

Spokane Neighborhoods Community Assembly

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

Meeting Agenda for Thursday, December 7, 2017

5:30 to 6:30pm – West Central Community Center, 1603 N Belt

6:30 – Annual CA Awards Banquet/Potluck



Proposed Agenda Subject to Change

Please bring the following items:

***Community Assembly Minutes: November 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 ▪ November 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	City Council Members	5 min–5:50	Oral Report	
Admin ▪ Election Results – Tina ▪ Joint CA/CC – Kelly	Tina Luerssen and Kelly Lotze	5 min–5:55	Oral & Written Report	11
CA/CD ▪ Proposed 2018 Allocation Methodology	Fran Papenleur	5 min–6:00	Oral & Written Report	13
Building Stronger Neighborhoods ▪ 2017 Year-end Requests	Kelly Lotze	5 min–6:05	Oral & Written Report/Vote	20
Budget ▪ 2017 Neighborhood Recap	Andy Hoye	10 min–6:10	Oral & Written Report/Vote	22
Building Stronger Neighborhoods ▪ 2018 NUSA Delegates Proposal	Tina Luerssen	10 min–6:20	Oral & Written Report/Vote	26
OTHER WRITTEN REPORTS				
Pedestrian, Transportation & Traffic (PeTT)	Paul Kropp		Written Report	29
Urban Forestry - CAC	Karen Carlberg		Written Report	33
Design Review Board Liaison	Kathy Lang		Written Report	37
Plan Commission Liaison	Greg Francis		Written Report	38
ONS Program Dates	Katie Myers		Written Report	40
Public Safety	Julie Banks		Written Report	41

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

UPCOMING IMPORTANT MEETING DATES

- *December 12: Public Safety, YMCA Corporate Office, Boone and Monroe, 3:30pm*
- *December 19: 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*
 - *December 28: Budget, 1104 W 8th, 6:30pm*
- *December 19: 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*
 - *January 2: CA/CD, West Central Community Center, 1603 N Belt, 5:30pm*
 - *January 4: 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): Randy McGlenn, rjmcglenn@hotmail.com

Community, Housing, & Human Services Board: Fran Papeleur, 326-2502, papeleurf@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,

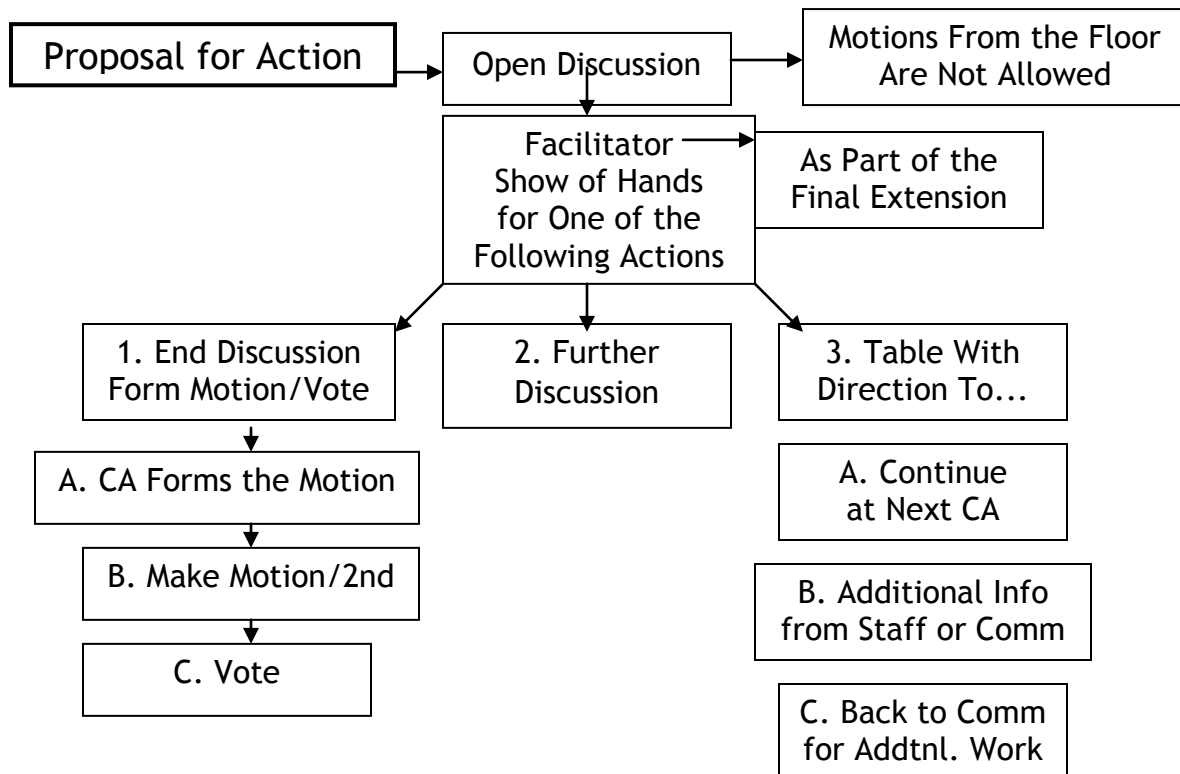
zaromiotke@yahoo.com and Charles Hansen (alternate), 487-8462, charles_hansen@prodigy.net

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

November 2, 2017

1. Agenda

- a. Approved as Amended
 - i. Patrick Rooks will not be present for Awards discussion this evening; Andy Hoyer will be taking his place for this portion of the agenda.

2. Approve/Amend Minutes

- a. Approved

3. Reports/Updates/Announcements

- a. Seth Knutson, Cliff Cannon
 - i. There is a sitting wall on 14th Ave. and Lincoln St. that the Cliff Cannon neighborhood had built and was recently destroyed. The City recently fixed the destroyed wall, the Cliff Cannon neighborhood gives kudos to the City for getting this fixed in a timely manner.
- b. Andy Hoyer, Southgate
 - i. Budget Committee: November 15, 2017 is the deadline for the 2nd round of CA grant invoices. There are 6 neighborhoods that have not responded, if you are one of these neighborhoods please contact the budget committee.
- c. Mary Winkes, Manito Cannon Hill
 - i. The Manito Cannon Hill neighborhood council is opposing pickle ball on the Manito Park Tennis courts. Mary has reached out to the Parks Department but not heard back at this point. Mary has reached out to local media, and the Parks Board. Mary will be bringing this back to the CA in the future.
- d. Stacy Lehman, SRTC
 - i. The Spokane Regional Transportation Council (SRTC) is the long range transportation planning agency for Spokane County. The [Horizon 2040](#) plan has been completed and looks at transportation projects that will be implemented over the next 23 years. Between 2018 and 2040 Spokane is expecting population increases and this plan address that increase. SRTC is looking for input on this plan. Comments can be submitted by emailing contact.srtc@srtc.org.
- e. Fran Papenleue, CACD Committee
 - i. The next CA/CD meeting will be held Tuesday November 7, 2017. The committee will be looking at the allocation methodology. Please come and be a part of this conversation.
 - ii. Update on CHHS Board: changing focus to affordable housing and workforce development only. The board will only meet now every other month. Fran's term on the board will be up next October.
- f. Kathryn Alexander, Bemiss

- i. Kathryn has been working on an experiment in Bemiss with Alleyways this Saturday, November 4th volunteers will be spreading material to fill potholes in Alleyways. Kathryn will be back soon with more updates on this pilot project.

4. City of Spokane 2018 Budget

- a. Mayor David Condon

- i. <https://static.spokanecity.org/documents/neighborhoods/getinvolved/presentations/2017/11/2018-budget-slides.pdf>

1. The City Administration and the City Council have worked collaboratively on the City of Spokane's Strategic Plan. More information on the Strategic Plan can be found here: <https://static.spokanecity.org/documents/cityhall/strategic-plan/one-voice-joint-strategic-plan.pdf>.
2. Goals of the Strategic Plan:
 - Innovative Infrastructure: to build and effectively manage innovative infrastructure that supports community accessibility, mobility, and resiliency.
 - Safe and Healthy: to create a compassionate community so that all people can feel safe, empowered and welcome.
 - Urban Experience: to promote significant growth that connects people to place and builds upon culture, historic, and natural resource assets.
 - Sustainable Resources: to make sustainable financial decisions that support strategic goals, deliver excellent customer service, and contribute to economic prosperity.
 - For more in depth details please visit this link: <http://myspokanebudget.org/>
3. Provide feedback here: strategicplan@spokancity.org

5. Nomination

- a. Seth Knutson, Cliff Cannon
 - i. Ballots are passed out for the 2018 Administrative Committee. Vote goes into effect at the end of this meeting. Please see results below under Nominations/Election Results.

6. City Council Update

- a. Councilmember Karen Stratton, District 3
 - i. City Council Updates:
 1. Right now the City Council is all about budget season. Public safety still remains one of Councils top priorities this budget season.
 2. New Snow Plan: this year will be more education based. Starting November 15th, parking will be on the odd side of the street and we encourage neighbors to help neighbors to get this information out.

3. Councilmembers from District 3 are currently having discussions with Balboa/SIT and Excelsior School to improve the after school crossing.
4. Council is currently having discussions on making all City parks 20 MPH. This is still in a discussion phase.
5. Leaf pickup starting next week on November 9, 2017.
6. Councilmember Stratton will be back for the December meeting.

7. ONS/Code Enforcement Update

- a. Heather Trautman, ONS, Code Enforcement, and Parking Services Director
 - i. <https://static.spokanecity.org/documents/neighborhoods/getinvolved/presentations/2017/11/november-2017-ca-presentation.pdf>

8. Planning, Cottage Housing and Pocket Residential

- a. Lisa Key, Planning Director
 - i. <https://static.spokanecity.org/documents/neighborhoods/getinvolved/presentations/2017/11/infill-presentation-to-ca-11-02-2017.pdf>

9. PeTT, CTAB Appointment

- a. Paul Kropp, PeTT Committee
 - i. Paul reported the PeTT committee has selected Randy McGlenn to succeed Jim Bakke in PeTT's position on CTAB (Citizens Transportation Advisory Board). Paul, on behalf of both PeTT and the Liaison Committee, asked the CA to acknowledge the selection and forward Randy McGlenn's application to the office of the City Council.

Motion: Move to forward recommendation of the selection of Mr. Randy McGlenn to the CTAB on behalf of the CA to the City Council.

Approve: 18

Abstain: 1

Opposed: 0

10. Office of Police Commission Liaison Update

- a. Colleen Gardner, Chief Garry Park
 - i. <https://static.spokanecity.org/documents/neighborhoods/getinvolved/presentations/2017/11/opoc-police-oversight-ca-presentation.pdf>
 - ii. November 21, 2017 at the North East Community Center (NECC) at 6:30pm is the next Community Conversations Forum with Chief Meidl. Encourage all to share this information with your neighborhood and please join.

11. Awards

- a. Andy Hoyer, Awards Committee

Motion: Funds for the CA Awards Committee of up to \$300 to be spent on awards for 2017

(Spirit of the CA, Jennet Harris Award, Good Neighbor Award).

Roll Call Vote:

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

Abstention: Lincoln Heights, Peaceful Valley

Oppose: None

12. Building Stronger Neighborhoods, Handbook Training Update

- a. Kelly Lotze, Browne's Addition
 - i. Handbook training update: the last handbook training did not have any attendees. The recommendation of BSN is to move to a one on one training basis going forward. BSN believes this will be a more effective approach.
 - ii. BSN has submitted a budget application and placed an order with City Reprographics to create large poster board of the Annual Manual ad for the lobby of City Hall.

Discussion:

The budget committee expressed that this needed to come to the CA first for approval before being sent to print. ONS staff and the BSN committee will work with the CA budget committee to better understand the use of the dollars that were approved several months back. ONS has committed to pay for the printing costs of the poster.

13. Committee Conversations, Public Safety

- a. Julie Banks, Public Safety Committee
 - i. Please view the Public Safety Committee Conversation here:
<https://static.spokanecity.org/documents/neighborhoods/getinvolved/presentations/2017/10/committee-conversation.pdf>

Discussion:

- 1. Branding the committee as Neighborhood Safety Committee rather than Public Safety Committee.
- 2. Changing the committee's name would mean the CA would need to update the bylaws.
- 3. How can this committee help streamline this?
- 4. How can neighborhoods and citizens get involved in this committee?

14. Retreat, Fall Retreat

- a. Kelly Lotze, Admin Committee
 - i. The committee is recommending the fall retreat be canceled - Requesting time at the February CA meeting to put focus on CA committee goals.
 - ii. Next recommendation: BSN to get CA reps to go to the NUSA conference and the attendee would lead the fall retreat to cover the content of NUSA.
 - iii. Please have the BSN committee come to the next Budget meeting to talk about the budget logistics on how to send someone to NUSA in the right timeframe.

Have a vote at the January CA meeting to decide if CA funds should be used for sending a rep to NUSA. BSN will be working on a proposal for this.

February CA meeting will be used to review 2018 goals. Committees need to be working on their goals and be prepared to talk at the February CA meeting.

Straw Poll Vote:

In favor: 18

Opposed: 0

15. Nominations, Election Results

- a. Seth Knutson, Cliff Cannon
 - i. Voting Results: Andy Hoyer, Kelly Lotze, Tina Luerssen, Tom Powell, and Luke Tully.

16. CA Roundtable

- a. Heather Trautman, ONS, Code, Parking
 - i. Please remember to share the new snow pan with your neighbors. More information on the updated snow plan can be found here:
<https://static.spokanecity.org/documents/neighborhoods/getinvolved/presentations/2017/10/ca-snow-presentation.pdf>. The Downtown will have a slightly different approach to plowing. Please review the Downtown snow plan here:
<https://my.spokanecity.org/streets/maintenance/snow-removal/>
- b. Colleen Gardner, Chief Garry Park
 - i. Please don't forget about the upcoming November 21, 2017 Community Conversations Forum. This will be held at the North East Community Center (NECC) at 6:30pm.
- c. Rod Minarik, ONS
 - i. This year there are two awards that we are asking you to nominate individuals for.
 1. The Good Neighbor Award recognizes a member of your Neighborhood Council who you believe deserves special recognition for their efforts. You will receive the award at the December CA meeting to deliver to the recipient.
 2. The Jeanette Harras Volunteer Award will be awarded to a representative, alternate, or liaison who exemplifies the CA's purpose and values.
 3. Please fill out the nomination form at the November CA meeting or send your nominations to Patrick Rooks via email at prooks12@gmail.com.
 4. Please send in your nominations by Friday, November 17th.

- ii. The next CA/CD meeting will be November 30, 2017 at the East Central Community Center (ECCC) starting at 5:30pm.

19 Reps Present

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

Not In Attendance: Balboa/SIT, Five Mile Prairie, Latah/Hangman, Nevada Heights, North Hill, Northwest, Riverside, Shiloh Hills, West Hills.

DRAFT

DRAFT Minutes for the Meeting of November 28th, 2017

Community Assembly Administrative Committee

Attendees: Committee members Tina Luerssen (Grandview/Thorpe), Andy Hoyer (Southgate), Kelly Lotze (Browne's Addition), Luke Tolley (Hillyard) City Staff: Rod Minarik, Heather Trautman. Absent: Tom Powell (Emerson/Garfield) – Guest: Fran Papenleu

December 7th CA Meeting Agenda: Bart will be facilitating (Rod will confirm this).

Introductions, Agenda, Minutes, Reports (incl. Co-op training) – **20 min.**

City Council: Karen Stratton – **5 min.**

Admin Committee (Tina): Officer election results (Tina Luerssen – Chair; Luke Tolley – Vice-Chair; Andy Hoyer – Secretary). CA/CC Meeting recap (Kelly). CA Meeting location revisited with consideration of Bosch parking lot passes. – **5 min.** {Secretary note – this could go longer...}

CA/CD Committee announcement regarding new policies for 2018 – Fran - **5 min**

BSN Committee year-end 2017 budget requests (Kelly) – **5 min**

- Printing of ONS color brochures for all neighborhoods – NTE \$500 @ approx. \$1 per each
- Additional CA Binders and contents – NTE \$300
- New District Maps from existing digital copy – NTE \$500
- Samples of all will be brought to the meeting by Heather

(These will need a vote from the CA which could be rolled into a single vote for the items on the CA Budget Committee Proposal, below.)

CA Budget Committee (Andy) – **10 min**

- 2017 Neighborhood/Committee recap, totaling ~\$14,300, balance about \$5,700
- BSN requests above
- More tables @\$?? Per table
- Needs a roll-call vote
- Plans to develop and approve the General CA and Committee larger requests EARLIER in 2018

BSN – 2018 NUSA delegates proposal discussion and roll-call vote – Tina – **10 min**

Awards Committee: Patrick Rooks and Committee – **10 minutes**

(no Roundtable)

For January CA Meeting:

- CA Budget discussion
- Housing Quality Task Force
- New CA/CD Allocations and vote
- Committee Goals
- NUSA applications, if approved in December

CA/CC Meeting Agenda – November 30

Time is 5:00PM – 6:30PM @ South Senior Center – Topics include Photo-red allocations (Paul Kropp) and 11% Budget increase in certain areas (Colleen Gardner)

Heather will contact West Central to get tables for food for December 7 CA meeting. Andy will work with Heather to develop a simple spreadsheet for interactive use in presenting Budget Committee final allocations, with backup being a white board or MS-Word.

Adjourned at 5:55 PM

Respectfully submitted, Andy Hoye, Secretary

**Community Assembly/Community Development (CA/CD) Committee
Meeting Minutes
Tuesday, October 3, 5:30-7:00 p.m.
West Central Community Center**

Present: Tim Musser (Emerson Garfield), Sylvia St Clair (West Central), Kathryn Alexander (Bemiss), Charles Hansen (Whitman), Fran Papenleur (Audubon Downriver), Gabby Ryan (East Central), Nashria Ellis (North Indian Trail?), Bonnie McGinnis (West Central). Guest Paul Kropp (Chair of CA Liaison Committee).

City Staff: Heather Trautman, ONS; George Dahl, CHHS

Welcome and Introductions

Chair Fran Papenleur welcomed a reconvened committee, after a summer hiatus. Minutes from March 28, 2017 meeting were reviewed and approved.

Review of 2017 Program Projects

Results of allocations and projects funded were reviewed. In general, the committee is pleased with the project menu and its continued improvement of options.

Questions included what happens to projects not fully funded by the NCs (agencies seek funds from other sources). The Excelsior roof repair, for instance, received remaining funds from the City through CHHS. If the project is overfunded or cannot receive enough funding, then the neighborhoods will be notified, and can reallocate those funds.

Several neighborhood requested status reports of their CDBG-funded projects, in addition to parks projects. George will follow up with Nikki to have information provided at each CA/CD committee meeting or at least quarterly. NCs can also contact George or Nikki directly.

Community Assembly's "Committee Conversation"

Fran reported that there was an in-depth discussion at the September CA meeting regarding the work of Committee, decision process, and role of City Staff. She distributed a comprehensive FAQ sheet which addressed any questions that were raised. The document is available on the City website. Discussion continued about the roles of ONS and CHHS. The group concurred that both ONS and CHHS have equal albeit different roles, thus, staff from both departments are needed at CA/CD committee meetings. ONS has a broader view of City projects; and CHHS has a deeper view of HUD and CDBG requirements. Heather was asked to continue to attend as the ONS representative.

Future of Community Development Block Grant Program

The CA/CD Committee is committed to community development in a broader sense, that is, how can this money be used for ‘the greater good.’ It was acknowledged that there are pockets of poverty in all neighborhoods, thus, there is a strong desire to engage “non-eligible” neighborhoods in the process. This benefits the city as a whole. Additionally with the general concern about continued federal funding, it was suggested to begin researching other sources of funding and partnerships.

Other partnerships mentioned to explore were:

- The District Model (*Spokane Matters*)
- Work with Neighborhood Planning
- Use the Traffic Calming program as a model of engagement (competitive)
- Expand *Placemaking* concept [from the WSDOT/N-S Corridor project]
- Targeted Investment
- CHHS Board Economic Development and Affordable Housing committees

We will discuss possibly changing the current allocation model in more depth at the next meeting. Any recommendations need to flow up to Community Assembly, before going to CHHS and its Board. George noted that if the group wanted to make significant changes, timing is critical. He will provide an overview of deadlines for next year. Fran said that elections for committee officers is scheduled for November, and we are overdue to review and update the Policies & Procedures document. It is likely we may hold a December meeting.

Next Meeting

Tuesday, November 7, 2017, 5:30 p.m., West Central Community Center, Newton Room.

Submitted by Kathryn Alexander



Community Development (CA/CD) Committee

Meeting Agenda

December 5, 2017

5:30-7:00 p.m.

West Central Community Center (WCCC)

-
- | | |
|--|--------|
| I. Welcome/Introductions - Fran
Approve November 2017 Meeting Minutes | 10 min |
| II. Neighborhood Allocation Model – Review
Present Alternatives/Recommendation to CA | 20 min |
| III. Develop 2018 Committee Goals | 10 min |
| IV. 2018 Committee Schedule/Workplan | 10 min |
| V. Committee Policy & Procedures – Kathryn/Valena | 10 min |
| VI. Committee Officer Elections | 10 min |
| VII. Next Steps – Chair/All <ul style="list-style-type: none">• January Meeting Agenda• 2018 Goals• 2018 Workplan | 10 min |

Handouts:

- November meeting minutes
- Revised Allocation methodology briefing paper
- 2018 timeline/schedule
- Committee P&P

Next Meeting: Tuesday, January (2?9?), 2018, 5:30 p.m., WCCC

2017 Committee Goals

- ❖ *To recommend collaboration between the neighborhoods, potentially by the new district service delivery model.*
- ❖ *To assist NCs in crafting projects that meet CDBG standards and guidelines through educational outreach and training.*

Updated Allocation Methodology Briefing

December 2017

SUBJECT: Recommendation to revise existing allocation to a district model instead of an individual neighborhood model. Focus remains on areas with the highest concentration of poverty, but all neighborhoods participate.

BACKGROUND: Members of the Community Assembly were provided (page 26 of CA packet) with an allocation methodology briefing paper during their Thursday, November 2, 2017 meeting. This briefing paper requested action from all neighborhood councils to attend the Tuesday, November 7, 2017 CA/CD Committee meeting where alternatives to the existing allocation model (approved by the CA on April 3, 2015) would be discussed. The following alternatives were discussed in detail during the Committee meeting on November 7th.

1. Current allocation model (status quo)
2. Allocation of funds by City Council District instead of by neighborhood (existing allocation methodology used)
3. Allocation of funds by City Council District instead of by neighborhood (split the total evenly between districts)
4. Allocate funds based on City-wide significance
5. Other Ideas as presented

Those in attendance (7 individuals representing 6 separate neighborhoods: Bemiss, Whitman, Peaceful Valley, East Central, Browne's Addition and Audubon/Downriver) discussed each alternative in detail. The final recommendation was to pursue an **allocation of funds by City Council District instead of by neighborhood**. Of the seven individuals in attendance 6 voted to pursue this alternative, while one individual suggested looking at a model that would include multiple neighborhoods, but not an entire district.

Support for this alternative was based on an ability to support larger more impactful community development projects of City wide significance and inclusion of all neighborhood councils. Members of the CA/CD Committee are not ready to offer a full recommendation to the CA at this point. During the Tuesday, December 5th committee meeting, there will be further discussion regarding a recommendation to the CA at their January meeting.

ALLOCATION: The following table represents the total allocation by City Council District using the revised allocation model.

Council District 1	\$209,944.75
Council District 2	\$97,237.57
Council District 3	\$92,817.68

ACTION: Attend the Tuesday, December 5th CA/CD Committee meeting (5:30 PM at the West Central Community Center) to discuss the above mentioned district allocation model in more detail. The Committee will finalize their recommendation at this meeting in preparation for the January CA meeting. The Committee requests time enough to discuss their recommendation with members of the CA at their January meeting. All neighborhoods in the City of Spokane are encouraged to attend the January 5th meeting, as the revision will include all neighborhood councils.


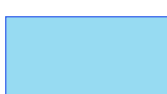



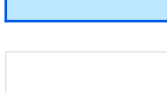

HUD PY17 LMISD NC Map

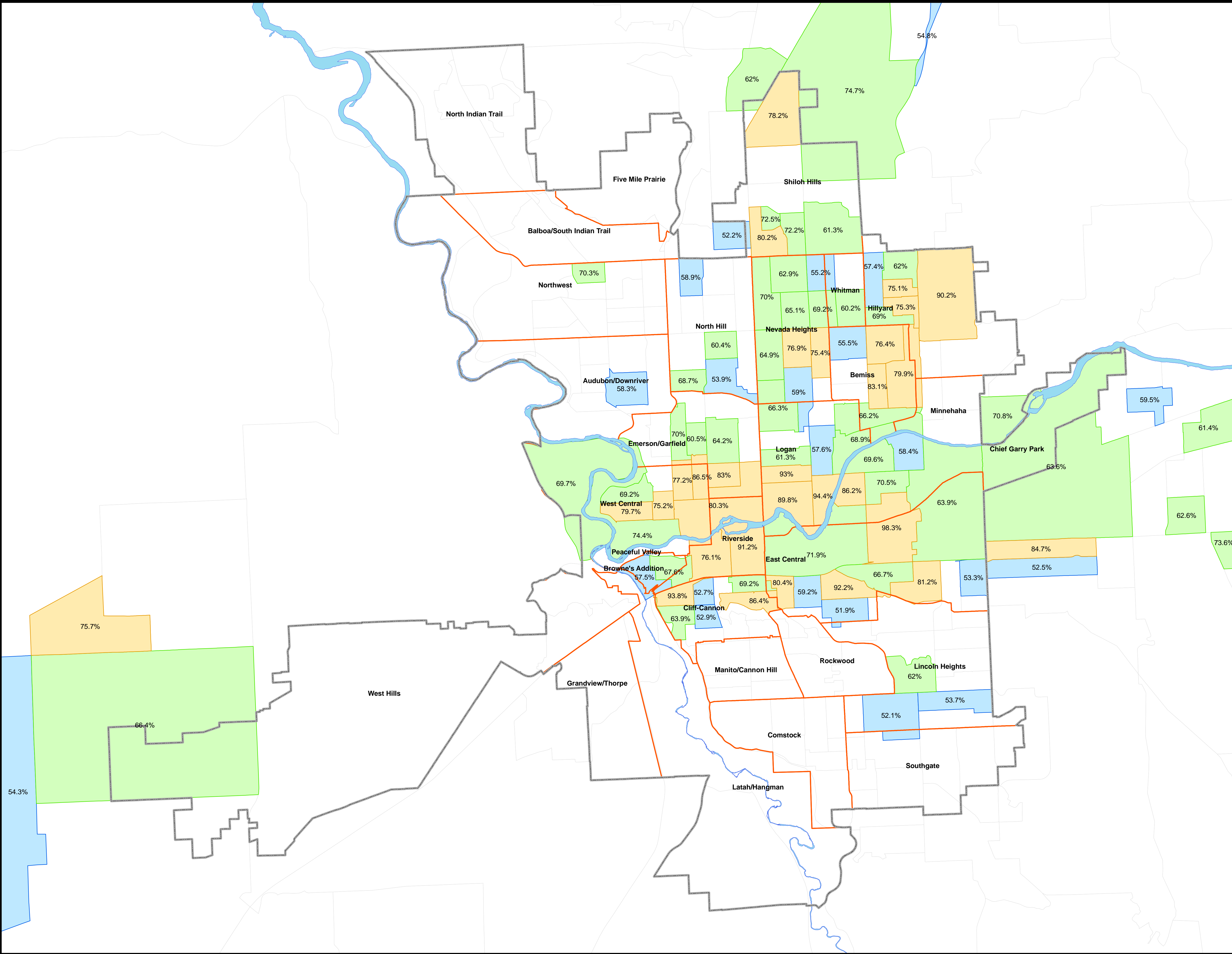
2010 Census BG

Printed by: gdahl

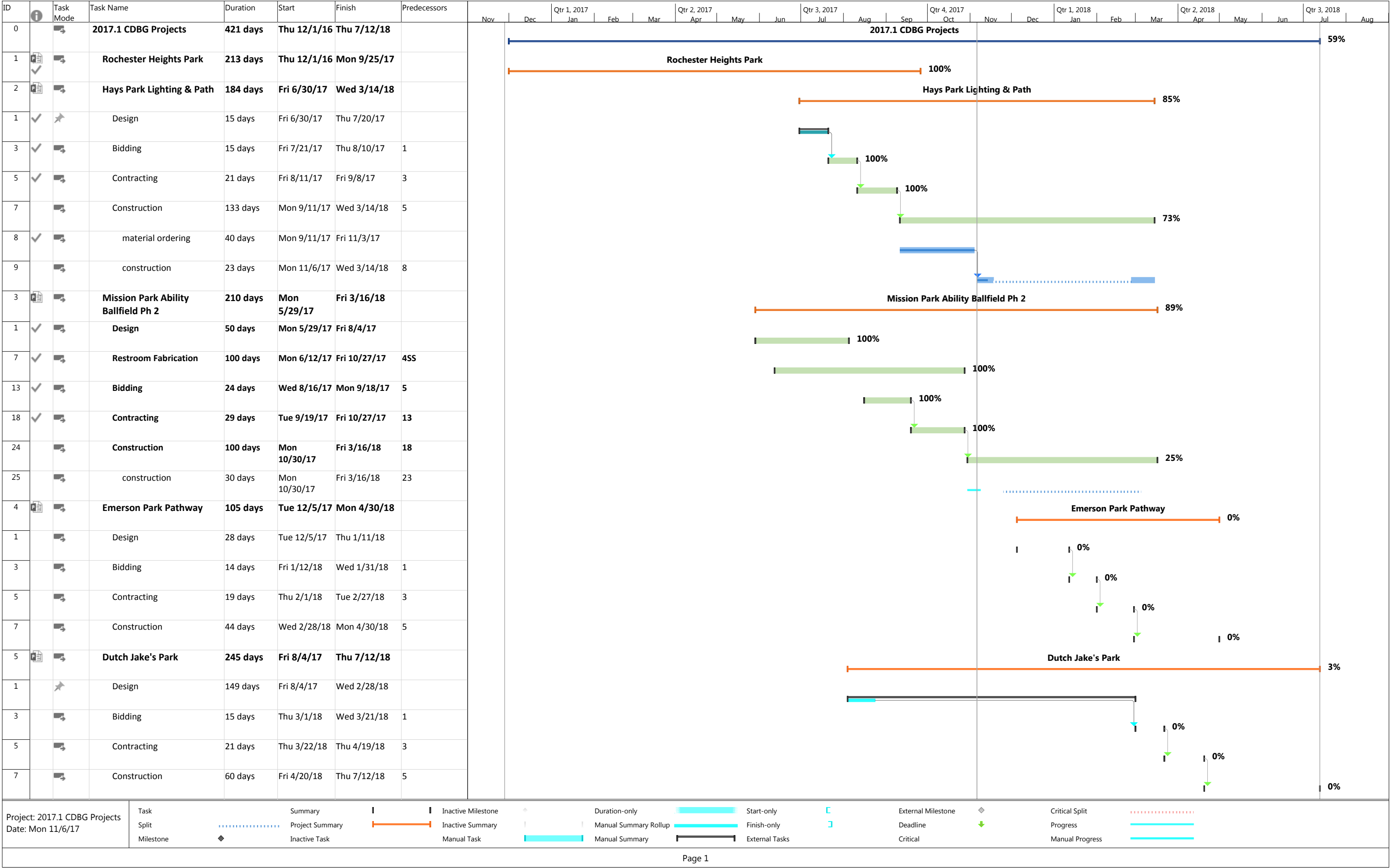
Print date: 11/7/2017

Legend

-  City of Spokane
- WaterbodyType**
 -  Stream or River
 -  Neighborhood
 -  >75% LMI
 -  60-74.9% LMI
 -  51-59.9% LMI
 -  Census Block Group 2010



PARKS PLANNING PROJECTS - 2017 CDBG Funded projects												
<u>PRIORITY</u>	<u>PROJECT NAME</u>	<u>Proj. #</u>	<u>FUNDING SOURCE</u>	<u>PROJECT PHASE</u>	<u>PROJECT LEAD</u>	<u>PROJECT BUDGET</u>	<u>NEXT MILESTONE</u>	<u>ACTION REQUIRED</u>	<u>ANTICIPATED BID ADVERTISEMENT</u>	<u>ANTICIPATED CONSTRUCTION START</u>	<u>PROJECT COMPLETION DATE</u>	<u>APPROXIMATE WORKING DAYS REMAINING TO NOV. 24 (freeze)</u>
1.0	Rochester Heights Park Lighting Upgrades	-	2016 Park Cap.	COMPLETE	NH	\$ 18,913.80	1-Apr-17	Complete	completed	completed	completed	15.00
2.0	Rochester Heights Park Pathway & Exercise Equip	-	2016 / 2015 CDBG + Trugreen Grant	COMPLETE	NH	\$ 54,395.00	1-Mar-17	Complete	completed	completed	completed	15.00
3.0	Mission Park Adaptive Ball Field - Phase II	-	RCO Grant + 2017 CDBG	IN CONSTRUCTION	NH	\$315,000 (\$60,000 CDBG)	3-Apr-17	Weekly Construction Site Meetings	completed	completed	30-Apr-18	15.00
4.0	Hays Park Improvements (Lighting & Phase 1 path)	-	2016 CDBG + 2017 CDBG	DESIGN COMPLETE IN-CONSTRUCTION	NH	\$ 52,257.00	27-Mar-17	Start Construction	completed	20-Nov-17	30-Apr-18	15.00
6.0	Glass Park Lighting Upgrades	-	2017 CDBG	DESIGN COMPLETE BIDDING	NH	\$ 15,000.00	4-Dec-17	Issue to Bid	4-Dec-17	1-Apr-18	1-May-18	15.00
5.0	Coeur D' Alene Park Entrances	-	2014-2017 CDBG	RE-BID	NH	\$ 29,514.00	4-Dec-17	Bid Opening	6-Nov-17	1-Mar-18	18-May-18	15.00
7.0	Dutch Jake's Park (Lighting & Tree Removal)	-	2016 CDBG + 2018 CDBG	HOLD UNTIL SPRING 18 - COMBINE W/ PARK RENO	NH	\$ 60,000.00	7-Mar-17	Begin Design	1-Mar-18	1-May-18	1-Jul-18	15.00
8.0	Emerson Park Pathway	-	2016 CDBG	QUEUED	NH	\$ 22,010.00	24-Apr-17	Begin Design	19-May-17	1-Aug-17	1-Sep-17	15.00



ONS Programs

- The Office of Neighborhood Services (ONS) assists Spokane's 29 neighborhoods with a variety of programs. The goal of these programs is to engage people in local government, build stronger communities, and improve quality of life for citizens. ONS programs address traffic safety, neighborhood infrastructure needs, economic needs, and environmental issues, among other areas.
- Programs offered by the Office of Neighborhood Services:
 - Community Development Block Grant (CDBG)
 - Mobile Speed Feedback
 - Neighborhood Clean-up
 - Traffic Calming

Questions?

Feel free to call or contact us at:

CITY OF SPOKANE
OFFICE OF NEIGHBORHOOD SERVICES
& CODE ENFORCEMENT
808 W. Spokane Falls Blvd.
Spokane, Wa 99201

www.spokanecity.org
Phone: 509-625-6083
Fax: 509-625-6802



N_{eighborhood} Programs

2017



CITY OF SPOKANE

OFFICE OF
NEIGHBORHOOD
SERVICES

Neighborhood Clean-up



- The Neighborhood Clean-up Program, offered every year, allows Neighborhood Councils to designate funds to help neighbors get rid of excess garbage and debris. Clean-up events include: Curbside Collection, Large Appliance Pickup, Dump Passes, Roll-of Containers and Recycling.
- These clean up events usually take place from spring to fall.
- For Clean-up Questions please contact Rod Minarik rminarik@spokanecity.org 509-625-6737.

CDBG

- The Community Development Block Grant (CDBG) Program is an entitlement (or formula based) program administered by the Department of Housing and Urban Development (HUD). Each year HUD awards local jurisdictions an allocation of funds to support community development programs at the local level.
- For CDBG questions please Contact George Dahl at gdahl@spokanecity.org, 509-625-6036

Mobile Speed Feedback

- There are six mobile speed feedback signs that are placed around the City of Spokane by request of the Neighborhood Councils. These signs are used to alert drivers of their speeds; data is collected on the total speeds and is reported to the neighborhoods at the end of each program year.
- For Questions on the Mobile Speed Feedback program please contact Katie Myers kmyers@spokanecity.org 509-625-6733.

Traffic Calming

- The Neighborhood Council Traffic Calming program began in 2010, with funding coming from Photo Red Light Camera tickets. The cameras were installed in 2008; now 10 are installed with the money going to the Traffic Calming Program.
- Each year Neighborhood Councils are able to submit two applications for a traffic calming measures to be installed in their neighborhood and this is a competitive process.
- For Traffic Calming questions please contact Katie Myers at kmyers@spokanecity.org, 509-625-6733.



DRAFT - MINUTES

CA - Budget Committee

Date 11-15-2017 | time 5:52 PM | Meeting called to order by Andy Hoye

In Attendance

Mark Davies (N. Indian Trail)
Abbey Martin (ONS City Staff)
Randy McGlenn (East Central)

Andy Hoye (Southgate)
Patricia Hansen (Cliff/Cannon)

Late: Taylor Phillips (Emerson/Garfield)

Absent: Mary Winkes (Manito/Cannon Hill)

Approval of Minutes of previous meetings

October 26, 2017 Budget Committee meeting minutes were approved unanimously.

Review Spreadsheet

Status of all Neighborhoods and committees

All receipts have been received by the bookkeeper. Follow up is needed for neighborhoods to turn in their final reports. \$14, 285.72 has been spent of \$20,000.00

\$5,700.00 left to be spent; Will be up for discussion at the December 7th CA meeting.

Spending Possibilities brainstormed to date: Neighborhood Ad Billboard (think giant annual manual ad), will discuss more at the November 30 Budget Committee meeting.

Revision of Application

Abbey and Patricia will coordinate a final draft of the proposed 2018 Community Engagement Grant Application. They will present it to the group at the November 30 Budget Committee meeting.

Revision of Guidelines

Discussion will be held during the December 2017 meeting.

Revision of FAQ

Outreach - contact will have to be made with the neighborhoods and feedback will have to be solicited. Further conversation on hold till after new application is determined.

Survey to the neighborhood councils who used money asking how they used the funds. Discussion of making the survey a prerequisite for the 2018 application. Survey delegated by group vote to Mary Winkes (absent).

Officers for 2018 and expiring terms

Chair Elected by unanimous vote: Andy Hoye

Secretary Elected by Unanimous vote: Taylor Phillips

2018 Goals

Will December 2017 meeting. To date 21/29 neighborhoods are participating in the Community Engagement Grant Program.

Draft Goals:

Earlier Training Classes, neighborhoods applying must attend.

Easier Application, clear and precise, boxes to select the more common uses.

Clear Guidelines with the most FAQ's answered in the guidelines.

Outreach to all Neighborhoods; if you do not attend the training do not apply for funds.

2018 Application Training

Further discussion will be held during the January 2018 meeting. Training to be held in February 2018.

- *Topic to discuss: What in house services does the City Offer.

- *If the individual who is filing the application for the neighborhood attended the Community Engagement Grant Training held in February 2017 they do not have to attend the 2018 application training prerequisite.

- *2018 BSN training calendar to be presented.

- *2018 ONS Programs to be presented.

Costs for 2018 NUSA

Andy will research NUSA costs and report to the group at the November 30 Budget Committee meeting.

Preparation of Final Report for 2017

Discussion of due date: around Dec. or Jan. Date to be determined.

Other

Group had discussion of possible funds allocation for 2018 or future years: Advertise 2018 as Spokane Neighborhood Yard sale month. Highlight a different neighborhood organized large group yard sale each Saturday (N. Indian Trail & Cliff/Cannon connection).

At the Next CA Meeting

Announce: options for spending remaining money.

Next Meeting

Next meeting: Thursday November 30, 2017 at 6:30pm AT the Firehouse.

December 2017 meeting will be held at Patricia Hansen's house located at 1104 W. 8th Ave.

Motion to adjourn was made at 7:47PM and was passed unanimously.

DRAFT MINUTES - CA Budget Committee

Date 11-27-2017 | time 6:40 PM | Meeting called to order by Andy Hoye, Chair

Present: Mark Davies (N. Indian Trail) Andy Hoye (Southgate)
Abbey Martin (ONS City Staff) Patricia Hansen (Cliff/Cannon)
Mary Winkes (Manito/Cannon Hill)

Absent: Taylor Phillips (Emerson/Garfield)

Approval of Minutes of previous meeting

November 15, 2017 Budget Committee meeting minutes were approved unanimously, with clarifications.

Neighborhood/Committee Spending

Status of all Neighborhoods' and committees' allocations has not changed, although some final payments have occurred since the last meeting. \$14,285.72 has been spent leaving a Balance of \$5,714.28 available for CA decisions regarding spending, which must occur at the December 7, 2017 CA meeting. Invoices must be delivered to Abbey by 5:00 PM on December 15.

Patricia Hansen contacted Lamar regarding billboards and presented some details including 1) available locations for 2018 will be released on January 1, 2018; 2) Size is 10' X 22'; 3) we can get either 5 sites for approximately \$3,700 per month or 8 sites for approximately \$5,700 per month - these locations would serve various neighborhoods, mostly on the North Side. Lamar wanted to look at the digital Inlander Ad, but the Committee decided to pass this information on to BSN, and we will not be forwarding the ad copy to Lamar at this time. Andy had a conversation with Heather Trautman that confirmed that 2017 money could not be spent on 2018 ads, even if a program could be developed and invoiced by December 15. She also expressed concern about measurable benefit and tracking the impact.

BSN has asked for 1) reprinting of brochures that have city-wide application (public safety, ONS duties, etc.) 2) Purchase of CA binders and additional content printing; and 3) Printing of District Maps that show street names, etc. The Committee approved these requests of up to \$1,000 for brochures, \$500 for binders/printing, and \$1,000 for district maps. These items will become part of the list presented for final approval by the entire CA on December 7.

NUSA was discussed and Andy presented an approximate, researched cost of \$1,895 to send a delegate. It was noted that no 2017 money can be spent for this, with the possible exception of registration fees which are \$200 or \$300 (late entry.)

There was general confirmation that the CA Budget Committee should redirect ideas for spending to neighborhoods or committees. The CA Budget Committee approves requests only, and does not generate plans or projects such as advertising or events.

It was noted that additional tables and chairs are needed due to regular demand from the Neighborhood Councils. Costs for these will also be presented to the CA in December. There was some discussion about changing the location of the items in that the NE Community Center is somewhat remote.

Committee liaisons will contact the neighborhoods that did not participate in the Engagement

Grant funding this year to ask why. Abbey will send out the liaison list and contact for those 8 neighborhoods.

Revision of Application

Abbey and Patricia will continue to prepare a final draft of the proposed 2018 Community Engagement Grant Application, and will bring it to the December 28 meeting.

Revision of Guidelines and FAQ

Discussion will be held during the December 28, 2017 meeting, draft to be prepared by someone!

Survey and 2017 Final Report

Outreach - contact will be made with the neighborhoods and feedback will be solicited. Further conversation is on hold until new application/guidelines/FAQs are completed. There will be a survey to review how the money was spent, and what measurable impact it had on council participation and engagement. The results of that survey will become part of the Final Report which will be prepared in Q1 of 2018, distributed to the CA representatives, Council Chairs, ONS and the City Council. The chairman will prepare and distribute the survey and write the Report, with help from Abbey.

2018 Goals

2018 Committee Goals will be firmed up at the next meeting on December 28. One topic may be adjusting the allocation to neighborhoods to \$600. Others are Earlier Training Classes (neighborhoods applying must attend, with backup from Abbey.) Easier Application with clear and precise, boxes to select the more common uses. Clear Guidelines with the most FAQ's answered in the guidelines.

2018 Application Training

Further discussion will be held during the December meeting. Trainings to be held in February and March, 2018. Some considerations:

- Times (not SPS school breaks), locations (and parking!) and decision on who will be the presenter.
- In addition to an exercise in filling out an application, and the deadline dates for applications and invoices, topics will include
- What in-house services and programs are offered by ONS
- Caveat that if the individual who is filing the application, and is the primary contact for the neighborhood attended the Community Engagement Grant Training held in February 2017 they do not have to attend the 2018 application training prerequisite, and can request funding as soon as the first training is complete
- 2018 BSN training calendar to be presented?

At the Next CA Meeting – December 7

Andy will prepare a grid of possible expenditures for review and approval by the CA, some of which appear above in these Minutes. Andy will produce this in time for inclusion in the Packet distributed by Rod on December 5, and will give Heather an interactive Excel sheet for display/decisions at the CA meeting December 7.

Next Meeting

Next meeting: Thursday December 28, 2017 at the home of Patricia Hansen, 1104 W 8th at 6:30PM.

Meeting Adjourned at 8:20PM.

Community Assembly Committee: Building Stronger Neighborhoods
11/27/2017 12:00PM Vessel Coffee, 2823 N Monroe

Members present: Kelly Lotze (Chair: Browne's Addition), Tina Luerssen (Secretary: Grandview/Thorpe), EJ Iannelli (Emerson-Garfield), Dave Lucas (Rockwood), Chris Flanagan (Manito/Cannon Hill), Andy Hoye (Southgate, representing CA Budget Committee).

ONS staff liaison: Abbey Martin.

- Committee Housekeeping
 - October meeting minutes approved.
- Committee Business
 - BSN Poster Board update: Not installed at City Hall yet, but should be soon.
 - 2017 Goals Review:
 - Goal: Hold 5 Trainings. Actual: We offered 4 trainings: Social Media, Flyer/Brochure, and 2 Handbook.
 - Goal: Define Marketing Opportunities for NCs and create Tool Kit. Actual: Many Marketing Opportunities were identified, and the Tool Kit work was begun. We will carry this forward to 2018.
 - Goal: Publish advertising for NCs as budget funds allow. Actual: Published ad in Inlander Annual Manual; Spokane Public Radio sponsorship through January; Poster board at City Hall.
 - 2018 Goals Proposal:
 - Handbook Trainings one-on-one as needed throughout the year.
 - Complete Toolkit to include tutorials on marketing opportunities for NCs.
 - Hold a training on Facebook/Nextdoor Advertising in March 2018, so that NCs may include this expense on their Budget Applications.
 - Select 2 representatives to attend NUSA (for full CA approval) and lead Fall CA Retreat.
 - Assess 2017 Marketing strategies and determine effectiveness.
 - Liaise with CA Budget Committee so there is less duplication and more cohesion between the two committees.
 - BSN Elections: Our P&P state that elections will take place in December, however the committee will not meet that month. Elections will take place at our January 22nd 2018 meeting.
 - NUSA Process: Tina will draft a proposal to present to CA for approval. We propose using CA Budget funds to send 2 people to NUSA in Birmingham, AL May 23-26, 2018. The total expense is unknown at this time, but we anticipate no more than \$2500 per attendee. The expectation would be for the NUSA attendees to plan and lead a CA Retreat in August or September 2018 to share the knowledge gained from the conference.
 - NUSA Attendee Qualifications:
 - Must be an active member of a Neighborhood Council

- Must present a (maximum) 1-page letter of recommendation from a current CA Representative or Alternate
 - Must present a (maximum) 2-page letter of intent, detailing relative experience and ideas for passing along the information learned at the Conference.
 - Must commit to help plan and lead the CA Retreat in August or September of 2018.
- Applications will be received by BSN committee through February 23, 2018. BSN will review applications and select 2 attendees and 1 alternate to recommend for CA approval at March 1st CA meeting.
- Education & Outreach
 - Manito Co-Op Preschool Training: Tina's children attend this cooperative preschool, where parents are expected to attend a monthly Parent Training Seminar. Tina proposed a seminar to the Co-op Board about Neighborhood Councils and Community Assembly, and the Board agreed. Seminar will be held at Manito United Methodist Church on Monday, January 22nd 2018 from 7-8:30pm.
 - The majority of Co-op students are from Manito/Cannon Hill, Rockwood, and Comstock NCs. Tina will reach out to these NCs and request a representative to attend to specifically discuss what these NCs are doing.
 - Overall topics to present:
 - Traffic Calming funding/projects
 - Clean-Up program
 - CA Budget/Outreach funds
 - COPS program—request a Neighborhood Resource Officer to attend
 - CA Committees
 - Presentation can be done live on the ONS website, to show people how to navigate and where to find information.
 - Final Budget Expenses:
 - Abbey will update our Spring budget application for CA Handbooks and resubmit, to have more Handbooks printed in 2017.
 - Kelly will update the budget application which included printing the ONS Trifold brochure, to print more of these.
 - Kelly will work with Abbey to apply to print posterboard Neighborhood Maps by District for use at events, to more clearly show NC boundaries.
 - Budget Committee requested we discuss Billboards. BSN Committee consensus would support Billboards if we could have one in each District.
- Topics for next meeting:
 - Co-Op Presentation
 - NUSA Plan finalization

- 2018 Committee Work Plan
 - BSN Committee Elections (Chair, Vice Chair, Secretary)
- Next meeting: Next regular meeting will be on Monday, January 22nd 2018. 12pm at Vessel Coffee Roasters, 2823 N. Monroe. *The Committee will not meet in December*



PEDESTRIAN, TRAFFIC AND TRANSPORTATION (PeTT) COMMITTEE

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

MEETING NOTES:

November 28, 2017

West Central Community Center – 1603 N. Belt Street

6:00 – 7:30 PM

CALL TO ORDER AND INTRODUCTIONS

- X neighborhood councils represented
- 2 city staff in attendance

PRESENTATION: The "Urban Forest" and Streets

- The city's urban forestry program and its relation to streets was presented by Angel Spell, the city's Urban Forester. <https://my.spokanecity.org/urbanforestry/tree-facts/>
The "urban forest" exists on all public land, including the street rights-of-way, and provides significant, quantifiable economic, health, and environmental benefits to the community. There was the recognition that any city-wide program of sidewalk repair will involve accommodating or replacing a large number of street trees.

PRESENTATION: Washington's "Target Zero" Traffic Safety Program

- Bob Turner of the Street Department gave an overview of the state-wide strategy to reduce traffic fatalities to "zero". This program provides strategic funding for a variety of local initiatives to address traffic safety on streets and highways to reduce traffic deaths and serious injury in crashes of all kinds to nil by 2030. <http://wtsc.wa.gov/target-zero/>

DISCUSSION: Reporting Uncleared Sidewalks in Winter

- The group considered an outline about how to make a code enforcement report for a sidewalk that isn't promptly and/or properly cleared. The outline and form are attached.

CONVENER FOR 2018

- By acclamation group selected Paul Kropp (Southgate Neighborhood Council) to serve as the committee's convener for 2018.

POTENTIAL COMMITTEE FOCUS AREAS FOR 2018:

Comprehensive Plan update: Chapter 2 Implementation for Ch 4 Transportation
Street standards revision process
Sidewalk priority areas and accompanying traffic safety measures
All-city sidewalk repair and infill program

NEXT MEETING -- January 23, 2018

- There will be no PeTT meeting in December
- The January agenda will include a presentation and discussion of speed zone enforcement

Reporting a Property That Hasn't Had Its Sidewalks Cleared

1. To report a neighbor or Spokane resident for not clearing their sidewalks you would use the standard process that any citizen would take to report a code violation.
2. How to submit a complaint:
 - Turn in the [form](#) (available at this link)
 - By email to: codeenforcement@spokanecity.org
 - In person at the MySpokane desk on the main floor of City Hall
Note: You can attach photos to any complaint form.
 - Call 311 to file a complaint and they will fill out the form for you.
NOTE: At this time it is not possible for call-in reports to NOT disclose the name of the complainant.
 - Online complaint form submission: Currently being worked on and coming soon.

Other Important Information:

- If a complaint is filed and investigated a property owner will receive a postcard informing them of their duty to maintain sidewalks (No tickets were issued last year for this).
- All City of Spokane Divisions are responsible for clearing its walkways through the winter season.
- The Water Dep. Is responsible for clearing all bridges in Spokane.



Neighborhood Services,
Code Enforcement, & Parking
808 W Spokane Falls Blvd
Spokane Wa 99201-3333
(509) 625-6083 Fax 625-6802

COMPLAINT FORM

Please complete this form and return it to the address at left or via email at CodeEnforcement@SpokaneCity.org.
Provide as many relevant details as possible.

COMPLAINT TYPES (Check all that apply)

<input type="checkbox"/>	Garbage/Debris	<i>Yard debris including household garbage, furniture, appliances and misc. junk. SMC 13.02</i>
<input type="checkbox"/>	Graffiti	<i>Graffiti on buildings, fences, walls, etc. SMC 10.10.090</i>
<input type="checkbox"/>	Right of Way Violation Obstruction	<i>Blocking a pedestrian path, broken sidewalks, collapsed retaining walls, modifications of grade, basketball hoop, skateboard ramp, pile of materials or buildings in the right of way, vegetation obstruction, snow obstructing sidewalks, plowing snow into the right of way. SMCs 17C, 17F & 12.01 & 12.02</i>
<input type="checkbox"/>	Substandard Building	<i>Substandard includes broken or missing doors or windows, fire damage, leaning walls, sagging or holes in the roof. SMC 17F.070</i>
<input type="checkbox"/>	Vegetation Fire Hazard	<i>Tall, dry vegetation during hot, dry weather and fire hazard season has been declared. SMC 10.08</i>
<input type="checkbox"/>	Zoning Violation	<i>Parking in the front yard, illegal home business, continuous yard sales, living in a camper or RV, sign code violations and building setback violations. SMC 17C.110-340</i>

VEHICLE COMPLAINT TYPES (Check all that apply)

<input type="checkbox"/>	Abandoned Vehicle (on the street): <i>Vehicle without a known owner and that appears inoperable. SMC 16A.61.651(A)</i>	<input type="checkbox"/>	Junk Vehicle: <i>Junk vehicles on private property or on the street, Junk vehicle criteria: at least three (3) years old, extensively damaged, apparently inoperable. SMC 10.16</i>
<input type="checkbox"/>	Parking Too Close to Driveway, Crosswalk, Stop Sign, Alley, Etc. or Against Signage: <i>Parking in, in front of, or in too close proximity to a driveway, alley, stop sign, crosswalk, fire hydrant, bicycle lane, etc. or stopping, standing or parking where official.</i>	<input type="checkbox"/>	Disabled Parking/Placard Abuse: <i>Unauthorized use, improper display, or lack of a disabled placard/plate in a marked disabled stall or making the access aisle inaccessible. SMC 16A.61.381</i>
<input type="checkbox"/>	Wrong Direction Parking: <i>Parking a vehicle against the flow of traffic. SMC 16A.61.575</i>	<input type="checkbox"/>	Parking in Alley: <i>Parking in an alley in a manner that obstructs traffic or otherwise does not adhere to regulations. SMC 16A.61.563</i>
<input type="checkbox"/>	Registration Violation: <i>Parking a vehicle on the street with registration tabs improperly displayed or expired for more than 45 days. SMC 16A.61.567</i>	<input type="checkbox"/>	Non-Passenger Vehicle in Residential Zone: <i>Parking a motor home, trailer, camper, watercraft, or other non-passenger vehicle in a residential zone. SMC 16A.61.562</i>
<input type="checkbox"/>	Continuous Parking: <i>Parking continuously on a block face for more than 24 hours. SMC 16A.61.561.A</i>	<input type="checkbox"/>	Other: <i>To report a violation that is not listed, please complete "Additional Comments" on the next page.</i>

ADDRESS COMPLAINT IS LOCATED AT

--

CONTINUE ON NEXT PAGE

COMPLAINANT INFORMATION

A SIGNED COMPLAINT FORM IS NECESSARY BEFORE CODE ENFORCEMENT OR PARKING SERVICES CAN INVESTIGATE, UNLESS A LIFE THREATENING ISSUE EXISTS. **ANONYMOUS COMPLAINTS ARE NOT ACCEPTED.**

Print Your Name: _____ Phone Number: _____

Your Address: _____ City & ZIP: _____

Your Signature: _____ Date of Submittal _____

Confidentiality preference: Disclosure of information revealing your identity will depend on application of the public disclosure law, chapter 42.56RCW, other applicable statutes and whether the complaint is criminally prosecuted. Please initial in the space that indicates whether you desire information revealing your identity be disclosed. Failure to initial will result in information being subject to disclosure.

By checking Do Not Disclose I am indicating that the disclosure of my name would endanger my life, physical safety or property.

initial: _____ **DO NOT DISCLOSE** _____ **YOU MAY DISCLOSE**

The violation must be visible from the public right of way, or you must indicate that you would like us to contact you for permission to view the site from your property.

I give you permission to view the site from my property: ☐ Yes ☐ No

I request that an acknowledgement of this complaint be sent:

by email to _____

by mail to _____

VEHICLE COMPLAINT	Vehicle #1 Information	VEHICLE COMPLAINT	Vehicle #2 Information
MAKE:		MAKE:	
MODEL:		MODEL:	
LICENSE #:		LICENSE #:	
COLOR:		COLOR:	
OTHER DESCRIPTION:		OTHER DESCRIPTION:	

COMPLAINT SUMMARY/ADDITIONAL INFORMATION

How long has the violation existed? _____

Property Occupant (if known): _____

Additional Comments:

**Citizen Advisory Committee
To the Spokane Urban Forestry Tree Committee
November 2017
Woodland Center, Finch Arboretum**



Meeting Minutes

The meeting was called to order at 3:02pm October 31st, by Chairman Guy Gifford.

Attendees: Guy Gifford, Karen Carlberg, Larry Lee, Paul Kroft, James Bergdahl, Juliet Sinisterra, Cindy Deffe', Carol Bryan, Carrie Anderson, Tim Kohlhauff, Beth LaBar

Ceremonies, Appointments, Announcements

Beth LaBar submitted a letter of interest to serve on the committee. Karen Carlberg moved, and Cindy Deffe' seconded, to accept Beth onto the committee. The motion passed unanimously.

Consent Agenda The minutes of the October meeting were accepted.

Citizen Comments none

Reports

- **Heritage trees:** no report
- **Downtown Street Trees:** Juliet Sinisterra distributed summaries of art submissions for new tree grate designs. The designs will either have large spaces, or break-out pieces, to accommodate trunk growth. The Downtown Spokane Partnership (DSP) has proposed 10% of parking revenues be used as funding for street trees, with a request for matching funds from the city streets/utilities departments. Property owners have always paid for tree maintenance, but DSP and the city want to collaborate where appropriate. Paul asked about a priorities list for tree work, Juliet answered that tree work is done in areas of construction to take advantage of access and need for work. Priorities are also to fix broken irrigation and remove/replace dead trees.
- **Ponderosa Pines:**
 - Carrie Anderson shared a brochure about Ponderosa pines created by Larry Stone.
 - Carrie asked about codifying Ponderosa pine preservation. Angel responded that guidelines are already included in the urban forestry's management process.
 - James Bergdahl summarized the existing awards program sponsored by the Spokane Ponderosa Network (SPN) to recognize preservation of Spokane's official tree. He encouraged the committee to submit nominations to SPN in areas of private property, commercial property, and schools.
- **Community Assembly:** Paul Kroft, chair of the Community Assembly transportation committee wants to explore collaboration between transportation and tree committees.

**Citizen Advisory Committee
To the Spokane Urban Forestry Tree Committee
November 2017
Woodland Center, Finch Arboretum**



- **Staff Report:** Angel distributed work summary through the 3rd quarter. Highlights included completion of improvements to the Woodland Center at Finch; staff additions of an urban forestry specialist and full-time caretaker for Finch arboretum; ongoing bridge replacement at Finch; and involvement of WCC (Washington Conservation Corps) in fuels reduction work at undeveloped land in the city. The rest of the report was tabled for December.

Old Business

- The CAC will need a new chairperson by the end of the year. Guy will remain on the committee, but not as chairperson.
- Ponderosa pine contest: an entry was missed and brought to the committee's attention. It will be judged and a winner declared. Guy will send thank you notes to all entrants from the committee. SPN will give a certificate of appreciation to the winner, and the CAC will provide a prize. A presentation ceremony before a city council meeting will be planned.

New Business

- Questions arose during October about the purpose of the CAC and the relationship with the UFTC
 - Paul Kroft from Community Assembly, shared the history of the development of the CAC and UFTC in response to community concern about tree management. Community Assembly was given 2 seats on the CAC to add weight to citizen input.
 - Carrie added that the original CAC was instrumental in writing Spokane's tree ordinance and the hiring of a full-time urban forester.
 - Guy observed that the work of the CAC seems to go in cycles. He pointed out the committee has done more education about Ponderosa pines than previously.
 - Angel added that personal interests often lead the CAC, so if members have an interest, they should explore that, form sub-committees to explore issues and then bring them to CAC meetings for discussion.
 - Guy added that the Urban Forestry Tree committee is more business oriented than the CAC. The UFTC works on purchasing proposals, and passing the department's budget. They also function as a board of appeal for property owners who disagree with a decision made by urban forestry.
- Karen asked about CAC involvement in the Children of the Sun bike trail under construction along the North/South freeway. Paul answered that the trail is on Washington DOT land, and is currently outside the city. The DOT will have the plans for the trail. He added that

**Citizen Advisory Committee
To the Spokane Urban Forestry Tree Committee
November 2017
Woodland Center, Finch Arboretum**



EWU will be leading meetings at neighborhood councils, in the spring of 2018. All the meetings will be open to the public.

- Karen asked about data collection surrounding impact of fires on public trees or land, caused by homeless citizens. Input from the group was that it was not specifically tracked, but that numbers may exist, for instance the city's 311 hotline collects reports of homeless camps, and the fire department records fire locations and causes. Discussion was cut short because time ran out.

Adjournment

The committee adjourned at 4:18 pm.



**Citizen Advisory Committee
To the Spokane Urban Forestry Tree Committee
December, mtg. 2017
Finch Arboretum, Willow Room.
Woodland Center 3404 W Woodland Blvd
December 5, 2017 3 PM**

**MEETING AGENDA
CALL TO ORDER**

ROLL CALL

CEREMONIES, APPOINTMENTS, ANNOUNCEMENTS

CONSENT AGENDA

- Approval of minutes.

COMMITTEE AND REPORTS

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

Old Business

CAC – New Chair
PP contest – Guy, Carrie

New Business

Stewardship plans
What does CAC see as critical elements in a plan?



ADJOURNMENT

Tree of the month: *Cornus Florida*,

Spokane tree inventory.

- 773 trees in tree inventory. 1 tree 24" – 30" dbh.
- Consider to be a broadleaf deciduous small tree.

Tree Facts (Missouri Botanical Garden)

- Height 15 - 30 feet
- Spread 15 - 30 feet
- Native Range: Eastern North America
- Tolerate: Deer, Clay Soil

Design Review Board Community Assembly Liaison Report

Submitted by Kathy Lang
December 5, 2017

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

'74 Expo U.S. Pavilion Program Review/Collaborative Workshop November 8, 2017

Applicant

Berry Ellison, Program Manager, City of Spokane Parks and Recreation Department

Proposal

The project proposal is a major remodel of the existing U.S. Pavilion structure located to the west of the Washington Street tunnel and to the south of the Spokane River.

Background

Originally built as the U.S. Federal Pavilion for Expo '74, the Pavilion was a gift to the Spokane region from the United States government. The Master Plan aims to restore the Pavilion into a flexible use event space able to host everything from the Hoopfest Nike Court game and the Bloomsday Awards Ceremony to a summer concert series and an outdoor giant screen film festival.

Recommendations

- 1) The Applicant shall push for sustainable measures where appropriate in recognition of the downtown design guidelines for sustainability and in consideration of the historic significance of the environment and the U.S. Pavilion.
- 2) Continue to develop the service area on the south side of the site and be prepared to address how it meets the blank walls screening requirements.
- 3) Continue to develop how controlled access is implemented in an integrated and attractive manner.
- 4) Further define how furnishings and fixtures will be incorporated into the project to meet the design objectives.
- 5) Further define how general (non-event) lighting within the ring of the U.S. Pavilion will be addressed.
- 6) Present at the (DRB) recommendation meeting how the project ties into the surrounding park pathway system including the Howard Street Promenade.

Additional information including Principals and Project Goals can be found on the [project](#) website.

Plan Commission Liaison Report

December 7, 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 November.

Workshops

Demolition Ordinance – The demolition and historical preservation ordinances are being updated to help protect historic homes and districts. The workshop scheduled for 11/8 was cancelled as substantial revisions to the ordinance were still in progress. There will tentatively be a workshop at the 12/13 Plan Commission meeting since there is a goal of having the PC hearing in January. There are lots of details in this code so I would strongly recommend that anyone living in a home that might be considered historical or in a historical neighborhood read the text of the changes. The text of the code changes is available at <https://my.spokanecity.org/citycouncil/items-of-interest/demolition/> although it appears that the document is still a draft from October as of 12/3.

Infill Housing Project – Phase One – Phase one of the Infill Housing update is still on track for making it through Plan Commission by the end of the year with the hearing scheduled for 12/13. This workshop was focused on getting PC viewpoint on some of the details of cottage housing. The PC was generally in favor of increasing the density bonus to 40% for developments consisting of homes 500 square feet or smaller. Cottage housing currently has a 20% density bonus, which allows up to 12 units/acre in RSF zones. Other general consensus was to allow chain link fences (they are currently not allowed), max roof height of thirty feet if the pitch was high enough, and the removal of a 20% uniqueness requirement for design. The current plan for compact lot standards is to allow them within 1/4 mile of centers and corridors zones and directly adjacent to higher density zones as a transition buffer. There are lots of changes being considered and is well worth checking out at <https://my.spokanecity.org/projects/infill-housing-strategies-infill-development/> if you're interested in how this might affect your neighborhood.

Sign Code – Additional Cleanup – The recently approved changes to the main sign code have caused some other potential changes to surface be fully compatible with the new sign code provisions. These changes are related to neighborhood businesses, home-based business signage, mobile home park signage, and several definitions. The additional

changes work to consolidate all sign-related definitions into a single area in the code and have neighborhood businesses use the sign code rules for businesses operating in an RF zone instead of the CC4 zones. There was also some consideration on changing home-based business signage but the Plan Commission generally preferred to keep the rules as presently written.

Upcoming Hearings (Tentative)

12/13 – Infill Code Revisions (Phase I: Cottage Housing, Pocket Residential, etc)

12/13 – Sign Code – Additional Cleanup

January – Demolition Ordinance (not currently scheduled)

Other

Plan Commission Schedule – There will be no Plan Commission meeting on 12/27 due to proximity to Christmas.

Joint Plan Commission/City Council Meeting – The joint meeting of the City Council and Plan Commission originally scheduled for Thursday, 12/14, has been deferred until Thursday, 1/25 at 3:30pm in the City Council Briefing Center.

Office of Neighborhood Services

Important Program Dates & Deadlines for 2018

Dates are currently tentative. Final dates will be available at the first of the year.

Clean Up Program

- **Training:** within the first two weeks of February
- **June 4, 2018:** all neighborhood applications for cleanup are due (dates for cleanup are first come first serve)
- **Other Important Info:** 1st cleanup dates will begin in April. No cleanup will take place during the first two weeks of July. Last day for a cleanup event will be October 30, 2017.

For questions on the Cleanup Program please contact Rod Minarik, 625-6737,
rminarik@spokanecity.org.

Traffic Calming Program:

- **Training:** January 8, 2018, City Council Briefing Center, 5:30-7pm
- 2018 Applications available 1st of January.
- **Applications due March 9, 2017**

For questions on the Traffic Calming Program please contact Katie Myers, 625-6733,
kmyers@spokanecity.org

Mobile Speed Feedback Program:

- Applications available first week of January
- Dates for speed feedback trailers are first come first serve
- **Applications due April 6, 2017**

For questions on the Traffic Calming Program please contact Katie Myers, 625-6733,
kmyers@spokanecity.org.

Community Engagement Grant Program:

- **Training:** Likely February
- **Application Deadline:** Likely May 14th (for the first round of allocation and second round of allocation)

For questions on the Grant program please contact Abbey Martin, 625-6858,
amartin@spokanecity.org.



Public Safety Committee of the Community Assembly
Minutes November 14th, 2017-4:00 pm to 5:30 pm
YMCA Corporate Office, 1126 N Monroe
Chair: Julie Banks

Present: Julie Banks, Bruce Higgins, Charles Hansen, Mella Harmon, Sarah Tosch, Terrell Black, Jason Ruffing.

- **Greetings & Welcome**
 - The November meeting had a slight schedule change, to 4:00 – 5:30 p.m., due to a schedule conflict at the YMCA office. The December meeting will be back to the usual time.
- **Approval of October Minutes**
 - Motion: Mella Harmon motions to approve the October minutes. Sarah Tosch seconds the motion.
- **Committee Conversations: CA Presentation update**
 - Julie Banks provided an update of the Committee Conversations presentation at the November Community Assembly meeting. The Community Assembly seemed supportive of the presentation, current projects, and ideas for a potential re-branding and name change. Julie said that the committee will need to look at goals and bylaws as a part of the decision making process.
- **FAQ's Resource/Landing page**
 - The committee spent the majority of the meeting looking at the website and discussing potential ideas and locations for the FAQ/resource list landing page.
 - One idea was a welcome page to the neighborhood system that could be accessible from the main neighborhoods page with the neighborhood council map.
 - The committee discussed what types of pages and information would be helpful for neighbors having public safety, code enforcement, or a variety of neighborhood concerns.
 - During the discussion about the FAQ page, the group discussed the noise issue as a good example of why this type of information would be so helpful. Having an accessible, central location where complex processes could be presented with contact information would be very helpful in minimizing confusion.