

# Spokane Neighborhoods Community Assembly

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

*Meeting Agenda for Thursday, August 3, 2017*

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



*Proposed Agenda Subject to Change*  
Please bring the following items:  
\*Community Assembly Minutes: July 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 ▪ July 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 ▪ WSDOT I-90 Operational Study ▪ Joint CA/CC ▪ Admin Committee Meeting in August	Tina Luerksen	5 min–5:55	Oral & Written Report	11
Parks ▪ Citizen Interaction ▪ Maintenance Issues	Leroy Eadie or Jason Conley	30 min–6:00	Presentation/ Q&A	
CHHS Liaison ▪ Update	Fran Papenleur	15 min–6:30	Oral & Written Report	13
ONS/Code Enforcement ▪ Update	Heather Trautman	15 min–6:45	Oral Report	
Building Stronger Neighborhoods ▪ Inlander Ad	Kelly Lotze	10 min–7:00	Oral Report/ Vote	14
Awards Committee ▪ Formation	Tina Luerksen	10 min–7:10	Form and Discuss	
Committee Conversation ▪ Budget	Andy Hoyer	20 min–7:20	Discussion	16
CA Roundtable	CA Reps	20 min–7:40	Discussion	
OTHER WRITTEN REPORTS				
Public Safety	Julie Banks		Written Report	22
Plan Commission Liaison	Greg Francis		Written Report	23

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

## UPCOMING IMPORTANT MEETING DATES

- *August 8: Public Safety, YMCA Corporate Office, Boone and Monroe, 3:30pm*
- *August 17: Land Use, West Central Community Center, 1603 N Belt, 5pm*
  - *August 24: Budget, Fire Station 4, 1515 W First Ave, 6:30pm*
- *August 28: Building Stronger Neighborhoods, Vessel Coffee Roasters, 2823 N Monroe, 12pm*
- *August 22: CA Administrative Committee (agenda item requests due. Please submit all written material to be included in packets two days prior to CA meeting date), ONS Office, 6<sup>th</sup> Floor, City Hall, 4:30pm*
- *August 22: Pedestrian, Transportation & Traffic (PeTT), West Central Community Ctr, 1603 N Belt, 6pm*
  - *August 31: Joint CA/City Council, West Central Community Center, 1603 N Belt, 5:30pm*
  - *September 7: 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,

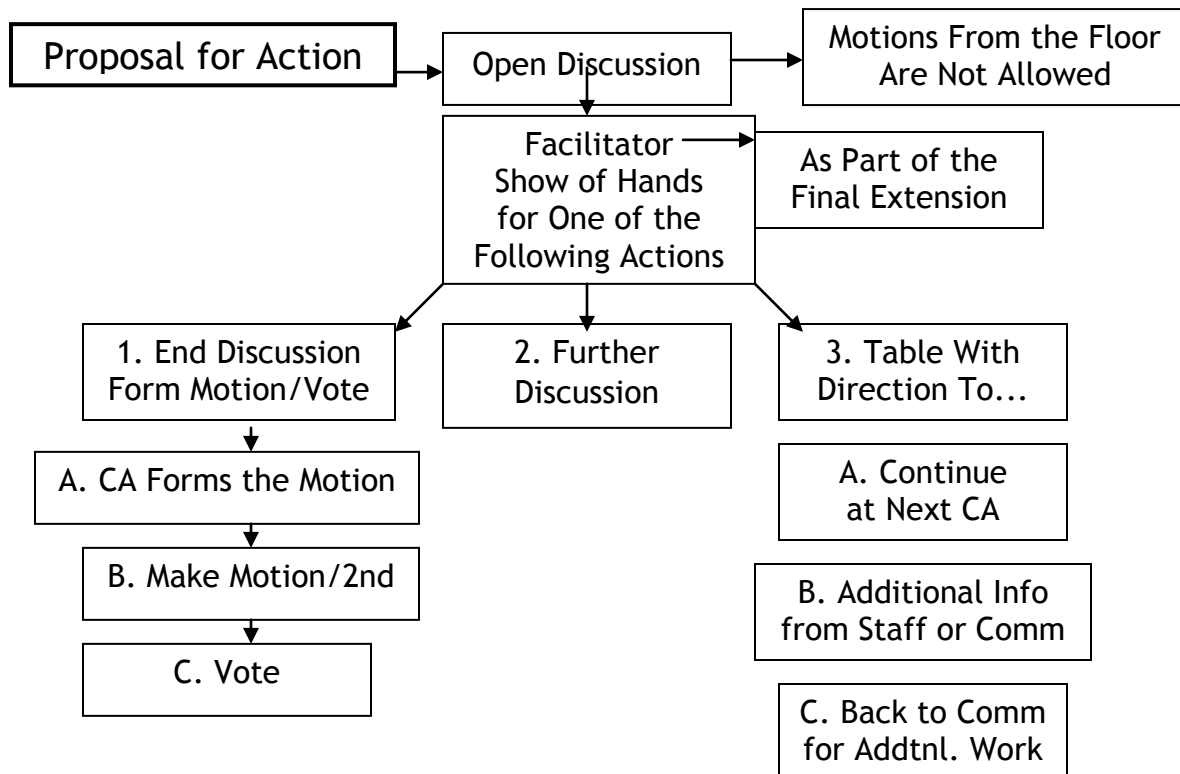
[zaromiotke@yahoo.com](mailto:zaromiotke@yahoo.com) and Charles Hansen (alternate), 487-8462, [charles\\_hansen@prodigy.net](mailto:charles_hansen@prodigy.net)

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

July 6, 2017

### 1. Proposed Agenda

- a. Approve as Amended
  - i. Amend: Colleen Gardner will be presenting on the CA/CC committee update rather than Seth Knutson.

### 2. Approve/Amend Minutes

- a. Approved

### 3. Open Forum

- a. Greg Francis, Rockwood
  - i. The sign section of the Code is currently being reviewed.
    - 1. Compliance with Supreme Court case that the City has to update this section and also signage language for the North/South corridor.
    - 2. A Sign Code Ordinance Update Subcommittee is being created and they are looking for a CA member to sit on this committee. There will be 3 meetings this summer. Luke Tully with Hillyard volunteers to sit on this subcommittee. Group unanimously approves.

### 4. City Council Update

- a. Council Member Amber Waldref, District 1
  - i. Updates:
    - 1. City Council has approved the Updated Comp Plan. This was a large work load and Council is excited to have this process completed.
    - 2. Council has passed the 6 year street program.
    - 3. The Public Works Committee will be focusing the next few years on utility rates. Three years ago, for the first time, Council established set utility rates and committed to keep increases below 2.9% or lower. They want to make sure that there are affordable rates going forward and in the next several weeks the Administration will move forward to get this info out to the public and have this built in to the budget for next year. Council is hoping to have this done by the fall of 2017. Council is looking at average costs in other communities and looking toward putting more funding towards the neighborhood cleanup programs with this funding as well. The goal is to stay under the 2.9% increase annually. Council is also looking into options to assist with low income homes for this rate increase. A draft will be out in the next week for folks to provide feedback.

4. The Supervision of Property Crime Offenders Grant was not granted to the City, but Council learned a lot through this process. The Capital budget has not been finalized. Council is reaching out to our legislators to bring funding to Spokane for this.

## 5. Admin, Joint CA/CC Recap

- a. Colleen Gardner, Chief Garry Park
  - i. CA/CC Update: Big topic of discussion was an update from Councilmember Stratton on the landlord tenant group. This group has been making progress and concessions on how this will impact renters and landlords. Discussion on title 18 (vouchers) was also a part of this discussion.
  - ii. CA's biggest topic was collaboration around CA and City Council and how the two can better work together. Council needs to have a clearer idea of what the expectations are.
    1. Part of this discussion included some recommendations to move the Council study sessions that take place the same evening as CA/CC to the CA/CC meeting location. This would be an attempt to have increased Council participation in CA/CC meetings going forward.
- b. Tina Luerssen, Grandview/Thorpe
  - i. Reminder for all CA reps to pick up a feedback form and provide your thoughts to improve future CA agendas. Please submit feedback forms to ONS staff or Admin committee members.

## 6. ONS/Code Enforcement/Parking Update

- a. Heather Trautman, Director of ONS/Code Enforcement and Parking Services
  - i. <https://static.spokanecity.org/documents/neighborhoods/getinvolved/presentations/2017/07/july-ca-presentation.pdf>

## 7. Plan Commission Liaison, Docketing Proposal Update

- a. Greg Francis, Rockwood
  - i. Why did the Plan Commission reject the Docketing Proposal?  
Background:
    1. The final Plan Commission hearing on this proposed change to the code was 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 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.

2. The Plan Commission is recommending the City Council rejects this. Why did the plan commission do this? They felt this process would bypass the Plan Commission and what their core purpose is. The Plan Commission felt the 7 criteria to get on the docket was too substantial. The Plan Commission makes the recommendation to Council and they are able to make the final decision.

## **8. Planning, Existing Neighborhood Commercial Structures**

a. Lisa Key, Director of Planning

- i. <https://static.spokanecity.org/documents/neighborhoods/getinvolved/presentations/2017/07/existing-commercial-structures-in-residential-zones.pdf>
  1. Email comments to Nathan Gwinn or Lisa Key:  
[ngwinn@spokanecity.org](mailto:ngwinn@spokanecity.org) or [lkey@spokanecity.org](mailto:lkey@spokanecity.org)

## **9. Building Stronger Neighborhoods, Time Sensitive Marketing Proposal**

a. Tina Luerssen, Grandview/Thorpe

- i. At the June CA, the Building Stronger Neighborhoods (BSN) committee was asked to bring back a proposal for an ad that would be targeted at increasing neighborhood council awareness and participation.

Ad Details:

1. The BSN committee is recommending the ad be run in the Annual Manual. This is because this publication has a one year shelf life and the BSN committee felt that this was the best use of funds.
2. This would be a half page ad with full color.
3. Ad Cost: \$1,718 for the half page Ad.
4. Kelly Lotze has worked on the budget application to gauge how this would increase CA committees and Neighborhood Council participation. The ad will have a QR code to track how successful the ad is.

Motion: Approve the BSN committee to finalize the ad and spend \$1,718 for an ad in the Annual Manual from the Community Engagement Funds

Approve: Bemiss, Browne's Addition, Chief Garry Park, Cliff Cannon, East Central, Emerson/Garfield, Grandview Thorpe, Hillyard, Logan, Minnehaha, North Hill, North Indian Trail, Peaceful Valley, Rockwood, Southgate, WC, West Central, Whitman

Oppose:

Abstentions: Lincoln Heights

## **10. Retreat, Committee Membership**

- a. Kelly Lotze, Browne's Addition
  - i. With Jay Cousin's departure the Retreat Committee is in need of a new committee member. They are looking for several volunteers. Currently the committee is working on reconstructing the fall retreat.
    - 1. Fran Papenleur has expressed interest in sitting on this committee but the committee would like to get more participation.
    - 2. The committee is willing to change the meeting location and time to accommodate new members.
    - 3. If Fran Papenleur is not interested in sitting on this committee Sandy Gill with North Hill has volunteered to take part in this committee.

## **11. Parks Discussion**

- a. Kathryn Alexander, Bemiss
  - i. Update on Parks Discussion: An email from Leroy Eadie, Director of Parks, was passed out to the group. Parks is in support of cosponsoring a new neighborhood event or two per council over the summer of 2017. The idea is that if Parks is a cosponsor then they can relieve the neighborhood of the insurance requirement and waive their reservation fees. The criteria are that it has to be a new event this year or at least an event that struggled last year but is still considered a new event. Parks will not sponsor long time existing events. The idea is that the event will get off the ground and be self-sufficient the second year. It has to be an event organized by a City of Spokane recognized neighborhood. The idea is to get some activity in Parks that have not traditionally been activated by neighborhood groups. This will be a pilot for the summer of 2017 and Parks will assess the success to see if it something that may take place next summer.
    - 1. Submit your applications to the Parks Dep and CC ONS office staff. When submitting your application please let them know about the pilot project. Submit applications to [parkopsreservations@spokanecity.org](mailto:parkopsreservations@spokanecity.org). For questions on parks reservations please call: 509-363-5455.

## **12. Committee Conversations**

- a. Paul Kropp, PeTT Committee
  - i. For the full committee conversation report please refer to page 17 in the July CA packet:



<https://static.spokanecity.org/documents/neighborhoods/getinvolved/agendas/2017/07/community-assembly-agenda-packet-2017-07-06.pdf>

- ii. Several neighborhood councils have representatives present at each PeTT meeting. These members are: Mike Harves (Browne's Addition), Trudy Lockhart (Chief Garry Park), Randy McGlenn (East Central), Charles Hansen (Whitman), and Ken Kruz (West Central).

Group Discussion:

- The committee is missing a connection to the City Council and Paul Kropp is hoping to increase that integration.
- Traffic Calming, Photo Red, and School Radar: PeTT committee has discussed increasing outreach and working to reduce the revenue generated by these programs. This is to ensure that we are truly reducing the number of violators and creating more awareness about safety.
- This committee is the perfect example of having robust conversations around PeTT topics, for example Councilmember Beggs sidewalk discussion and Councilmember Mumm's goals with increased safety around schools.
- Paul Kropp would like to see increased participation from other neighborhood councils
- Future topic for committee: PeTT will be looking into the Comp Plan Implementation chapter.
- There will be no PeTT meeting in July. It is recommended that folks go to the Placemaking Workshop instead. More details about the workshop can be found at this link: <https://static.spokanecity.org/documents/neighborhoods/friday-update/north-spokane-corridor-community-engagement-and-placemaking-workshop-flyer.pdf>

**13. CA Roundtable**

- a. Colleen Gardner, Chief Garry Park
  - i. Two issues:
    1. The email that went out two weeks ago concerning the developers and neighborhoods – there was a misunderstanding on what this program is supposed to be about. Colleen is going to extend the feedback phase for another week. ONS will send out another email that will be a little clearer and let folks know they have some additional time to respond. If there is not enough interest in this program they will not provide the workshop.
    2. CA needs to get some applications into the Office of the Police Ombudsman Commission (OPOC). This is a 5 member board. Send application to Mayors office and the City Council.
- b. Kelly Lotze, Browne's Addition
  - i. Browne's Addition summer concert series, will be taking place all summer. For more information please visit this link: <http://www.spokane7.com/calendar/events/35004/151217/>

- ii. Awards committee: At the August CA meeting we will be asking in for CA reps to participate.

### **19 Reps Present**

**In Attendance:** Hillyard, Grandview/Thorpe, Chief Garry Park, North Hill, Lincoln Heights, North Indian Trail, East Central, Peaceful Valley, Southgate, Cliff Cannon, West Hills, Wests Central, Emerson/Garfield, Whitman, Bemiss, Minnehaha, Browne's Addition, Logan, Rockwood

**Not in Attendance:** Audubon/Downriver, Balboa/SIT, Comstock, Five Mile Prairie, Latah/Hangman, Manito/Cannon Hill, Northwest, Riverside, Shiloh Hills, Nevada Heights

DRAFT

## **Minutes for the meeting of July 25<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 Abbey Martin.

### **August 3<sup>rd</sup> CA Meeting Agenda:**

City Council: 5-minute placeholder. Committee discussion: Can we get the list of which CC member is scheduled to attend CA each month? Who should be taking minutes at CA/CC meetings?

Admin: 5 minutes--Tina will bring up the WSDOT I-90 Operational Study and encourage NCs to invite WSDOT to their NC meetings for discussion on the topic. Save The Date: CA/CC Meeting Thursday August 31<sup>st</sup>, West Central Community Center. Also announce Admin meeting change for August.

Parks: 30 minutes. Presentation on the Parks Department structure, and where/how citizens & NCs can interact with the department. Discussion on how to improve relations & communication between NCs and Parks Department.

CHHS Liaison: 15 minutes for Fran to update on CHHS Board, Committee, and RFP changes.

ONS/Code: 15 minutes for Heather to update. No info given to Admin on what topics will be presented, but most likely updates on Spokane Matters, introduce new Code Enforcement Supervisor.

BSN: 5 minutes to present the finalized ad which will be published in the Annual Manual.

Awards Committee: 10 minutes to form the committee and discuss ideas for Awards/Banquet Ceremony.

Committee Conversation—Budget: 20 minutes. Andy will lead the discussion for the Budget Committee.

Roundtable: 20 minutes.

**Topics for follow-up:** Retreat Committee; Nominations Committee; Dawn Kinder—CHHS; Committee Conversation for CACD; Land Use-Watershed discussion request. Set agenda for CA/CC Meeting August 31<sup>st</sup>.

**Next Admin meeting:** \*Note Date Change\* Tuesday August 22<sup>nd</sup>, 4:30pm at ONS. The committee decided to meet a week early, as Tina and Andy will both be unavailable on the 29<sup>th</sup>.

## **I-90 Four Lakes to Idaho Operational Study**

### **Contact info:**

Larry Frostad, Assistant Traffic Engineer  
WSDOT Eastern Region Traffic  
2714 N. Mayfair  
Spokane, WA 99207  
509-324-6194  
frostal@wsdot.wa.gov

Mike Bjordahl  
WSDOT Eastern Region Traffic  
2714 N. Mayfair  
Spokane, WA 99207  
509-324-6556  
bjordam@wsdot.wa.gov

**Project website:** <http://www.wsdot.wa.gov/planning/studies/i-90-four-lakes-idaho-operational-study>

### **Project background**

Interstate 90 (I-90) in the Spokane area, constructed between 1958 and 1974, is increasingly experiencing regular congestion. This congestion occurs primarily during the morning and afternoon peak hours in a commute-directional manner. Non-recurring congestion outside of peak periods is also being seen more frequently. Both of these types of congestion contribute to crashes occurring on this corridor.

The Washington State Department of Transportation (WSDOT), through a programmatic screening process, analyzed highway segments statewide to identify those that have potential for safety improvements. Within the Spokane area, I-90 from the US 2 interchange to the Broadway interchange was identified as a high collision corridor segment. Funding for a safety improvement project was received for this section. In consideration of operational performance, the Eastern Region Traffic Office decided to expand the boundaries of the study to encompass the segment from the SR 904/Four Lakes Interchange to the Idaho State Line, as this is the primary urban core through Spokane.

WSDOT contracted with DKS Associates, an engineering firm, to assist us with performing a study focusing on improving safety and operations of the existing freeway through the expanded boundary limits. DKS will examine crash history and operational performance in closer detail and make recommendations for project strategies. This study will emphasize low cost strategies to efficiently move traffic on the existing system in a manner which improves safety and addresses transportation deficiencies, versus higher-cost capacity expansion strategies.

## 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 September CA meeting.

Community Assembly Committee: Building Stronger Neighborhoods  
7/24/2017 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), Debby Ryan (East Central).

ONS staff liaison: Katie Myers.

- Committee Housekeeping
  - June meeting minutes approved.
- Committee Business
  - Budget Application Update: Tina has sent the updated Handbook pages to Abbey, who will get them printed through the City. Tina will purchase the binders at Costco and submit for reimbursement.
  - Inlander ad: Matt in Reprographics did a great job updating the ad with our requests. Committee approves the final draft, and Tina will submit it to The Inlander. Tina has paid the advertising fee out of pocket, and will submit for reimbursement. Katie will check with Matt to find out how/who can track the QR code.
  - Other marketing funds: there is \$2300 remaining from the \$4000 which the CA approved for us to spend on advertising. Spokane Public Radio seems to be better for our target audience of citizens who "get involved". The quote we had from SPR was \$1352 for 2 "drive-time" spots per week, for 6 months. BSN will look into this and possibly propose the budget expenditure at the September CA meeting, for beginning radio marketing in October.
- Education & Outreach
  - BSN Facebook Page? NCs could pull content/marketing from a page like this, including Friday Update info and other blogs/posts which Katie receives and distributes. Kelly has volunteered to set up a BSN page; Katie will check with the City to make sure this is allowed.
  - Neighborhood Communications Toolkit: EJ and Sandy have posted some Training documents to Slack, which can be part of the Toolkit.
  - Cleaning From the Corridor Fall 2017: tentatively Saturday September 30<sup>th</sup>, Bemiss Elementary/Hays Park area. SPD is currently working on CPTED (Crime Prevention Through Environmental Design) in the area, CHHS is working with some zombie/foreclosed properties in the area. Katie is working on collaborating with these departments, expects to have volunteer webpage set up in the next couple of weeks.
    - For future CFTC events, ONS is looking for input on how to decide on the location. Application process?

- Publication Training recap: Low attendance but good information. Participants left with a flash drive of print-ready door-hangers and brochures.
  - Location question: Where else could we meet? Spark is \$200, so that's out. Could we just meet in a room with WiFi, and ask participants to bring their own laptop or tablet?
- Fall Handbook Training: Tentative Monday, October 2<sup>nd</sup>. Think about location, preferably on the North side—somewhat central?
- 2-hour Free Parking in construction zones: is there something BSN can do to help promote this? Katie will look into this, as she is about to take on some Parking tasks.
- Topics for next meeting:
  - Neighborhood Communications Toolkit; Using Slack
  - Marketing Budget Approval for next advertising project
  - BSN Facebook Page
  - Handbook Training: Finalize date/time/location/presenters.

Next meeting: Next regular meeting will be on Monday, August 28<sup>th</sup>. 12pm at Vessel Coffee Roasters, 2823 N. Monroe. \*note\* Tina will not be in attendance, so Katie has volunteered to take minutes.

# Community Assembly “Committee Conversations” Outline

**Committee Name:** Budget Committee

**Regular Meeting Date/Time/Location:** Fourth Thursday, 6:30PM, Fire Station #4, 1515 West 1<sup>st</sup> Avenue

**Current Elected Officers:** Andy Hoyer, Chair / Taylor Phillips, Secretary

**Typical Meeting Attendance:** Four or five members, occasional guests. (Patricia Hansen will replace Kathryn Alexander.)

**Stated Committee Purpose: Our Mission/Charge:** Our Mission: To assist Neighborhood councils financially to support and develop themselves to better serve their neighborhoods.

**Past Committee Accomplishments:** Managed the 2016 distribution of \$19,762 of \$20,000 allocated to neighborhoods, committees and the CA in general. Developed a new Application for 2017 and conducted a well-attended training class.

**Current Committee Projects:** Monitoring current neighborhood spending (21 neighborhoods and 2 committees have applied) / preparing for a second round of applications / reviewing and forwarding requests for the CA Balance fund (such as the BSN “Annual Manual” ad) / refining the application and training for next year / approaching CC for 2018 funding (in progress – all have been contacted at least once, with generally favorable responses.)

**How This Committee Can Impact Your Neighborhood:** The Budget Committee encourages creative use of the public funds to increase participation in all activities of the Neighborhood Councils. Many neighborhoods had increased participation last year.

**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*) The Committee helps neighborhoods find ways to increase outside funding, visibility and citizen participation in all their activities.

**What Does The Committee Need?** (*i.e. increased participation; specific information or help; direction from the CA; funding; etc.*) We need specific input regarding the Application process, forms and training. We also need early requests from Committees, who are able to apply for larger grants from the General CA fund, which is \$5,500 at the beginning of the year. We would like to thank all the neighborhoods who worked hard to be sure their Applications were correct and timely, and the ONS staff for attentive and responsive assistance.

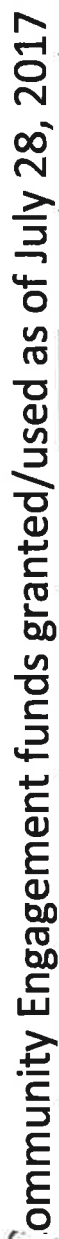
**Discussion.**



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

Neighborhood Council (Neighborhoods with an * attended program training)	Funds requested	Status	Item 1	Item 2	Item 3	Item 4	Item 5	Item 6	Item 7	Dollars used	Notes
Emerson-Garfield*	\$500	Approved	Banners (2)/ \$75.27	Brochures (200)/ \$165.12						\$240.39	
Chief Garry Park*	\$500	Approved	Flyers \$13.67	Newsletter	Banner (TBD- artwork)	Invoice \$87.85				\$101.72	
East Central	\$500	Approved	Welcome packet \$130.26	Code Brochure \$55.20	Rack Cards \$59.17	Banner \$38.77	Invoice \$15.78	Bookmarks (3) Pending	Flyers, color Pending (11x17 AND ¼ sheet)	\$299.18	
Shiloh Hills	\$500	Approved	Banner \$38.77	Brochures (1,186) \$415.10						\$453.87	
Bemiss*	\$500	Approved	Newsletters \$155.89	Music in the Park \$33.50	Incoming Parks permit	Additional newslet ters				\$188.50	
Manito/ Cannon Hill	\$500	Approved	Welcome bags \$429.76	Magnets (up to) \$70						\$429.76	Invoice to Acct. for reimbursement
North Indian Trail*	\$500	Approved	Media (3) \$17 \$20 \$20	Copies \$208.70						\$265.70	

[illegible]



For questions and/or comments about this grant opportunity, guidelines, application process, etc., please contact Abbey Martin in the Office of Neighborhood Services:

509.625.6858

# DRAFT - MINUTES

## CA - Budget Committee

*Date 7-27-17 | time 6:36 PM | Meeting called to order by Andy Hoyer*

### In Attendance

Mark Davies (N. Indian Trail)

Mary Carr (Manito)

Abbey Martin (ONS City Staff)

Taylor Phillips (Emerson/Garfield)

Andy Hoyer (South Gate)

Absent: N/A

### Approval of Minutes of previous meetings

June 22, 2017 Budget Committee meeting minutes were approved unanimously.

### Old/Unfinished Business

New Budget Committee Member: Andy Hoyer had previously invited Patricia Hansen of Cliff/Cannon Neighborhood to join the CA Budget Committee. Patricia accepted the position and fill the seat left open through Kathryn Alexander's Depart (Bemiss). The group voted unanimously to approve the new member joining. Andy Hoyer will reach out to Patricia and inform her of the group's decision.

Parks Pilot: New developments have occurred, details are unclear. Abbey Martin will retrieve and discuss details with Heather Trautman of ONS. It has been identified that the Parks Dept will consider NEW events, or recently attempted events that struggled in the past. Abbey will report further details; pilot program will be further discussed at the August CA meeting.

The group decided it would be best if Abbey Martin of ONS sent out a reminder email that all money is to be spent by September 15, 2017.

Andy Hoyer said he will open up a discussion with City Council to suggest continue funding the Community Assembly.

Discussion Item to review at future meeting: Resolve murkiness of metric requirements by city and make clear to neighborhoods.

Emerson-Garfield Application Alteration Request: Taylor Phillips asked that the committee consider allowing Emerson-Garfield to switch the order of items to be paid for on their application and use the \$250 ear marked for printing that is unspent to pay for the Summer Concert Band. If lieu of the band expense on the "reallocation" portion of their application, they will request the printing. The group voted to allow the motion, pending an email be sent to the Chair with the rest of the members cc'd.

### Review of Neighborhood Application Status Spreadsheet

Updated spreadsheet will be included in the CA packets going forward. P & P must be updated to reflect so. Taylor will follow up with BSN for annual Manual Ad and report ASAP or at next meeting.

### Discussion of sandwich signs, Nevada Heights Request

Folding A-Frame signs are OK to use funds for, ordinance states sign may be displayed up to 12 ft from event site. Individual neighborhoods are to use their own discretion when placing signs.

### Discussion of "second round," Awards and retreat committee needs

First round funds must be spent by Sept 15, the "reallocation" decisions will be made at the Sept 28th meeting. Sept 29th abbey will email results. At that point Retreat committee and awards committee must apply.

### Other

As of August 11, Mary Carr will be Mary Winkus. Congrats!!!

### Next Meeting

Next meeting: Thursday August 24, 2017 at 6:30pm

Motion to adjourn was made at 8:05PM and was passed unanimously.



**Public Safety Committee of the Community Assembly**  
**Minutes July 11<sup>th</sup>, 2017-3:30 pm to 5:00 pm**  
**YMCA Corporate Office, 1126 N Monroe**  
**Chair: Julie Banks**

**Present: Julie Banks, Bruce Higgins, Charles Hansen, Mella Harmon**

- **Greetings & Welcome**
- **District 1 Alley Project Update**
  - Solid waste is considering paving some alleys, Streets Department and Avista are considering illumination options
  - Will be presented at District 1 Quarter 3 meeting, July 26<sup>th</sup>, 5-6:30 at Northeast Community Center
- **Approval of May Minutes**
  - Motion: Mella Harmon motion Approve the May minutes. Charles Hansen seconds the motion
- **Update on including vehicle storage amendment in Nuisance Ordinance**
  - ONS/Code has contacted other cities with questions
  - Currently assessing Code Enforcement Officer's comments and editing ordinance draft.
- **Chronic Nuisance "Observation" Discussion**
  - "Observed" is not defined
    - Does a police officer have to observe? Do complaints suffice?
  - Provided a draft ordinance update to the Nuisance Property code that defined "observed"
    - Help neighbors address issues
    - Frees up officers time by not having to observe every incident
- **FAQ's Resource**
  - Complaint form pamphlet grammatical error
  - Helpful to have a neighborhood landing page on the Neighborhood Council web page
    - Where public safety FAQ could be located
  - Link to Code Enforcement page and possibly provide link on My311 to neighborhood landing page
  - Friday updates could also be posted on the landing page

## **Plan Commission Liaison Report**

August 3, 2017

Greg Francis – gfrancis1965@yahoo.com

The Plan Commission provides advice and makes recommendations on broad planning goals, policies, and other matters as requested by the City Council. It meets the second and fourth Wednesday of each month at 2pm in the Council Briefing Center in city hall with hearings typically starting at 4pm if there are any scheduled for that session. All Plan Commission meetings are open to the public. All agendas and materials are available at <https://my.spokanecity.org/bcc/commissions/plan-commission/>.

### **Hearings**

There were no hearings in July.

### **Workshops**

**Wayfinding Program Update** – We received an early briefing on the status of the wayfinding program, which was created by City Council Resolution 2015-074 and is intended to improve locating key destinations, especially for visitors. The plan is being done in coordination with the county program, which was developed in coordination with multiple jurisdictions.

**Parklets/Streeteries** – We received our final workshop on the proposed Parklets and Streeteries ordinance that will have a hearing before the Plan Commission on August 9th. Items discussed at this workshop include the necessity for mobility of the parklets so they can be relocated during events like Hoopfest and parades, the requirements to keep an open path on the sidewalk between the parklet and hosting business, and some of the fees associated with parklets. See <https://my.spokanecity.org/projects/parklets/> for more information.

**Main Avenue Visioning Presentation** – Council President Stuckart and Jim Frank from Greenstone did a joint presentation on a visioning study that was done for Main Avenue between Washington and the new pedestrian bridge that's being built in the University District. A key element of the study is to potentially reduce the car lanes from three to two and to add a wide bicycle lane with greenways to create separate pedestrian, bicycle, and car spaces. It is Jim Frank's belief that the investment by the city in the roadway and other improvements would help drive private investment in the buildings in the area with mixed retail and residential being the primary building types developed. It was a very interesting presentation and is well worth looking at the visioning study that was paid for jointly by Jim Frank and the city. The study is in the July 12th Plan Commission agenda packet, which is available for download at <https://my.spokanecity.org/bcc/commissions/plan-commission/>.

**The YARD Master Plan** – The Plan Commission had their final workshop for The YARD Master Plan and recommended that it go to the City Council for adoption. The YARD is a 500-acre area just east of the Hillyard business district that includes the old BNSF rail yard as well as a lot of additional industrial land adjacent to the old rail yard. Much of the land is either undeveloped or underdeveloped. The master plan's primary goal is the economic development of the area and what investments are necessary by the city (e.g., roads, sewer, water and other utilities) to incentivize businesses to develop in the area. The master plan and other documents associated with the project can be found at <https://my.spokanecity.org/projects/the-yard/>.

**Demolition Ordinance** – The demolition ordinance is being revised prior to the expiration of the moratorium on building demolitions in Browne's Addition that expires 11/1/17. This moratorium was put in place to deal with concerns about the demolition of historical homes in that area. The changes to the ordinance will be city-wide and change the process and fee structure for the proposed demolition of potentially historic homes. Since the ordinance also impacts non-historical homes, certain changes may impact the proposed demolition of any building within the city. The changes are in very early draft form with the plan to have the finalized proposed changes done by early October. There is no project page but the early draft is available in the July 26th Plan Commission agenda packet, which is at <https://my.spokanecity.org/bcc/commissions/plan-commission/>.

**Infill Project Update** – Plan Commission was provided an update on the continued work on infill development incentives that were identified last year. This is a multi-year project that is being done in multiple phases with the first phase planned for completion by the end of 2017. Phase I deliverables include a "development factors" map that's currently in public beta (a link to it is on the project site) as well as changes to codes for cottage housing, pocket residential developments, parking requirement reductions for multifamily units near transit routes, and unit lot subdivision updates. A link to the development factors map and current documents are available at <https://my.spokanecity.org/projects/infill-housing-strategies-infill-development/>.

## **Upcoming Hearings (Tentative)**

8/9 – Parklet Ordinance

## **Other**

**Docketing Process for Comp Plan Amendments and Unified Development Code** – The Plan Commission voted 6-2 against the proposed changes to the Comprehensive Plan amendment process at their hearing on 6/14/17. At the 7/13/17 joint meeting of the City Council and the Plan Commission, a discussion regarding how to gain Plan Commission support was had. The result is that several council members will work on revising the proposed changes and bring it back to the Plan Commission for further discussion. More info is available at <https://my.spokanecity.org/projects/changes-to-the-annual-comp-plan-amendment-process/>.