

Spokane Neighborhoods Community Assembly

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

Meeting Agenda for Thursday, May 4, 2017

5:30 to 8:10pm – West Central Community Center, 1603 N Belt



Proposed Agenda Subject to Change
Please bring the following items:
*Community Assembly Minutes: April 2017

| 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 ▪March 2017 | Facilitator | 5 min–5:35 | Approve | 5 |
| OPEN FORUM | | | | |
| Reports/Updates/Announcements | Please Sign Up to Speak! | 10 min–5:40 | | |
| LEGISLATIVE AGENDA | | | | |
| City Council ▪ Update | Councilmember | 5 min–5:50 | Oral Report | |
| Admin ▪ City Council Placeholder ▪ Letter to Rep. McMorris Rodgers re: CDBG Funding | Seth Knutson | 15 min–5:55 | Oral & Written Report/Affirmation | 12 |
| Liaison ▪ Urban Forestry Citizen Advisory Committee (CAC) ▪ Urban Forestry CAC Liaison Position | Guy Gifford, Citizen Advisory Chair and Karen Carlberg | 15 min–6:10 | Oral & Written Reports/ Approval Vote | 16 |
| ONS/Code Enforcement ▪ Timelines ▪ District Model Process ▪ Towing | Heather Trautman | 20 min–6:25 | Oral Report | |
| Planning ▪ New Docketing Procedures for Comp Plan Amendments | Lisa Key, Planning Director | 20 min–6:45 | Presentation/ Q&A | |
| New Parks Pilot Project ▪ Introduction and Committee Formation | Kathryn Alexander | 15 min–7:05 | Written Report /Discussion | 25 |
| Public Safety ▪ Mayor’s Quality Housing Task Force Update | Julie Banks | 5 min–7:20 | Oral & Written Reports | 26 |
| CHHS Liaison ▪ Update and New Multi-Year RFP | Fran Papenleur | 10 min–7:25 | Oral Report | |
| CA Committees ▪ Approve Goals ▪ Outline for Committee Conversations ▪ CA Meeting Feedback Forms | Seth Knutson and Tina Luerssen | 15 min–7:35 | Oral & Written Report/ Vote Discussion | 31 |
| CA Roundtable | CA Reps | 20 min–7:50 | Discussion | |
| OTHER WRITTEN REPORTS | | | | |
| CA/Community Development | Fran Papenleur | | Written Report | 35 |
| Plan Commission Liaison | Greg Francis | | Written Report | 36 |
| Pedestrian, Transportation and Traffic (PeTTI) | Paul Kropp | | Written Report | 38 |
| Land Use | Teresa Kafentzis | | Written Report | 45 |
| Building Stronger Neighborhoods (BSN) | Tina Luerssen | | Written Report | 48 |
| CGP – Kidicalmass Event | Colleen Gardner | | Flyer | 50 |
| CGP – Community Conversation, C.O.P.S. | Colleen Gardner | | Flyer | 51 |

UPCOMING IMPORTANT MEETING DATES

- *May 9: Public Safety, YMCA Corporate Office, 1126 N Monroe, 3:30pm*
- *May 18: Land Use, West Central Community Center, 1603 N Belt, 5:30pm*
 - *May 22: BSN, Vessel Coffee Roasters, 2823 N Monroe, 12pm*
- *May 23: 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, 4:30pm*
 - *May 23: PeTT, West Central Community Center, 1603 N Belt, 6pm*
 - *May 25: Budget, Fire Station 4, 1515 W. First, 6:30pm*
- *May 30: District 2 Quarter 2, East Central Community Center, 500 S. Stone, 5pm*
- *June 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

Community, Housing, & Human Services Board: Fran Papenleur, 326-2502, papenleurf@yahoo.com

Design Review Board: Kathy Lang, klang0132@gmail.com

Plan Commission: Greg Francis, gfrancis1965@yahoo.com

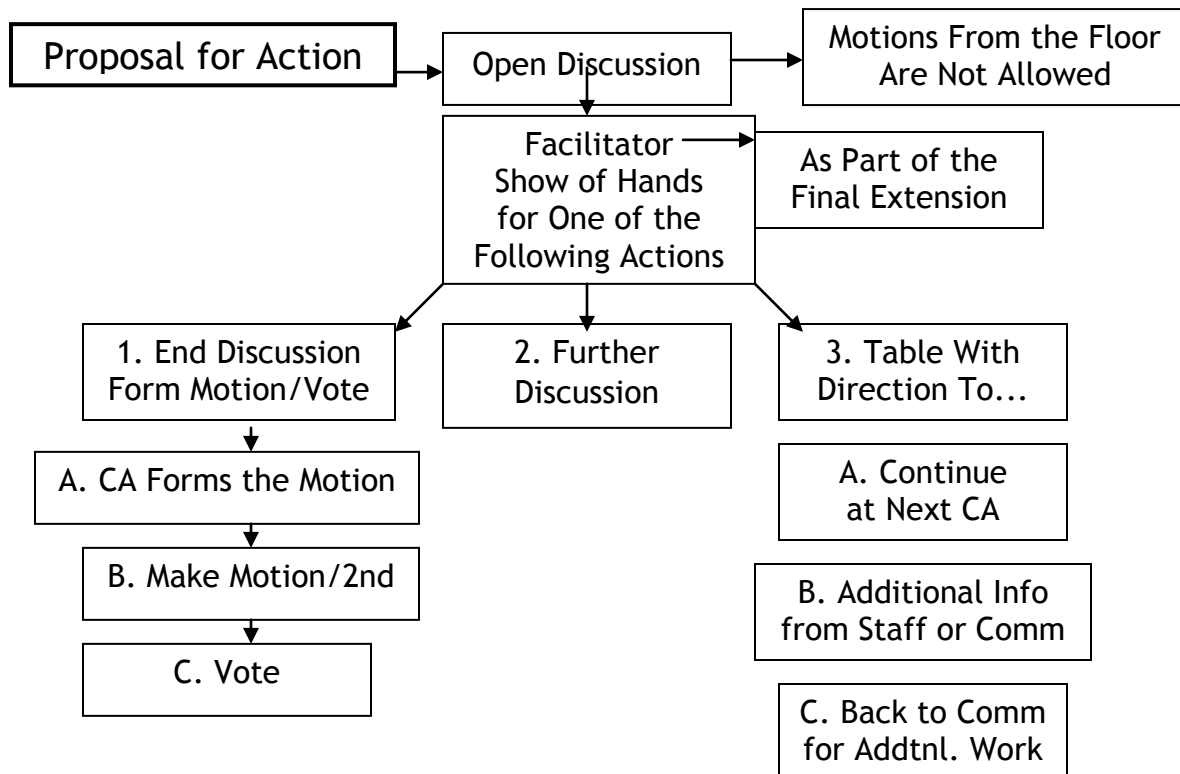
Plan Commission Transportation Advisory Committee (PeTT): Kathy Miotke, 467-2760,

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 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 Meeting Minutes

April 6, 2017

1. Proposed Agenda

- a. Approved

2. Approve/Amend Minutes

- a. Approved

3. Open Forum

- a. Colleen Gardner (Chief Garry Park)
 - i. District 1 hosting a 2nd community conversation: Police Ombudsman Bart Logue, April 11, East Central Community Center, 6pm.
 - ii. 3rd community conversation upcoming.
- b. Seth Knutson (Cliff/Cannon)
 - i. Coffee compliments of Wake Up Call on Division in Logan neighborhood
- c. Lisa Key (Planning)
 - i. Existing Commercial and Residential Zones- Council Member looking to expand West Central project with existing businesses to be able to extend their status in residential areas to prevent those businesses from shutting down.
 - ii. Meeting. May 4th at 4pm at West Central Community Center. Decisions not to be made till late in summer; potential to impact residential neighborhoods; will be on May agenda.
- d. Tina Luerksen (Grandview/Thorpe)
 - i. Sat. April 29th is Cleaning From The Corridor (CFTC) in Emerson/Garfield neighborhood.
 - ii. Building Stronger Neighborhoods will have a booth, map, resources at the Institute for Extended Learning site. Your neighborhood can join and distribute resources too- contact Kelly Lotze.
- e. Jay Cousins (Emerson/Garfield)
 - i. CDBG funds are in jeopardy due to potential HUD cuts
 - 1. Proposes CA drafts letter to Rep. McMorris Rodgers opposing cuts so that Spokane and surrounding towns can be supported through these funds.

- 2. CA/CD will draft letter (Mark Davies, North Indian Trail, clarified that this is for next year's funds, as this year is already allocated)
 - 3. CA/CD won't be meeting, but leadership of that committee will draft letter and bring to next CA
 - 4. Other neighborhoods can write letters too
- f. Paul Kropp (PeTT& Liaison Committees)
 - i. Urban Forestry is taking a hiatus this month
 - ii. See p.3 of Parks Annual Report
- g. Julie Banks (Rockwood)
 - i. Mayor's Housing Quality Task Force needs top five things that will define housing quality throughout Spokane
 - ii. Send your thoughts to Julie via e-mail

4. City Council Update

- a. Council Member Mumm, District 3 Representative
 - i. Spokane has garnered attention of West side and legislature in several issues, including the SFCC transit center and a Monroe-Regal North-South line that will work well with the Central City line when it comes
 - ii. Some other work includes: East Central Dental Clinic, Peaceful Valley Boat Access, remodel of Franklin Elementary, funding for the Sisters' property, Riverfront Park Great Flood play area on North bank for toddlers, Sunset Reservoir project, South Gorge Trail, Southeast Youth Sports complex, and River clean up
 - iii. Creation of a decision-making matrix for future construction projects, what to consider, method of soliciting feedback, a good even-handed tool for guidance.
 - iv. Reach out to your Council Member for additional information.

5. Admin

- a. Kelly Lotze (Browne's Addition) reported great attendance at CA/CC: 4/6 Council Members there
 - i. Council Member Beggs updated about sidewalk meeting, Colleen Gardner (Chief Garry Park) gave an update on community conversations, good discussion and feedback regarding the District model/work

6. ONS/CE Update

- a. Melissa Wittstruck (ONS) application for Community Engagement grants (formerly known as Budget) due May 15th

- b. Traffic Calming applications have still been coming in, although the deadline has passed. Connect with Katie Myers (ONS), 625-6733, kmyers@spokanecity.org.
- c. Some slots available for Mobile Speed Feedback in Fall, contact Katie Myers (ONS), see above
- d. Application materials regarding Neighborhood Cleanups to Rod Minarik (ONS), 625-6737, rminarik@spokanecity.org
- e. Fran Papenleur (Audubon/Downriver) reminded the group of the June 30th CDBG deadline and that George Dahl (CHHS) has workshop times

7. City of Spokane, 2017 Snow Survey

- a. Scott Simmons (Public works)
 - i. This year the City had 63 in. versus the typical 45 in., providing a good opportunity to reassess and determine moving forward, hence the creation of a Snow Survey and solicitation of input from the community.
 - ii. What does the community expect and what can the community afford?
 - iii. Paper template was passed out, and digital version is forthcoming.
 - iv. In filling out, be aware that some items could be opposing or contradicting one another.
 - v. Also, in filling out, consider not having everything be a "1," for example.
 - vi. \$175 million budget, what should it look like?

8. Plan Commission Liaison

- a. Greg Francis (Rockwood) is one of three citizen voices involved in Height Restriction Committee looking at Spokane Falls Boulevard. The title says CA representative and he wants CA's okay on that.
 - i. Questions about this project can go to Lisa Key (Planning)
 - ii. Kathryn Alexander (Bemiss) made a motion for Greg Francis to be recognized as CA representative, all approved 22-0, no abstentions.

9. Neighborhoods USA (NUSA)

- a. Kathryn Alexander (Bemiss) referenced information in Packet, said someone from CA should go.
- b. Open Discussion:
 - iii. Seth Knutsen (Cliff/Cannon) said first let's decide if we want to spend the money to send someone, asked who from ONS is going

- iv. Alexandra Stoddard (Nevada Heights) asked those that have participated in the past what use has come from the conference
- v. Kathryn Alexander (Bemiss) said the Budget committee used data and progress monitoring metrics from what they learned at the conference
- vi. Colleen Gardner (Chief Garry Park) said she didn't know of anything tangible that has come from the conference and doesn't think it's worthwhile
- vii. Luke Tolley (Hillyard) said it was personally rewarding and has helped him with CA
- viii. Gabby (East Central) said she's currently enrolled at Nebraska for a Master's program and several cohort members will be going, so if representatives see a session they are interested in she could reach out to her cohort members
- ix. (Logan) stated taking advantage of Gabby (East Central) resource was something she supported
- x. Kelly Lotze (Browne's Addition) asked of the Budget committee, where are we for this year and where is money allocated
- xi. Cost of sending someone is about \$2,000
- xii. Should send ONS employees
- xiii. Mary Carr (Manito/Cannon Hill) suggested that tapes could be purchased after the conference and viewed by those interested

Straw poll: Send a CA representative to NUSA this year with CA funds

In favor: 10

Oppose: 12

10. CA Business

- a. Seth Knutsen (Cliff/Cannon) Admin will set time and place for fall retreat, agenda set by whom? Retreat committee? 11 say yes.
- b. Question to budget committee: is it a conflict of interest for the Budget Committee itself to apply for funds. Group discussion:
 - i. Budget Committee goes to CA to apply
 - ii. Regarding the \$500 limit, requests for amounts over that would need to go through CA
- c. Jay Cousins (Emerson/Garfield) regarding City Charter and CA Committees:
- d. Is everyone following CA Core Purpose and Core Values?
- e. Group Discussion:

- i. Are there suggestions for how to more effectively ensure CA is living up to these principles?
- ii. Need to make sure standing committees are playing by the same rules as the CA
- iii. Many committees put too much on ONS when it's the committee chair's responsibility
- iv. There are two camps: all committees should follow and have the same rules versus some committees are different so a universal set of rules isn't realistic, CA/CD situation is the most glaring example
- v. Has the culture of the CA shifted?
- vi. Disconnect between CA and Land Use- Land Use sets its own agenda, but the CA should be guiding what Land Use is doing
- vii. There isn't an enforcement mechanism because it's not required for CA reps to be part of committees
- viii. ONS is to be a resource, but we aren't to rely on them
- ix. Colleen Gardner (Chief Garry Park) recognizes Paul Kropp (PeTT and Liaison) to speak: there has to be a mechanism for committees to talk to each other and the Community Assembly
- x. Standing committees of CA are beholden to CA rules with the exception of liaisons because they are under the committee/department rules they liaise to
- xi. CA/CD had ONS staff support the committee for 3 months last year, and because the work is program-specific to HUD regulations and CHHS administration, it was not effective
- xii. Do we need a committee recap each month? A half an hour at each CA to recap BSN, CA/CD, Land Use, Liaison, PeTT, Public Safety?
- xiii. People can learn about committee work from the Packet
- xiv. Committees should communicate with the CA at these meetings, as the Packet and the Minutes don't tell the whole story or relay all of the discussion
- xv. Maybe Quarterly reports back to the CA from the committees instead of monthly?
- xvi. Maybe more people should go to CA/CD meetings?
- xvii. Is it okay for a committee not to have an ONS liaison?
- xviii. Melissa Wittstruck (ONS): our job is to find the best resource and that is CHHS

- xix. We have to stop this rudeness: we're all here to try to advocate for our neighborhoods
- xx. At next CA meeting, can Admin set aside time for committee reporting?
- xxi. Rockwood isn't too impacted by CA/CD, but the committee's work has been helpful in educating them about how to vote
- xxii. Put committee reports under CA business
- xxiii. 8 neighborhoods don't qualify, so put it at the end
- xxiv. One of the cultural things we have to do is make it "stop sucking" to be a committee chair; we need to be supportive and we have to culturally address how we speak to one another
- xxv. Admin committee will dedicate 30 minutes at each CA meeting for each committee to report- 16 approved
- xxvi. Did CA ever approve subcommittee goals? (No.) Place on next meeting's agenda.
- xxvii. With CD rule changes, virtually every neighborhood is eligible and we should hear everyone
- xxviii. If there is something on the agenda you don't want on there, speak up because Admin works hard on that and is open to feedback
- xxix. Policies and Procedures speak to how committees need to be formed and how they should operate. The template is laid out and committees should be functioning accordingly.

11. Roundtable

- a. About Parks: Pilot program between Parks and NCs, waving fees, for 2017 only...one neighborhood per district. Need to have it introduced, want to think about it for next meeting.
- b. Update on developers and neighborhoods working together, presented at Land Use, see Packet pg. 53, idea for what to do, hope is can we put this into action item
- c. Idea for this time to be committees. Throw items out for Admin, not open for discussion
- d. Brainstorming is valuable and useful
- e. Couldn't this happen in Open Forum?
- f. Five minutes for parachutes?
- g. An individual can come forward and dominate this section of the meeting. Only 3 min. limit and use parking lot system

In Attendance (22):

Lincoln Heights, Chief Garry Park, North Indian Trail, Cliff/Cannon, Logan, East Central, Whitman, North Hill, Hillyard, Audubon-Downriver, Minnehaha, Bemiss, Grandview/Thorpe, Emerson/Garfield, Nevada Heights, Rockwood, Southgate, Comstock, Browne's Addition, Peaceful Valley, Manito/Cannon Hill, West Central

Not in Attendance (7):

Balboa/South Indian Trail, Five Mile Prairie, Latah/Hangman, Northwest, Riverside, West Hills, Shiloh Hills

Minutes for the meeting of April 25th, 2017

Community Assembly Administrative Committee.

Attendees: Committee members Seth Knutson, Tina Luerssen, Kelly Lotze, Andy Hoye. Guest Fran Papenleuer. City Staff Rod Minarik, Heather Trautman, Abbey Martin, Jason Ruffing, Bart Logue. Absent: Patrick Rooks.

May 4th CA Meeting Agenda:

Introductions: After introductions around the table, Seth will read our Policies & Procedures regarding meeting facilitation (“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.”), welcome Bart as our new Facilitator, and Bart will speak to respect and equality in meeting discussion.

City Council: 5 minute placeholder.

Admin: 15 minutes. Seth will introduce Colleen’s request to use the City Council Placeholder to speak about the District 1 Speaker Series, for Vote by CA. Fran will be communicating with Jay and Kathryn regarding the CDBG funding letter to Representative McMorris Rodgers, which should be presented for approval and Seth’s signature.

Liaison: 15 minutes. Paul will introduce Karen Carlberg (West Hills) as the proposed new CA Liaison to the Urban Forestry Citizens Advisory Committee, for CA approval vote.

ONS/Code: 20 minutes. Heather will update on timelines/deadlines, speak about the District Process, and about Towing moving from SPD into the department.

Planning: 20 minutes. Lisa Key will speak about the new Docketing process, specifically how it will impact Neighborhoods.

Parks Pilot Project: 15 minutes. Kathryn has brought this Project forward, and will have Jason Conley from Parks present as well. Andy will discuss with Kathryn before the meeting, and lead the discussion to form a committee where proposed events can be brought for decision to participate in the pilot project.

Public Safety: 5 minutes. Rod has an email out to Julie to see if she has an update from the Mayor’s Quality Housing Taskforce.

CHHS Liaison: 10 minutes. Fran will report on the new multi-year RFP, and how it will impact Neighborhoods and project applications. She will touch on the 27% funding cut, but as there isn’t much information at this time, we may request a follow-up in late summer when budget numbers are released.

CA Committees: 15 minutes. Seth will lead Committee Goals approval. Tina will present an Outline for Committee Conversations, and discuss the CA Meeting Feedback Form.

Roundtable: 20 minutes.

Topics for follow-up: Neighborhood Commercial Structures in Residential Zones (Lisa/Planning). Ombudsman Commission presentation (requested by Colleen; Seth will suggest that she bring this up during Roundtable to see if the CA would like this on the agenda). Committee Conversation each month. PeTT—possibly update on Sidewalks? CHHS? Admin—report on previous month's Feedback Forms.

Other business discussed:

Because the CA/CD Committee is on hiatus until after summer, it's not practical to focus on this for the first Committee Conversation.

Next Admin meeting: Tuesday May 23rd, 4:30pm at ONS.



Office of Neighborhood Services
Community Assembly
Spokane City Hall
808 W Spokane Falls Blvd
Spokane, WA 99201

May 4, 2017

Congresswoman Cathy McMorris Rogers
10 North Post Street, Suite 625
Spokane, WA 99201

Dear Congresswoman Cathy McMorris Rogers,

This request comes from the neighborhood councils of Spokane. Spokane has 29 neighborhood councils and each sends a representative to the community assembly. The community assembly is in the Spokane city charter as an advisory body to the Spokane city council.

We, as a body, have become deeply concerned about the possibility that community development block grant (CDBG) funds may be cut in the next budget. These funds are an important source for 22 of Spokane's neighborhood councils. Of the \$11,319,386 in HUD funds that eastern Washington receives Spokane gets \$2,987,856 with the county getting an additional \$1,392,733. That said 56.4% of our population earns under \$50,000 a year so you can see how important this small amount of money is to Spokane!

Over the years these funds have been used to: renovate homes, renovate our parks, wheel chair ramps, bus shelters, women's shelters, medical services, winter heating, fix sidewalks, and support many non-profits in our communities. The neighborhoods use these funds to improve the neighborhood in ways that enhance the lives of our low and moderate income residents. Each year every eligible neighborhood is allocated a portion, based on the number of low and moderate income residents and each year new projects are developed to make specific improvements.

We are requesting that you become our champion and work to ensure that the CDBG funds are not cut in this year's budget. Your voice can be instrumental in serving Spokane's neighborhoods and their residents. That would make a nice legacy for you and would be a wonderful contribution to the city of Spokane, as well!

Your status as the fourth most powerful republican in Washington, gives us the confidence that you will be able to impact this small piece of the budget. The

actual amount of \$3,000,000 is not huge, but the impact to the city of Spokane far outweighs the economic value.

We humbly request your help in keeping this important contribution to the neighborhoods of Spokane.

Sincerely,

Seth Knutson
Chair, Admin Committee
Community Assembly

Date: May 1, 2017

To: Community Assembly Neighborhood Council Representatives

From: Liaison Committee

Susan Burns (Peaceful Valley)

Paul Kropp, chair (Southgate)

Bonnie McInnis (West Central)

Re: Selection of Second Member

Urban Forestry Citizen Advisory Committee

Liaison Committee has selected Karen Carlberg of the West Hills Neighborhood Council to join Carol Bryan (Peaceful Valley) as the Community Assembly's second member of the Urban Forestry Citizen Advisory Committee and requests the Community Assembly forward the selection to the director of the Parks and Recreation Department.

The Spokane Municipal Code at SMC 12.02.904 and 04.28 establishes the Urban Forestry Citizen Advisory Committee to advise and make recommendations to the City's Urban Forestry Tree Committee, which in turn is advisory to the Park Board and the City Council. The composition of the Citizen Advisory Committee is specified at SMC 04.28.060 and two positions are allocated to the Community Assembly for direct appointment.

Members of the Liaison Committee (Paul Kropp and Bonnie McInnis) met with Karen Carlberg on April 21 and gained her consent to take her name and application material to the Community Assembly at its meeting on May 4. Karen Carlberg is the only person to submit an application for this position and she has been attending Urban Forestry CAC meetings as a guest since January (application attached).

Please note the CAC position application contains the following affirmation by the applicant:

I am aware of the role and responsibility of a member of the City of Spokane's Urban Forestry Citizen Advisory Committee as specified in the Spokane municipal code at SMC 04.28, of the regular monthly participation commitment expected, and of the particular duty to actively engage the city's neighborhood councils with the Community Assembly in managing, conserving and enhancing the trees and shrubs located in the street right-of-way, parks and public areas of Spokane, and in assisting property owners and public agencies in sustaining and augmenting the city's urban forest. I agree to submit reports to the Community Assembly generally once every quarter.

Suggested text for the Administrative Committee transmittal:

Leroy Eadie, Director, Parks and Recreation Department: Per SMC 04.28.060 the Community Assembly has selected Karen Carlberg, a member of the West Hills Neighborhood Council, as its second member on the Urban Forestry Citizen Advisory Committee and requests you acknowledge the appointment. The application material reviewed by the Community Assembly's Liaison Committee is herewith included.

COMMUNITY ASSEMBLY

Application — Urban Forestry Citizen Advisory Committee (CAC)

Send complete application to:

Office of Neighborhood Services

Attn: CA Liaison Committee / Heather Trautman

808 W. Spokane Falls Blvd, Spokane WA 99201

or email applications to: htrautman@spokanecity.org

APPLICATION DEADLINE: April 30, 2017

PLEASE USE DARK INK AND ATTACH AN ADDITIONAL SHEET IF NECESSARY

Name: Karen A Carlberg

Residence Address: 927 S Azalea Dr

Zip Code: 99224

Best Contact Phone: 509-624-6989 Email: karencarlberg@comcast.net

Civic and Organization Experience

List any community project, and/or community, civic, trade or professional organization in which you have been active.

Organization(s), and any skills or experiences gained that relate to this position:

Grandview/Thorpe NA: founder, chair, vice chair, webmaster
2005-2013

West Hills NC: vice chair 2010-present, member
2014-present

Community project(s), and any skills or experiences gained that relate to this position:

Spokane Sturgeons Swim Club: member 1983-present;
often president and other offices

Selkirk Kayakers: founder, president 2014-present

Skills and Special Interests

Skills, interests and/or any other experiences gained that relate to this position:

avid gardener

Employment Experience

Present Employer: retired

Employment positions held and skills used or gained that relate to this position:

Professor of Biology, EWU, 1983-2015
Department Chair 1994-1997

Educational Background

Higher Education: Major(s) and Degree(s): BS Zoology, MS Biology,
PhD Biology, Postdoctoral Fellowship Physiology

Other Education: _____

Neighborhood Council Connection

Which neighborhood council do you relate to? West Hills

Do you maintain voting member status in this neighborhood council? Yes ☒ No ☐

Please supply a neighborhood council reference.

Name: Bridget Walden, Chair, West Hills

Phone: 509-744-0462 Email: mnbwalden@comcast.net

Affirmation

I am aware of the role and responsibility of a member of the City of Spokane's Urban Forestry Citizen Advisory Committee as specified in the Spokane municipal code at SMC 04.28, of the regular monthly participation commitment expected, and of the particular duty to actively engage the city's neighborhood councils with the Community Assembly in managing, conserving and enhancing the trees and shrubs located in the street right-of-way, parks and public areas of Spokane, and in assisting property owners and public agencies in sustaining and augmenting the city's urban forest. I agree to submit reports to the Community Assembly generally once every quarter.

Signature: Karen A Carlsberg

Date: 3-6-17

MEETING MINUTES

Meeting called to order at 3:01pm on April 4th, 2017 at the Finch Woodland center

Attendees: Becky Phillips, Paul Kropp, Hilary Nickerson, Karen Carlberg, Angel Spell, Nancy MacKerrow, Carrie Anderson, Larry Lee, Joe Zubaly, Juliet Sinisterra, Carol Bryan, and Tim Kohlhauff.

Ceremonies, Appointments, Announcements

Consent Agenda

The minutes of the February 28th (March) meeting were approved as amended.

Citizen Comments

Nancy MacKerrow announced that the Susie Forest will award certificates to people who have sponsored multiple trees. 3 trees will be a bronze-level certificate, 5 trees will be a silver-level certificate, and 10 trees will be a gold-level certificate. She asked the committee's help in naming these awards after trees or shrubs with bronze, silver, or gold in their common name.

Reports

Heritage Trees: A committee of Master Gardener volunteers will begin working on summaries of current heritage trees to submit to the SpokaneHistoric website/app. Summaries (depending on available space) may include pictures, the reason for the heritage status, and cultural information if residents are interested in growing a tree of the same species.

Staff Report: In lieu of a staff report, Angel distributed copies of the Parks Department Annual Report for 2016. Copies can be found at the following link:
<https://static.spokanecity.org/documents/parksrec/annualreports/2016-parks-annual-report.pdf>

Ponderosa pine: Carrie shared that the Spokane Ponderosa Network has formed to promote and preserve the official tree of the city. She encouraged committee members to follow them on Facebook. At the City Council meeting on April 24th, the SPN will recognize Ferris High School, and Summit church for their work planting and preserving Ponderosas in the city. Several citizens will also be recognized for their work.

Carrie expressed concern over the removal of Ponderosa pines on the lower south hill between Freya and Thor, and shared a picture of the removal. She reiterated her proposal to create a 30-day waiting period before removing Ponderosa pines on private property, in order to inform neighbors and educate the property owner about the value of these trees.

“Find the Largest Ponderosa Pine” contest will kick off on Arbor Day. Angel volunteered to have a marketing assistant prepare the proposed entry form for distribution by 4/29. Judges (Joe Zubaly & Becky Phillips) will discuss standards to use in determining a winner; Carol Bryan suggested adding an aesthetic component to the judging in addition to objective standards.

Carol Bryan suggested a concurrent contest for Ponderosa pine-themed Haiku. The Spokane Ponderosa Network will follow up on this and run it through their Facebook page.

Old Business

Community Assembly Paul Kropp thanked Garth for his presentation to the Community Assembly in March and said he was “spectacular hit” with the group. Another CAC member is invited to present to the Assembly in May (May 4th, West Central Community Center, 5:30pm).

Private property trees: Becky Phillips presented the findings of her research on tree ordinances in other cities, and the extent to which they regulate trees on private property. Angel agreed to make the entire presentation available to CAC members. Juliet Sinisterra asked if the original question of how to define a public tree had been answered. Angel responded that with the one exception of a tree trunk ½ on private property and ½ on right-of-way, the current definition of public trees had worked for 20 years. Becky’s presentation inspired a discussion of regulating what people could do on their own property, versus the loss of environmental services to the community with unregulated tree removal. Karen Carlberg observed that cultural differences between communities would be a factor in the level of public acceptance of regulation.

New Business

The meeting ran over time, so Angel Spell volunteered to facilitate an email discussion of possible field trip locations. Carrie Anderson suggested the site of recent pine removals, or to any site where large Ponderosa pines were slated to be removed.

Adjournment

The committee adjourned at 4:17 pm



**Citizen Advisory Committee
To the Spokane Urban Forestry Tree Committee
May, mtg. 2017
Finch Arboretum, Willow Room.
Woodland Center 3404 W Woodland Blvd**

**MEETING AGENDA
CALL TO ORDER**

May 2nd, 2017 3 PM

ROLL CALL

CEREMONIES, APPOINTMENTS, ANNOUNCEMENTS

CONSENT AGENDA

Approval of minutes.

COMMITTEE AND REPORTS

Heritage Tree- Tim K.
Downtown Street trees – Juliet S.
Ponderosa pine group – Carrie A.
Susie Forest – Nancy M.
Community Assembly - Carol

Old Business

Community Assembly
Spring Field trip – for June meeting, ideas or Theme?
Ordinances – Becky Philips

New Business

ADJOURNMENT

Tree of the month: Littleleaf Linden, *Tilia Cordata*

- Height: 40 feet
- Spread: 30 feet
- Excellent Street Tree
- Class II – street tree to be used in planting strips 5-8' wide.

Spokane tree inventory.

- Broadleaf Deciduous Medium tree.
- 1,316 trees in the inventory.
- 3 trees greater than 42" dbh
- Rainfall Intercepts 517,241 gallons annually
- Absorbs 418 lbs of O3 (ozone) annually

South Hill Bluff Restoration Project Update

On April 26, Avista hosted a pre-planning meeting to discuss the South Hill Bluff Restoration Project. The restoration project core team is comprised of Avista, City of Spokane, Washington Department of Ecology, Land Expressions and Anderson Environmental. The purpose of the meeting was to update interested stakeholders on the status of the restoration efforts, including the restoration plan and construction schedule. Attendees included representatives of Randall Bracher (landowner), the Friends of the Bluff, the Comstock Neighborhood Council, the Spokane River Forum, the Lands Council, and the Spokane Riverkeeper. The meeting sign-in sheet is attached.

The agreed focus of the Bluff Road Restoration Plan is to restore the areas damaged by the road cut on City parks' and private properties. Specifically, the plan is to restore the prior contours and slope, trail network, and the cover of native plants. It should be noted, this effort is not intended to be an enhancement of the existing public trail system and therefore does not include expanding or constructing new trails.

Based on input of the City Forester, the Restoration Plan will use downed trees that are larger than six inches in diameter as part of the restoration efforts and chip branches and smaller trees. Trees that are still standing but that have root or limb damage will be assessed and pruned as appropriate to remain in place. The Restoration Plan will also address public use during and after the restoration efforts, with a goal of protecting the restored areas and to prevent new trails from being established along the area in restoration.

The group agreed it is essential that effective communication occur as we move forward with the restoration effort. Specifically, it was requested that Avista and the City have common messages and increased outreach, possibly including a Facebook post that stakeholders can share with their groups.

The following items were discussed during the meeting.

Current status of work:

- During the week of April 17 erosion control measures were put in place along the road cut. This included silt fences and straw waddles that were strategically placed to prevent sediment from washing off the road during rain events. The Core Team will monitor the site throughout the process to ensure these measures remain effective.
- Avista completed a site survey on April 26 for use in the Restoration Plan.
- Signs were installed on April 22 to inform trail users of the restoration effort and request they avoid the disturbed area now, during, and after the restoration process.
- Aerial and drone photography were completed to assist with the Restoration Plan, and were provided to the landowners.
- The Spokane Tribe completed cultural field work and plans to provide a summary report by April 28. This report will be confidential.
- The gate to the access road off Highway 195 was locked to control unauthorized vehicular access to the site.
- Avista is working with the City and Ecology on permitting the restoration effort. The agencies discussed that while they are planning to issue emergency approvals, the full permitting schedules and reviews will apply. The dates for the permitting processes are not yet known, but will be shared when available. The permits include:
 - Shoreline Substantial Development Permit from the City;
 - State Environmental Policy Act Checklist from the City; and
 - General Stormwater Construction Permit from Ecology.
- Land Expressions and Anderson Environmental, with input and guidance from the Core Team, are developing the Restoration Plan.

Plan Schedule:

The restoration schedule is aggressive, primarily to allow the new vegetation to get established during the spring and summer growing seasons. This will also reduce weed invasion in the damaged areas, which would be aggravated if the restoration effort is postponed.

- The Draft Restoration Plan will be sent out on Friday May 5.
- The Core Team will hold a meeting at 6:00 p.m. on Monday, May 8 to discuss the restoration efforts and go over the Draft Plan. Our plans are to hold the meeting at Sacajawea Middle School, located at 33rd Avenue S. and Lamonte. We will send out a reminder email regarding the meeting, and also notify folks if the time or location changes for any reason.
- Feedback on the Draft Restoration Plan is due back by Thursday, May 11 at 5:00 p.m.
- The Final Restoration Plan will be used for the restoration effort. The agencies plan to apply applicable landscape ecology standards and mitigation ratios as appropriate.

Construction Schedule:

- Pre-construction, which includes construction staging, fencing, etc. will begin the week of May 8.
- Field work will begin the week of May 15.
- The plan is to be finished by the end of May or the first week in June.
- Monitoring and re-seeding will take place as needed.

Join the email distribution list: BluffRestore@avistacorp.com

Follow project updates at <http://www.spokaneparks.org/bluff-restoration>

New Events in Parks – A Parks and Recreation and Neighborhood Council Pilot Program

This pilot program will be a partnership between Parks and Neighborhood Councils to support new events in parks. New events are often difficult to get started and the parks fees combined with the insurance costs can be prohibitive. Spokane Parks and Recreation recognize the value of organized events in our parks as they bring ownership, pride, and participation in our parks system. The idea of this pilot program is Parks will be a co-sponsor of a new event or event series that will allow reservation fees to be waived and insurance to be covered by Parks. This pilot is for 2017 only and will be evaluated for its effectiveness prior to any commitments for 2018.

One park and Neighborhood Council per Council District will be eligible in 2017 for this pilot program (three total city wide). Neighborhood Council's within the three Council Districts must choose an event or event series to nominate for the pilot program.

Parks will not put any cash or capital improvements into this pilot process but will waive fees and cover insurance needs.

Warmly,

Kathryn



**Public Safety Committee of the Community Assembly
Minutes April 11th, 2017 - 3:30 pm to 5:00 pm**

YMCA Corporate Office, 1126 N Monroe

Chair: Julie Banks

Present: Julie Banks, Sarah Tosch, Alicia Ayars, Jacqui MacConnell

1. Greetings & Welcome
2. March Minutes
 - No quorum was present, March minutes were not approved.

Updates from Chair:

- Compassionate City Meeting
 - Julie attended the Compassionate City meeting and will continue to attend.
- Housing Quality Definition and Standards group
 - Julie updated the group of the work happening in the HQDS Project. The HQDS aims to create a minimum definition and set of standards for Housing Quality.

Old Business:

- Nuisance Ordinance to include vehicle storage inclusions.
 - Review Lynwood Ordinance. PSC had questions about the language in the draft. Alicia will take the questions back to the City Legal Department for answers. Alicia will provide a draft of the ordinance to Julie for circulation with the PSC.
- My 311 (City website resources & FAQs)
 - PSC would like to see more resources on MySpokane's 311 page. They would like to add a button to the screen to take people to a resource page and Neighborhood FAQ.

New Business:

- May 9th – Crime Stats report will be available.

City of Spokane – Project Management Office



PROJECT CHARTER

| | |
|---------------------|--|
| Project Title | Housing Quality Definition and Standards |
| Project Sponsor | Jonathan Mallahan |
| Project Manager | Alicia Ayars |
| Project Coordinator | Sandra Willard |
| Date Prepared | February 22, 2017 |

Project Purpose

Housing is a necessity to creating diverse, equitable neighborhoods and is a major contributor to a well-functioning city. The City of Spokane recognizes that in order to drive economic and social benefits for the city and its residents, quality housing is essential.

In 2016, the Mayor's Housing Quality Task Force Final Report (Final Report), identified 19 priority recommendations. One of these recommendations was to define and establish a minimum definition and a set of standards for housing quality in Spokane. The minimum housing quality definition and standards would apply to both owner-occupied and rental housing. In addition, the project team will consider other means of improving housing quality that are less restrictive to property owners. This includes identifying incentives or incentive programs for property owners to utilize in order to improve overall housing quality.

The Project Team will define a baseline for measuring city wide improvements to housing quality through progress reporting, goals and benchmarks.

In order to affect a change on housing quality across Spokane, implement the housing quality definition and standard and other less restrictive means a cross-examination of city practices will take place as well as recommendations to improve or change those practices.

It is important that this project be completed so that other Final Report recommendations are addressed since they rely on this project's deliverable.

Project Description

The project team will lead the work effort in identifying a minimum definition and standard and other less restrictive means for improving housing quality. The effort will include a community engagement component to allow for community input, feedback and buy-in.

The outcome of this effort will include careful consideration of adopting by ordinance for existing buildings a housing quality definition and standard. The outcome will include identifying less restrictive process for improving housing quality. This will include a report of recommendations to improve or change current city practices.

City of Spokane – Project Management Office

A project team will be made up of city council, city staff, local agencies, developers and landlord and tenant groups. The project team will develop the definition and standard by gathering and evaluating definitions and standards from other jurisdictions and will include an examination the international property maintenance code. This information will be used to set the housing quality definition and standards.

The project team will consider other less restrictive means to improving housing quality. This process will include a public engagement and comment component.

While identifying the definition and standard that best suites Spokane the project team will also take a thorough look in to city building and planning codes and processes. The project team may suggest changes to current practices or new practices in order to implement the definition and standard.

The International Property Maintenance Code will be referenced while working on defining Standards.

High-Level Requirements

- A minimum definition and a set of standards for housing quality in Spokane.
- An inspections checklist.
- Consideration of an ordinance that would be adopted by the City that states the minimum housing quality definition and standards.
- Clearly define other less restrictive mean to improving housing quality across Spokane.
- A report of recommended changes to city practices.
- A method to communicate the definition and standards to the community.
- New business practices implemented to support Housing Quality.
- Project reporting to City Administration and executive staff.

Change Control

After Project Charter approval, any change that will impact the cost, schedule, or scope of the Project will need to be approved by the Project Sponsor.

The Project Manager will provide a Project impact assessment to the Project Sponsor to facilitate informed Change Control decisions.

A Change Management Plan will be provided within the Project Management Plan.

Assumptions

- The City and Community members engaged in the project will support the project from kick off to closing.
- The Project Manager will be given the needed resources for the entire duration of the project.
- The project team members will attend all required meetings or send an alternate with decision-making authority.
- The project team members will deliver assigned tasks on time.
- The project team members will be available for the duration of the project.

City of Spokane – Project Management Office

Constraints

- Availability of project team members to meet.
- Meetings will be held in City Hall.
- Tight timeline with unforeseen setbacks.

Success Measurement

A minimum definition and standards for housing quality is developed.
The minimum housing quality definition and standards will apply to both owner-occupied and rental housing and will include baselines for measuring progress, benchmarks and goal.

- An ordinance will be developed or other equally effective action is taken to ensure housing quality.
- Business practices are implemented to support the developed definition for housing quality.

The developed definition is published to the community.

Adoption of the developed ordinance by the City.

| Summary Milestones | Due Date |
|--|----------|
| Project Kickoff | Mar 13 |
| Review International Property Maintenance Code | Mar 20 |
| Review HUDs – Definition and Standard including checklist | Mar 27 |
| Review Matrix of Jurisdictions | Apr 3 |
| Review other less restrictive means to improve housing quality. | April 17 |
| Identify which sections of the IPMC, HUD, and Matrix will be addressed in the minimum definition & standards. Identify other list of less restrictive means to improve housing quality | May 8 |
| A drafted minimum definition and standards for housing quality is reviewed | Oct 16 |
| Community open forum to receive input on the draft | Oct 30 |
| A minimum definition and standards for housing quality final draft is developed. | Nov 20 |
| Ordinance is drafted. | Nov 20 |
| Presentation to Planning and Economic Development Committee | Nov 20 |
| Final presentation to City Council and approval. | Dec 11 |
| Spokane Municipal Code is updated. | Dec 18 |
| Definition is published to the Community. | Dec 18 |
| Business Practices are implemented. | Jan 31 |
| Project Close | Feb 7 |

Project Roles and Responsibilities

| Role | Responsibility |
|------------------|--|
| Project Sponsor | Introduces the project within the organization and demonstrates commitment to its success. |
| Project Customer | A person who has an interest in this project. |

City of Spokane – Project Management Office

| Role | Responsibility |
|---------------------|--|
| Project Manager | The Project Manager will be working with both executive staff and functional managers to acquire necessary resources for this project. The Project Manager is responsible for initiating, planning, executing, monitoring/controlling, and closing the project by taking corrective action if necessary to ensure that the project is successfully completed on time, within scope, and on budget. The Project Manager assigns and oversees the deliverables provided by team members. |
| Project Coordinator | Provides support to the Project Manager and ensures that the project stays within project baselines as defined by the project plan. Assists in the resolution and/or escalation of project issues and risks as needed. |
| Project Team Member | Executes tasks and produces deliverables as outlined in the project plan and directed by the Project Manager, at whatever level of effort or participation has been defined for them in the project plan. |

Stakeholders:

| Name | Project Role | City/Community | Affiliation |
|--------------------|---------------------|----------------|---|
| Mayor David Condon | Project Customer | City | Mayor |
| Alicia Ayars | Project Manager | City | Community Programs |
| Sandra Willard | Project Coordinator | City | PMO |
| Jonathan Mallahan | Project Sponsor | City | Neighborhood & Business Services |
| Amber Waldref | Project Team Member | City | Spokane City Council |
| Karen Stratton | Project Team Member | City | Spokane City Council |
| Mike Froemming | Project Team Member | City | Developer Services |
| Hilary Hibbeln | Project Team Member | Community | Center for Justice, Attorney |
| Arthur Whitten | Project Team Member | Community | Spokane Home Builders |
| Julie Banks | Project Team Member | Community | Community Assembly, Public Safety Committee & Neighborhoods |
| Asher Ernst | Project Team Member | Community | For-Profit Residential Developer (Infill Member) |
| Keith Kelly | Project Team Member | Community | Non-Profit Residential Developer (Infill Member) |
| Fred Peck | Project Team Member | Community | Spokane Housing Venture |
| Terry Anderson | Project Team Member | Community | Washington Tenants Union |
| Gretchen Chomas | Project Team Member | Community | Spokane Regional Health District |
| Ed Cushman | Project Team Member | Community | Landlords Association |

Conflict Resolution – Decision Escalation Path

The Project Team, Project Coordinator, and Project Manager will make day-to-day decisions that have no impact to the cost, time, and/or scope of the Project.

Project Team members and the Project Coordinator will escalate business process issues to the attention of the Project Manager.

The Project Manager will escalate any issue which impacts project scope, schedule, cost, and/or quality to the Project Sponsor.

Community Assembly 2017 Committee Goals

Building Stronger Neighborhoods

1. Plan and execute 5 Trainings, with a goal of one Training every-other-month, excluding the summer months.
2. Hold 2 Handbook Trainings, or as requested. First Handbook Training will be Monday Feb. 6th.
3. Hold more specific/in-depth Trainings on Social Media. Facebook 101 Training on Monday March 20th.
 - Other Trainings as requested/able.
4. Identify Marketing Opportunities (i.e. Inlander & Spokesman calendar listings, other print/radio/tv/online promotional opportunities) for Neighborhood Councils. Create a “tool kit” listing these opportunities and distribute to NCs.
 - Look at and have a training on city resources to assist with training materials such as Channel 5, Facebook, posts of training
5. Marketing: Refine BSN Committee’s role in Neighborhood Council & Community Assembly Marketing
6. As CA Budget allows, publish information for Neighborhood Council events.
7. Assist neighborhood councils to promote them and their events.
8. Include promotion and awareness of and participation in Neighborhood Councils

PeTT Committee Focus Areas

1. Transportation chapter comprehensive plan update
2. Revised street standards
3. Bicycle master plan update
4. All-city sidewalk repair and infill program
5. 20 MPH speed limit designation for local access streets
6. Crosswalk policies (see street standards)
7. School sidewalk priority
8. ADA implementation (see street standards)
9. Traffic Calming before and after
10. PeTT 101 w/ emphasis on what NC and CA can do to impact transportation choices

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. Follow the comprehensive plan chapter update process through to adoption in June 2016.
2. Follow comprehensive plan potential appeal on Morningside Comprehensive Plan Amendment through the CA-LUC for 2016 to completion.

3. Follow 2016 Comprehensive Plan Amendments passed (Queen Bee and Avista) through the development stages to learn about outcomes and neighborhood experiences.
4. Follow up with neighborhoods who have completed the neighborhood planning process through a survey to learn about their processes, successes, failures, etc. Feedback to be used for future neighborhood planning projects.
5. Track the Monroe Street project through completion to learn about outcome and neighborhood experience.
6. Increase participation by a variety of neighborhoods in land use committee.
7. Provide a Land Use 101 Training for Neighborhood Councils
8. Investigate a Best Practices Guide for Neighborhoods and Developers (not yet reviewed by committee)
9. Be pro-active with neighborhood councils on issues to help build capacity for the committee and participation.
 - Guide – Why participate in land use? and bring forward to the CA
10. Follow the docketing process for proposed amendments and additional comp. plan changes for center and corridors.

Public Safety

1. Develop Education/Communication/Awareness Strategies to address neighborhood issues as identified from survey (recommend reduce to three top survey strategies)
2. Explore “Hate Free Neighborhoods” Campaign (recommend eliminate or reduce participation due to larger issue and groups specializing in this topic)
 - Partner with BSN on information campaign
 - Training or resources on what can NC do around this issue or create a NC campaign
 - Help connect NC to resources to fight this issue
3. Put on Public Safety 101 training
4. Invite participation of SPD and COPS in the committee
5. Work with Community Court on the expansion of their program

CA/CD

1. To recommend collaboration between the neighborhoods, potentially by the new district service delivery model.
2. To assist NCs in crafting projects that meet CDBG standards and guidelines through educational outreach and training.
3. Educate the NC about project goals to bring families out of poverty and revitalize low income neighborhoods.
 - Provide a CA/CD Committee and CDBG Grant Funding 101 Training
 - Tie education as sharable resources and information for NC.
4. Committee to provide information on grants or other funding source to the NC.
5. Increase communication with parks on projects and program

Budget

1. Gather statistics on the success and impact of the awards from each neighborhood including, impact and growth as part of the CA Report
2. Clarify our process/application and timeline procedures
3. Research additional funding options
4. Provide a mid-year report on spending (spent, committed and available)

Administrative Committee

1. Review effective communication of the committee's with the CA and following the CA procedures.

Community Assembly “Committee Conversations” Outline

Committee Name:

Regular Meeting Date/Time/Location:

Current Elected Officers:

Typical Meeting Attendance:

Stated Committee Purpose:

Past Committee Accomplishments:

Current Committee Projects:

How This Committee Can Impact Your Neighborhood:

How Does The Committee Work Towards the CA Vision? (To be an equal partner in local government;
Core Values *Common Good, Alignment, Initiative, Balance of Power*)

What Does The Committee Need? (*i.e. increased participation; specific information or help; direction from the CA; funding; etc.*)

Discussion.

**CA/CD Committee of the Community Assembly
Meeting Minutes
Tuesday, March 28th, 5:30-6:30 p.m.
West Central Community Center**

Present: Taylor Phillips (Emerson Garfield), Thomas Powell (Emerson Garfield), Jessie Norris (West Central), Sylvia St Clair (West Central), Kathryn Alexander (Bemiss), Charles Hansen (Whitman), Fran Papenleur (Audubon Downriver), Bill Forman (Peaceful Valley), Valena Arguello (East Central), Gabby Ryan (East Central), Mindy Muglia (Nevada Heights), Mark Davies (North Indian Trail), Buzz Bellessa (North Hill)
CHHS Staff: George Dahl

Welcome and Introductions

Minutes for February were reviewed and approved. Today's meeting replaces April 4th meeting.

Updates

- The menu has been well received. It supports 17 non-profits with about 1.2 million dollars of project opportunities for late 2018. New projects or new non-profits need to be submitted to be vetted ASAP. No capital campaigns, and no conflicts of interest.
- Website will be through ONS and hosted on CHHS webpage by the end of the week.
- Allocations are expected to be late this year. A schedule of possible allocations for each neighborhood were passed out. Allocations were capped at \$50,000, the minimum is \$10,000.

Application Information

June 30th is the deadline. There will be three trainings – please RSVP to George:

- April 11, 4-5:00 pm Spokane City Hall Conference Room 5A
- April 13th, 12-1 :00 pm Spokane City Hall Conference Room 6A
- April 19th, 4:30-5:30 pm Spokane City Hall lower level conference room

CA/CD Considerations

Fran suggested that the CA/CD Committee become an ad hoc committee. There was discussion and the committee rejected the idea.

Next Meeting

Tuesday, October 3, 2017, 5:30 p.m., West Central Community Center

Submitted by Kathryn Alexander

Plan Commission Liaison Report

May 4, 2017

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. All agendas and materials are available at <https://my.spokanecity.org/bcc/commissions/plan-commission/>.

Hearings

There were no Plan Commission hearings in April.

Workshops

Spokane Falls Blvd Building Height Limits – The subcommittee reviewing the 100' building height limit along Spokane Falls Blvd just south of Riverfront Park will be meeting in May and June with a final report due to the full Plan Commission in July. This report will feed into the 2018 Downtown Plan update that will kick off later in 2017. Any changes that might occur must be compliant with both the Comprehensive Plan and the Downtown Plan. I will be on this subcommittee along with a representative from Riverside NC. Other members of the subcommittee will include three plan commissioners, several people from the Spokane Parks Board, as well as representatives from the Downtown Spokane Partnership, industry representatives (e.g., architects), and an owner representative for one of the properties potentially impacted. Not all individuals have been identified yet.

Six-Year (2018-2023) Transportation Program Consistency Review – New projects considered for addition to the transportation program are on Riverside Ave (Monroe to Pine), Wall Ave (1st Ave to Main), Freya (Garland to Francis), Main Ave (Wall to Browne), Howard (Sprague to Riverside), and the Summit Blvd gap of the Centennial Trail (Boone to Pettet). Actual construction of these projects varies between 2018 and 2023. Some discussion was also had regarding some street maintenance projects being elevated to full rebuilds because of the damage this winter. The draft of the full program is available at <https://my.spokanecity.org/projects/capital-programs/>.

Citywide Capital Improvement Program – The Plan Commission receives an overview of the capital improvement program portion of the city's budget each year. We received a briefing on changes to the process at this workshop. The full briefing from department heads will be in September.

Docketing Process for Comp Plan Amendments and Unified Development Code – We were presented with a draft of the ordinance changes that would revise the process for how the Plan Commission reviews annual Comprehensive Plan amendments and privately

initiated Unified Development Code change requests. Presently, all these applications go through a full review process that can take hundreds of hours of staff time to complete even when it is relatively clear that the application will be rejected by the City Council. The revised process would create an initial “docketing” phase with a workshop and hearing before the Plan Commission with a recommendation to the City Council on whether or not to proceed to the full detailed review process. Affected neighborhoods would be notified and have an opportunity to testify during this initial phase.

The YARD Area Wide Plan – The YARD is the area east of Market that comprises the old rail yard and surrounding industrial areas. With the construction of the new North Spokane Corridor through the area, this relatively depressed area is ripe for business improvements and this master plan addresses some of the challenges and potential solutions for growth in this area. Of particular concern are environmental issues that have been identified in a small number of properties in the area (only 30 of 800 parcels have known issues), which has a negative impact on the demand on other properties in the area. The current draft of the plan is in the 4/26 PC agenda at <https://static.spokanecity.org/documents/bcc/commissions/plan-commission/agendas/2017/04/plan-agenda-2017-04-26.pdf>.

Multi-Family Tax Exemption Review Update – We received an updated from the PC subcommittee that is evaluating the MFTE incentive program that will expire on 12/31/17. This program provides property tax reductions in select areas of the city to encourage development of multi-family developments such as apartment complexes and condos. Extra incentives are provided if certain levels of affordable housing are offered during the tax exemption period. It was made clear during the presentation that the purpose of the program is to increase housing density, not necessarily provide low-income housing (other programs encourage low-income development). Early indicators are that the subcommittee finds the program beneficial but that it should be modified as part of the renewal. Project documentation is available at <https://my.spokanecity.org/projects/multi-family-tax-exemption-2017-incentive-evaluation/>.

Upcoming Hearings (Known)

5/10 – Six-Year Transportation Program

5/10 – The YARD Area Wide Plan

Other

Impact Fee Future Update – Impact fees are fees charged to developers to make improvements to the city’s public facilities to support new developments. Impact fees were last updated in 2011 so they are going to be reviewed sometime within the next year or so. At their joint meeting on 4/13, the Plan Commission and City Council discussed how the PC will be involved during this update process since it is a time-consuming process.



PEDESTRIAN, TRAFFIC AND TRANSPORTATION (PeTT) COMMITTEE

* A Committee of the Community Assembly of Spokane Neighborhood Councils *

MEETING NOTES:

April 25, 2017

West Central Community Center – 1603 N. Belt Street

6:00 – 7:30 PM

CALL TO ORDER AND INTRODUCTIONS

- 14 neighborhood councils represented
- Council member Breean Beggs, District 2
- City and council staff (3)

ONLINE MAPPING PRESENTATION -- GIS Mapping

- Introduction to Spokane Regional Transportation Council mapping at SRTC.ORG (select Maps)
- Bike Routes and 2017 Construction —SRTC staff Sylvia Ferrin and David Lang
At [SRTC Featured Maps](#) select Bike Map and Construction Map

WORKSHOP DISCUSSION -- SIDEWALK FUNDING PROPOSAL (continued)

- Council member Breean Beggs resumed the discussion of the question list he presented at the March 28 PeTT meeting (list on next page)
- Based on the dialogue at both meetings, a revised funding proposal will be drafted for use in further discussion with the city's public works division (capital programs, etc.) on the issues and opportunities for moving the proposal forward.
- A revised version of the sidewalk funding proposal has been prepared by council member Beggs based on the input at the two PeTT meetings dated April 27. He has asked for permission from the CA to distribute the refined version to the neighborhood councils.

NEXT PeTT MEETING -- Potential Agenda Items

May 23, 2017

- Using the city's Pedestrian Plan sidewalk mapping (see Pedestrian Mapping Utility link [here](#))
- Traffic calming 2017: new cycle project applications and construction update for this season
- Construction projects city-wide and traffic accommodation -- Kyle Twohig, Engineering
- State law provision for 20 MPH speed limit in residential areas -- Bob Turner, Streets
- Sidewalk levy proposal update

Sidewalk Questions

1. Do you like the geographical split into four pots of money?
 - a. More but smaller pots – by neighborhood/population
 - b. Keep downtown as separate pot
2. What is the best split for spending money between repair and new installation projects?
Currently 75% repair, 25% new
 - a. Let each geographical area determine split
3. What is the best price point? Currently \$46-\$27/\$100,000 = \$5 million/year
4. How many years until sunset?
5. Let LIDs get matching money?
 - a. How much of a match/limitation on total amount matched per year
 - b. Process for allowing
6. Agree pedestrian sidewalk plan is initial general guide for spending?
 - a. Schools
 - b. Parks
 - c. Bus routes
 - d. Arterials
 - e. Neighborhood commercial centers
 - f. Medical providers
 - g. Housing for seniors and disabled
 - h. Overall poor condition of sidewalk in area
 - i. Acute failure of a sidewalk
 - j. Volume of sidewalk problems
 - k. Ability to preserve current sidewalk
7. Who provides input or decision-making to project funding?
 - a. City-wide advisory committee
 - b. District Advisory committee
 - c. Neighborhood Councils
8. Who else needs to be consulted on this idea?
9. When do we want to place it on the ballot?
10. Opt out? (Attendees requested additional question.)



Sidewalk Funding Proposal

v. 4.27.2107

The Problem

A sidewalk inventory conducted in 2008-09 estimated that the City of Spokane has 1,280.75 miles of sidewalk. The poor condition of many sidewalks in the City substantially limits access to crucial public services and goods and creates significant hazards (and thus liability) for injuries. While some funding is available for repair through Community Development Block Grant funding, the amount available does not come close to meeting the need for repair: In the past 5 years, the program has allocated \$1.529 million for sidewalk repair.¹ There are also other programs that offer funding for pedestrian improvements, but they don't come close to addressing actual needs, especially in residential neighborhoods outside of arterials. Some people estimate that there may be as much as \$180 million in deferred sidewalk maintenance within City limits. There is no City-wide inventory of sidewalks that currently require maintenance, but the lack of a maintenance program is evident throughout the much of the city.



¹ See second page for sidewalk funding from other programs and sources. The funding amounts listed do not reflect the total amount of city money spent on sidewalks, as integrated street projects often include construction of new sidewalks in conjunction with arterial rebuilds.



The Proposal

This proposal was developed after consulting the Community Assembly, numerous neighborhood councils, and stakeholder groups. In particular, the PeTT Committee devoted two meetings to discussing and voting affirmatively on all of the specific points included in this proposal.

The proposal is to ask voters to approve a sidewalk levy that would raise \$50 million over a ten year period. These funds would be divided equally among four geographic areas: the downtown core, and City Council Districts 1, 2 (excluding the downtown core), and 3.

The funding would also be divided by purpose: approximately 75% of funds raised via the levy city-wide would be used for sidewalk repair, and approximately 25% would be used for the construction of new sidewalks. The exact allocation of funds between repair and new sidewalks would be determined by each sidewalk district. Criteria for project funding would be similar to what is used in the Pedestrian Plan, with projects in high pedestrian traffic and critical mobility areas (schools, parks, bus routes, libraries, etc.) receiving priority. Funds could be used for sidewalk amenities, but only those required by law when repairing or installing sidewalks, such as ADA ramps. Funding for non-required amenities would need to come from another source.

Each of the four sidewalk districts would have a community advisory council to provide input on creating a district tailored decision matrix for project selection , which City staff would use to propose specific projects to each district's advisory council for approval on an annual basis. The decision matrices would lay out how funds should be split between new sidewalks and repair projects and they would also determine district-specific goals for sidewalk construction and connectivity. The four district advisory councils would meet together at least annually to provide vision and evaluation for the work. City staff would use the advisory council input to propose specific projects each year and supervise the bidding and construction process.

The funds could not be used to replace existing plans to repair or install sidewalks via the street levy, CDBG funds, traffic calming funds or TBD funds -- thus preserving those existing funding streams , being used to repair and improve sidewalks on arterials, especially the current street levy funds.

Integrated Capital Management reports that they could substantially leverage the levy funds available for repairs and installation by including the funds as a match for future grant proposals. Funds could further be leveraged by using them to provide up to 50%



matching funds for new sidewalk projects undertaken by local improvement districts formed for the purpose of installing or repairing sidewalks.

The Cost

The cost of the overall initiative would depend on the political will of the stakeholders but would likely be \$5 million per year at an estimated corresponding cost of \$29/\$100,000 of assessed property value. Assuming a current median home value of \$168,000², a typical assessment would be \$49/year or less for the majority of homeowners. At the end of ten years, there would still be more work to accomplish and the voters could renew the program at a scale of accomplishment and taxation that seems appropriate.

Opinion Polling

The City of Spokane commissioned a live-response telephone poll in December of 2016 that made the following determinations within a 5% margin of error. 82% of Spokane residents believe that repairing sidewalks is somewhat or very important. 76% of Spokane residents want the City to establish a sidewalk repair program. Over 60% would favor an annual tax payment per household of between \$41 and \$50 which is sufficient to pass a tax levy without even campaigning for it.

Next Steps

The Public Works Division will use this proposal to create a more technical proposal, which will then be presented at public meetings in each proposed sidewalk district, as well as city-wide public meetings for other stakeholders. City Council would then consider placing the proposal on a future city-wide ballot.

² See Zillow: <https://www.zillow.com/spokane-wa/home-values/>



Appendix - Past Sidewalk Funding

Traffic Calming Fund³

| Year | Funding Amount |
|-------------------|-----------------------|
| 2010 | \$153,146.14 |
| 2012 | \$55,370 |
| 2013 | \$328,055 |
| 2014 | \$179,700 |
| 2015 ⁴ | \$186,900 |
| Total | \$903,171.14 |

CDBG Funds

| Year | Funding Amount |
|--------------|-----------------------|
| 2011 | \$132,224 |
| 2012 | \$250,000 |
| 2013 | \$240,537 |
| 2014 | \$454,736 |
| 2015 | \$451,830 |
| Total | \$1,529,327 |

TBD Funds

| Year | Funding Amount |
|--------------|-----------------------|
| 2012 | \$79,878 |
| 2013 | \$294,674 |
| 2014 | \$365,223 |
| 2015 | \$114,147 |
| Total | \$853,922 |

³ Traffic Calming Funds are generally used for infill or construction of new sidewalks.

⁴ No applications were accepted in 2011 for traffic calming funds.

From: Beggs, Breean <bbeggs@spokanecity.org>
To: pkropp@fastmail.fm, rminarik@spokanecity.com

Dear Paul and Rod,

This is the updated proposal that incorporates the PeTT input and voting [dated 4.27.17].

Would you please arrange to share with the CA, Neighborhood Councils, etc. and ask them to share with their circles?

Any feedback can be directed back to me: <bbeggs@spokanecity.org>

I would be happy to attend a CA meeting if invited.

My next step is to put on agenda for Public Works for further discussion.

Best,

Breean

LUC Meeting Minutes

April 20, 2017

Facilitator: Patrick Rooks
Secretary: Teresa Kafentzis

Introductions

- Patrick Rooks – West Hills
- Margaret Jones - Rockwood
- Bonnie McInnis – West Central
- Terryl Black - Comstock
- Kelly Cruz – West Central
- Sylvia St. Clair – West Central
- Melissa Wittstruck – ONS
- Nate Gwinn – Planning
- Robynn Sleep – Cliff Canyon

Minutes Approved
Agenda Approved

Existing Neighborhood Commercial Structures in Residential Zones Expansion (to Chapter 17C.370 SMC

- Public Open Houses, postcards will be mailed to 400-feet within known sites
 - West Central on May 4 at 4:00 to 6:00
 - East Central on May 9 at 5:00 to 7:00
- Goal to allow reuse of historic non-residential structures and investment that might benefit the neighborhood. Considers urban design and historical preservation.
- Setting thresholds at 3,000 and 5,000 square feet for higher level of review
- Reviewed map with sites and addresses on arterials that were formerly non-residential use.
- Reviewed allowed and not allowed uses; restricted operation; signage.
- Planning Director Administrative determination, Type II for notification
- Limitations to Consider: Time Period, Size, Location
- Work shop for Plan Commission potentially on May 10 followed by Plan Commission hearing in June.

OLD BUSINESS

- **Brainstorm on Land Use Committee Survey – All**
- Patrick received an email from Colleen Gardner to request that her two questions from March 16, 2017 meeting to be sent in a separate survey rather than with the LUC survey. Colleen, Greg Francis and Lisa Key want these questions answered before the LUC survey will be completed (See March 16 meeting minutes.)

- Discussion –
 - Could this survey be handled with the development of an ad hoc committee of LUC.
 - Who will the survey be distributed to?
 - Want input to determine what education, resources that LUC may have that the public is interested in? How best can LUC address the needs and interests regarding land use?
 - What type of development? Public or private?
 - The purposes of the LUC and Colleen are two different surveys. Colleen is interested in what people want to learn about working with developers. LUC wants to know how LUC can assist people to learn about land use.
 - What are the resources, what can be provided, what is on the city website that people don't know about? Example: Sign up for permit notification options.
 - Target the interests of other people to determine what they know and what else they would like to learn? The answers could drive what LUC works on to provide the education that people are interested in.
 - Advocate for sending this to the neighborhood councils to collaborate and receive answers on a council level to help develop questions for a wider distribution.
 - Does the CA have to approve the survey before it can be sent out?
 - How will the survey will be distributed? Send it to the neighborhood councils to distribute to their mailing list and other avenues. How will the public be reached?
 - Should we ask what neighborhood council people live in so we can target information to various groups?
 - Does it matter what neighborhood people live in? Won't all the education be for whomever is interested?
 - Start out:
 - Include introduction about survey using the LUC mission statement
 - Have you participated with a development issue in your neighborhood?
 - Has there been a development issue in your neighborhood?
 - What would it take to get you involved in a development issue.
 - Please rank your knowledge of these development issues, list issues (notification, zoning,
 - Teresa and Robynn will draft a survey and send it out to the LUC members for comment. Timeline: Complete next week.
- Sidebar:** Is the situation on Latah for the golf course related to LUC?

Questions:

Do you understand zoning and how it impacts your neighborhood?
 What one thing that you think needs to be done regarding land use?

Reports – deferred.

Announcement/Good of the Order

- Multi-family tax exemption program: April 7, 2017 presentation to Plan Commission; May 5, 2017 set bench-marking goals and determine charter revisions. Can we get an update on progress?
- CA wants to make sure that minutes and agendas are done by members. Patrick will set the agenda with the executive committee.

Meeting adjourned at 7:06 pm

Next Meeting on May 18, 2017

Community Assembly Committee:
Building Stronger Neighborhoods
4/23/2017 12:00PM
Vessel coffee, 2823 N Monroe

Members present: Kelly Lotze (Chair: Browne's Addition), Tina Luerssen (Secretary: Grandview/Thorpe), EJ Iannelli (Emerson-Garfield), Seth Knutson (Cliff-Cannon), Debby Ryan (East Central), Chris Flanagan (Manito/Cannon Hill), Dave Lucas (Rockwood)
ONS staff liaison: Abbey Martin

- Committee Housekeeping
 - March meeting minutes approved.
- Education & Outreach
 - Cleaning From the Corridor: This Saturday, April 29th. Debby will be at the booth beginning at 8:30am, and Kelly will be available as well. No other NCs expressed interest in attending or helping with the booth.
 - Katie will bring the table, tent, NC map with stickers/dots, 3 chairs, and ONS/NC brochures.
 - Brochure Training: Tina checked with Shadle library, and they do not have a computer lab. She emailed SCC about using the computer lab on campus, but has not received a reply. Dave knows someone who works at SCC and will try to get us a contact there. EJ hasn't spoken with Sandy Gill yet about possibly helping to lead this Training. We will push this Training back a couple of weeks from our original tentative date of 5/22/17, possibly to 6/5/17. Abbey will check for any possible conflicts with the City or Neighborhood events.
 - Budget: Taylor offered to fill out the application for the committee, and Tina will get in touch with her regarding the Costco price of binders and how many pages we'll need printed.
 - Discussion on "metrics" to measure the success of the CA Handbook for grant funding: committee members expressed appreciation for the Handbook to help them with the various Acronyms used at CA, understanding the links between NCs/City Council/Administration, and history/permanency of the CA in the City Charter. We could do a simple survey at CA and Trainings to gauge people's awareness of the Handbook, and how they have found it helpful.
 - Discussion on applying for Marketing funds with CA Budget. As the committee does not have a proposal ready to bring the the CA at this point, Tina suggested holding off and working on a proposal to apply for later this year (if funding is available) or early next year. Fall may be the best time to publish any marketing effort.

- Neighborhood Communications Toolkit. Kelly will set up a Slack group so that we can post documents and communicate in-between BSN meetings.
 - Recap of Facebook Training 3/27, there was good attendance with novice and advanced Facebook users participating. EJ is working on a draft for the Toolkit regarding Facebook and other Social Media. He will post this to Slack when ready.
 - Kelly will draft a Template for creating a Press Release.
 - Chris will draft a How-to for getting events onto the Community Calendar, and where to send the information.
 - Kelly will draft a list of Radio & TV contacts.
 - Abbey mentioned that Colleen (Chief Garry Park) and Karen (East Central) are working on a similar list for the District 1 group. Abbey will facilitate introduction between Kelly and Karen to see if information can be shared between the two groups.
- Topics for next meeting:
 - Cleaning From the Corridor—recap.
 - Brochure Training—finalize location, trainers and agenda.
 - Budget Application—if approved, Tina will put together new Handbooks.
 - Discuss possibility of applying for Marketing Funds for a Fall campaign.
 - Neighborhood Communications Toolkit—Approve any drafts that have been posted on Slack before meeting date. Assign next round of topics.

Next meeting: Next regular meeting will be on Monday, May 22nd. 12pm at Vessel Coffee Roasters, 2823 N. Monroe.



Please join Chief Garry Park in conjunction with
Christ the King Anglican Church/Summer Parkways
as we host the 3rd annual Kidicalmass bike ride

A great family event

All ages welcome

Free refreshments

Free Helmets courtesy of Progressions Credit Union

Bike Raffle

Door Prizes

May 13th, 2017
South Side of Park
1pm



Please join the Neighborhoods of District 1 as we present the 3rd installment of our “Community Conversations” Series

Patrick Striker Director C.O.P.S Program

May 9th, 2017

6-8pm

Nev-Wood C.O.P.S shop

4705 N Addison

Patrick will be there to provide information on the role of C.O.P.S program

How the program can assist Neighborhoods in crime prevention

The reasons you might call or visit a C. O. P. S shop

What is the primary role of the C.O.P.S program in relationship to SPD

What services are offered by the C.O.P. S shops

As well as answer your questions with regard to the C.O.P.S program and how you might get involved