulate next year's goals

Set next year's Calendar

Submit any website changes

November:         Facilitator selected/contracted

December:         First facilitator planning meeting

## Community Assembly Meeting Minutes

October 6, 2016

### 1. Proposed Agenda

- a. Approved as amended

### 2. Approve/Amend Minutes

- a. Approved

### 3. Reports/Updates/Announcements

- a. Julie Banks, Rockwood
  - i. Inviting Neighborhood Council's to the Public Safety Committee.
    - 1. Looking for Neighborhoods input.
    - 2. Tuesday the 11<sup>th</sup> 3:30pm at the YMCA corporate Office – Corner of Boone and Monroe.
  - b. Fran Papenleur, Audubon Downriver
    - i. The Updated ONS CDBG webpage is great. Neighborhoods should use the three applications if needed:
      - 1. Brain Storming Worksheet
      - 2. City application
      - 3. Sidewalk application
      - 4. Nonprofit application
    - ii. Two CDBG training sessions have been held so far. Turnout was low for these trainings and its important all Neighborhoods Council's involved in CDBG are a part of these in the future.
    - iii. The CHHS board is having semi-annual hearing at the North East Community Center to go through the citizen action plan w HUD. Please attend this public hearing, this is the place for Neighborhood Council's to have a voice.
      - 1. Tuesday, October 11th, 6pm at the North East Community Center.
- c. Colleen Gardner, Chief Garry Park
  - i. Meet/Eat with Senator Andy Billig.
    - 1. Cassano's, Oct. 25th from 5:30 to 7:00pm.
  - ii. Chief Garry Park Neighborhood Council 3rd Annual Pizza Feed Fundraiser.
    - 1. Pizza and beverage for \$6.00 per person, kids under the age of 6 eat for free.
    - 2. Door prizes, treats, costume prizes and lots of fun!
    - 3. Cassano's, 6:00pm to 8:00pm on October 29th.
    - 4. Cassano's is very generous and they give a portion of the profits to the Chief Garry Park Neighborhood Council.
- d. Rod Minarik, Office of Neighborhood Services
  - i. There will be two public forums on crime prevention on the sexual predator that was released this month.
    - 1. Thursday, October 6th at 6:00pm at the Northeast Community Center

2. Thursday, October 27th at 6:00pm at the South Hill Public Library.

#### 4. City Council Updates

a. Council Member Karen Stratton

- i. Last year the City installed two school radar cameras at Finch Elementary and Longfellow Elementary. These cameras ticket speeders in a school zone. This school zone revenue is not related to the photo red program that funds Neighborhood Council Traffic Calming projects. The City Council is seeking guidance on the use of these dollars.
  1. City Council has started a discussion on how the School Radar revenue can or should be spent. It is a general discussion right now and keeping kids safe is always a top priority.
  2. Do we fund a couple more NRO's and radar guns?
  3. Do we want to look at islands/traffic calming?
  4. Want feedback and are thinking about priority.
  5. Please provide your feedback on this in the survey going out to Neighborhood Council's and the Community Assembly.

#### 5. Admin, 2017 Goals and Schedules

a. Jay Cousins, Emerson Garfield

- i. Committee goals and schedules are due by the November meeting.
- ii. The retreat committee came to the CA a few months back - what are the 3 things that resonated with the group (collaboration, finance, and legislative agenda).
  1. Finance: Dawn Kinder from CHHS has agreed to come speak with the group in February.
  2. Collaboration: Have a quest speaker to guide the group through a mock project and provide the group with skills to converse with one another and enhance Neighborhood Council and Community Assembly communication/collaboration.
  3. Legislative: 6 hour seminar in early February and March on legislative training with Steve corker – "How do we collaborate with our government?"

b. Tina Luerssen, Grandview/Thorpe

- i. 2017 Community Assembly meeting dates
  1. Admin committee looked at the CA calendar for next year and noticed the first Thursday in July falls on the 6th. Do we want to move this date a week forward to July 13th? Group decides to keep the date of July 6th.
  2. CACC is currently scheduled for the 5th Wednesday. It's also the Wednesday before the CA – does the group want to try for the 5th Thursday instead? The admin committee will come back with a proposal at next month's meeting.

#### 6. ONS Code Enforcement

a. Heather Trautman, Director of Neighborhood Services and Code Enforcement

- i. Parking Program
  - 1. <https://static.spokanecity.org/documents/neighborhoods/getinvolved/agendas/2016/10/community-assembly-agenda-packet-2016-10-06-revised-2016-10-19.pdf>

## 7. Nominations

- a. Jay Cousins, Emerson Garfield
  - i. Nominations - Patrick Rooks, Ariel Anderson, Andy Hoyer, Kathryn Alexander, Kelly Lotze, Seth Knutson, Valena Arguello, Tine Luerssen.
    - 1. Next month CA will vote on the open slots for admin committee.

## 8. Policy and Procedures – Update

- a. Valena Arguello, East Central
  - i. List of Changes to the CA Policies and Procedures
    - 1. <https://static.spokanecity.org/documents/neighborhoods/getinvolved/agendas/2016/10/community-assembly-agenda-packet-2016-10-06-revised-2016-10-19.pdf>
    - 2. We removed the confusing quorum language and made a new section titled “Quorum & Attendance.”
    - 3. Added the Decision-making graphic
    - 4. Removed “sub-committee” language as it was unclear or confusing.
    - 5. Reorganized sections for better flow.
    - 6. Created a new heading for Logo information.
    - 7. Created a new heading for this information.
    - 8. Removed the section pertaining to grievances.
    - 9. Everything beyond “Amendments” is newly added in this version.
  - ii. A vote to approve any amendments will occur at the following regularly scheduled meeting. Valena will send out the final version to ONS and it will be distributed to the CA, NC contacts and committee chairs.

## 9. Liaison – Update

- a. Paul Kropp, Liaison Chair and PeTT Chair
  - i. We have zero candidates who have applied for the Design Review Board position.
    - 1. How many CA reps got this on their Neighborhood council agenda in the last few weeks?
    - 2. Colleen has had two people contact her – neither one of them have submitted an application.
    - 3. This is the CA’s position - It’s up to the CA to get the communication out to NC.
    - 4. A CA rep or a NC rep can take this position.
    - 5. Take this back to your NC and encourage participation on this. We have a deadline to work with.

## 10. Building Stronger Neighborhoods (BSN) – Update

- a. EJ Ianelli, Building Stronger neighborhoods Chair

- i. Social Media Training
  1. Monday, October 17th at City Hall in room 614.
  2. Training will cover Twitter, Nextdoor, Newsletters, Facebook, WordPress and Blogs.
  3. We will assemble a pamphlet to take home for future reference.
  4. Please send your NC reps to come to BSN. Good time to be a part of this committee, this is the subcommittee that will help increase NC participation.
- ii. New CA rep training is next Thursday October 13th at Forza Coffee. 6:30-8pm.
  1. Going over the CA handbook and answering any questions new reps may have.
- iii. BSN has a new meeting location: Vessel Coffee on North Monroe, 2823 N Monroe St. Meetings are held the 4<sup>th</sup> Monday of every month from 12pm-1pm.

### 11. Budget – Grant 2016 Recap

- a. Kathryn Alexander, Bemiss
  - i. Budget timeline recap
    1. The committee created a deadline of September to turn in applications.
    2. Anyone who still has money to spend has until Nov 1st to get the receipts in.
    3. Anyone who could use more money? Contact the committee if so.
- b. Jay Cousins, Emerson Garfield
  - i. Jay would like the group to think about the possibility of getting wireless PA system for Neighborhood Councils to rent or use for events. Jay will look into cost and bring back w prices to the next CA meeting.

### 12. Land Use – Follow Up

- a. Greg Francis, Plan Commission Liaison
  - i. Follow up on the three land use rezones that went in front of the Planning Commission.
    1. NIT recommended disapproval - vote 4 to 3 and one abstention.
    2. 600 comments by NIT and other Neighborhood Councils.
    3. Both Jay and Patrick had a substantial impact.
    4. Rezoning requests – not mandated to do a rezoning request.
    5. NC involvement made a considerable difference.
    6. Comp Plan plays a big role in this. It was a good, exciting and healthy debate.
    7. Big thanks to Kristy with Nevada Heights for her role.
  - ii. Encouraging everyone to read over the Comp Plan Updates and provide feedback.
    1. Break up the Comp Plan updated chapters by subcommittee, Land use is planning on bringing this back to the CA next month and then bring to City Council.

### 13. CA Roundtable

- a. Kathryn Alexander, Bemiss
  - i. Please take the time to review the comp plan updates. Spokane has real issues with quality of housing. Spokane as a city really needs to manage what it going to be in 2050. The comp plan is long term and the need for low income housing and mixed housing is essential if Spokane is going to be revitalized.
  - ii. Next month, the parks board will be here, please bring your thoughts, ideas and requests for CDBG.
- b. Colleen Gardner, Chief Garry Park
  - i. CHHS workshops - only 3 Neighborhood Councils showed up. Are we using our resources to the best of our abilities? The group felt the times offered for the training were not a good time for the entire group.
  - ii. George Dahl with CHHS has created several small videos to cover the training material that will be posted on the CHHS webpage.  
<https://my.spokanecity.org/neighborhoods/programs/cdbg/>
- c. Susan Burns, Peaceful Valley
  - i. Peaceful Valley yard sale – used the \$500 of the CA money and made \$2800! Event was a great success.
- d. Patrick Rooks, West Hills
  - i. Those that have not completed the awards paperwork please sent them to Patrick Rooks as soon as possible.

### 20 Reps Present

**In Attendance:** Audubon/Downriver, Bemiss, Chief Garry Park, Cliff/Cannon, East Central, Emerson/Garfield, Grandview/Thorpe, Hillyard, Latah/Hangman, Lincoln Heights, Logan, Nevada Heights, North Indian Trail, Peaceful valley, Rockwood, Shiloh Hills, Southgate, West Central, West hills, Whitman.

**Not in Attendance:** Balboa/SIT, Browne's Addition, Comstock, Five Mile Prairie, Manito/Cannon Hill, Minnehaha, North Hill, Northwest, Riverside.

## **CA Liaison Committee Meeting Notes**

**June, 2016**

Paul Kropp, Chair

### **Committee Roster**

Susan Burns - Peaceful Valley NC  
susaniburns@comcast.net / 509.701.0888  
Paul Kropp - Southgate NC  
pkropp@fastmail.fm / 509.638.5854  
Bonnie McInnis - West Central NC  
bonniemci@comcast.net / 509.327.0369

### **Neighborhood Services Support**

Charlie Kline - Neighborhood and Housing Specialist  
ckline@spokanecity.org / 509.625.6858

### **June Meeting Cancelled**

The committee did not meet in June on account of two members (Burns and McInnis) having personal commitments on the regular meeting date, June 10. However, the group did review the draft P&P by email. The approach to replacing the Design Review Board incumbent suggested by was discussed in May.

### **Committee P&P**

Comments on the initial committee P&P draft were incorporated into draft "c" (attached).

### **Design Review Membership Position**

Consistent with the committee's discussion in May, discussion items for the July Community Assembly meeting regarding the Design Review Board are to be prepared by the chair. The Liaison chair will discuss the DRB position with the CA in July. Julie Neff, the administration's DRB Planning and Development department staff member, will present an overview of the Design Review Board's responsibilities and activities at the August CA meeting.

### **Next Meeting**

The group will work to complete its review of the committee's P&P document, and continue its discussion of liaison/representative documentation and support procedures at its next meeting.

### **July Meeting Date, Time and Place**

tbd

## Community Assembly (CA) Policies and Procedures

Draft, July 2016

**I. Purpose:** The Community Assembly (CA) is a mandated coalition of recognized independent neighborhood council representatives or designated alternates (hereinafter referred to as “representatives”), recognized in Article VIII, Section 75 of the City Charter, and serves as a forum for the discussion of issues of broad interest to the neighborhoods and City.

**II. Duties and Responsibilities:** As outlined in the City Charter, the CA shall:

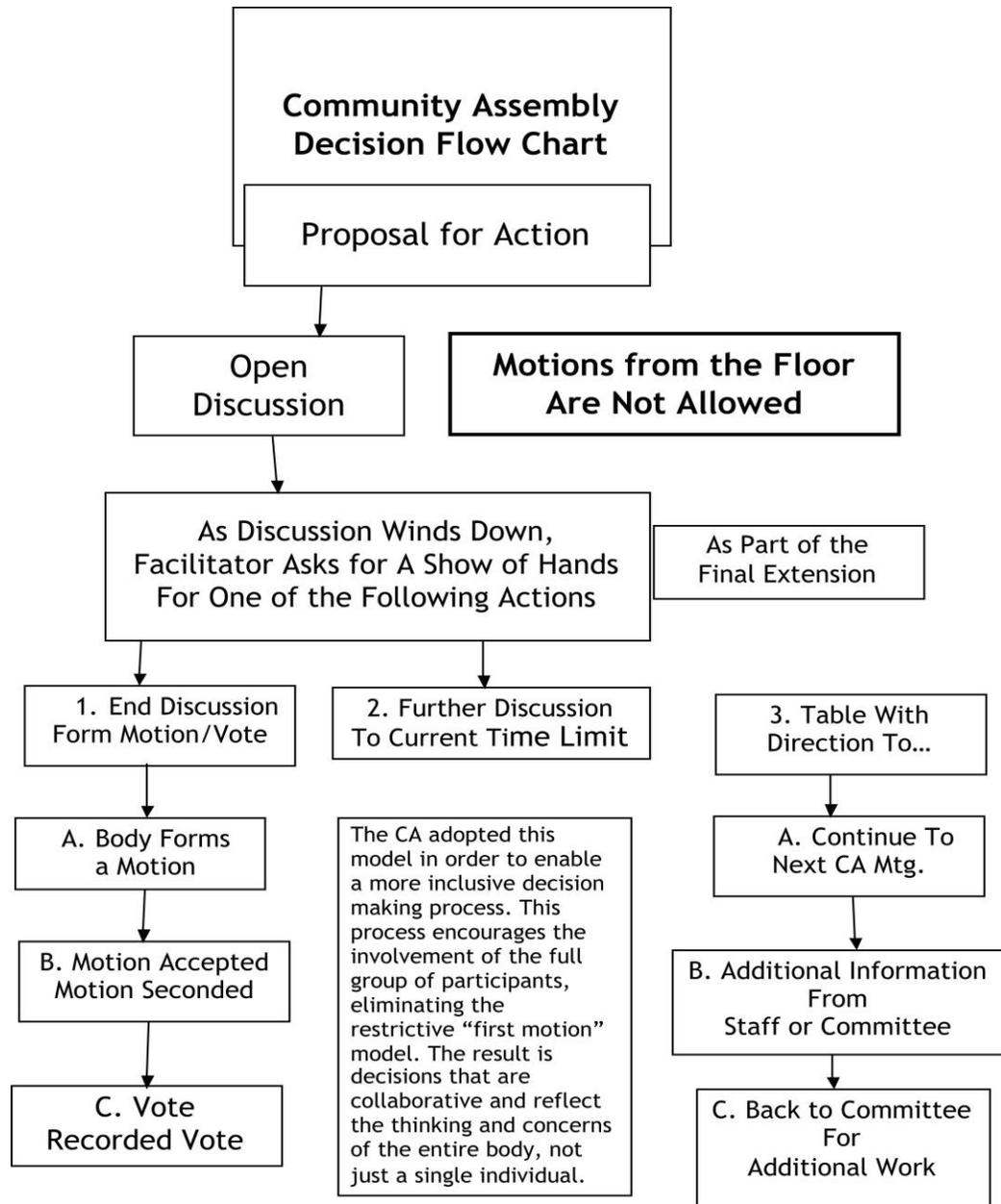
- A. Review and recommend an action, policy or plan to the City Council, neighborhood committees, the mayor, and any City agency, commission, or board on any matter affecting the City;
- B. Support and promote citizen participation and neighborhood enhancement;
- C. Promote and facilitate open communication between the City and neighborhood councils and provide a primary means of communication between individual neighborhood councils;
- D. Take action on items when member neighborhood councils request assistance with specific problems, or if the membership feels that a common problem requires common action;
- E. Consider all sides of issues before the Community Assembly and engage in thoughtful dialogue.

**III. Membership:**

- A. Membership in the Community Assembly is available to neighborhood councils, as recognized in Article VIII, Section 73 of the City Charter.
- B. Each neighborhood council shall have one representative and an assigned alternate to operate in the absence of the representative.
- C. Each neighborhood council must submit in writing or by email, the names of their representative to the Office of Neighborhood Services as changes occur.
- D. Each neighborhood council representative has one vote.
- E. A representative may only vote on behalf of one neighborhood at a CA meeting.

#### IV. Meetings:

- A. A minimum of ten regular meetings shall be held annually.
- B. Meetings with the City Council shall be held a minimum of three times annually.
- C. Electronic recording of Community Assembly and Community Assembly committee meetings shall be allowed. If a recording is to take place, it shall be disclosed by the recorder, including members of the media, and announced by the meeting facilitator prior to the beginning of that meeting's business.
- D. Decision-making process: (See figure below for a graphical depiction of what follows.)
  - 1. An independent facilitator shall preside at CA meetings. In the absence of a facilitator, an Office of Neighborhood Services representative may preside. The facilitator shall act in accordance with the procedures outlined herein.
  - 2. To speak at a meeting, a person must be recognized by the facilitator and only one person can be recognized at a time. Each speaker has two minutes. When all who wish to speak have been allowed their time, the rotation may begin again.
  - 3. When a proposal for action is made, open discussion shall occur before a motion is formed by the group.
  - 4. As part of the final time extension request, the facilitator shall request a show of hands by the representatives to indicate which of the following actions the group wants to take:
    - a. End discussion and move into forming the motion and voting,
    - b. Further discussion,
    - c. Table discussion with direction,
    - d. Request time to continue discussion at next CA meeting,
    - e. Request additional information from staff or CA committee, or
    - f. Send back to the appropriate CA committee for additional work.



5. All other questions regarding the running of the meeting shall be decided by the facilitator. If someone speaks out of turn or disrupts the meeting, the facilitator can rule that person out of order. If anyone objects to any decision by the facilitator, that person can challenge the ruling of the facilitator. When this occurs, each representative and the facilitator, can speak to the challenge once and for only one minute. Then debate is ended and a vote is taken immediately to either uphold or reject the decision of the facilitator.

6. Meeting timetable protocol:

- a. When a presenter has one minute left in the time allotted, the facilitator shall raise a yellow card and indicate a verbal notice.
- b. Should any representative wish to extend the time of the presentation or comment/question period, they may make a motion to extend the time by five (5) minutes.
- c. An immediate call shall be made for a show of hands in support of the extension of time. With a simple majority (50% plus 1) concurring, the time shall be reset by the amount of time requested.
- d. Extensions shall be limited to two (2) or until a request fails to show a simple majority approval.
- e. After two (2) extensions, if a motion is on the table, the facilitator shall call for a vote on the motion. The CA can approve, not approve, or table the discussion.
- f. If there is no motion on the table, a request may be made to either reschedule the presenter to a later meeting, or ask the presenter to stay and finish at the end of the agenda.
- g. When the allotted time has expired, a red card and verbal notice shall be given.

7. Quorum and attendance:

- a. A quorum is defined as a simple majority (50 percent + 1) of those neighborhood representatives that have attended regularly. If the neighborhood representative has been absent for two or more consecutive meetings, they are not counted in the quorum. Once the representative attends again, he/she is added to the number on which a quorum is established.
- b. If the representative is absent for two consecutive meetings, the Administrative Committee shall notify the Neighborhood Council of his/her absence. (See Section VI.3.)
- c. Attendance is defined as the representative or designated alternative's presence for the duration of the agenda.
- d. Absent neighborhood council representatives shall be noted in the CA minutes.

**V. CA Committees**

A. The function of CA committees shall be to research issues designated by the CA and report their findings and to propose recommendations to the CA for appropriate action.

B. All committees must include a minimum of three (3) assigned representatives in order to have standing.

C. When a committee is initially established by the CA, one of the representatives shall be appointed the interim chairperson by the CA. At the first committee meeting, there must be an election of officers.

D. Types of committees:

1. Standing committees are established by the CA for ongoing work to address citywide neighborhood issues.

2. *Ad hoc* committees are established by the CA to address specific issues that do not fit within the charge of any standing committee. An *ad hoc* committee, e.g. a grievance committee, shall sunset after its work has been completed.

E. Standing Committees

1. Administration

2. Budget

3. Building Stronger Neighborhoods

4. Community Assembly/Community Development (CA/CD)

5. Land Use

6. Liaison

7. Pedestrian, Traffic and Transportation (PeTT)

8. Public Safety

9. Retreat

F. Membership and Officers/Terms

1. In addition to the CA representative, committee membership shall be open to all interested Spokane residents and representatives of agencies, businesses, government, organizations and property owners.

2. Each committee shall have a minimum of two (2) elected officers. These officers shall be a chairperson and secretary.

3. Officers shall be elected at the first meeting of the committee and as determined by the committee thereafter.

4. Each officer of the committees must be a member of a neighborhood council.
- G. Committees shall follow the CA's decision-making process. (See Section IV. D.)
- H. Committees shall present a report to the CA on a quarterly basis or more often if requested by the CA. Each standing committee shall be encouraged to present a report in person to the CA at least once a year.
- I. Recommendations from a committee shall be presented to the CA for the CA to determine appropriate action.
- J. Standing Committee Policies and Procedures:
  1. Each committee will complete/review/modify a Policy and Procedures Committee document in accordance with the Committee Policies and Procedures Template prior to the November CA meeting.
  2. The document shall include its charge, goals, membership, meeting times, officers and terms, reporting, decision-making process and calendar. (See Section XI.)

## **VI. Administrative Committee:**

### **A. Duties: The Administrative Committee shall:**

1. Set CA meeting agendas. In the time between an Administrative Committee meeting and the next scheduled CA meeting, the Administrative Committee may adjust the draft agenda through an email discussion.
2. Sign CA communications.
3. Notify neighborhood council executive committees of the absences of a representative at regular CA meetings. (See Section IV.D. 7. b.)
4. Keep and maintain a yearly calendar of recurring CA business and events.
5. Manage the use of the City Council placeholder position.

### **B. Positions**

1. There shall be five positions. An individual may serve only two terms in any one position.
2. The Chairperson shall serve as the contact person, spokesperson and signatory for the CA.

3. The Vice Chairperson shall act as the Chairperson in the absence of the chairperson.

4. The Secretary shall record minutes and keep attendance for both administrative committee meetings.

C. Qualifications: Members of the CA Administrative Committee must:

1. Be a currently serving CA representative
2. Have attended at least six (6) regular CA meetings within the last two (2) year.
3. Agree to serving at least one full term.

D. Nominations and Elections:

1. Nominating Committee shall be composed of three (3) representatives selected by the CA.
2. Representatives are not eligible to be nominated for the Administrative Committee while serving on the Nominating Committee.
3. Assumption of duties: The newly elected Administrative Committee members will assume office and duties immediately upon election.

4. Nominating Election Time Frame:

- a. First month – September – form Nominating Committee.
- b. Second month – October – bring back a qualified pool of potential candidates
- c. Third month – November – vote by CA for Administrative Committee members.

E. Term Limits:

1. An Administrative Committee member may serve for a maximum of three (3) consecutive one-year terms.
2. A one year break in service from the Administrative committee will allow qualified candidates to be nominated.

F. Replacement of Administrative Committee members:

1. In the case of a vacancy, the CA shall elect a replacement at the earliest convenience from a qualified pool of candidates. (See Section VI. D.)

2. If the vacated position is the chairperson, the vice chairperson shall assume the chairperson's position and a replacement vice chairperson will be appointed by the Administrative Committee.

**VII. Logo:**

A. The Community Assembly logo is only to be used under the following circumstances:

1. By the chair of the Administrative Committee for official CA business,
2. By a vote of the CA,
3. By Office of Neighborhood Services, on behalf of the CA, for official CA communications and publication, or
4. By CA committee chairs and secretaries for CA committee minutes and agendas.

B. Committee proposals not yet approved by the CA may use the logo accompanied by a "DRAFT" watermark on the document.

C. Use of the logo otherwise is not allowed without permission of the CA membership or Administrative Committee.

**VIII. CA Placeholder on the City Council agenda**

A. The Community Assembly placeholder on the City Council agenda shall be used for reports and statements that have received majority approval of the CA.

B. Any committee or group of neighborhoods who has prepared a position paper on behalf of the CA, may request of the Administrative Committee time on the CA agenda in order to present the paper, seeking feedback and approval. Once approved, the committee or group may represent the CA at a City Council meeting, when appropriate.

C. The Administrative Committee will notify the City Council of the use of the placeholder.

D. In the case of time-sensitive issues, the Administrative Committee may approve a position paper/report by four (4) affirmative votes and allow the use of the placeholder position at a City Council meeting. In this instance, the report will not be considered to be representative of the entire CA, and such will be stated to the City Council. This action will be reported at the next CA meeting.

**IX. Boundary Changes:** The affected neighborhoods shall reach a mutually agreeable resolution to any proposed boundary change(s). No recommendation shall be presented to the CA without an agreement between or among the respective neighborhoods.

**X. Amendments**

- A. Establish an *ad hoc* CA Policies and Procedures Review Committee in November of each year.
- B. Present a written report including any amendments to the approved policies and procedures to the CA in February of each year.
- C. A vote to approve any amendments will occur at the following regularly scheduled meeting.
- D. Amendments require a 2/3 affirmative vote.
- E. The formal amendment process described herein does not apply to the Committee Policies and Procedures documents.

**XI. Committee Policies and Procedures document**

- A. The document shall include its charge, goals, membership, meeting times, officers and terms, reporting, decision-making process and calendar. (See Addendum A. for Template.)

**XII. Open Meeting Act:** The CA is subject to the Washington State Open Public Meetings Act.

**Addenda**

**A. Template**

- I. Charge:**
- II. Goals:**
- III. Membership:**
- IV. Meeting Times:**
- V. Officers and Terms:**
- VI. Reporting:**
- VII. Decision-Making Process:** Refer to the CA Policies and Procedures.
- VIII. Calendar:**

## B. CA Master Calendar



# Community Assembly Master Calendar Draft July 2016

This calendar includes the Community Assembly and all standing committees.

This calendar may not be definitive. Please send any corrections or changes//additions to the Admin Committee.

### Community Assembly (CA) Calendar

January:	Awards Committee formed
February:	Retreat Formulate next year's goals
March:	Select NUSA Reps
April:	
May:	Retreat Follow-up
June:	NUSA Report
July:	
August:	CA Picnic
September:	Create Nominating Committee for Admin
October:	Present Slate for Admin Set CA/CC meeting dates
November:	Vote on Admin slate Policy & Procedures committee selected
December:	<b>Standing committee goals</b> accepted and approved CA Award Dinner and Celebration

---

## **Administrative Committee Calendar**

January:                   Set CA Calendar  
                                  Retreat on CA agenda

February:                 Budget on CA agenda

March:                   Retreat report on CA agenda

April:

May:                      Retreat follow-up on CA agenda

June:

July:

August:

September:

October:                 Formulate next year's goals  
                                  Submit any website changes

November:              Goal acceptance/approval on CA agenda

December:              New officers take over

---

## **Budget Committee Calendar**

January:                 Report to CA/CC on the NC achievements/challenges  
                                  Elects officers

February:                RFPs open to NCs

March:                   CA Budget request to CC

April:                    NC RFP soft deadline

May:

June:

July:                     NC RFP hard deadline

August:

September:             Final budget spending plan

October:                 Formulate next year's goals – Set Calendar

Submit any website changes

New member nominations

November: Officer nominations

December: Officers elected

---

### **Building Stronger Neighborhoods (BSN) Calendar**

October: Formulate next year's goals

Set next year's Calendar

Submit any website changes

Dec: Officer elections

---

### **Community Assembly/Community Development (CA/CD) (Block Grant) Calendar**

October: Formulate next year's goals

Set next year's Calendar

Submit any website changes

---

### **Land Use Calendar**

October: Formulate next year's goals

Set next year's Calendar

Submit any website changes

Dec: Officers elections

---

### **Liaison Calendar**

October: Formulate next year's goals

Set next year's Calendar

Submit any website changes

Dec: Officer elections

---

### **Pedestrian, Transportation and Traffic (PeTT) Calendar**

October:        Formulate next year's goals  
                     Set next year's Calendar  
                     Submit any website changes

---

### **Public Safety Committee Calendar**

October:        Formulate next year's goals  
                     Set next year's Calendar  
                     Submit any website changes

---

### **Retreat Committee Calendar**

January:  
February:        Retreat  
March:  
April:  
May:              Retreat follow-up  
June:  
July:  
August:         Initial retreat planning  
                     Facilitator RFP sent out  
September:  
October:         Formulate next year's goals  
                     Set next year's Calendar  
                     Submit any website changes  
November:      Facilitator selected/contracted  
December:      First facilitator planning meeting

## **List of Changes to the CA Policies & Procedures**

### **1) We removed the confusing quorum language and made a new section titled “Quorum & Attendance.”**

Quorum and attendance:

- a. A quorum is defined as a simple majority (50 percent + 1) of those neighborhood representatives that have attended regularly. If the neighborhood representative has been absent for two or more consecutive meetings, they are not counted in the quorum. Once the representative attends again, he/she is added to the number on which a quorum is established.
- b. If the representative is absent for two consecutive meetings, the Administrative Committee shall notify the Neighborhood Council of his/her absence. (See Section VI.3.)
- c. Attendance is defined as the representative or designated alternative’s presence for the duration of the agenda.
- d. Absent neighborhood council representatives shall be noted in the CA minutes.

### **2) Added the Decision-making graphic**

### **3) Removed “sub-committee” language as it was unclear/confusing.**

D. Types of committees:

1. Standing committees are established by the CA for ongoing work to address citywide neighborhood issues.
2. Ad hoc committees are established by the CA to address specific issues that do not fit within the charge of any standing committee. An ad hoc committee, e.g. a grievance committee, shall sunset after its work has been completed.

E. Standing Committees

1. Administration

2. Budget
3. Building Stronger Neighborhoods
4. Community Assembly/Community Development (CA/CD)
5. Land Use
6. Liaison
7. Pedestrian, Traffic and Transportation (PeTT)
8. Public Safety
9. Retreat

**4) Reorganized sections for better flow**

**5) Created a new heading for Logo information.**

VII. Logo:

**6) Created a new heading for this information.**

VIII. CA Placeholder on the City Council agenda

**7) REMOVED THE SECTION PERTAINING TO GRIEVANCES**—this is discussed in both the “Ad Hoc” and “Administrative Committee” sections.

IX. Boundary Changes: The affected neighborhoods shall reach a mutually agreeable resolution to any proposed boundary change(s). No recommendation shall be presented to the CA without an agreement between or among the respective neighborhoods.

**8) Everything beyond “Amendments” is newly added in this version.**

A. Establish an ad hoc CA Policies and Procedures Review Committee in November of each year.

B. Present a written report including any amendments to the approved policies and procedures to the CA in February of each year.

C. A vote to approve any amendments will occur at the following regularly scheduled meeting.

D. Amendments require a 2/3 affirmative vote.

E. The formal amendment process described herein does not apply to the Committee Policies and Procedures documents.

XI. Committee Policies and Procedures document

A. The document shall include its charge, goals, membership, meeting times, officers and terms, reporting, decision-making process and calendar. (See Addendum A. for Template.)

XII. Open Meeting Act: The CA is subject to the Washington State Open Public Meetings Act.

Addenda

A. Template

b. Master Calendar

## **Minutes – CA Budget Committee – October 18, 2016 – at the Firehouse**

Meeting convened at 6:05 PM.

Present: Mollahan, Trautman, Hoye, Alexander    Absent: Finneran, Carr, Davies

Note: A quorum was not present – all decisions at this meeting must be ratified at a later meeting.

There were no minutes of the September meeting to review and approve.

Jonathan reminded us that the \$5,000 allocated from the ONS will not be restricted to spending in 2016, nor will the \$5,000 ONS allocation from the 2017 budget be restricted to spending during that calendar year, which takes some of the pressure off the need to spend every dollar of the \$20,000 within the 2016 calendar year. Council President Stuckart mentioned to Jonathan that there is a surplus in the 2016 City budget which will be applied to the 2017 CA request in the amount of \$15,000. This has yet to be formally ratified by the Council, but that is a foreseeable event.

We all discussed the need to streamline the process, to provide better training on reimbursements, and to get clear feedback from the neighborhoods about the impact of the money, especially any measured increase in neighborhood members at the meetings or events. Future spending on capital purchases such as computers or sound systems for use by neighborhoods will take the form of a lease to them. Formal ownership shall remain with the City. The recent purchase of the Shiloh Hills computer will fall under this policy also.

We will re-evaluate timelines/deadlines for application, amended application, and final invoices for re-imburement for 2017, possibly to include formal funding rounds. We will also research the possibility of having local approved non-profits such as SNAP or one of the Community Centers manage the administration/distribution of the CA funds, rather than ONS staff.

Final formal distribution of the CA money, either assigned to neighborhoods or the general CA, must occur around the middle of December.

The Peaceful Valley request for additional funds was previously approved but will be reimbursed without the line item for insurance. This simply enforces a policy, does not require committee action. PV has been notified.

In the December or January CA meeting, the Budget Committee will present an overview, by neighborhood, of the allocations, spending and recognized benefit to each neighborhood, and also the use of the funds assigned to the CA, probably in the form of a Powerpoint presentation.

A summary of the total application/spending so far was presented by Heather via review of an undated Excel spreadsheet, suggesting similar numbers to those presented in the Budget Report to the City Council, attached in an earlier email. The details change daily; the spreadsheet indicated all but \$1,609 have been allocated to the neighborhoods from the original \$14,000, and \$4,354 remains to be spent. From the \$6,000 assigned to the CA, \$3,309 remains unspent.

A review of the committee membership two-year terms was to be sent out to the members. Andy and Kathryn will continue into 2017, other members' terms to be decided.

The goals for 2016 and 2017 were discussed; many of the 2016 goals were met. We noted that the neighborhood chairs are responsible for sending a report to the Committee about use of the 2016 funds. Part of the 2016 goal was to prohibit allocation to any neighborhood that did not submit a report. Enforcement of that goal was to be a topic at a later meeting. Measurable neighborhood goals for 2017 were encouraged. The possibility of an "internal grant" of more than \$500 per neighborhood, *if they collaborate*, was discussed, as were small "prizes" for recognition of neighborhoods that were particularly successful in the use of their funds. The need to research and apply for outside funding was mentioned.

Andy will produce a follow-up request to the neighborhood chairs summarizing their use of funds and impact on neighborhood (especially any increase in neighborhood participation, membership, etc.), other improvements and suggestions to the committee.

The Rockwood request for about \$90 in additional funding has appeared in several forms in the last couple of weeks. It will require the submission of the abbreviated supplemental application, with ratification by the Executive Committee of that Neighborhood Council, all of which is happening rapidly as monitored by Kathryn and Andy. The members of the Budget Committee should expect to see the new application for approval soon.

Meeting adjourned at 7:25 PM.

Recorded by Andy Hoye

## **Speaker suggestion:**

### **Charles Wolfe, author of *Seeing the Better City***

This book offers a method and process for learning to look with fresh eyes at our everyday surroundings. Mr. Wolfe has presented nationally on the topic of “placemaking” and he just presented the topic to Futurewise here in October.

This is relevant for the Community Assembly and the neighborhoods because:

- 1) CA/CD committee is exploring how to collaborate using CDBG funds
- 2) CHHS is requesting that the CA/CD committee create the menu for next year
- 3) WSDOT is talking about using “placemaking” techniques to help mitigate the impact of the freeway on neighborhoods
- 4) The CA Retreat Committee is providing a forum to explore collaboration (CDBG funding and legislation) in their workshop and retreat in Feb and April of 2017

The cost of bringing Mr. Wolfe from Seattle for the December meeting is approximately \$2,500. This includes speaker fee, travel, one night lodging and food.

Review the Firm's Website at:

<http://www.crwolfelaw.com>

Learn More About Chuck's Pending Book, *Seeing the Better City*, at:

<http://www.seeingthebettercity.com> or <http://islandpress.org/book/seeing-the-better-city>

Charles R. Wolfe, Attorney at Law  
1420 Fifth Avenue, Suite 2200  
Seattle, WA 98101

Direct Dial: [\(206\) 274-5145](tel:(206)274-5145)

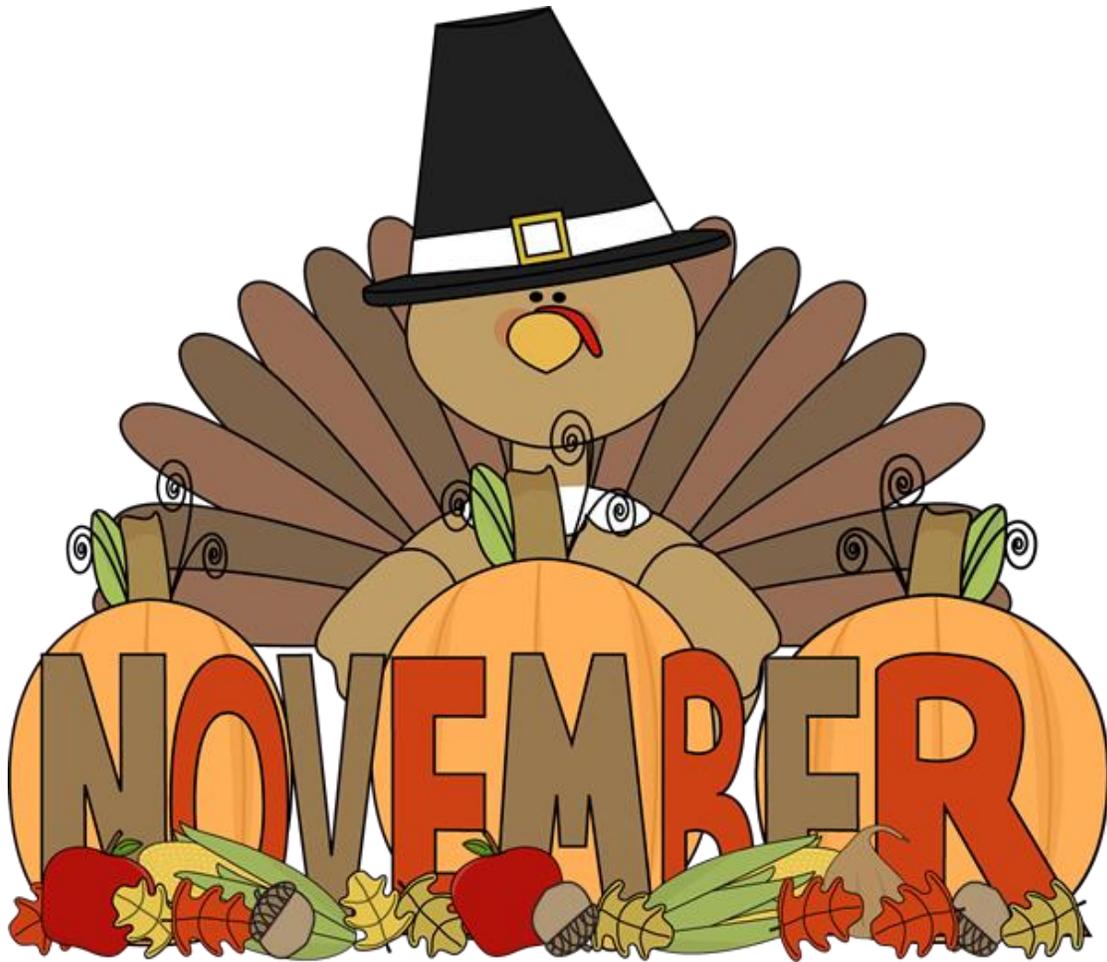
Fax: [\(206\) 224-2880](tel:(206)224-2880)

Cell: [\(206\) 355-1392](tel:(206)355-1392)

Email: [cwolfe@crwolfelaw.com](mailto:cwolfe@crwolfelaw.com)

Web: [www.crwolfelaw.com](http://www.crwolfelaw.com)

DRB Report  
CA Nov 2016  
Colleen Gardner



The Oct 12<sup>th</sup> DRB review was cancelled.

The recommendation from the Oct 26<sup>th</sup> review for the Riverfront Park Master Plan is attached for your review

The next review for Macy's is tentatively scheduled for Nov 9th

DESIGN REVIEW BOARD  
Riverfront Park Master Plan  
2 - Recommendation Meeting

October 27, 2016



**From :**  
**Design Review Board**  
Austin Dickey, Chair  
  
c/o Nathan Gwinn  
Planning & Development  
808 W. Spokane Falls Blvd.  
Spokane, WA 99201

**To :**  
Berry Ellison  
City of Spokane Parks & Recreation

**CC :**  
Lisa Key, Planning Director  
Tami Palmquist, Current Planning  
Julie Neff, Urban Design

**Based on review of the materials submitted by the applicant and discussion during the October 26, 2016 Recommendation Meeting the Design Review Board recommends the following:**

**Neighborhood**

- Contact additional stakeholders, such as Rotary 21, artists, and neighbors immediately in order to get their input and approval into the process.

**Site**

- Continue evaluation of relocating the restroom facilities on the North Bank in order to provide a more central accessibility to the playground and park. In addition, tie in the exterior façade of the restrooms to match more of the new park context. Further consider with the new restroom long term maintenance and safety issues.
- Work with the local neighbors to address the northeast access into the entrance of the park from the intersection of North River Drive and Washington Street as a first priority, or if necessary, an alternate point along the south park property.

Austin Dickey, Chair, Design Review Board

Note: Supplementary information, audio tape and meeting summary are on file with City of Spokane Design Review Board.

**From:** Carol Bryan  
**Sent:** Tuesday, November 01, 2016 12:39 PM  
**Subject:** Urban Forestry

FYI for CA

**From:** Sheehan, Katharine  
**Subject:** UCF Items

Hi folks – Here are some recent urban & community forestry items that may be of interest to you &/or your colleagues:

### **Municipal Forestry Institute (MFI) Returns to the West!**

Online Registration is now open for MFI 2017, which will be held on Feb. 19-24, 2017 in Lake Arrowhead, CA. See attached file for more information *(Item contributed by Paul Ries, Oregon Dept. of Forestry)*

### **Job Announcement: City Arborist, Takoma Park, MD**

Link to announcement: [Urban Forest Manager job - CITY OF TAKOMA PARK - Takoma Park, MD](#) *(Item contributed by Lauren Marshall, U.S. Forest Service)*

### **Wood Innovations Grants Program – Request for Proposals**

USDA announces a \$7 million grant program to expand wood products and wood energy markets: <http://www.usda.gov/wps/portal/usda/usdahome?contentidonly=true&contentid=2016/10/0226.xml>. The deadline for proposals is Jan. 23, 2017. Information on how to apply is available on the [Wood Education and Resource Center](#) website. *(Item contributed by Lauren Marshall, U.S. Forest Service)*

### **Call for Presentations: Oregon Community Tree's 2017 Conference**

Oregon Community Tree's 2017 conference theme is '**Diversifying Our Urban Forests: People, Partnerships and Trees**'. The conference committee is seeking presentation proposals that reflect the best thinking on diversifying urban forests, informed by theory, research, and practice. If you or someone you know is interested please share this call for presentations form with people and/or organizations that may be a good addition to OCT 2017's conference program. [Submit a presentation proposal](#). The deadline for proposals is **November 30th**. The conference will be held on Thursday, June 1 at the World Forestry Center, Portland, Oregon. Learn more about Oregon Community Trees at [www.oregoncommunitytrees.org](http://www.oregoncommunitytrees.org). *(Item contributed by Ciara McCarthy, ArborSurveys Urban Forest Management)*

### **Webinar: Community Food Forests in the U.S.**

On Wednesday, Nov. 16<sup>th</sup> (9am Pacific Time), "Community Food Forests in the United States: Overview and Implications for Urban Agroforestry" will be presented by Catherine Bukowski, a PhD student at Virginia Tech. Link to more information &/or registration for this webinar: <http://www.agroforestryinaction.org/> *(Item contributed by Kate MacFarland, U.S. Forest Service)*

### **Webinar: Building Public Support for Urban Natural Areas Restoration Practices**

On Wednesday, Nov. 10<sup>th</sup> at 9am Pacific Time, Paul Gobster (Research Landscape Architect, U.S. Forest Service) will discuss factors influencing public support for restoration projects in urban natural areas. Link for [more info or to register](#). *(Item contributed by Dana Coelho, U.S. Forest Service)*

### **Publication: Pathways to Sustainability: Challenges and Opportunities for the U.S.**

[Learn more](#) about this National Academies Press publication, which can be purchased or downloaded as a free 7 MB .pdf file. *(Item contributed by Morgan Grove, U.S. Forest Service)*

*Feel free to share this information with others. Please contact me if you wish to be added or removed from this email list for urban & community forestry items (sent sporadically).*

## CA/CD Committee of the Community Assembly Minutes

Date: Tuesday, October 4th from 5:30-7:00 p.m.

Location: at the West Central Community Center, in the Newton Room

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Present: Valena Arguello (East Central), Tim Musser (Emerson Garfield), Jessie Norris (West Central), Kathryn Alexander (Bemiss), Charles Hansen (Whitman), Fran Papenleur (Audubon Downriver), Bill Foreman (Peacefull Valley), Mike Blake

CHHS: George Dhal, Nikki Graham-Brown

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Welcome and Introductions

Meeting Minutes: Minutes for July, September, October to be approved at the next meeting.

### ***Quick Survey***

What are neighborhoods planning? Peaceful Valley is working on a trail.

### ***CDBG Web Page***

George has been working on creating a video library to act as resources for people who cannot attend trainings or for folks who wish to review previous training. George has created five videos that present an overview with three applications. There is also one explaining the conflict of interest. The IT department will post them and George will let us know when they are available.

There was a discussion about the CDBG web page which contains a basic summary of each project, a new graphic of the timeline, and the rules and regs.

There was a discussion about how to better involve the neighborhoods and committee in matters like the videos. Having the committee review them after they are finished is nice, but prevents any real feedback or involvement. How to coordinate timing is difficult.

### ***Partnering***

We discussed how to partner with:

CHHS

Non-Profits

Other neighborhoods

Partnering is being considered as a way to increase the impact of the limited funds neighborhoods have access to.

Could we create focus groups with non-profits to share what they want and need? How can the neighborhoods get better feedback from them on the impact of the

money we contribute? Is there a way to measure how much impact the non-profit has in each neighborhood?

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**Submitted by Kathryn Alexander**

## **Plan Commission Liaison Report**

November 3, 2016

Greg Francis – gfrancis1965@yahoo.com

The Plan Commission provides advice and makes recommendations on broad planning goals, policies, and other matters as requested by the City Council. It meets the second and fourth Wednesday of each month at 2pm in the Council Briefing Center in city hall with hearings typically starting at 4pm if there are any scheduled for that session. All Plan Commission meetings are open to the public.

### **Hearings**

**Citywide Capital Improvement Program** – This year’s CIP update adds 133 new projects for an expected \$162 million in additional expenditures over the next six years, bringing the total anticipated expenses on the six-year plan to approximately \$953 million. By a vote of 6-0, the Plan Commission recommended approval of the 2017-2022 CIP. The full CIP can be viewed at <https://my.spokanecity.org/projects/capital-programs/> with the document name “2017-2022 Draft Citywide Capital Improvement Program.”

**Countywide Addressing Ordinance** – This ordinance would update current street addressing code to be compatible with standards developed by multiple jurisdictions within Spokane County. The purpose of these changes is to resolve issues in addressing (e.g., duplicate street names) that negatively impact emergency dispatch systems. While this is focused on new street names and addresses, it could also require some existing streets to be renamed if deemed necessary. The Plan Commission voted 6-0 to recommend approval of the ordinance changes. Details are available at <https://my.spokanecity.org/projects/countywide-addressing-standards/>.

**Infill Development Project Final Report** – The Infill Development report has been developed over the past six months with substantial participation from a variety of constituencies. The report itself identifies issues that currently impede infill development as well as identifying potential changes to code and educational opportunities to increase infill development. No actual policy or code changes occur with the approval of this report. During the hearing, several residents of the Five Mile neighborhood expressed concerns about potential negative impacts on home values if high-density development occurs near single-family homes. The Plan Commission recommended approval of the report by a vote of 7-0. The report is titled “Steering Committee Report and Recommendation – October 2016” and is available at <https://my.spokanecity.org/projects/infill-housing-strategies-infill-development/>.

### **Workshops**

**Comprehensive Plan Chapter Updates** – The draft Capital Facilities chapter was presented to the Plan Commission on 10/12. With the exception of the completely rewritten Transportation chapter and the new Implementation chapter, the Plan

Commission has now seen drafts of all chapters of the Comprehensive Plan update that must be completed by the end of June 2017. We will have a second review of all of the chapters in January and the PC hearing will likely occur in late January or early February. All of the updates are available at <https://my.spokanecity.org/shapingspokane/>.

**Animal Keeping Code Revisions** – When the city started using SCRAPS for animal control, the city adopted the county’s code for animal management. This has resulted in some issues with animal-related noise issues within the city limits. This code update would adopt some new language regarding animal noises within the city.

**West Hills Neighborhood Plan** – As part of their neighborhood planning process, the West Hills neighborhood elected to pool their funds with STA and SFCC to evaluate the neighborhood center and transportation issues near SFCC. The result is a detailed plan that envisions substantial revisions to Fort George Wright Drive and part of the SFCC campus to provide improved bike and pedestrian safety, improvements to the bus routes in the area, and better social interaction options in the area. The draft plan is available at <https://my.spokanecity.org/projects/west-hills-neighborhood/>.

## **Upcoming Hearings (Known)**

Hearings begin at 4pm in the City Council chambers. November hearings are:

November 9th:

Animal Keeping Code Revisions  
West Hills Neighborhood Plan

## **Other**

**New Plan Commissioner Interviews** – The Plan Commission interviewed three applicants for one vacant Plan Commissioner position. All three applicants have community involvement but only one has any substantial contact with their neighborhood council. A different one has participated on a Community Assembly sub-committee. The Plan Commission can make recommendations for membership, but it’s up to the mayor to nominate and City Council to approval actual appointments.

**Comprehensive Plan Chapter Updates** – The four physical open houses for the chapter chapters are past and only a total of 57 individuals signed in between the four events, which is very disappointing in my opinion for such an important update to our city’s comprehensive plan. The virtual open house is still open and they have extended submitting comments until 12/31/16. If you haven’t done so, I encourage you to view the open house contents and submit your comments at <https://my.spokanecity.org/shapingspokane/>.

## **CA PeTT Committee Meeting Notes**

**October, 2016**

**West Central Community Center – 1603 N. Belt Street**

**6:00 – 7:30 PM**

### **Committee Roster**

Michael Harves – Browne’s Addition  
Trudy Lockhart – Chief Garry Park  
Carlie Hoffman – Emerson/Garfield  
William Meers – Grandview/Thorpe  
Alexandra Stoddard – Nevada Heights  
Jim Bakke – North Indian Trail  
Brian Thomas – West Central  
Charles Hansen – Whitman  
Bob Turner – City of Spokane Street Dep.

### **Neighborhood Services Support**

Katie Myers – Community Programs Coordinator

### **Presentation & Discussion**

- What CTAB is and what it does.
  - Andy Schenk – City of Spokane Streets Dep.
    - The group had many questions and this took up about an hour of the meeting.

### **Briefing**

- 2016 traffic calming project construction update
  - ONS -- Katie Myers
    - Brief discussion on what specific reasons traffic calming cycle 5 (2015 applications) went over budget.
- Brainstorm PeTT focus areas for 2017 -- examples:
  - Comp plan transportation chapter re-write - review and comment
  - Street standards update - review and comment
  - Crosswalk priorities
  - 20mph local access (neighborhood) street speed limit
    - This topic generated the most discussion. Bob Turner from Street was in attendance to let the group know that a neighborhood wide 20mph local access would be against state law. The group was interested in the specifics around this.

### **Next Meeting**

The group would like to discuss and finalize the PeTT committee 2017 goals.

**Community Public Safety Committee  
Meeting Summary – October 11, 2016**

TOPIC	REPORT/DISCUSSION	ACTION/ FOLLOW UP
<b>WELCOME</b>		
<b>Committee Members Present</b>	Julie Banks (Chair, Rockwood), Sarah Tosch (West Central),	
<b>Others Present</b>	Gretchen Chomas (Spokane Regional Health District)	
<b>Staff Present</b>	Suzanne Tresko (Code Enforcement Supervisor)	
<b>Meeting began</b>	<ul style="list-style-type: none"> <li>Meeting was called to order at 3:30 pm</li> </ul>	
<b>Summary Approval</b>	<ul style="list-style-type: none"> <li>The last PSC meeting was May 11, 2015 so there are no minutes to approve. Subsequent meetings were held under the Rental Issues Stakeholder Meeting until the stakeholder group dissolved July 2016.</li> </ul>	
<b>Discuss purpose of committee and issues we've worked on in the past</b>	<ul style="list-style-type: none"> <li>Reviewed committee policies and procedures</li> <li>Previous issues: Graffiti, Vehicle storage; Long term rental issues</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
<b>Revisit vehicle storage additions to Outdoor Storage Ordinance and discuss next steps</b>	<ul style="list-style-type: none"> <li>SMC 17C.230.145 Exterior Storage revised draft language is on page 13 of <a href="#">CA May 2015.pdf packet</a>. However, CA approved language for two vehicles excluding vehicles legally parked a driveway per, and a 72 hour limit for vehicles elevated above the ground such as by jacks, blocks, or other means. <a href="#">See Community Assembly May 1, 2015 minutes in June 5, 2015 CA packet pages 5-6:</a></li> <li>ii. Motion: To include the vehicle storage into the exterior storage ordinance with a change to the number of vehicles down from 3 to 2.               <ol style="list-style-type: none"> <li>In Favor: 19</li> <li>Abstain: 1</li> <li>Against: 1</li> </ol> </li> </ul>	<ul style="list-style-type: none"> <li>Suzanne to find out next steps needed to move forward.</li> </ul>
<b>Discuss issues of relevance to neighborhoods re: public safety</b>	<ul style="list-style-type: none"> <li>Develop survey of topics for neighborhood public safety issues</li> </ul>	<ul style="list-style-type: none"> <li>Julie to create draft and survey introduction</li> </ul>

<b>Discuss recruiting members for the committee</b>	<ul style="list-style-type: none"> <li>• Use survey results to determine develop committee goals and as a recruiting tool.</li> <li>• Use City Next Door site as recruiting tool.</li> </ul>	<ul style="list-style-type: none"> <li>• Suzanne to ask Katie Myers (ONS) to contact Julie</li> </ul>
<b>Confirm meeting time and place</b>	<ul style="list-style-type: none"> <li>• Consensus to keep with 2<sup>nd</sup> Tuesday of each month, 3:30pm – 5:00, YMCA Corporate office</li> </ul>	
<b>Additional items:</b>	<ul style="list-style-type: none"> <li>• Brief discussion of ONS survey regarding photo Red program and use of funds.</li> <li>• Consensus to allow PSC email communications to use regular To and Cc, not Bcc.</li> </ul>	
<b>Next Meeting</b>	<ul style="list-style-type: none"> <li>• November 8, 2016</li> <li>• Agenda items: Review Survey draft; 2017 goals</li> <li>• Assign note taker for meeting</li> </ul>	

DRAFT

# Community Assembly

November 3, 2016



# Guest Login

- **Wi-Fi Options : WiFi3 or Mason**
- **Password: wcccguest1603**



# District Model Overview

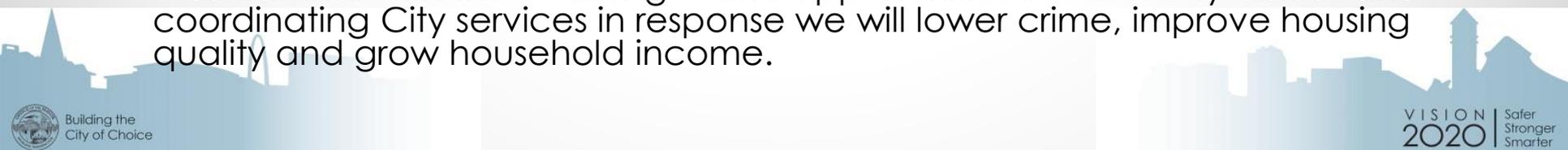


Office of Neighborhood Services and Code Enforcement



# Delivering City Service through a District Model

- **Districts are Unique** - The City recognizes that the unique needs of each district matter. The City must be prepared to understand and respond to the complex nature of challenges that face our neighborhoods. Challenges like property crime, substandard housing, low wages and poor health cannot be solved by any one program or agency.
- **Coordination of Services Tailored to Districts** - Overcoming these challenges means coordinating services between City departments, service agencies, the private sector, faith organizations and educational institutions to address the specific needs and characteristics of each district. To more effectively coordinate services and respond to district needs, the City will create inter-departmental teams and assign one to each of the three City Council districts.
- **District Teams to Work with Community** - The teams will be responsible for working with a panel of community stakeholders from each district to identify priority needs, set goals and coordinate the response of City services to meet these needs.
- **Tracking Progress** - Progress in achieving goals will be tracked and reported on a regular basis to the district community stakeholders, Mayor and City Council district representatives.
- **Engage the Community to Identify Opportunity** - By engaging stakeholders most familiar with the challenges and opportunities in each City district and coordinating City services in response we will lower crime, improve housing quality and grow household income.



# Desired Outcomes

**Each district team will be encouraged to generate their own strategies to achieve these outcomes. The teams will identify actionable steps that can be implemented through current City services to create positive change. These might include and are not limited to:**

- Reduce crime through addressing the 5 parcels generating the most calls for service.
- Increase property value by focusing on the 3-5 contiguous blocks with most home foreclosure, disrepair and abandonment.
- Promote development by highlighting 5 vacant or underdeveloped parcels with incentive profiles (e.g. Macy's building).
- Engage the community through a "Cleaning from the Corridor" event
- Grow sense of place and neighborhood identity by creating unique public spaces in underutilized public right of way.
- Reduce crime through targeting the district park with highest rates of vandalism and calls for service.
- Enhance public spaces by identifying opportunities to improve planned capital projects' impact on the community.

# Program Outline

**District teams would be comprised of an inter-departmental membership and external community stakeholders. To affect change, the teams must be authorized to allocate resources and have accountability for implementing the strategies they choose for their responsible district. Specific roles of District Teams Include:**

- Gathering input from the community to identify district priorities and needs
- Becoming familiar with existing district plans, projects and characteristics
- Identifying and prioritizing strategies and tactics in that address priority needs and are aligned with desired outcomes (lower crime, improve housing quality, grow income).
- Measuring and reporting implementation of strategies and tactics to stakeholder panel, City Administration and Council representatives.
- Managing and maintaining online reporting of district team activities and achievements.



# City District Teams Membership

Agency	Role
Any Department	District Team Leader
Neighborhood Services	Facilitator/Recorder
City Council Representative	Policy Lead
Communications	External Communication Lead
Spokane Police Department	Member
Spokane Public Library	Member
Spokane Fire Department	Member
Street Operations	Member
Integrated Capital	Member
Park Department	Member
Solid Waste Collection	Member
Planning Services – Economic Development	Member
Developer Services Center	Member
Code Enforcement/Parking Services	Member
Community, Housing and Human Services	Member
Accounting/IT/HR/My Spokane/internal services	Member
Legal	Member



# Roles

- **ONS Director** will serve as the district team model lead.
- **District Leaders** will serve as project managers and will be responsible for tracking and managing the work of the district teams. District team leaders will be nominated by the Mayor's cabinet.
- **Facilitator/Recorders** will facilitate and prepare agendas for district and stakeholder team meetings. They will record results of team meeting and report to internal leaders.
- **Department Heads** are not members of district teams, but are responsible for supporting and providing resources to implement district team strategies and tactics.
- **City Council District Representatives** will serve as communicators about district team activities and are primarily responsible for identifying and managing policy response and support to district team strategies and tactics
- **External Communications Lead** will be responsible for managing and maintaining district website where district plans and activities will be published and tracked. They will also coordinate with the Director of Communications to promote district team activities and success.
- **Neighborhood Services** will coordinate with internal and external partners to provide training and education for district teams on existing neighborhood plans, current and planned projects, relevant historic neighborhood challenges and current issues.
- **Team members** are all responsible for following up on agreed to and assigned tasks.



# External District Team Members

**External stakeholders will provide a critical link between the district teams and the community. External district team members will be identified through collaboration with the City Council, Mayor's office, Neighborhood Councils and other community leaders. Invitations for external members will be sent jointly from the Mayor and City Council district representatives. The roles of the stakeholder panel will be:**

- Identify and prioritize district needs, opportunities and targeted areas
- Provide input into and review district team strategies and tactics in response to district needs and opportunities
- Commit resources in responding to established needs in conjunction with the City service response
- Communicate and promote the work of district teams within representatives' respective networks



# External District Team Members

<b>Organization</b>	<b>Role</b>
<b>Neighborhood Councils</b>	Member
<b>Spokane Public Schools</b>	Member
<b>Business Owners/Operators</b>	Member
<b>Faith Organizations</b>	Member
<b>Social Service Agencies</b>	Member
<b>Spokane Regional Health District</b>	Member
<b>Community Centers</b>	Member
<b>Youth</b>	Member
<b>Service Organizations (Kiwanis, Rotary, etc.)</b>	Member
<b>Housing and Commercial Development</b>	Member
<b>Public Development Authorities</b>	Member

# Questions? Suggestions?



- Review the Firm's Website at:
- <http://www.crwolfelaw.com>
  
- Learn More About Chuck's Pending Book, Seeing the Better City, at:
- <http://www.seeingthebettercity.com> or  
<http://islandpress.org/book/seeing-the-better-city>
  
- Charles R. Wolfe, Attorney at Law
- 1420 Fifth Avenue, Suite 2200
- Seattle, WA 98101
  
- Direct Dial: (206) 274-5145
- Fax: (206) 224-2880
- Cell: (206) 355-1392
  
- Email: [cwolfe@crwolfelaw.com](mailto:cwolfe@crwolfelaw.com)
- Web: [www.crwolfelaw.com](http://www.crwolfelaw.com)

## NEIGHBORHOOD COUNCIL PROGRAM

- City Council established the Neighborhood Council Program under Article VIII of the City Charter and Chapter 4.27 of the SMC which established the Department of Office of Neighborhood Services (ONS) to provide assistance to individual independent neighborhood councils recognized by the Neighborhood Council Program and to function as a liaison between the neighborhood councils and the City's legislative and executive branches. SMC 4.27.040.
- Neighborhood Councils are independent associations that may participate in the Neighborhood Council Program once recognized by the City Council when certain minimum requirements are met relating to boundaries and democratic deliberative and voting procedures. The City itself does not create neighborhood councils but instead recognizes the neighborhood council in order for the neighborhood council to participate in the Neighborhood Council Program.
- Neighborhood Councils are not departments or agencies of the City but are independent associations that elect their own officials, adopt their own bylaws and determine their own course of conduct. Neighborhood councils do not act on behalf of the City or conduct hearings or take testimony or public comment for the City. Furthermore, neighborhood councils do not create or execute City laws or regulations.
- The City Council has recognized neighborhood councils as on par with parties of interest in certain land use application procedures. SMC 17G.060.090 and 17G.060.120. Of greater significance is the fact that the City Council has taken legislative action to grant standing to neighborhood councils to appeal certain administrative decisions of City officials to the Hearing Examiner. Ordinance No. C-35299 amending SMC 17G.050.310 B. This action recognizes the independent nature of neighborhood councils in that they can take positions separate and independent of the City including the ability to take legal action in opposition to the City.
- As independent associations, neighborhood councils have greater discretion, based on their bylaws, to engage in constitutionally protected expressive activities.

- The Community Assembly is a coalition of independent neighborhood councils that serves in part as the primary means of communication between individual neighborhood councils. SMC 4.27.030

## OPEN PUBLIC MEETING ACT (OPMA)

### ➤ **RCW 42.30.030 Meetings declared open and public.**

All meetings of the governing body of a public agency shall be open and public and all persons shall be permitted to attend any meeting of the governing body of a public agency, except as otherwise provided in this chapter.

### ➤ **RCW 42.30.020 Definitions.**

As used in this chapter unless the context indicates otherwise:

(1) "**Public agency**" means:

(b) Any county, city, school district, special purpose district, or other municipal corporation or political subdivision of the state of Washington;

(c) Any subagency of a public agency which is created by or pursuant to statute, ordinance, or other legislative act, including but not limited to planning commissions, library or park boards, commissions, and agencies;

(2) "**Governing body**" means the multimember board, commission, committee, council, or other policy or rule-making body of a public agency, or any committee thereof when the committee acts on behalf of the governing body, conducts hearings, or takes testimony or public comment.

(3) "**Action**" means the transaction of the official business of a public agency by a governing body including but not limited to receipt of public testimony, deliberations, discussions, considerations, reviews, evaluations, and final actions. "Final action" means a collective positive or negative decision, or an actual vote by a majority of the members of a governing body when sitting as a body or entity, upon a motion, proposal, resolution, order, or ordinance.

# MAYOR'S HOUSING QUALITY TASK FORCE

Community Assembly – November 2016

Alicia Ayars – [Aayars@spokanecity.org](mailto:Aayars@spokanecity.org) - 625.6780

# Overview

- **Charter Objective:**

- Align City investments, resources, and policies that support safe, quality and affordable housing in neighborhoods.
- Emphasis to create mixed-income neighborhoods that offer an increased mix of housing options.

- **Outcome:**

- List of recommendations that address quality and affordable housing in Spokane.

# Timeline

**September 21<sup>st</sup>**

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- Final HQT Meeting

**November 28<sup>th</sup>**

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- Final Report Due
  - Circulate: Mayor/City Council

**December**

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- Steering Committee First Meeting
- Present Report to City Council

**January**

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- Plan Commission
- Continue Steering Committee work

**March-May**

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- Reconvene & Updated Task Force



## Final Report

- 19 recommendations that address both quality and affordable housing.
- Rental Housing Research Stakeholder Group Final Report will be included in final report.

# Steering Committee & Work Plan

- 10-15 Representatives
  - Community Assembly/Public Safety Rep.: Julie Banks
  - Neighborhood Rep.: Sara Tosch
    - Alternate: Mindy Muglia
- Implementation of recommendations & focused policy work
- Cross over between Infill/HQT
  - Themes:
    - Housing Diversity
    - Information/Education
    - Incentives & Partnerships
- Integrate in to Implementation Chapter of Comprehensive Plan update.
- Reconvene Task Force in March-May

# MAYOR'S HOUSING QUALITY TASK FORCE

Community Assembly – November 2016

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