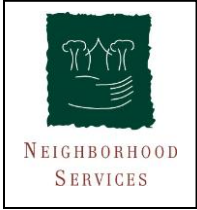


Spokane Neighborhoods Community Assembly

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

Meeting Agenda for Thursday, October 5, 2017

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



Proposed Agenda Subject to Change
Please bring the following items:
 *Community Assembly Minutes: September 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 ▪ September 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 ▪ Strategic Planning	Amber Waldref	10 min-5:50	Oral Report	
Mayor’ Housing Quality Task Force ▪ Adopting a Definition and Standard	Alicia Ayars	20 min-6:00	Presentation/ Q&A	
ONS/Code Enforcement ▪ Snow Plan Update	Heather Trautman	30 min-6:20	Presentation/ Q&A	
Forum-Sex Offenders in Our Community ▪ Present and Invite	Kelly Cruz	10 min-6:50	Presentation/ Q&A	
Nominations ▪ Update	Tina Luerssen	5 min-7:00	Oral & Written Report	10
Awards ▪ Update	Patrick Rooks	10 min-7:05	Oral Report	
Building Stronger Neighborhoods ▪ Handbook Training Update	Kelly Lotze	5 min-7:15	Oral & Written Report	11
Retreat ▪ Fall Retreat	Kelly Lotze	10 min-7:20	Oral Report	
Committee Conversation ▪ Public Safety	Julie Banks	20 min-7:30	Discussion	
CA Roundtable	CA Reps	20 min-7:50	Discussion	
OTHER WRITTEN REPORTS				
Administrative	Tina Luerssen		Written Report	13
Plan Commission Liaison	Greg Francis		Written Report	14
Pedestrian, Transportation & Traffic (PeTT)	Paul Kropp		Written Report	16
Land Use	Teresa Kafentzis		Written Report	17
Budget	Andy Hoye		Written Report	20

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

UPCOMING IMPORTANT MEETING DATES

- *October 10: Public Safety, YMCA Corporate Office, Boone and Monroe, 3:30pm*
- *October 19: Land Use, West Central Community Center, 1603 N Belt, 5pm*
- *October 23: Building Stronger Neighborhoods, Vessel Coffee Roasters, 2823 N Monroe, 12pm*
- *October 24: CA Administrative Committee (agenda item requests due. Please submit all written material to be included in packets two days prior to CA meeting date), ONS Office, 6th Floor, City Hall, 4:30pm*
- *October 24: Pedestrian, Transportation & Traffic (PeTT), West Central Community Ctr, 1603 N Belt, 6pm*
 - *October 28: Budget, Fire Station 4, 1515 W First Ave, 6:30pm*
- *November 2: Community Assembly, West Central Community Center, 1603 N Belt, 5:30pm*

MEETING TIMETABLE PROTOCOL

In response to a growing concern for time constraints the Administrative Committee has agreed upon the following meeting guidelines as a means of adhering to the Agenda Timetable:

1. When a presenter has one minute left in the time allotted the facilitator will raise a yellow pennant and indicate a verbal notice.
 - a. Should *any* Neighborhood Representative wish to extend the time of the presentation or comment/question period they may *immediately* “Move to extend the time by (1) to (5) minutes”.
 - b. An immediate call will be made for a show of hands in support of the extension of time. If a majority of 50% plus 1 is presented the time will be reset by the amount of time requested.
 - c. Extensions will be limited to (2) two or until a request fails to show a majority approval. After (2) two extensions, 1) if a motion is on the table, the facilitator will call for a vote on the open motion to either a) approve or not approve, or b) to table the discussion; 2) if there is no motion on the table, a request may be made to either (1) reschedule presenter to a later meeting, or (2) ask presenter to stay and finish at the end of the agenda.
2. When the allotted time has expired, a red pennant and verbal notice will be issued.

Administrative Committee

COMMUNITY ASSEMBLY LIAISONS & REPS (Draft)

Citizens Transportation Advisory Board (PeTT): Jim Bakke, 466-4285, jfbakke@q.com

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

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

Plan Commission: Greg Francis, gfrancis1965@yahoo.com

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

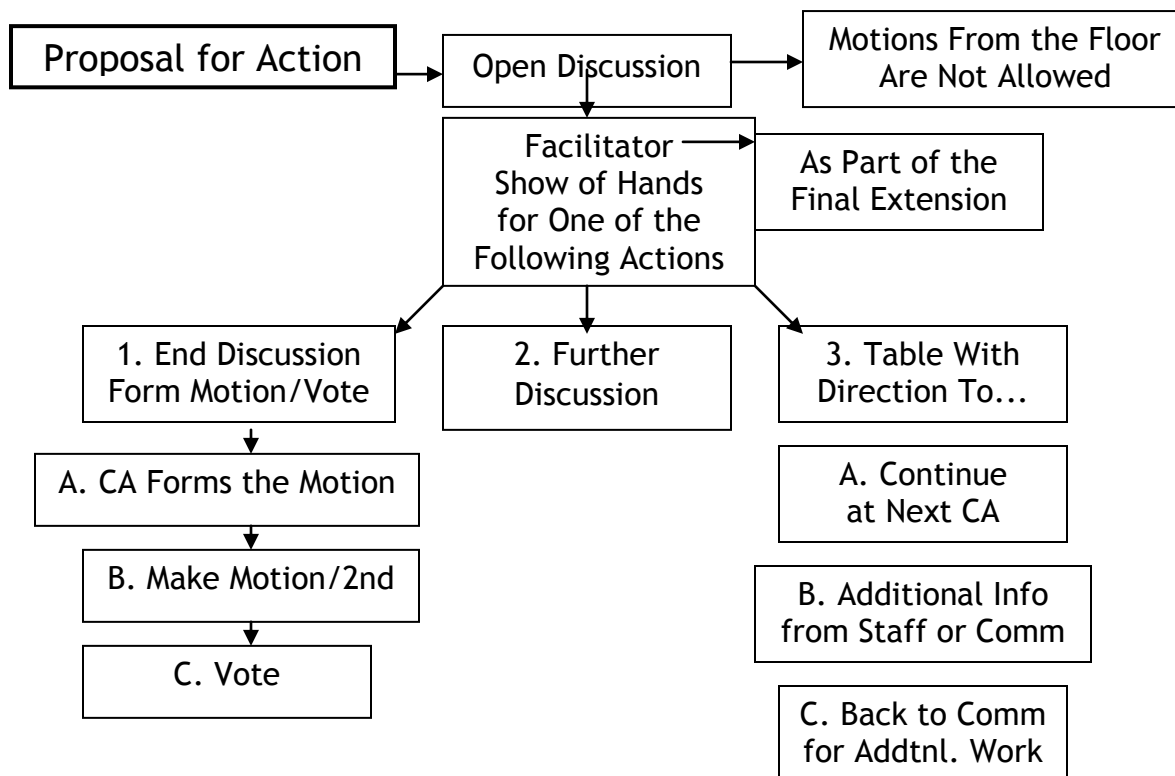
zaromiotke@yahoo.com and Charles Hansen (alternate), 487-8462, charles_hansen@prodigy.net

Urban Forestry: Carol Bryan, 466-1390, cbryan16@comcast.net, Karen Carlberg, 624-6989,

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
September 7, 2017

1. Proposed Agenda

- a. Approved

2. Approve/Amend Minutes

- a. Approved

3. Open Forum (Reports/Updates/Announcements)

- a. Logan Neighborhood Council Block Party: Thursday, 9/14/2017, from 4-7pm on Standard and Sinto.
- b. Updated handbooks from Building Stronger Neighborhoods: this could be educative for new people at your neighborhood councils about Community Assembly, Committees, etc.
 - i. BSN is looking at a Mon. 10/2/2017 workshop tentatively at Corbin Senior Center. More information soon.
 - ii. BSN also saw its Annual Manual ad (p. 51) which advertises the neighborhood council system, so please make certain your web pages are up-to-date, both via the City system and whatever other pages your council maintains internally.
- c. Budget committee: reminder that you need to spend your grant funds by 5pm on 9/15/2017. Get invoices/print orders to amartin@spokanecity.org by that time.
- d. Browne's Addition: SpookWalk \$20, friendsofcoeurdalene@spokane.gov, Oct. 27, 28, 31, 7pm, friendsofcdapark.org
- e. Planning docketing rejected- two revisions:
 - i. Adhoc to review all applications;
 - ii. Another one that's impactful to neighborhoods- if Neighborhood Council proposes map change, they are required to demonstrate pro/con and neighborhood reach out/education campaign to solicit approval.
- f. Craig Howard from SNAP:
 - i. Announcement on home repair- City has allotted funds to be used up to end of year (safety, electrical, broken windows, accessibility), and SNAP trying to get the word out for those folks in your neighborhood with 50% or less of income poverty guideline;
 - ii. Also fire safety campaign- fill out simple application and fire dept. will help. We're waiting by the phones for both home repairs and to help people get their dwellings more fire secure. Licensed, insured, bonded.
- g. Bemiss: Council Member Beggs is presenting Sidewalk measure, also web feature, survey mechanism, fliers available to pass out, starting with District 1 then talk and community interaction can expand to other districts from there.

4. City Council Update

- a. *Fair Chance Hiring – "Ban the Box"*:
 - i. For all jobs, other than those working w/ special groups/vulnerable populations, you have to assess someone's qualifications. Prior to disregarding because of

convictions, this current practice is a huge challenge to criminal justice, employment inhibitors;

- ii. This would follow the City policy; you can do any background check you want, but you have to wait based upon hiring qualifications and interview as opposed to disregarding applicants because of the box initially;
- iii. This is the law for businesses with more than 15 employees federally.
- iv. Working with Greater Spokane Incorporated to craft an ordinance that fits- they like the policy but generally are cautious about.
 - 1. Questions/discussion: clarification that this ordinance changes solely *when* you utilize background info.

(Extended)

- v. Data to show that there's a problem with the box being exclusionary.
 - 1. We've had other groups in our country discriminated, compared to "Irish need not apply."
 - 2. This doesn't protect their status but protects when it's revealed.

(Extended)

- vi. Admin committee didn't surface objections.
- vii. In person or video interview, not phone.
 - 1. Council Member Beggs will send to ONS, ONS will send out to neighborhoods, feedback should go to Council Member Beggs.
- viii. Restructuring of City Council Committees to be based on four areas: Health and Safety, Infrastructure, Finance, Urban Edge
- ix. Chair and Vice Chair of committees (aligned with Comprehensive Plan) will be Council Members, and then there is an Admin participant to round out leadership (kicks off Oct 1).
- x. More governance based as opposed to reactive.
- xi. Changing City Council committee structure.

5. CHHS/Community Development

- a. Dawn Kinder, CHHS, presented:



Sept 2017
Presentation 1.pdf

- b. Discussion/Questions:
 - i. Will money materialize, and if so, when? To be determined: we believe maintaining the program has passed the House, but not yet the Senate
 - ii. Non-service, rolling basis, neighborhood allocation in its current form will continue
 - iii. In terms of this program, if the cuts that were proposed went through it would be gutted
 - iv. Deeper census dive is available, can always check with George Dahl to ensure accurate data on neighborhood, gdahl@spokanecity.org;

- v. How Neighborhood Council program allocated amount determined? Different things used across the department, proposed to board, remainder for neighborhoods, other categories comprise x...total is 3 million, 20% direct services, 20% admin., and what is left is capital budget that comprise neighborhoods, capital projects, and new Economic Development initiative
- vi. Example of Economic Development? Job creation and job growth, second-tier businesses, local to Spokane and helps them grow. First investment will come before board, can be loan or grant

6. Committee Conversation:

- a. CA/CD
- b. [Presentation by Fran Papenleur, Chair](#)
- c. Note current vacancy
- d. Discussion: great participation past couple years, everyone is welcome, and it has been great working with CHHS, meetings resume in October at West Central Community Center, elections follow
- e. Question about committee goals and district model action, hasn't materialized necessarily, but potential is still there
- f. Grandview-Thorpe: Neighborhood Council does not receive funds but Community Assembly admin committee hears controversy from this committee, would like those conversations and concerns to surface here so that air can be cleared
- g. How do meetings go? Emerson-Garfield explained meeting are helpful in educating and intentionally voting
- h. CHHS: Our department does not oversee this committee, they are simply technical support
- i. ONS: ONS liaising to this committee was a conversation that occurred with the committee about the best resource to provide. Our staff cannot provide proper technical support, always aimed at providing the best resource and that is CHHS in this case
- j. Concern about CA run versus CHHS-run committee, and concern that conversation occurred at committee level but not at Community Assembly
- k. Carol, Lincoln Heights, neighborhood does not get funds but allocate to other organizations
- l. (Extension)
- m. Sidewalks, example of different way to formula that could include everyone, Community Assembly voted down
 - i. Confusion in how determination is made
- n. Bring back to committee conversation: could fill/join/attend committee meetings, could revisit allocation model, could revisit committee needing to go through Community Assembly and how/who supports, etc. can also be discussed
- o. ONS staff will be at next CA/CD meeting

7. Admin

- a. CA/CC:
 - i. Commercial structures in residential zones passed

- ii. Neighborhood implementation of plans, make part of comp plan? City Council was asking for letter from Community Assembly for neighborhood plans added to be added to the comprehensive plan

Motion: "CA approve the Admin Committee writing a letter to recommend the City Council adopt the Neighborhood Plans as addenda of the comprehensive plan and be a binding part of the comprehensive plan."

Unanimously APPROVED

- iii. Nominations Committee for Admin- cannot be current admin
 - 1. Will work with Tina to determine who is eligible
 - 2. Barbara Ann (Logan), Colleen Gardner (Chief Garry Park), Seth Knutsen (Cliff/Cannon)

8. Retreat

- a. Kelly Lotze, Browne's Addition:
 - i. Retreat committee met on 28th, discussed potential dates- six dates and checking locations, any confirmed availability from venue will launch poll to Community Assembly for location of Retreat
 - ii. Perhaps in lieu of CA to increase part
- b. Will work to set agenda, looking to get ideas from group now:
 - i. Goal setting
 - ii. Parks
 - iii. Planning
 - iv. Relationship with City staff and one another
- c. Would like to see committees represented at retreat
- d. Other opinion is committees do that work and more would come with more pertinent topics
- e. 18/29 neighborhoods present, getting 29 people here and more attendance there is imp

9. Liaison

- a. See page 12 of packet- two Community Assembly related positions are on horizon for replacement or renewal:
 - i. CTAB member (PeTT appointment)
 - ii. CHHS member (Community Assembly appointment)
- b. Looking for volunteers

10. ONS/Code Enforcement

- a. [ONS presentation](#)

11. District 1 Spokane Matters Communication Project

- a. Came out of Spokane Matters
- b. Resource guide for neighborhoods to help with capacity building and the preservation of institutional knowledge as Neighborhood Councils turnover and/or change membership
- c. **Directions here:**



Spokanematters.pdf

- i. Username: **spokanemattersdistrict1** Password: **nclegacy**

12. CA Roundtable

- a. Committee Conversation: Public Safety, Land Use?
- b. Do we want Admin to go?
- c. Public Safety for October
- d. Developer's project: meeting with planning so that ad-hoc committee can develop answers
- e. Greg Francis will check with Land Use about November.

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

Not in Attendance: Balboa/South Indian Trail, Shiloh Hills, Nevada Heights, Northwest, Hillyard, Riverside, Minnehaha, Comstock, Latah/Hangman, West Hills, Five Mile Prairie

2018 ADMIN COMMITTEE NOMINATIONS LIST

Fran Papenleur
Kathryn Alexander
Kelly Lotze
Debby Ryan
Tina Luerssen
Luke Tolley
Carol Tomsic
Mary Winkus
Barnetta Bindewald
Christy Jeffers *
Sandy Gill
Mark Davies
Angel Meegan *
Julie Banks
Greg Francis
Andy Hoyer
Ken Cruz
Patrick Rooks
Charles Hansen

*=(if present in October)

Seth Knutson

Community Assembly Committee: Building Stronger Neighborhoods
9/27/17 12:00PM Vessel Coffee, 2823 N Monroe

Members Present: Kelly Lotze (Chair: Browne's Addition), Dave Lucas (Rockwood), EJ (Emerson/Garfield), Debby Ryan (East Central), Seth Knutson (Cliff/Cannon), Tina Luerssen (Grandview Thorpe).

ONS staff liaison: Katie Myers

- Committee Housekeeping
 - August Meeting minutes approved.
- Committee Business
 - Spokane Public Radio Ad – Metrics.
 1. The group decided to use the same metrics that were used for the Annual Manual budget application. BSN will be sending out a sign-in sheet to all neighborhood councils for their use. Please see the attached sign in sheet for more details. This will ask any new neighborhood council attendees how they heard about their neighborhood council meeting. This sign in sheet will also be attached to the BSN Sep. minutes and put in the packet for the October CA.
 - BSN Facebook
 1. No updates at this time.
 - Fall Budget Application – Marketing Campaign remaining \$1572
 1. KXLY is no longer an option at this time due to cost.
 2. Digital campaign – the Inlander and Spokeman Review are current possibilities.
 3. Create a poster board with image similar to the Annual Manual ad for the lobby of City Hall. Katie will reach out to Brian Coddington with City Communications to see if this is possible.
- Education & Outreach
 - Cleaning from the Corridor Fall 2017, October 7th, Bemiss. Volunteers will meet in Courtland Park at 9am.
 1. No major updates at this time. Still in need of more volunteers for the event. Please have your neighborhood councils encourage citizens to register.
 - Handbook Training: date? October 2nd? Location?
 1. The October 2nd date will not work for the group. The date will be pushed out to October 9th or October 16th (dependent upon room availability). The start time for the training will most likely be 6:00pm. Tina, Seth and EJ are free on the 16th for the training. Katie will email out this information to Neighborhood Councils and CA reps when the dates and locations are finalized. Katie will also be checking if the City can place this information on the Cities social media pages.
- Announcements & Updates
 - Next Meeting: Next regular meeting will be on Monday, October 23, 2017 at Vessel Coffee, 2823 N Monroe St.

Guest Sign In

Date of Meeting _____

*Name (Please Print) _____

*Address _____

Telephone Number (Optional) _____

Email Address (Optional) _____

*I am 16 years of age or older (circle one) Yes No

*Signature _____

How did you hear about Neighborhood Councils?

Radio Print Ad (Inlander) Other (Please list) _____

*Name (Please Print) _____

*Address _____

Telephone Number (Optional) _____

Email Address (Optional) _____

*I am 16 years of age or older (circle one) Yes No

*Signature _____

How did you hear about Neighborhood Councils?

Radio Print Ad (Inlander) Other (Please list) _____

*Name (Please Print) _____

*Address _____

Telephone Number (Optional) _____

Email Address (Optional) _____

*I am 16 years of age or older (circle one) Yes No

*Signature _____

How did you hear about Neighborhood Councils?

Radio Print Ad (Inlander) Other (Please list) _____

Minutes for the meeting of September 26th, 2017

Community Assembly Administrative Committee.

Attendees: Committee members Seth Knutson (Chair), Tina Luerssen (Secretary), Andy Hoye (Vice Chair), Patrick Rooks. Absent: Kelly Lotze. City Staff: Rod Minarik.

October 5th CA Meeting Agenda: Rod will be facilitating, as Bart is unavailable.

City Council: 5 minutes for update.

Mayor's Housing Quality Task Force: 20 minutes for Alicia Ayars to have a presentation/Q&A on Adopting a Definition and Standard.

ONS/Code Enforcement: 30 minutes for Heather to present the Snow Plan Update.

Neighborhood Forum/Sex Offenders in Our Community: Kelly Cruz 10 minutes to present and invite.

Nominations: 5 minutes for Tina Luerssen to update on the process.

Awards Committee: 10 minutes for Patrick Rooks to update on the proposed awards program.

Building Stronger Neighborhoods: 5 minutes for Kelly Lotze to present Handbook Training update.

Retreat Committee: 10 minutes for Kelly Lotze to update on the retreat.

Committee Conversation: 20 minutes for Julie Banks to lead Public Safety conversation.

Roundtable: 20 minutes. Possible topic: Budget reallocation.

Admin Committee Discussion:

Nominations committee hasn't done the homework yet, as they've been unable to reach Barbara Ann Bonner, and Colleen Gardner has been out of commission for health reasons. Seth will make up a list of eligible reps for distribution at CA. Tina will present this at CA this month, as Seth will be out of town.

SRTC request: Bump to November, Rod will ask Staci Lehman what her presentation will be about (if there's still opportunity for input, or if they're just bringing information).

SNAP request: Craig Howard requested 10 minutes to discuss what he brought up in Open Forum last month, for Home Repair Funds. This agenda is very full, and Admin thinks SNAP should be going directly to NCs with this info.

Topics for Admin follow-up: Retreat Committee; Nominations; Awards; Committee Conversation for Land Use (November), Liaison, Admin; Land Use-Watershed discussion request. Budget reallocation discussion. Admin meeting location if City Hall security changes to require badge for 6th floor access.

Next Admin meeting: Tuesday October 24th, 4:30pm at ONS.

Plan Commission Liaison Report

October 5, 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 September.

Workshops

Citywide Capital Improvement Program Update – The Plan Commission does a consistency review of the annual update to the Capital Improvement Program, which documents all major projects for the city. This year's update tentatively includes information on eighty-one new projects at a cost of \$65 million. This workshop had presentations of proposed capital projects from Parks and Recreation, ONS, and Public Works. We heard about planned improvements to parking, trails and safety in the parks, a pilot project in ONS to replace expensive to operate parking enforcement vehicles, and improvements to our water and waste water systems. Links to this year's draft CIP and last year's CIP are available at <https://my.spokanecity.org/projects/capital-programs/>. Note: These documents are each more than 1000 pages long.

Quality Housing Standards and Definitions – This workshop was an update on one of the projects that came about as a result of the Mayor's Housing Quality Task Force. The work being done is to establish housing standards for both owner-occupied and rental properties within the city and is based on standards from HUD, the International Property Maintenance Code, the National Healthy Housing Standard, and other sources. The housing quality requirements may be challenging to meet for some older homes. There were also concerns expressed at the Plan Commission workshop that this code may discourage local property owners from renting their properties as well as concerns about the legality of enforcing housing standards on existing owner-occupied homes. Enforcement would be complaint based. You can read the draft standards in the Plan Commission packet at <https://static.spokanecity.org/documents/bcc/commissions/plan-commission/agendas/2017/09/plan-agenda-2017-09-27.pdf>.

Sign Code Update – This code update is on the fast track for completion with two workshops in September and the Plan Commission hearing scheduled for 10/11/17. This timeline is being driven by a City Council moratorium (ORD C35490) on relocating certain types of signs that expires on 11/22/17. The sign code update includes changes associated

with the moratorium, language dealing with signage to bring the code in compliance with the *Reed vs Town of Gilbert* decision (regarding 1st amendment rights), as well as staff recommended changes to the code. The biggest changes involve definitions of temporary signage (based on durability rather than time), placement of off-premise signs, and removal of all language that required interpreting what was on the sign. One of the major challenges to the code is how to meet the requirements of *Reed vs Town of Gilbert* while trying to keep abandoned political signs from littering the public right of way and vacant lots. The code was updated after feedback from both the Plan Commission and the CA Land Use Committee to include a definition of abandoned signs and a proposed 180-day time limit on all temporary signs. More information can be found at <https://my.spokanecity.org/projects/sign-code-update/>.

Infill Housing Update – The infill housing project is continuing to move forward with phase one still in progress. Part of phase one are some potential code revisions to make it easier to build cottage housing and pocket residential developments. One potentially interesting changes to cottage housing is unit lot subdivision, which would allow for ownership of cottage houses rather than restricting them to rentals as it is now. Another potential change is to eliminate the need for RSF-C zoning for pocket residential and either allowing pocket residential outright in RSF or through a conditional use permit. No draft code is currently available but should be available sometime in October with a hearing tentatively planned for November. More info on infill housing is available at <https://my.spokanecity.org/projects/infill-housing-strategies-infill-development/>.

Central City Line Update – We received a brief update on the status of the Central City Line project with the primary focus being on transit station location and design. These transit stops will be more built out than a typical transit stop because of the intended permanence of the Central City Line route to encourage develop along the route. These designs will also likely have some influence on future stops on the HPT (High Performance Transit) routes. There will be an open house on possible designs at Gonzaga University in Cataldo Hall from 3-7pm on 10/18/17.

Upcoming Hearings (Tentative)

10/11 – Sign Code Amendment

10/11 – Citywide Capital Improvement Program Update

10/25 – Demolition Ordinance Update (tentative)

11/8 – Housing Quality Code Amendments



PEDESTRIAN, TRAFFIC AND TRANSPORTATION (PeTT) COMMITTEE

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

MEETING NOTES:

September 26, 2017 - 6:00 – 7:30 PM

West Central Community Center – 1603 N. Belt Street

CALL TO ORDER AND INTRODUCTIONS

8 neighborhood councils represented

1 presenter, 1 guest, and 2 city staff in attendance

PRESENTATION: Nature Trail for the Latah-Hangman Valley

- Project to implement a trail from Peoples Park to Hatch Road: "connecting nature, history, and people" with city park land and parks in the Latah-Hangman corridor.
Daniel Collins, consultant to the Inland Northwest Trails and Conservation Coalition (INTC)
<http://www.outtheremonthly.com/inland-nw-trails-coalition/>
<https://my.spokanecity.org/projects/latah-hangman-valley-trail/>

*NOTE: Public open house for trail and conservation concepts by landscape architects
Saturday, October 28, 1 PM, St John's Lutheran Church, Meadow Lane*

TRAFFIC CALMING UPDATE

- Current Application Cycle - State of Play
Katie Myers, Neighborhood Services

CTAB RECRUITMENT

Two members who have expressed interest in succeeding Jim Bakke on the Citizens Transportation Advisory Committee (CTAB). PeTT will select a new member by November or earlier. CTAB works with street department staff to advise the Transportation Benefit District (TBD) board on the use of \$20 car tab revenues for street and pedestrian improvements. The start-up CTAB meeting for the new planning year will be Wednesday, October 18th at the street department operations building, 901 N. Nelson Street @ 5:30PM.
<https://my.spokanecity.org/bcc/boards/citizens-transportation-advisory-board/>

OPEN FORUM The dangerous intersection of Broadway and Cedar in West Central (Ken Cruz)

NEXT MEETING -- October 24, 2017

POTENTIAL AGENDA ITEMS

CTAB update

Traffic calming report:

Showing off "signature" traffic calming projects by district and cycle
Committee focus areas for 2018

E.g., traffic safety standards and practices around schools

Community Assembly Land Use Committee (LUC)

September 21, 2017

5:30 to 7:00 pm

West Central Community Center – Don Kelly Room

Facilitator & Secretary: Teresa Kafentzis

Introductions:

- Patrick Rooks – West Hills
- Robynn Sleep – Cliff Canyon
- Greg Francis – Rockwood
- Teresa Kafentzis – Southgate
- Sylvia St. Clair – West Central
- Melissa Wittstruck – City of Spokane
- Amy Mullerleile – City of Spokane

Review and Approve Current Agenda

- Move Sign Code Update to beginning of meeting

Review and Approve Last Month's Minutes

- August minutes approved

OLD BUSINESS

- LUC Survey (All)
 - Teresa has subscription for Survey Monkey until October 14. Consider requesting extended membership from CA.
 - Goal is to reach out to receive the most responses as possible. Distribute survey to neighborhood council chairs to distribute their members, Facebook, NextDoor. Friday City Update.
 - October 13 deadline to complete survey so there is one week to review results.
- Urban Densification – Environmental ad hoc Subcommittee (Robynn Sleep)
 - Grant Park Update from District 2 meeting – issues and concerns include traffic study, safety, two other parking lots in Grant Park that aren't full on Fridays, desire for stakeholder groups to be involved in planning. Concern that there is a stakeholder group of city employees and Breann Beggs that doesn't include neighbors at this time.
 - Robynn will share minutes from the D2 meeting and her response to the meeting and minutes.
 - Melissa will contact Garrett Jones (Parks Planning and Development) to find out details of project scope and process in place

- Lack of parking near businesses that had decreased parking requirements. Concern that park spaces and undeveloped conservation areas considered as parking options in Centers and Corridors rather than requiring adequate. LUC should compile a list of parkland or undeveloped conservation within quarter mile of Centers and Corridors. Ex: Murphy Park in Lincoln Heights, Grant Park
- CA Administration did not put LUC request to review issue with CA was not approved.
- What is the mechanism to protect our green spaces as density increases?

NEW BUSINESS

Revision of Sign Code – Amy Mullerleile, City of Spokane

- Background and overview of update (draft code is on the project page on city website – enter “sign code update”)
 - Limited scope for update based on:
 - Content neutrality – US Supreme Court ruling
 - City Council moratorium – April 2017 regarding billboards expires on November 22.
 - Staff recommendations – nine recommendations based on permitting staff experiences such as reorganizing the code sections based on topics.
 - October 11 Hearing at Plan Commission
 - City Council Hearing to be announced

Reports

- Plan Commission – Liaison, Greg Francis (Rockwood)
 - Looking at capital improvement plan 81 projects **(Insert link from Greg here)**
 - Sign code update
 - Central City Line Project – Open House October 18 from 3 to 5 pm at Cataldo Hall in Globe Room
 - CA approved sending a letter to City Council that supported all of the neighborhood plans being included in the comprehensive plan as a binding part of the comprehensive plan. However, some of the plans are not compatible with the comprehensive plan.
- PeTT Committee – Paul Kropp (Southgate) – no report
- Public Safety – Julie Banks – no report
- Elected Representatives – Councilperson Waldref (as needed)

Good of the Order

- Planning Director at November meeting
 - Robynn will send questions in advance regarding urban densification

Next Month's Meeting: October 19, 2017

- Review maps to determine city parks and conservation areas near Centers and Corridors.

Adjourned at 7:15 pm

Minutes submitted by
Teresa Kafentzis, Secretary

DRAFT – MINUTES

CA – Budget Committee

Date **8-28-17** | time **6:36 PM** | Meeting Called to order by **ANDY HOYE**

In Attendance

Mark Davies (N. Indian Train)

Taylor Phillips (Emerson-Garfield)

Mary Winkus (Manito)

Andy Hoyer (South Gate)

Abbey Martin (ONS)

Absent

N/A (new member begins @ October Meeting)

Approval of July minutes

July 27, 2017 Budget Committee meeting minutes were approved unanimously.

Status update for neighborhood's use of funds

Some neighborhood's orders are still unresolved. Several neighborhoods did not meet the September 15 deadline, instead they sent their INITIAL PRINT ORDER in on the invoice due date. Abbey Martin of ONS has been kind and flexible enough to work with these neighborhoods. THIS WILL NOT CONTINUE MOVING FORWARD, neighborhoods will be told NO and lose funding in the future. "Quasi Receipts" will also no longer be accepted, receipts must meet City Accounting Requirements or they will be returned and no reimbursement will be given; please see Community Engagement Grant Guidelines.

It was noted by the Committee that the September 15 deadline for invoices was abundantly clear due to the volume of emails the Budget Committee ONS Liaison received that day.

Process questions for moving forward

Abbey Martin of the ONS drafted an alternative application to use next year that has been pitched to the CA Budget Committee. Highlighted features: Not as encumbersome as the 2017 application, emphasis on PLAN to use funds, less repetition.

The committee has been directed from the Chair (Andy Hoyer) to review the purposed application, compare it to the 2017 application, and bring thoughts, questions, and suggestions to the October 26th meeting. The committee feels it would be best to include the new member in the discussion from the beginning.

Reallocation Discussion

All nine neighborhoods that applied for "reallocation" funding have been approved. Abbey Martin will send out emails confirming the promise of funding for the second round, the items that have been approved, and a general time line of when the funds should be used and when invoices are due.

the "reallocation" funds can NOT be used to pay for items that have been purchased, or to help fund events that have happened prior to September 28th. Any invoice that are turned in that do not meet the reallocation stipulations will be returned and NOT REIMBURSED

The CA Funds that are unused are roughly calculated to be at \$4,000.00. The Retreat Committee, BSN, and all other CA Committees are encouraged to submit any further applications for these funds ASAP, all CA Standing Committee applications submitted to date have been funded and are taken into account for our calculation of 4k. The deadline for invoices in NOVEMBER 15. NO EXCEPTIONS.

The committee has also discussed implementing a **Repair and Replace** fund to help the CA repair and replace equipment over time to ensure that all equipment is safe and in good condition.

Other

The November CA Budget Committee meeting will be moved to NOVEMBER 15. The location of the meeting is TBD. The rationale is that the invoice due date for reallocation is November 15 at 5pm, exceptions will not be made.

The equipment the CA purchased with fund from last year have been damaged and broken.

At this time the ONS is liaising with North East Community Center (the organization housing, storing, and managing the equipment) for more information to identify the neighborhood responsible for returning damaged and broken equipment.

The committee discussed and has decided that the neighborhood that broke and damaged the equipment is responsible for replacing it with new equipment through their own neighborhood funds. The committee has discussed a process for if a neighborhood does not have adequate funds to carry out the request.

We ask that the neighborhood who is responsible for returning damaged and broken equipment come forward. The ONS is still investigating which neighborhood.

Earlier this year the ONS made a decision without consulting the CA to purchase a replacement canopy for the CA as a neighborhood had turned in a damaged/broken canopy as good faith to help the CA start the equipment rental program in good standing. The CA Budget committee has decided that they will not be filing for reimbursement to the ONS since the ONS made the purchase without consulting the CA. The committee would like to recognize that purchase and thank the ONS for the gift, it is appreciate. **SINCE THEN, MORE EQUIPMENT HAS BEEN DAMAGED, BROKEN, RETURNED, AND NOT REPLACED. **

Meeting adjourned at 7:55 PM. The next CA Budget Committee meeting will be held THURSDAY OCTOBER 26 at Fire Station #4 to begin at 6:30 PM.