

# Spokane Neighborhoods Community Assembly

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

*Meeting Agenda for Thursday, June 1, 2017*

**5:30 to 8:20 pm – West Central Community Center, 1603 N Belt**



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

AGENDA ITEM	Presenter	Time	Action	Page No.
Introductions	Facilitator	3 min–5:30		
Proposed Agenda ( incl. Core Values, Purpose and Rules of Order)	Facilitator	2 min–5:33	Approve	1
Approve/Amend Minutes ▪ May 2017	Facilitator	5 min–5:35	Approve	5
<b>OPEN FORUM</b>				
Reports/Updates/Announcements	Please Sign Up to Speak!	10 min–5:40		
<b>LEGISLATIVE AGENDA</b>				
City Council ▪ Update	Councilmember	5 min–5:50	Oral Report	
Admin ▪ Joint CA/CC, June 29 <sup>th</sup> , NE Community Center	Seth Knutson	10 min–5:55	Oral & Written Report	11
ONS/Code Enforcement ▪ Pilot Residential Parking Permit Program in Peaceful Valley ▪ NC Checkout System	Heather Trautman	20 min–6:05	Oral Report	
Liaison ▪ Two CA Urban Forestry Citizen Advisory Committee (CAC) Liaisons	Paul Kropp	10 min–6:25	Introductions	
Planning ▪ Existing Neighborhood Commercial Structures in Residential Zones	Lisa Key, Planning Director	20 min–6:35	Presentation/ Q&A	
Planning ▪ Proposed Parklet Ordinance and “Streeteries”	Kevin Freibot, Planning	15 min–6:55	Presentation/ Q&A	
Budget ▪ Applications and Parks Updates	Kathryn Alexander	10 min–7:10	Oral & Written Report	13
Land Use ▪ Ad-Hoc Committee - Developer Workshop Proposal	Colleen Gardner	10 min–7:20	Oral & Written Report	15
CA Committee Goals ▪ Approve Remaining Committees (PeTT and Land Use)	Seth Knutson	10 min–7:30	Discussion/ Approval	
Committee Conversation ▪ Building Stronger Neighborhoods	Tina Luerssen	20 min–7:40	Discussion/ Written Report	18
CA Roundtable	CA Reps	20 min–8:00	Discussion	
<b>OTHER WRITTEN REPORTS</b>				
Community, Housing & Human Services (CHHS) Liaison	Fran Papenleur		Written Report	19
Plan Commission Liaison	Greg Francis		Written Report	21
Pedestrian, Transportation & Traffic (PeTT)	Paul Kropp		Written Report	24
Public Safety	Julie Banks		Written Report	25
Audubon/Shadle Park Concerts	Fran Papenleur		Written Report	26
Building Stronger Neighborhoods (BSN)	Tina Luerssen		Written Report	27

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

## UPCOMING IMPORTANT MEETING DATES

- *June 12: Town Hall Meeting, West Central Community Ctr, 6pm. Neighborhoods includes: Audubon/Downriver, Balboa/South Indian Trail, Emerson/Garfield, Five Mile Prairie, North Hill, North Indian Trail, Northwest, West Central.*
  - *June 13: Public Safety, YMCA Corporate Office, Boone and Monroe, 3:30pm*
  - *June 15: Land Use, West Central Community Center, 1603 N Belt, 5pm*
    - *June 22: Budget, Fire Station 4, 1515 W First Ave, 6:30pm*
  - *June 26: Building Stronger Neighborhoods, Vessel Coffee Roasters, 2823 N Monroe, 12pm*
- *June 27: 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, 4:45pm*
  - *June 27: Pedestrian, Transportation & Traffic (PeTT), West Central Comm. Ctr, 1603 N Belt, 6pm*
    - *June 29: Joint CA/City Council, NE Community Center, 4001 N Cook St, 5:30pm*
    - *July 6: 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: Kathy Lang, [klang0132@gmail.com](mailto:klang0132@gmail.com)

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

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

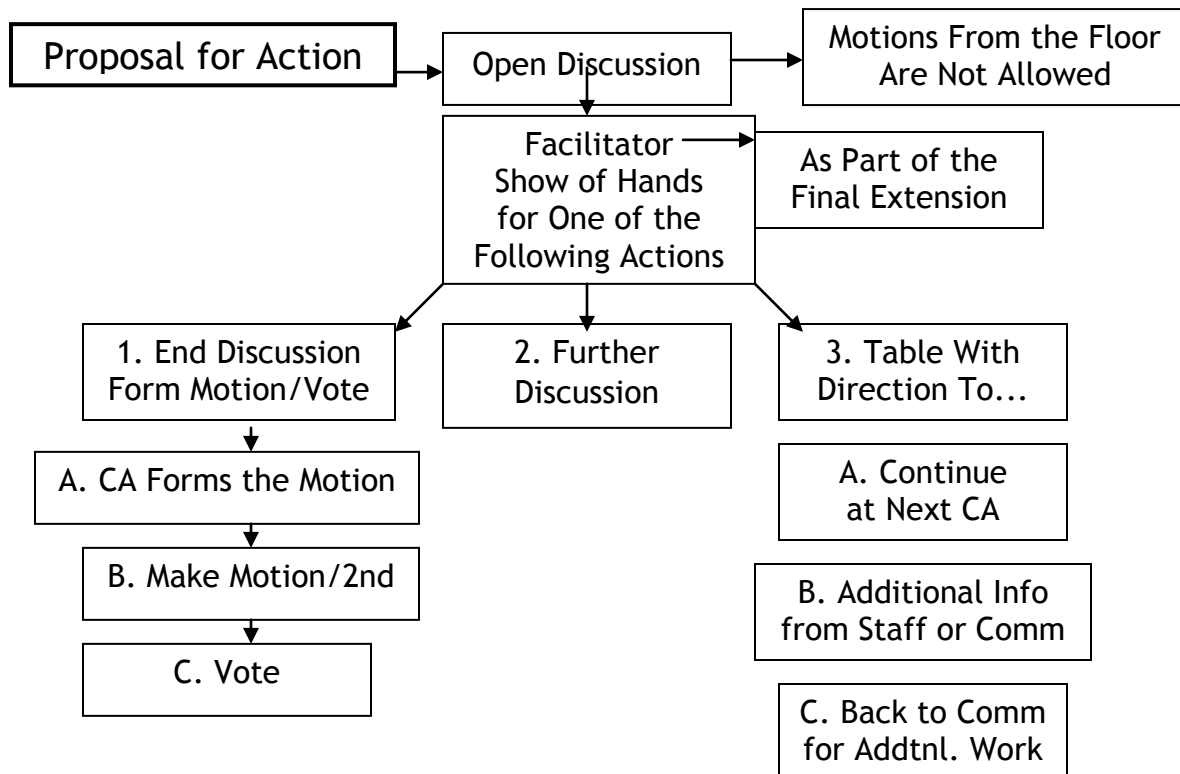
[zaromiotke@yahoo.com](mailto:zaromiotke@yahoo.com) and Charles Hansen (alternate), 487-8462, [charles\\_hansen@prodigy.net](mailto:charles_hansen@prodigy.net)

Urban Forestry: Carol Bryan, 466-1390, [cbryan16@comcast.net](mailto:cbryan16@comcast.net), Karen Carlberg, 624-6989,

[karencarlberg@comcast.net](mailto:karencarlberg@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**  
**May 4, 2017**

**1. Introductions**

- a. Bart Logue (Ombudsman) is here as facilitator, not in a City capacity
- b. Passion is fine, but a “flag will be thrown if it gets uncivil”
- c. Seth Knutson (Cliff/Cannon) reads from policies and procedures about facilitator’s duties

**2. Proposed Agenda**

- a. Rod Minarik (ONS), CM Breean Beggs (District 2) is Council representative and will be late, so needs to be moved down agenda
- b. Second change to agenda is 5 minutes for PeTT, related to CM Beggs, Paul Kropp wants to speak
- c. Unanimous approval of agenda with changes

**3. Approve/Amend Minutes**

- a. Motion to approve, second, no discussion
- b. Two abstentions, all others approve

**4. Open Forum**

- a. Jay Cousins (Emerson-Garfield) announces it is his last meeting
  - i. Has been doing this work since 1990
  - ii. Mutual respect and appreciation
  - iii. Round of applause and mutual thanks
- b. Colleen Gardner (Chief Garry Park) references pages 50 and 51 of the packet
  - i. Kidicalmass Event, May 15, 1pm
  - ii. Community Conversations, May 9, 6-8pm, Addison and Wellesley, Patrick Striker, Director of C.O.P.S.

**5. Admin**

- a. Seth Knutson (Cliff/Cannon): Colleen Gardner (Chief Garry Park) would like to use our placeholder:
  - i. Wrapping up community conversations, and thinking about how to move forward
  - ii. Unanimous support for Colleen to use placeholder and speak about community conversations
  - iii. Thank you for the support
- b. Cathy McMorris Rodgers letter
  - i. Packet, page 14
  - ii. Discussion
  - iii. Motion to approve spirit of the letter, edits will be made outside this meeting
  - iv. Unanimous approval

**6. Liaison**

- a. Guy Geiger, Forester, advises on trees in park and street trees, give advice to urban forestry group
  - i. Committee is a citizen advisory committee

- ii. CA has two recognized positions because who you represent is so important, we want you guys to have an “extra” voice
- iii. For the last two years, there’s just been one CA rep.
- iv. Upcoming field trip to Summit Church
- v. Education and fun related to the Ponderosa Pine- guess the size of the tree, contest will culminate at Fall Leaf Festival, which is the third Saturday in October
- vi. Group meets on the first Tuesday of the month at 3pm at the Finch Arboretum, lasts about an hour, anyone is welcome to attend
- vii. Seth Knutson (Cliff/Cannon) recognizes Paul Kropp (Liaison and PeTT)
- viii. Brings another position to confirm
- ix. Refer to packet and you’ll see a memo from Karen Carlberg
- x. Both Karen Carlberg and Carol Bryan will be at next CA meeting
- xi. Motion to accept nomination, unanimous approval

## 7. ONS/Code Enforcement

### a. Heather Trautman (ONS, Code Enforcement and Parking Services)

#### i. Upcoming dates

- 1. Community Engagement grants, May 15<sup>th</sup>- resource available online for how to put a metric together to measure performance and efficacy
- 2. Neighborhood Clean-up, for Spring and Fall, June 5<sup>th</sup>- get these scheduled as dates are limited

#### ii. Towing

- 1. Pilot came out of District 1 Spokane Matters program where the City was looking to move to a more proactive approach to Towing, from a reporting system to a system whereby Code and Parking Enforcement had authority to activate a tow
- 2. Code and Parking Enforcement already fields complaints, investigations, notices and documentation- the upcoming ordinance would just allow them to complete the tow
- 3. Ordinance is coming forth in about 60 days- Heather Trautman will be Public Towing Official- will free up SPD to do regular scope of work and double the amount of personnel authorized to conduct tows
- 4. Until that time, the system you should use is: call 3-1-1, fill out a complaint form, and ONS/Code/Parking are working on getting a form you can fill out online, or you can go to a COP Shop
- 5. For improper parking issues, you can call 3-1-1, from 7am-6pm Monday through Friday.
- 6. ONS/Code/Parking is responding to complaints within two days- if it’s an imminent issue, you can always call Crime Check and they prioritize calls that are impeding traffic
- 7. Bob Turner (Streets) can field questions about street signs and markings, safety, no parking locations, etc.
- 8. Does the City make money off of towing?
  - a. No, just charges for the impounding

#### iii. Spokane Matters

- 1. Uses the three districts across our City, plus a Downtown District

2. Pilot program featuring integrated and coordinated approach to District-specific issues whereby City staff and Community stakeholders meet on a quarterly basis and strategize about solutions to District challenges
3. Update on projects by district:
4. District 1:

- **GIS Target Map for Abandoned Properties**

*Team Leader: Paul Trautman, CHHS, in coordination with Legal, SPD, ONS*

- **Junk Vehicles – Pilot to move to proactive enforcement**

*Team Leader: Justin Harding, Parking, in coordination with Streets*

- **Solid Waste – Identify highest concentration of solid waste with the easiest and most efficient way to remove it**

*Team Leader: Bob Kaatz, Solid Waste, in coordination with ONS, Bemiss*

- **Create a resource guide to increase community engagement including tools and how to use them**

*Team Leader: Karen Sutula, East Central, in coordination with SPL, Chief Garry Park, ONS, Planning*

- **Increasing block watch to address property crime and safety in District1/COPS**

*Team Leader: Donna Fagan, Bemiss, in coordination with ICM, ECNC, CGPNC, SPD*

- **Research the obstacles to improving the alleys and conditions (drivability) and the resources to change/improve the conditions**

*Team Leader: Alexandra Stoddard, Nevada Heights, in coordination with Whitman, Solid Waste, ICM*

5. District 2:

- **Safety Project around Lewis & Clark including lights under I-90**

*Team Leader: Dave Richards, SPD, in coordination with Council, ICM, DSC*

- **Parking solutions in the Perry District**

*Team Leader: Garrett Jones, Parks, in coordination with Council, Planning, Asset Management, Streets*

- **Safe routes around the public library (consolidated into Workshops at Library, below)**

*Team Leader: Joe Walker, SPD, in coordination with Council, SPL*

- **Workshops at library**

*Team Leader: Ellen Peters, SPL, in coordination with SPD, COPS, SPS, SRHD, SFD, ECCC*

- **Community Court to East Central**

*Team Leader: Tija Danzig, CHHS, in coordination with ECCC, Council*

- **Connectivity and safety in District 2 for N-S arterials**

*Team Leader: Breean Beggs, Council, in coordination with Comstock, Cliff/Cannon, Rockwood, Manito/Cannon Hill, Streets, STA, Planning, SRTC*

6. District 3:

- **Shadle and Walmart area safety strategy**

*Team Leader: Boris Borisov, Planning, in coordination with Mayor, SPL, Council, DSC, SPD, Balboa/South Indian Trail, North Indian Trail*

- **Dutch Jake's Park funding**

*Team Leader: Garrett Jones, Parks, in coordination with CHHS, Council, ICM, Legal, West Central*

- **Health and safety education outreach program**

*Team Leader: Mike Miller, SFD, in coordination with Planning, CHHS, Council, SPL*

- **Coordinating youth agencies to more efficiently serve youth**

*Team Leader: Jose Cenicerros, Immanuel Church, Youth for Christ, in coordination with Project Hope, North Indian Trail, SPL, Transitions*

7. Downtown District:

- **24/7 Homeless Shelter**

*Team leader: Dawn Kinder, CHHS, in coordination with Council, SPD, DSP, Planning, Community Court, Catholic Charities, Family Promise, Transitions, Crosswalk*

- **Project expansion of District 2 work, safety by I-90, lighting**

*Team leader: Jonathan Mallahan, ONS, in coordination with Mayor, Streets*

- **Communication for Downtown construction**

*Team leader: Kris Becker, DSC, in coordination with Planning, Engineering, ICM, Communications, DSP, ONS*

- **Downtown construction (City, State, Federal) over next 5 years with SWAT analysis**

*Team leader: Katherine Miller, ICM, in coordination with Planning, DSP, Construction Ombudsman, Streets, Riverfront Park, LCHS/SPS*

8. Find your next District meeting in the right column of the weekly update- all meetings are scheduled out for the remainder of the year with consistent locations and times
9. Please direct questions to Abbey Martin, ONS, [amartin@spokanecity.org](mailto:amartin@spokanecity.org), 625-6858

8. Planning

a. Lisa Key (Planning) - Update on comprehensive plan amendment process as well as unified development code

- i. Looking at “docketing” or early threshold review in order to efficiently use time of staff, commissioners and City Council
- ii. Council Members Mumm and Beggs are sponsoring
- iii. Proposed process would look as follows: Applications due by October 31, planning staff can request additional info., plan commission threshold hearing in December or early January, plan commission recommendations would then be forwarded to City Council for adoption
- iv. Docketing has normal notice requirements: newspaper, City gazette, and affected neighborhood councils,
- v. Threshold review decision criteria: Is a matter appropriately addressed in the comprehensive plan? Does not raise policy questions that could be more appropriately addressed through other planning work? Can reasonable be reviewed in the timeframe. Proposed amendment addressed “significantly changes conditions.” Proposed amendment is consistent with current general policies for site specific amendment proposals. State law or the decision of a court or agency has directed the change.
- vi. Alternatives for proposals not docketed: Included in an ongoing work program; Deferred for another amendment cycle; Deferred for additional study; Deferred to a periodic comprehensive plan update cycle
- vii. Timeline: Plan Commission workshop on May 10th; June 14th is the Plan Commission’s public hearing; Summer of 2017 City Council Public Hearing; Fall 2017 intake of potential annual amendment; early 2018 City Council will set annual amendment work
- viii. Actual draft language is still being worked on and available online: [my.spokanecity.org/project](http://my.spokanecity.org/project)



- ix. Let your Council Members know if you support this work
- x. Staff contact is Tirell Black

9. **New Parks Pilot Project**

- a. Kathryn Alexander (Bemiss)- hasn't spoken with Parks, was hoping to massage this issue here, understands there's a concern about Community Engagement grant applications because you have to disclose conditions of what you would do if you/do or don't ask for covering of park fees
- b. Heather Trautman, ONS, clarified that she had spoken with Leroy Eadie, Parks, and there are three parts to this:
  - i. Goal is to empower neighborhoods to be invested in neighborhood parks;
  - ii. Another goal is to get events to parks where there current involvement doesn't exist;
  - iii. Third goal is for Parks to partner with neighborhoods.
- c. Group Discussion: Create adhoc committee for this? Or work goes to Budget Committee?
  - i. Unanimous Nay
  - ii. Committee being absorbed by Budget, Yes=18, Nay=1, Abstention=0

10. **Public Safety**

- a. Julie Banks, Rockwood, spoke about coming up with standards as part of the Mayor's Housing Quality Task Force, minimum standard for rental and owner-occupied
- b. More complicated than one would think- examining the national standard and how it compares with Spokane's codes, identifying gaps, and going to be looking at the International Property Maintenance Code (similar to other Codes, it can be adopted by different municipalities and offers a framework)

11. **CHHS**

- a. Fran Papenleur (Audubon/Downriver) updated that there are significant changes coming
  - i. There's a proposal out to do a multi-year model RFP process, which has both advantages and disadvantages
  - ii. Neighborhood allocation may be cut by about 27%. She submitted request to CA Admin Committee to schedule Dawn Kinder, CHHS Director, 30 minutes for the July CA meeting agenda.
  - iii. Discussion about writing a letter to HUD and Dr. Ben Carson as well as State and U.S. Representatives/Senators

Motion:

to modify the previous letter to address it to US Senators, state legislators and HUD reps regarding CDBG funding. A committee of Jay Cousins (Emerson-Garfield), Kathryn Alexander (Bemiss) and Julie Banks (Rockwood) to put together the edits

Approved unanimously

12. **PeTT**

- a. Paul Kropp- the committee is helping Council Member Beggs refine the proposal, see page 44 of the packet
- b. Would like for CA to get this info. out to the Neighborhood Councils

- c. Straw poll, unanimous agreement
- d. Rod Minarik (ONS) and Paul Kropp will get the info. out electronically so that it can be circulated that way too

### 13. CA Committees

- a. Discussion about 2017 Committee goals
- b. Fran Papenleur, Audubon/Downriver, different versions of goals, CA/CD has two major goals which were approved in December. This second version has additional goals suggested from discussion at CA's spring retreat.
- c. Julie Banks, Rockwood, has similar question and concern about Public Safety goals
- d. Discussion about Committee's approving their own goals
- e. Heather Trautman, ONS, proposes making choices, adopting some on committee basis
- f. Tina Luerssen, Grandview-Thorpe, would like to look at committee conversation piece because this has a tie in
  - i. 101 at each meeting from each committee
  - ii. Goes through worksheet that committees would fill out before it was their turn to present and then present the info. to the CA about their current work, their past accomplishments, etc.
  - iii. Discussion
- g. Move Goals issue to Roundtable

### 14. Roundtable

- a. Fran Papenleur, Audubon/Downriver, Spokane Parks Foundation award recipient for \$1,000, great recognition for their Neighborhood Council!
- b. Kathryn Alexander, Bemiss, presented about results-based accountability- simple questions, but helpful thinking for the CA
- c. Tina Luerssen, Grandview-Thorpe, we need to discuss each committee's goals and not just blanket adopt them
  - i. Proposal to approve Budget goals, CA/CD's first two, all of BSN goals, first two of Public Safety, approved Admin. too
  - ii. Motion to approve above, second, 18/19, 1 abstention
- d. Feedback forms for Admin.- agendas will include space to the right of each item that will allow members to offer feedback so that Admin. can be responsive for what people think CA should be doing with their time, what they should be talking about, etc.
- e. Group thank you to Jay Cousins, Emerson-Garfield, for his years of service

#### In Attendance:

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

#### Not in Attendance:

Balboa/South Indian Trail, Browne's Addition, Comstock, Five Mile Prairie, Hillyard, Latah/Hangman, Nevada Heights, Northwest, Riverside, Shiloh Hills

## **Minutes for the meeting of May 23<sup>rd</sup>, 2017**

### **Community Assembly Administrative Committee.**

Attendees: Committee members Seth Knutson, Tina Luerssen, Kelly Lotze, Andy Hoyer, Patrick Rooks. Guest Fran Papenleu. City Staff Heather Trautman.

### **June 1<sup>st</sup> CA Meeting Agenda:**

City Council: 5 minute placeholder.

Admin: 10 minutes. Seth will remind reps about the upcoming CA/CC meeting on Thursday June 29<sup>th</sup>, 5:30pm at NECC and request agenda topics. He will also mention the agenda request from the OPO and suggest that NCs contact the OPO directly if they are interested in a presentation at their meetings. Heather has had a question about whether to allow time for NCs to discuss events/issues happening at the start to CA like we do at CA/CC; Seth will suggest that Open Forum or Roundtable time can be used for these announcements.

ONS/Code: 20 minutes. Heather will update on a pilot residential parking permit program in Peaceful Valley.

Liaison: 10 minutes. Paul will introduce our two Urban Forestry Citizens Advisory Committee CA Liaisons.

Planning: 20 minutes. Lisa Key will speak about Existing Neighborhood Commercial Structures in Residential Zones.

Planning: 15 minutes. Kevin Freibot will speak about the Proposed Parklet Ordinance and “Str-eateries”

Budget Committee: 10 minutes. Kathryn will update on the approved projects/committed funds, and update on the Parks program.

Land Use Committee: 10 minutes. Colleen will update from the Land Use ad-hoc committee on a Developer Workshop Proposal.

CA Committee Goals: 10 minutes to approve remaining committee goals for 2017: PeTT and Land Use.

Committee Conversation—BSN: 20 minutes. Tina will lead the discussion for Building Stronger Neighborhoods.

Roundtable: 20 minutes.

Topics for follow-up: CHHS presentation in July. Retreat Committee needs a third member to replace Jay, and should begin working on the Fall Retreat soon.

Committee Conversations Schedule Discussion:

BSN—June. PeTT or Budget in July/August? Public Safety & Land Use in early fall? CA/CD in the fall, after CD numbers are finalized and committee reconvenes. Do we need Conversations with Retreat/Admin/Liaison?

Next Admin meeting: Tuesday June 27<sup>th</sup>, 4:30pm at ONS.

# DRAFT - MINUTES

## CA - Budget Committee

*Date 4-27-17 | time 6:36 PM | Meeting called to order by Kathryn Alexander*

### In Attendance

Kathryn Alexander (Bemiss)  
Mary Carr (Manito)  
Abbey Martin (ONS City Staff)  
Heather Trautman (ONS City Staff)

Mark Davies (N. Indian Trail)  
Taylor Phillips (Emerson/Garfield)  
Andy Hoyer (South Gate)

Absent:

### Approval of Minutes of previous meetings

March 23, 2017 Budget Committee meeting minutes were approved unanimously.

### Discussion of applications and the Parks project

1. Pilot still conceptual: No further development. Parks has not followed up.
2. Add to 2018 Application: If items are paid for through alternate means....(list alt reallocation)
3. Add to 2018 Application: More designated answer space for each question to be filled as a PDF
4. Develop an FAQ for application as supplemental document
  - A. FAQ: incorporation of non-profit
5. Amendment to 2018 Application: Change "reallocation" to "second round"

### Approval of any applications

Emerson Garfield - Approved.

-Banners must say, "initiative of EGNC"

-If money is used for food serving supplies, they must be picked up at the neighborhood booth

East Central - Approved.

Printing/events has to be tracked with media and new membership

Grandview Thorp - Approved.

North Indian Trail - Approved.

Manito Cannon Hill - Approved.

City will work with NC to find \$500.00 worth of temporary signage.

Nevada Heights - Approved.

-Must devise specific prices & rationale.

-What events

- How it was used

- Track attendance

- How was it used for engagement (can't be used to fund ongoing operating expenses)

- Things given to volunteers/how did that volunteer contribute to promoting the NC?

Chief Garry Park - Approved via email April 12, 2017

**ONS will send out application updates, including conditions.**

### Approval of 2017 P&P with the following changes

Approved w/change in officers & terms

### Announcement

- Latah/ Hangman NC has put in notice they will not be submitting an application this cycle.
- LHNC requested presentation at Sept. meeting for 2018 cycle preparation

### Discussion on Results-Based Accountability

Consensus: Kathryn will discuss at round table

### Next Meeting

Next meeting: Regularly scheduled May 25

Motion to adjourn was made at 8:25PM and was passed unanimously.

## LUC Meeting Minutes

### May 18, 2017

Facilitator: Taylor Phillips  
Secretary: Patrick Rooks

Introductions (as listed on attendance sheet):

- Greg Francis – Rockwood/Plan Commission Liaison
- Robynn Sleep – Cliff Canyon
- Patrick Rooks – West Hills
- Curt Fackler – North Indian Trail
- Sylvia St. Clair – West Central
- Terryl Black – Comstock
- Taylor Phillips – Emerson-Garfield
- Melissa Wittstruck – ONS
- Guest: Colleen Gardner – Chief Garry Park

Minutes Approved  
Agenda Approved

### **OLD BUSINESS**

#### **Neighborhood Design Review – Colleen Gardner**

- Colleen provided background on the proposal for the development of neighborhood-developer workshops that was assigned to the Land Use Committee (LUC) by the Community Assembly (CA). LUC is sending out a more comprehensive survey to a potentially different group of respondents.
- Discussion
  - Incorporating the questions for the workshops into the proposed LUC survey might confuse people.
  - What is the best way for LUC to participate?
  - The two surveys are different. Each has a different purpose and will be going to different recipients. It might be best to separate the two surveys because the data will be used in different ways.
    - LUC will use the survey data to direct LUC going forward.
    - The purpose of the proposed workshop survey is to determine the needs of neighborhoods in dealing with developers going forward.
    - The timelines for each survey are different.
  - Questions: Should the workshop questions be taken out of the LUC survey? Should Colleen take up the development of the workshop survey with an ad hoc subcommittee of the LUC?
  - MOTION: Form ad hoc subcommittee to investigate the development of the neighborhood-developer workshops.
    - Yes- Unanimous (5)

- MOTION: Nominate Patrick Rooks, Greg Francis, and Colleen Gardner to the ad hoc subcommittee with the advice and guidance of Planning.
  - Yes- Unanimous
- Who will the LUC survey be distributed to? (see below)
- Summary: Discussed extensively the development of the neighborhood-developer workshops, and LUC decided to create an ad hoc subcommittee consisting of Patrick Rooks, Greg Francis, and Colleen Gardner. The ad hoc subcommittee will report back to LUC.

### **LUC Survey – All**

- Teresa Kafentzis and Robynn Sleep prepared the proposed LUC survey, which was sent to the Executive Committee. When Teresa returns, the survey will be sent whole LUC.
- The introduction of the proposed survey was based on LUC’s prior discussions about the purpose of the survey.
- There was discussion about whether to include the neighborhood-developer workshop questions in the LUC survey. The neighborhood-developer workshop questions are directed more at the neighborhood councils and the interaction with developers. The LUC survey does address part of those questions.
- The problem with SurveyMonkey is that it’s capped at a certain number of respondents.
  - It was suggested that LUC apply for a community engagement grant from the CA to upgrade SurveyMonkey so LUC can send it to an appropriate number of respondents.
  - LUC will reach more people with Nextdoor than with NC distribution lists.
  - Taylor Phillips will ask the Budget Committee about the community engagement funds to upgrade SurveyMonkey. The survey will tie in with engagement—engagement is easy to show with survey.
- Reviewed Robynn’s memo regarding the draft LUC survey and discussed. LUC will address the survey again at the 6/15 meeting.
- MOTION: Request a community engagement grant up to \$50.00 for an upgraded SurveyMonkey subscription for one month to conduct a survey.
  - Yes- Unanimous
- ONS cannot pay for the survey because neighborhood councils are not a department of the City.

### **NEW BUSINESS**

#### **Community Assembly’s Goals for the LUC**

- Proposed goals:
  - 1-5 are the same as LUC’s original proposed goals and is accepted as is.
  - 6 is accepted as is.
  - After extensive discussion, 7 is modified to “Begin research and development of a Land Use 101 for Neighborhood Councils.” Once we have data from the survey, LUC should reach out to BSN which has resources. The goal of the LUC survey is to determine what to include in Land Use 101.
  - 8 is accepted as is.
  - 9 is rejected because it is addressed elsewhere.



- 10 is modified to “Follow changes to Comprehensive Plan amendment process.” There was discussion about the proposed docketing process and notification process. Currently there is no formal docket.
- MOTION: Approve CA’s proposed goals with changes.
  - Yes- Unanimous

## REPORTS

### Plan Commission – Liaison, Greg Francis

- **Change to the Comprehensive Plan Amendment (CPA) process.** These proposed changes are coming from City Council and Planning. Currently, CPAs must go through the full application process, even if City Council is going to reject it. Planning Commission proposed that proposed CPAs go through a preliminary analysis to determine which ones go on the docket. This will save time and money. Plan Commission is working out the details. NCs would receive notifications, but not homeowners within the 400 ft. radius. NCs would have an opportunity to testify.
- **Building Height along Spokane Falls Blvd.** A developer requested a change to the height restrictions along Spokane Falls Blvd. One argument against it was that it block sunlight to parts of Riverfront Park and create a canyon effect. A subcommittee was formed, which is comprised of representatives from the following categories/groups: property owners, Downtown Spokane Partnership, citizens, Plan Commission, Parks Board, and Parks Department. This subcommittee will report to the Plan Commission in July, which will make a proposal for the Downtown Plan in 2018.

## ANNOUNCEMENTS/GOOD OF THE ORDER

**Multi-family tax exemption (MFTE) program.** Robynn Sleep presented briefly on the MFTE update and there was a brief discussion. This topic will be added to the 6/15 meeting agenda.

Meeting adjourned at or around 7:35 p.m.

Next meeting on **June 15, 2017**

# Community Assembly “Committee Conversations” Outline

**Committee Name:** Building Stronger Neighborhoods

**Regular Meeting Date/Time/Location:** 4<sup>th</sup> Monday, Noon-1pm, Vessel Coffee Roasters 2823 N Monroe

**Current Elected Officers:** Chair Kelly Lotze, Vice Chair Seth Knutson, Secretary Tina Luerssen

**Typical Meeting Attendance:** 5-7 Neighborhoods (most often Browne’s Addition, Cliff/Cannon, Grandview-Thorpe, Emerson-Garfield, East Central, Manito/Cannon Hill)

**Stated Committee Purpose:** “Build stronger neighborhoods by promoting the growth of Neighborhood Councils through training, education, and opportunities, with input from the Neighborhood Councils.”

**Past Committee Accomplishments:** Social Media/Facebook Trainings, CA Handbook/New Rep Training, Postcard Training, E-Newsletter Training. Neighborhoods Booth presence at Unity in the Community, Cleaning From the Corridor, Summer Parkways.

**Current Committee Projects:** Brochure Training; Continued CA Handbook Distribution & Training; Neighborhood Communications Toolkit; Marketing Campaign.

**How This Committee Can Impact Your Neighborhood:** BSN works to increase awareness of the Neighborhoods program, and to help each NC increase their capacity. Through Trainings, we hope to increase volunteers’ understanding of the CA and ONS/CA/NC opportunities, as well as provide knowledge to help spread the word about NCs and their events. The Toolkit currently being compiled will provide NCs with a list of FREE promotional opportunities, with step-by-step directions to utilize these opportunities.

**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*) BSN works to educate CA Reps and Citizens about this Vision, and holds Trainings which increase awareness and participation.

**What Does The Committee Need?** ( *i.e. increased participation; specific information or help; direction from the CA; funding; etc.*) BSN could benefit from increased participation, specifically with people who are knowledgeable in Marketing. The committee would like direction from the CA whether to pursue a paid marketing campaign, or to stick with free listings. If the CA desires a paid marketing campaign, then we need funding to do so. The committee may look into sending a CA Rep to NUSA 2018 (or a similar conference), with a specific goal and a committee to hold the attendee accountable to accomplishing that goal (this would also require funding).

**Discussion.**



**DATE: June 1, 2017**

**RE: Community Housing & Human Services Board (CHHS) Update**

**FROM: Fran Papenleur, Audubon-Downriver Neighborhood Council, CA Liaison**

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#### **SPRING/SUMMER HIGHLIGHTS:**

- The most significant activity is the transition of the RFP cycle [for Public Service grant applications] from a one-year to a 5-year application cycle. It is expected to take 18-months; thus, there will be no Notice of Funding Applications (NOFA) this year. Due to this pending change, the RFP/Evaluation Committee will become *ad hoc*. The committee met in May, and will resume as needed this fall. All capital projects will be reviewed by the Affordable Housing Committee. Please refer to the attached *Talking Points* for more detailed information.
- CHHS will be offering two presentations in June for agency stakeholders regarding Planning and the changes to RFP process and contracting. The sessions will be held at the Northeast Community Center, June 28<sup>th</sup> 2:30-3:30 am, and June 29<sup>th</sup> 10:30-11:30 am.

The next CHHS Board meeting is Wednesday, July 12, 4-6 p.m., City Council Briefing Center.

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## CHHS Funding Cycle Changes – Talking Points

- Historically, the Community, Housing and Human Services Department (CHHS) has released an annual notice advertising grant funds available for community partners. This is a time intensive method for awarding funds that makes minimally strategic use of planning documents. CHHS staff spend approximately 6 months of the annual calendar on this process of developing the notice, processing applications, and making awards.
- In general, CHHS now moving toward changes to this funding cycle:
  - For service-based funding, moving to 5-year awards (rather than 1-year awards)
    - Provides for increased funding stability and opportunities for innovation/adjustment.
    - More staff capacity for technical assistance, monitoring, and project/system performance evaluation.
    - Assumes implementation of performance-based contracting with economically incentivized performance structure.
  - For capital and economic development funding, moving to rolling application acceptance with quarterly review and awards.
    - Decreased time between when funds are awarded and when funds are available.
    - Encourage longer range planning for capital improvements.
    - Maintain the ability to respond to emergent needs.
- CHHS is working through an 18-month stakeholder engagement plan related to these changes, which started in April and includes multiple meetings and presentations. Ultimately the vision is make improvements to the funding cycle process that can drive better systems-level change.
- More to come when Dawn visits the July CA meeting.

## **Plan Commission Liaison Report**

June 1, 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**

**Six-Year (2018-2023) Transportation Program Consistency Review** – Eight new projects are being added to the six-year transportation program this year. There were two projects that were discussed at the hearing. The first is Freya street from Garland to Francis with an emphasis on freight hauling for the NSF and The Yard so this won't be a complete streets projects (i.e., no sidewalk or bicycle improvements) initially due to budget constraints. The second was a Centennial Trail Gap project along Summit from Boone to Pettit Drive that will be done in 2022. The Plan Commission recommended approval of the program by a vote of 7-0. The full draft 2018-2023 street program is available at <https://my.spokanecity.org/projects/capital-programs/>.

## **Workshops**

**Existing Neighborhood Commercial Structures in Residential Zones** – The Plan Commission received its final workshop on the proposal to expand the pilot of reusing old commercial structures in residential zones from just West Central neighborhood to the whole city. The expanded pilot would be for two years and would allow buildings in residential zones that were originally used for commercial purposes but currently aren't to be used for commercial uses again with the idea that these businesses could serve local neighborhoods. In the initial evaluation of eligible buildings, there were thirty-three sites that would qualify along arterials and an additional eleven sites if allowed to be within 1/4 mile from an arterial. The next step for this project is a Plan Commission hearing in June. Additional info is available at <https://my.spokanecity.org/projects/activate-existing-neighborhood-commercial-structures/>.

**Parklets and Streateries** - A pilot project was approved last year for parklets, which allowed for using a downtown parking space as a small extension of the sidewalk where there was seating for the local businesses as well as public use. This pilot is being extended for the upcoming year and an ordinance is in the works that would allow them to be used at a broader level. One addition that will be added to the draft ordinance is to add streateries, which are dedicated to the business while the business is open but becomes a public space during non-business hours whereas parklets are always a public space. Issues that are being discussed are tiered fees for the sponsoring business to mitigate the impact of loss of

street parking and ensuring the businesses have sufficient restroom capacity to support the additional seating that these extensions to their business would provide. This should come to hearing before the Plan Commission in June. More info is available at <https://my.spokanecity.org/projects/parklets/>.

**Docketing Process for Comp Plan Amendments and Unified Development Code** – We had another workshop on the proposed change to the Comp Plan Amendment process. The change would create a “docket” of proposed amendments to go through the full review process each year rather than all proposed amendments going through the full review. To make the docket, the proposed amendment would have to meet specific criteria. The goal is to reduce the workload on city staff and the Plan Commission when a proposed Comp Plan amendment clearly isn’t appropriate to go through the full process. The final docket would be approved by City Council with discussion on whether the Plan Commission would be involved in setting the docket still being considered. Impacted neighborhoods would be notified of all proposed amendments prior to the docket being set. Once a proposed amendment is on the docket, it would go through the full process of staff and Plan Commission review, public noticing and participation, studies as required, SEPA review, hearing with Plan Commission, and final consideration by City Council. More info is available at <https://my.spokanecity.org/projects/changes-to-the-annual-comp-plan-amendment-process/>.

## **Upcoming Hearings (Tentative)**

6/14 – Comprehensive Plan Amendment Process Revisions (docketing process)  
6/14 – Existing Neighborhood Commercial Structures in Residential Zones  
6/14 – Parklet Ordinance  
6/28 – Infill Code Revisions (Cottages, Pocket, Transition Buffers, Parking)

## **Other**

**Candidate Interviews** – The Plan Commission interviewed two potential candidates to fill a vacant position on the commission. One candidate was from East Central and the other was from West Central. The Plan Commission forwarded both candidates for consideration by the mayor and city council.

**Spokane Falls Blvd Building Height Limits Subcommittee** – The subcommittee to review the 100’ building height limit along Spokane Falls Blvd had its first of four meetings on May 16th. The first meeting was focused on introducing the subcommittee to the request coming from the Downtown Spokane Partnership (DSP) and the potential shading impacts on Riverfront Park if greater heights were allowed. We also took a walking tour of the locations that are currently limited to 100’ heights and heard from David Peterson from Goodale and Barbieri about an investor that pulled out of a potential project on one of the sites because the existing building height restrictions made the project unattractive to them. The subcommittee will be meeting three times in June with a full report of their findings expected in July. Any proposed changes will be part of the Downtown Plan update

that is expected to be completed in the latter half of 2018. For subcommittee membership, schedules and other information, see <https://my.spokanecity.org/projects/building-heights-on-spokane-falls-boulevard/>.

**Plan Commission Retreat** – In place of our regular second meeting in May, the Plan Commission met at McKinstry Station in the University District for our annual retreat. The retreat was focused on what's happening in the University District with presentations from the University District Board, the City of Spokane's capital projects department on infrastructure improvements, Urbanova (a public/private partnership doing sustainability research in the district), and several developers working on projects in the district. After the presentations, several of us took a walking tour to a couple of the locations including the construction site for the Gateway Bridge project, which is currently under construction. One notable project is the 2018 planned repaving of Sharp between Ruby and Hamilton with several varieties of pervious paving materials to test improved stormwater retention within the local soils rather than going into the storm sewers. You can learn more about the University District at <http://www.spokaneudistrict.org/>.

# Community Assembly “Committee Conversations” Outline (July/2017)

**Committee Name:**

*Pedestrian, Traffic and Transportation (PeTT)*

**Regular Meeting Date/Time/Location:**

*Monthly on the 4th Tuesday at 6:00 PM in the West Central Community Center*

**Current Elected Officers:**

*Paul Kropp, Southgate*

**Typical Meeting Attendance:**

*8 to 12 neighborhood councils*

**Stated Committee Purpose:****A. P&P Committee Charge:**

- *Support the Community Assembly and neighborhood councils in promoting active, livable neighborhoods with multi-functional streets and a balanced transportation system.*

**B. P&P Committee Function:**

- *The committee receives the concerns and issues of the neighborhood councils related to streets, traffic safety, active living and transportation issues in general, and works with the Community Assembly, city staff and city council to evolve solutions and make recommendations.*

**Past Committee Accomplishments:**

- *Complete Streets Ordinance: Provided the platform to vet its provisions at the community level over three meetings (2012)*
- *Pedestrian Plan: Comments regarding sidewalk and trail connectivity to adjacent jurisdictions (2015)*
- *Initiated the comprehensive sidewalk solutions discussion (July, 2016)*

**Current Committee Projects:**

- *20 MPH speed limit designation for local access streets*
- *Street standards revision process following comp plan transportation chapter update*
- *Crosswalk policies (see street standards)*
- *ADA implementation (see street standards)*
- *Sidewalk priorities for current funding programs*
- *Future all-city sidewalk repair and infill program*

**How This Committee Can Impact Your Neighborhood:**

*Is this a poll of each CA rep seeking the view of their neighborhood regarding the committee?  
Or is this a question CA reps are asking the committee to state?*

**How Does The Committee Work Towards the CA Vision?**

*“To be an equal partner in local government” – Well?*

**What Does The Committee Need?**

*Increased participation by neighborhood councils*

**Discussion.**





**Public Safety Committee of the Community Assembly  
Minutes May 9<sup>th</sup>, 2017 - 3:30 pm to 5:00 pm**

**YMCA Corporate Office, 1126 N Monroe**

**Chair: Julie Banks**

**Present: Julie Banks, Sarah Tosch, Bruce Higgins, Charles Hansen, Tom Hendren (SPD, Guest)**

- **Greetings & welcome**
- **Approval of March and April minutes**
  - Motion: (Sarah Tosch) Approve the March and April minutes. Bruise second the motion.
- **Guest: Captain Tom Hendren**
  - Background on crime.
  - Goals:
    - Reduce crime and the fear of crime
    - Build community relationships
    - Collaborative Reform Process
  - Triangle of crime:
    - Location
      - Hot Spot policing; hot spots where criminal activity is concentrated. Place patrols here to make contacts, engage community...etc.
    - Victims
      - Focus on prevention.
    - Offender
      - Repeat offenders, specific unite to address these types of offenders.
  - IBR Crime Report – Incident based reporting. This is the report SPD uses to identify areas to patrol.
  - Abbey – send Patrick Strikers contact information to Julie.
- **Update on including vehicle storage amendment in Nuisance Ordinance**
  - Letter from James Richman.
  - *Item tabled until June meeting.*
- **Update from Community Assembly**
  - Goals, Committee Conversations Outline
  - Approved original goals.

# 2017 CONCERTS UNDER THE PINES



**Northwest**  
Neighborhood Council

The Audubon-Downriver and the Northwest Neighborhood Councils are proud to present a series of five family-friendly all-age appropriate FREE concerts in our neighborhood parks this summer, all running from 6:30pm – 8:30pm!

**July 6<sup>th</sup> - Shadle Park      Spokane Jazz Orchestra**

**July 13<sup>th</sup> - Audubon Park      “On the Walk”**  
With Ballroom Dancers!

**July 20<sup>th</sup> - Audubon Park      Atomic Jive**

**July 27<sup>th</sup> - Audubon Park      The Moops**

**August 3<sup>rd</sup> - Shadle Park      Lilac City  
Community Band**

These Concerts are FREE to the public and are sponsored by local businesses and from your donations. Questions?

Call 326-4200 or 822-1316. Thank You!

Community Assembly Committee:  
Building Stronger Neighborhoods  
5/22/2017 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), Chris Flanagan (Manito/Cannon Hill), Sandy Gill (North Hill).

ONS staff liaison: Katie Myers.

- Committee Housekeeping
  - April meeting minutes approved.
- Committee Business
  - CA Committee Conversation: BSN will be the first Committee to go before the CA, on Thursday June 1<sup>st</sup>. Tina drafted the Outline for the committee, and there were no suggested modifications from the committee. Most BSN committee members already attend CA, but all are welcome to join in this conversation. It is at the end of the CA agenda, so the Conversation will probably begin between 7:45-8pm.
  - Budget Application: We don't know if our application has been approved yet, so we will have to push this conversation/next steps out to June. After our Committee Conversation, we should have a better idea of whether to apply for additional Budget funds for Marketing.
- Education & Outreach
  - Cleaning From the Corridor was April 29<sup>th</sup>. Katie reported the great numbers for volunteers (450+) and in-kind donations (\$20,000). There was a lot of work completed: murals, Parklet at Vessel Coffee, gardening, painting, cleaning, 60+ tons of trash removed. There could have been better communication regarding Day of Event activities such as the blood mobile and farmer's market, which could have generated more foot traffic.
    - The next CFTC event will likely be in the fall, possibly end of September. The location has not been determined, but possibly in Bemiss, working in partnership with Rebuilding Together. The fall event will probably be much smaller-scale than the spring event.
  - Brochure Training: Chris passed around a great Door Hanger that Manito/Cannon Hill created. This Training could be more on a "Publication Piece" than specifically Brochures—covering Brochures, Door Hangers, and Posters. EJ is willing to create a basic template in Word, and Sandy has helpful tips for Content (Who/What/When/Where).
    - Tentative date pushed out to Monday, July 17<sup>th</sup>. This will give us more time to put together a more effective Training, and publicize the date.

- We do not have a location decided yet, as Tina has been unable to get firm information from SCC about using their library/computer lab. Katie will reserve the computer lab at City Hall in case we're unable to find another location with better parking/access.
- Topics for next meeting:
  - Neighborhood Communications Toolkit: this discussion was tabled, as we ran out of time at this meeting.
    - Using Slack
  - Budget Approval/Next Steps
  - Recap of CA Committee Conversation
  - Brochure Training July 17<sup>th</sup>: finalize location, presenters, agenda.

Next meeting: Next regular meeting will be on Monday, June 27<sup>th</sup>. 12pm at Vessel Coffee Roasters, 2823 N. Monroe.