

# Spokane Neighborhoods Community Assembly

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

*Meeting Agenda for Thursday, July 6, 2017*

**5:30 to 7:55 pm – West Central Community Center, 1603 N Belt**



*Proposed Agenda Subject to Change*  
Please bring the following items:  
\*Community Assembly Minutes: June 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 June 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 Joint CA/CC Recap	Seth Knutson	10 min–5:55	Oral & Written Report	11
ONS/Code Enforcement Update	Heather Trautman	20 min–6:05	Oral Report	
Plan Commission Liaison Docketing Proposal Update	Greg Francis	10 min–6:25	Oral & Written Report/ Q&A	13
Planning Existing Neighborhood Commercial Structures in Residential Zones	Lisa Key	15 min–6:35	Presentation/ Q&A	
Building Stronger Neighborhoods (BSN) Time-sensitive Marketing Proposal	Tina Luerksen	10 min–6:50	Oral & Written Report/Vote	16
Retreat Committee Membership	Kelly Lotze	5 min–7:00	Oral Report/Vote	
Parks Discussion Insurance and Fee Waiver Issues	Kathryn Alexander	10 min–7:05	Oral Report	
Committee Conversation Pedestrian Transportation & Traffic Committee (PeTT)	Paul Kropp	20 min–7:15	Discussion	17
CA Roundtable	CA Reps	20 min–7:35	Discussion	
OTHER WRITTEN REPORTS				
Community Engagement Grants - 2017	Andy Hoyer		Written Report	18
Design Review Board (DRB) Liaison	Kathy Lang		Written Report	21
Public Safety	Julie Banks		Written Report	22

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

## UPCOMING IMPORTANT MEETING DATES

- *July 11: Public Safety, YMCA Corporate Office, Boone and Monroe, 3:30pm*
- *July 20: Land Use, West Central Community Center, 1603 N Belt, 5pm*
  - *July 22: Budget, Fire Station 4, 1515 W First Ave, 6:30pm*
- *July 24: Building Stronger Neighborhoods, Vessel Coffee Roasters, 2823 N Monroe, 12pm*
- *July 25: 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*
  - *August 3: Community Assembly, West Central Community Center, 1603 N Belt, 5:30pm*
- NO Pedestrian, Transportation & Traffic (PeTT) Committee Meeting in July

## 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,

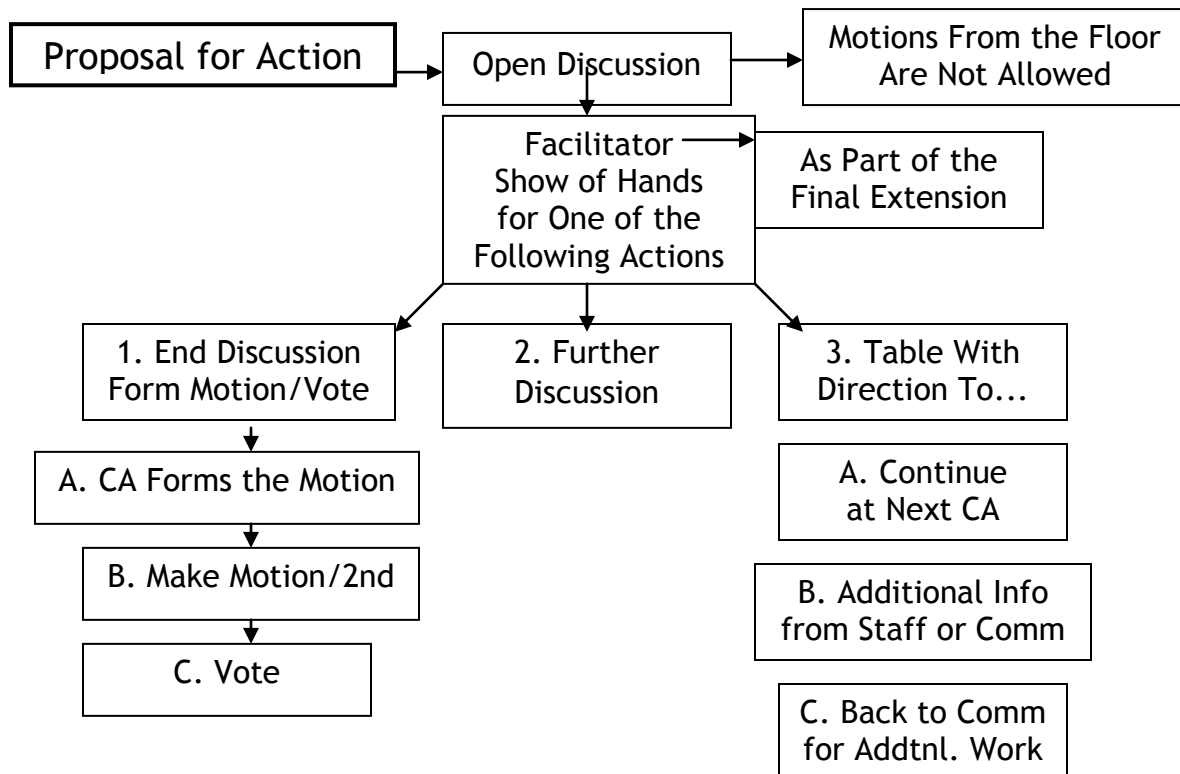
[zaromiotke@yahoo.com](mailto:zaromiotke@yahoo.com) and Charles Hansen (alternate), 487-8462, [charles\\_hansen@prodigy.net](mailto:charles_hansen@prodigy.net)

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

June 1, 2017

### 1. Proposed Agenda

- a. Add 5 minutes for Paul Kropp for PeTT committee to use City Council pace holder.
  - i. Approved as amended

### 2. Approve/Amend Minutes

- a. Approved

### 3. Reports Updates

- a. Colleen Gardner, Chief Garry Park
  - i. Dist. 1 will be hosting a candidate forum at June 21, 2017 at 6:30pm at the NE Community Center for the Dist. 1 open Council seat.
  - ii. Jay Cousins gave over 20 years to the CA. It would be appropriate to take up a collection of donations to come up with some kind of reward or gift card for Jay Cousins and Darby to go out to a nice dinner. The Admin committee will take care of logistics on this.
- b. Fran Papenleur, Audubon/Downriver
  - i. How will the looming HUD reductions in CDBG affect the Neighborhood Allocation Program? Because the cuts are expected to be dramatic, CHHS will hold two public hearings.
  - ii. Summer Concerts in the Park, first year for Shadle – couple of years ago the old amphitheater was demolished and now has a new stage and we encourage everyone to come out and join this summer,  
<https://static.spokanecity.org/documents/neighborhoods/getinvolved/presentations/2017/06/parklets-and-streeteries-ca-presentation-20170601.pdf>
- c. Kelly Lotze, Browne's Addition
  - i. Bowne's Addition will be having two annual events in June: ArtFest and ElkFest. Please come down to enjoy these events and patronize the local businesses.

### 4. City Council

- a. Not Present

### 5. Admin

- a. Seth Knutson, Cliff Cannon
  - i. The next joint CACC meeting is Thursday June 29, 2017 at the NE Community Center. Please send requests for agenda topics to Rod Minarik or Seth Knutson.
  - ii. Office of Police Ombudsman – neighborhood councils should be asking them to come out to your meetings to participate. For contact information please reach out to Seth Knutson.
  - iii. Requests for all neighborhood councils to report to the CA on events/issues are appropriate for the Open Forum or Roundtable. Concerns or comments please give to the Admin Committee.
- b. Tina, Luerssen, Grandview Thorpe

i. CA Agenda

1. First draft of the community feedback form. Agenda topics - Please feel free to make any notes that may be useful for future agendas. You can submit to the Admin committee and they are looking forward to getting feedback.

6. ONS/Code Enforcement

a. Heather Trautman, ONS, Code Enforcement and Parking Services

i. ONS Updates

1. <https://static.spokanecity.org/documents/neighborhoods/getinvolved/presentations/2017/06/june-2017-community-assembly-presentation.pdf>

7. Liaison Committee

a. Paul Kropp, Liaison Committee Chair and Karen Carlberg, Urban Forestry Citizen Advisory Committee Member

i. Liaison to the Urban Forestry Citizen Advisory Committee - 3 meetings so far and a couple things they are working on:

1. Ponderosa Pine Contest
2. Discussing the possibility of a tree ordinance in Spokane, and describing the laws of what people can and cannot do to trees on their property. Should Spokane have such an ordinance and if so what should it look like? They will be looking for a lot of feedback on this going forward. The ordinance looks into if homeowners can or cannot cut down trees and what kinds of trees are appropriate to grow. Urban Forestry pertains only to what the public owns. This is a consideration of an additional control that may have a broader scope.
3. For question or comments please reach out to Karen at [KarenCalberg@comcast.net](mailto:KarenCalberg@comcast.net).

8. Planning

a. Lisa Key, Planning Director

i. Existing Commercial Structures

2. <https://static.spokanecity.org/documents/neighborhoods/getinvolved/presentations/2017/06/2017-06-01-community-assembly-exist-commercial-structures.pdf>
3. Next Steps: Plan Commission Hearing on proposed draft ordinance with changes as presented and City Council Hearing in late July or early August.

9. Planning

a. Kevin Freibot, Planning

i. Proposed Parklet Ordinance and "Streeteries", Transitioning from Pilot Project to Ordinance

1. <https://static.spokanecity.org/documents/neighborhoods/getinvolved/presentations/2017/06/parklets-and-streeteries-ca-presentation-20170601.pdf>

## 10. PeTT Committee

- a. Paul Kropp, PeTT Committee Chair
  - ii. Paul would like to take the placeholder spot at the next City Council meeting to discuss the Complete Streets Ordinance. The language in Chapter 4 (transportation) states “incremental improvements towards an eventual complete street.” The problem with the language is the incremental improving towards an eventual street.

Motion: approve Paul to take the placeholder spot at the city council meeting next Monday

Approved: Unanimously

## 11. Budget

- a. Kathryn Alexander, Bemiss
  - i. Good news – CA committees are turning in budget applications.
  - ii. Neighborhood Brochures – ONS will pay directly for a certain amount of Brochures. Heather will look up this cost, around \$50 for each neighborhood. Additional brochures can also be printed with CA funds. Color printing for brochures is very expensive and folding of brochures is also an additional charge. We can work on supplying a black and white brochure if we get requests.
  - iii. 22 Neighborhoods have approved applications.
  - iv. Still working with Parks to see where the neighborhood permit program will go.
  - v. Kathryn is stepping down from the budget committee to campaign. Need to have someone step up and join. Andy Hoy will be chairing the committee for now.
  - vi. No one volunteered to be on the budget committee. The committee will be back next month to ask again for a volunteer.

## 12. Land Use

- a. Colleen Gardner, Chief Garry Park
  - i. Update on Developers and Neighborhood Workshop
    - 1. Currently working on going over questions and concerns with the developer workshop. Will be establishing Ad hoc committees that will work on getting a survey ready to collect information that will help prepare a FAQ sheet, and then the group will proceed with a workshop.
    - 2. Lisa Key has already begun conversations with the developers and so far the feedback has been good.
    - 3. The Developer/neighborhood workshop will most likely happen this fall.
    - 4. Please provide any feedback to Colleen Gardner at [chiefgarryparknc@gmail.com](mailto:chiefgarryparknc@gmail.com).

## 13. CA Committee Goals

- a. Seth Knutson, Cliff Cannon

- i. Asking CA to approve the PeTT committee and Land Use Committee Goals for 2017
- ii. Approve Land Use 2017 Goals (to view goal please refer to the June CA Packet - pg. 16)  
<https://static.spokanecity.org/documents/neighborhoods/getinvolved/agendas/2017/06/community-assembly-agenda-packet-2017-06-01.pdf>

Motion to approve Land Use updated goals:

Approve: Unanimous

- b. Paul Kropp, PeTT Committee Chair
  - i. Approve the 2017 PeTT Committee Focus Areas

Motion to approve 2017 PeTT Committee Focus Areas

Approve: Unanimous

#### **14. Committee Conversations**

- a. Tina Luerssen, Grandview Thorpe
  - i. Building Stronger Neighborhoods (BSN) Committee. This committee meets the fourth Monday of each month at Vessel coffee, 2823 N Monroe St. at noon.
    - 1. Current Officers on the BSN committee: Kelly Lotze, Seth Knutson, and Tina Luerssen.
    - 2. Typical meeting attendance: 5-7 neighborhoods
    - 3. Stated Committee Purpose: "Build stronger neighborhoods by promoting the growth of Neighborhood Councils through training, education, and opportunities, with input from the neighborhood councils."
    - 4. 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.
    - 5. Current Committee Projects: Brochure training; continued CA handbook distribution & training; neighborhood communications toolkit; marketing campaign.
    - 6. How this committee can impact your neighborhood: BSN works to increase awareness of the neighborhoods program, and to help each NC increase their capacity.
  - ii. Discussion:
    - 1. Using something like Slack can be very useful to other committees.
    - 2. Marketing campaign: Possibly come back to the CA with a more scaled back approach than the last time.
    - 3. There are City resources we can tap into to provide help with Neighborhood marketing. (Blogs, Twitter, Facebook).



4. Revisit the marketing proposal to move that forward somehow.
5. Unity in the Community Festival – unity parade. August 19th downtown – good way to get your NC info out there.
6. Nextdoor offers up to 25 free postcards to be sent out and free brochures and flyers. If you're not maximizing Nextdoor – you're not using it right.
7. July 17<sup>th</sup> Brochure training/Publication training – the BSN committee is still looking into a location for this training. ONS will be sending out a neighborhood wide email when details are nailed down.

Motion: BSN present another slate of advertising not exceeding \$4000 (would still need a budget application for this).

A resource toolkit could be appropriate to use CA funds for a toolkit to go out to all neighborhoods to use. But NC's would have to prove that those elements worked to increase participation.

Straw Poll:

Approve: Unanimous

## 15. CA Roundtable

- a. Colleen Gardner, Chief Garry Park
  - i. Believe in this commission office of police of Ombudsman commission all members that are appointed by city council, all positions will be open soon. Not a lot of time. As the chair of the district 1 leader group this information was sent out today. If you would like that packet to send out, please reach out to Colleen. If you're not following this commission, she suggests you do. It's a very important commission. Please encourage your neighborhood folks to learn more.
- b. Ken Kruz, West Central
  - i. West Central – Neighbor Days tomorrow in Cannon Park at 3pm
- c. Tom Powell, Emerson/Garfield
  - i. COP shop closing down in Emerson/Garfield. Building is closed down.
- d. Paul Kropp, Liaison & PeTT Committees
  - i. Looking ahead to July, how this committee can impact your neighborhoods – Paul took this as what the committee wants to hear – Paul is more interested in hearing what the CA and other neighborhoods want to see PeTT do?
- e. Mary Carr, Manito Cannon Hill
  - i. How can CA get a change to the ordinance/code to sandwich signs – want to put this on the next agenda. Recommendation would be to ask the planning department to amend the annual code process or update to the sign code to allow A-frame signs to be used for other uses or other locations.
  - ii. Make the request and then have planning respond on the timeline and when the CA would hope to have the change into effect.

Discussion:

Recommend that the sign code be modified to allow NC to utilize A Frame or 'sandwich' boards.

Should this go to the Land Use Committee for a recommendation to the CA?

Can this be modified to allow other types of temporary signage such as 'feather' signs?

Motion: Create an Ad-Hoc committee to review and propose a draft sign provision for temporary signs

Approve: Unanimous

3 people to sit on committee: Andy Hoyer, Patrick Rooks, Mary Carr (chair)

- f. Tina Luerksen, Grandview/Thorpe
  - i. Jay Cousins gift card fund: put together a card from the CA and gift card for a nice dinner. This will be to thank him for his years of service to the CA.
- g. Fran Papenleue, Audubon/Downriver
  - i. Reminding folks that we have Dawn Kinder for the July CA – be prepared to ask questions. CACD committee – asking what is the neighborhood allocation program going to be looking like?

**20 reps present**

**In Attendance:** Comstock, Southgate, West Central, North Indian Trail, Grandview/Thorpe, Bemiss, Cliff Cannon, Minnehaha, Lincoln Heights, East Central, Whitman, North Hill, Chief Garry Park, Audubon/Downriver, Browne's Addition, West Central, Rockwood, Emerson/Garfield, Manito/Cannon Hill, West Hills

**Not in Attendance:** Five Mile Prairie, Hilllyard, Latah/Hangman, Nevada Heights, Northwest, Peaceful Valley, Riverside, Shiloh Hills

## **Minutes for the meeting of June 27<sup>th</sup>, 2017**

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

Attendees: Committee members Seth Knutson (Chair), Tina Luerksen (Secretary), Kelly Lotze, Andy Hoye (Vice Chair), Patrick Rooks. Guest Fran Papenleu. City Staff Heather Trautman, Abbey Martin.

### **July 6<sup>th</sup> CA Meeting Agenda:**

Bart is on vacation, so Admin has requested that Rod sit in as Facilitator.

City Council: 5 minute placeholder.

Admin: 10 minutes. Seth will recap the Joint CA/CC Meeting (6/29/17).

ONS/Code: 20 minutes. Heather will update on staffing changes and other department news.

Plan Commission Liaison: 10 minutes. Admin will request that Greg give an update on the reasons for Plan Commission rejecting the Docketing proposal.

Planning: 15 minutes. Lisa Key will speak about Existing Neighborhood Commercial Structures in Residential Zones: the Plan Commission has recommended expanding this proposal to include all locations, not just arterials.

BSN: 10 minutes. Tina will present the committee's time-sensitive marketing proposal.

Retreat Committee: 5 minutes. Kelly will ask for new committee membership, as Jay has retired from the CA and Kathryn is also stepping down.

Parks Discussion: 10 minutes. Kathryn will discuss issues regarding Parks Insurance and Fee Waivers.

Committee Conversation—PeTT: 20 minutes. Paul will lead the discussion for Pedestrian, Transportation & Traffic Committee.

Roundtable: 20 minutes.

**Topics for follow-up:** CHHS Presentation will be scheduled for September, as Dawn Kinder was unavailable to attend in July or August. Budget Committee Conversation will be scheduled for August. Retreat discussion, Rewards Committee Formation, and Parks—Maintenance Issues all to possibly schedule in August.

**Committee Discussion:** Request for Land Use Committee to speak regarding Parks Department long-term leases for parking, and the LU Committee's role in reviewing Parks projects. The request was unclear and after discussion, Admin determined that there needs to be more preparation and clarification in the request. This may appear on a future agenda. Further discussion regarding Parks: the Parks Board and it's Committees are the route for citizen interaction. CA has two reps on the Urban

Forestry committee, should we ask for liaisons to other Parks Board committees? We will request for a Parks member (Leroy Eadie or Jason Conley) to attend CA in August for this discussion.

**CA/CC Meeting June 29<sup>th</sup> 5:30-7pm at NECC.** No agenda topics presented from City Councilmembers or any CA Reps. Discuss City Council presence at CA meetings (the past 2 months we haven't had a Councilmember in attendance) and at Admin. Present a brief overview of CA Budget expenditures to brief Council on how the funds are being spent and to begin the priority request for continued funds in 2018.

**Next Admin meeting:** Tuesday July 25<sup>th</sup>, 4:30pm at ONS.

## **Plan Commission Liaison Report**

July 6, 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**

**Existing Neighborhood Commercial Structures in Residential Zones** – The Plan Commission had the final hearing on this proposed ordinance change on 6/14/17. While this is a pilot project, there is currently no set expiration for the pilot. The ordinance as proposed would allow for the commercial use of any building along an arterial within a residential zone that had previously been used as a commercial building in the past. There were thirty-three properties that may this criterion. Due to limited pool of potential sites, the Plan Commission amended the proposed ordinance so that it would apply to any building that had been previously used for commercial purposes within a residential zone regardless of its distance from an arterial. The vote was 8-0 in favor of recommending the ordinance changes as amended to the City Council for final approval. Because of the change in scope of the project, there will be an additional public open house prior to the August 3rd Community Assembly meeting at West Central Community Center from 4:30-6:30pm. Additional info is available at <https://my.spokanecity.org/projects/activate-existing-neighborhood-commercial-structures/>.

**Docketing Process for Comp Plan Amendments and Unified Development Code** – The final Plan Commission hearing on this proposed change to the code was on 6/14/17. The proposed changes would modify the process for privately initiated Comprehensive Plan amendments and Unified Development Code changes to include a docketing phase near the beginning of the process. This phase would require the City Council to set the “docket” for the Plan Commission and would enable them to reject proposed amendments based on a specific set of criteria. Prior to setting the final docket, neighborhoods (but not individuals) impacted by the proposed amendment would be notified so they could provide testimony. The goal of the docketing process is to stop proposed amendments that clearly don’t meet the criteria early in the process so as to minimize the impact on staff and Plan Commission time. After much debate, the Plan Commission voted 6-2 against the proposed changes with a final recommendation to the City Council to reject the proposed docketing process. More info is available at <https://my.spokanecity.org/projects/changes-to-the-annual-comp-plan-amendment-process/>.

## Workshops

**Sign Code Update** – The city is beginning the process of updating its sign code. The purpose of this update is to respond to the moratorium for signage along the NSC, make some staff-recommended changes, and to bring the code into compliance with the Supreme Court decision “Reed vs Town of Gilbert.” The court case is about content-based rules of signage and first amendment rights with a summary of the case being available for review at [https://en.wikipedia.org/wiki/Reed\\_v.\\_Town\\_of\\_Gilbert](https://en.wikipedia.org/wiki/Reed_v._Town_of_Gilbert). There will be a working group that begins meeting the week of July 10th and may extend into August or September. The planning department would like a participant from Community Assembly on this working group. I will be attending these work group meetings if there is no other volunteer.

**Design Review Board (DRB) Process Update** – We received a very early briefing of a review of the DRB processes. They are in the early stages of reviewing how the DRB works and what changes might be made to increase capacity, evaluate focus, and improve efficiency. Some very early thoughts are to drop Shoreline CUPs (conditional use permits) and some façade changes for downtown building updates. They are also evaluating whether schools should continue to fall under this process. This is definitely something to watch as it moves forward.

**Chief Garry Park Neighborhood Plan** – Colleen Gardner and Jo Anne Wright presented the final draft of the Chief Garry Park Neighborhood Plan. This plan was done in coordination with STA because of the Central City Line and Spokane Community College. CGP is expecting to see increased economic development because of the CCL. The Plan Commission recommended approval of the plan by the City Council (no hearing was required). The plan should go before the City Council on July 10th for final approval.

**Multi-Family Tax Exemption (MFTE) Review** – A committee composed of City Council members, Plan Commission members, and city staff has been reviewing the current multi-family tax exemption ordinance, which will expire at the end of 2017. The committee is recommending a ten-year extension of the ordinance with several changes recommended: 1) The existing target areas should continue with some minor additions and the inclusion of the Division and Market street corridors and 2) Bring back the twelve-year exemption income limit for projects at <115% AMI. Details on this review can be found at <https://my.spokanecity.org/projects/multi-family-tax-exemption-2017-incentive-evaluation/>. An open house is scheduled at the Shadle Library from 4pm-6pm on 7/13.

## Upcoming Hearings (Tentative)

7/12 – Parklet Ordinance

7/26 – Integrated Strategic Plan

## Other

**Spokane Falls Blvd Building Height Limits Subcommittee** – The PC subcommittee to review the building height limit of 100' along Spokane Falls Blvd had its final meeting on June 27th. While there are differing views on what the final rules should be along Spokane Falls Blvd, the subcommittee had some general agreement that the building height could exceed the current 100' maximum as long as there was a mixture of uses in the building(s) (e.g., residential/commercial mix), that it improved activity on the street, that there is a relationship between the building(s) and the park, and that light and shade impacts on the park are considered. To that end, there were some potential restrictions proposed for anything above 100' including floor plate size (basically square footage) and spacing between the towers that would result to create additional light corridors. The final report will be completed in mid-July and sent to the full Plan Commission for consideration. The proposed changes are compatible with the current Downtown Plan and the Comprehensive Plan. Any more substantial changes (e.g., removing all restrictions about 100') would require a change to the Downtown Plan and possibly the Comprehensive Plan. For more information, see <https://my.spokanecity.org/projects/building-heights-on-spokane-falls-boulevard/>.

**Jo Anne Wright Retirement** – I know that many of you have worked with Jo Anne Wright over the years on neighborhood plans, Comp Plan work, and other projects. Jo Anne is retiring after twenty years at the city. There will be a celebration at the Chase Gallery (in City Hall) from 4pm-6pm on July 12th.

Community Assembly Committee: Building Stronger Neighborhoods  
6/26/2017 12:00PM Vessel coffee, 2823 N Monroe

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

- Committee Housekeeping
  - May meeting minutes approved.
- Committee Business
  - Budget Application Update: Tina is working on updating the CA Handbook, and will get it to Abbey to print. Committee decided a city-wide NC Map would be great for the cover of the binder, Katie will get this to Tina to include. We will also add information about the CA Equipment Checkout. When printing the new binders, we will request an extra 25 copies of updated info pages for current Reps to update their binders.
  - Fall Budget Application: Marketing Campaign. During the Committee Conversation, the CA approved \$4000 for a Neighborhood Council Awareness Campaign (must still go through the Budget Application Process and CA Approval). Committee discussion led to creation of a half-page ad for the Inlander Annual Manual. There is a deadline of July 28<sup>th</sup> for this, so Katie will help us get a copy drafted and Kelly will work on the written Budget Application to present this to the CA at the July 6th meeting.
- Education & Outreach
  - Cleaning From the Corridor Fall 2017: No date set yet, Katie will let us know more as it evolves.
  - Publication Training: Monday July 17<sup>th</sup> 6-7:30pm. Katie will not be available, but Abbey will fill in. City Hall computer lab is reserved if needed, but Debby will see if NECC is available and Tina has reached out to Spark in Kendall Yards to see if that is an option. EJ, Sandy and Chris will work together to draft a Door Hanger template and training agenda.
  - Neighborhood Communications Toolkit: EJ updated Facebook and Social Media "How-Tos" on Slack for everyone to review. This will be a focus for our July meeting.
- Topics for next meeting:
  - Neighborhood Communications Toolkit; Using Slack
  - Marketing Budget Approval/Next Steps
  - Recap of Publication Training
  - Handbook Training: Set a date for late September/early October.

Next meeting: Next regular meeting will be on Monday, July 24<sup>th</sup>. 12pm at Vessel Coffee Roasters, 2823 N. Monroe.



**Community Assembly of Spokane Neighborhood Councils  
Pedestrian, Transportation and Traffic Committee (PeTT)  
Policies and Procedures (January, 2017)**

**A. Committee Charge:**

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

**B. 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.*

**C. Focus Areas:**

*The committee from time to time may identify, or the Community Assembly may suggest, topics of specific interest for the committee's continuing attention. The committee's focus area topics will be reviewed and restated by the committee in January of each year and may be reduced to four or fewer.*

**D. Participation and Attendance:**

*Committee participation is open to any and all individual members of neighborhood councils in good standing with the Community Assembly. The names of individuals attending committee meetings will be recorded according to their neighborhood council and as either self-identified neighborhood council representative, neighborhood council alternate representative, or other.*

**E. Meetings and Notice:**

*The committee will establish a monthly meeting schedule to minimize conflicts with neighborhood council monthly meetings. Notice of monthly committee meetings and meeting agendas will be distributed to an email list maintained by Neighborhood Services no later than the day prior to the monthly meeting date, or any day of the prior week if possible. Committee meetings may not convene without there being present neighborhood council representatives or alternates of three different neighborhood councils in good standing with the Community Assembly.*

**F. Quorum and Decisions:**

*A quorum for the purpose of reaching a decision is six (6) neighborhood council representatives or alternates of neighborhood councils that have been represented at three (3) of the past six (6) regular committee meetings. For matters requiring a decision at a meeting convened with notice and a quorum being present, the committee will make its determination by the consensus of members or by agreement without objection. Voting by means of e-mail is not available.*

**G. Officers and Terms:**

*The committee will operate with a chair and secretary or, in the absence of a secretary, with a chair who agrees to prepare agendas, provide meeting notices and submit a meeting report to the Community Assembly after every committee meeting. The committee does not operate unless one member agrees to the duties of committee chair. The chair and secretary responsibilities are calendar year commitments, ordinarily agreed to toward the end of the calendar year for the succeeding twelve-month period.*

**H. Advisory Position Selection**

*The committee holds membership positions on the Citizens Transportation Advisory Committee (CTAB) and the Plan Commission Transportation Subcommittee (PCTS) per respectively Transportation Benefit District Resolution 2010-02 and City Council Resolution 2014-0078. The committee will work in conjunction with the Liaison Committee as from time to time may become necessary to nominate individuals to occupy these positions who are members of neighborhood councils in good standing and who agree to regularly report to the committee and the Community Assembly.*



## Community Engagement funds granted/used as of July 28, 2017

Neighborhood Council	Total funds requested	Status	Item 1:	Item 2 (as needed):	Item 3 (as needed):	Dollars used		Notes
Emerson-Garfield	\$500	Approved	Banners (2)/ \$84.03	Brochures (200)/ \$165.12		\$249.15		
Chief Garry Park	\$500	Approved	Flyers \$13.67	Rack Card (TBD-artwork)	Banner (TBD-artwork)	\$13.67		
East Central	\$500	Approved	Welcome packet \$130.26	Code Brochure \$55.20	Rack Card \$59.17	\$244.63		
Shiloh Hills	\$500	Approved	Banner \$38.77	Brochures (1186) \$415.10		\$453.87		
Bemiss	\$500	Approved	Newsletters \$125	Music in the Park \$33.50		\$158.50		
Manito/Cannon Hill	\$500	Approved	Welcome bags \$429.76	Magnets (TBD-artwork)		\$429.76		Invoice to Acct. for reimbursement
North Indian Trail	\$500	Approved	Media (3) \$17 \$20 \$20	Copies \$208.70		\$265.70		Invoice to Acct. for reimbursement
Nevada Heights	\$500	Approved						
Logan	\$500	Approved						



## Community Engagement funds granted/used as of July 28, 2017

Minnehaha	\$500	Approved-pending					Use of funds for specific materials, no gifts
Cliff/Cannon	\$500	Approved					
Whitman	\$500	Approved					
Peaceful Valley	\$500	Approved-pending					Solidify metric commitment; reaching out to G-T for budget that fits event
North Hill	\$456.50	Approved					
Lincoln Heights	\$500	Approved					
Southgate	\$500	Approved-pending					Metric; itemized budget
Grandview/Thorpe	\$494.08	Approved					
Rockwood	\$500	Approved					
Comstock	\$464	Approved					
Audubon/Downriver	\$500	Approved-pending					Metric; Reprographics budget for printing
Northwest	\$500	Approved-pending					Minutes
Building Stronger Neighborhoods	\$237	Approved					



Community Engagement funds granted/used as of July 28, 2017

Land Use Committee	\$50	Approved					
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For questions and/or comments about this grant opportunity, guidelines, application process, etc., please contact Abbey Martin in the Office of Neighborhood Services:

[amartin@spokanecity.org](mailto:amartin@spokanecity.org)

509.625.6858

## **Design Review Board Community Assembly Liaison Report**

Submitted by Kathy Lang

July 2, 2017

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### **Design Review Board Members**

Austin Dickey, Architect, Board Chair  
Charlene Kay, Civil Engineer  
Ted Teske, Citizen at Large  
Steven Meek, Urban Planner/Designer

David Buescher, Arts Commission  
Ryan Leong, Real Estate Developer  
Anne Hanenburg, Landscape Architect  
Kathy Lang, Community Assembly Liaison

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### **Project Reviewed June 28, 2017**

#### **Combined Sewer Overflow (CSO) 24 - 1<sup>st</sup> and Adams**

As part of Spokane's Integrated Clean Water Plan, a 2.3 million gallon Combined Sewer Overflow (CSO) tank is being installed at 1<sup>st</sup> Avenue and Adams Street. The site is located within the Riverside Neighborhood Council District and within the Downtown Planning Area. The surface of this site will include a new public plaza. The public plaza requires review by the Design Review Board. The June 28, 2017 meeting was the second of two Design Review Board meetings for this project. The following recommendations have been provided to the Planning Director.

### **Recommendations**

- The applicant will pursue a more unified form for the northern portion of the site.
- The applicant shall develop the gateway features on the north and south ends of the plaza to have a substance and character to mitigate for the lack of street trees in these locations.
- The board recommends the continuation of the historic sidewalk scoring pattern.
- The applicant will bring back before the Design Review Board the following items.
  - a. Kiosk
  - b. Lighting
  - c. Signage
  - d. Gateways
  - e. Site furniture

Additional information on this project can be found on the following City websites.

<https://my.spokanecity.org/projects/cso-basin-24-control-facility/>

<https://my.spokanecity.org/publicworks/wastewater/integrated-plan/>



**Public Safety Committee of the Community Assembly**  
**Minutes June 13<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, Randy McGlenn, and Patrick Striker (C.O.P.S, Guest)**

- **Greetings & Welcome**
- **Approval of May Minutes**
  - Motion: (Sarah Tosch) Approve the May minutes. Charles Hansen second the motion.
  - Bruce Higgins request to include discussion on clarifying what constitutes an observation of a chronic nuisance.
- **Guest: Patrick Striker, Executive Director, Spokane C.O.P.S**
  - Background on C.O.P.S
  - Goals:
    - Support community crime prevention
    - Keep communities safe
    - Push programs outside of C.O.P.S shops into communities
  - Programs:
    - Block Watch
      - Neighbors coming together to build relationships and keep their immediate neighborhoods safe.
    - Neighborhood Observational Patrol
      - Citizens organizing and working with law enforcement to patrol areas and look for problems to report.
      - Prevent crimes instead of playing catch up
    - Safe-Streets
      - Tool for dealing with nuisance houses
    - National Night Out
      - Kickoff events to get to know your neighbors
- **Update on including vehicle storage amendment in Nuisance Ordinance**
  - Goal: draft of vehicle ordinance edited and put together by July meeting.
- **My 311 (city website resources and FAQs)**
  - Item tabled until July meeting.