

Spokane Neighborhoods Community Assembly

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

Meeting Agenda for Thursday, January 4, 2018

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



Proposed Agenda Subject to Change
Please bring the following items:
*Community Assembly Minutes: December 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 ▪ December 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 ▪ Introduction of 2018 Committee Goals ▪ CA, Admin, CA/CC Meeting 2018 Calendar ▪ Admin Committee Conversation?	Tina Luerksen	10 min-5:55	Oral & Written Report	8
ONS/Code Enforcement ▪ Yearend Updates ▪ NUSA Delegate Agreement Clarification	Heather Trautman	20 min-6:05	Oral Report	
Integrated Capital Management ▪ Transportation Impact Fee Code Update	Inga Note	20 min-6:25	Presentation/ Q&A	
Planning ▪ Building Heights on Spokane Falls Blvd	Kevin Freibott	20 min-6:45	Presentation/ Q&A	
Land Use Committee Conversation	Robynn Sleep	15 min-7:05	Discussion/ Written Report	11
CA/CD ▪ Proposed 2018 Allocation Methodology	Kathryn Alexander and Gaby Ryan	20 min-7:20	Oral & Written Report	15
Building Stronger Neighborhoods ▪ 2018 NUSA Delegate Applications	Tina Luerksen	10 min-7:40	Oral Report/ Vote	
Roundtable		10 min-7:50		
OTHER WRITTEN REPORTS				
Plan Commission Liaison	Greg Francis		Written Report	18
Budget – Minutes and 2018 Calendar	Andy Hoye		Written Report	21

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

UPCOMING IMPORTANT MEETING DATES

- *January 9: Public Safety, YMCA Corporate Office, Boone and Monroe, 3:30pm*
- *January 18: Land Use, West Central Community Center, 1603 N Belt, 5pm*
- *January 22: Building Stronger Neighborhoods, Vessel Coffee Roasters, 2823 N Monroe, 12pm*
- *January 23: 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 23: Pedestrian, Transportation & Traffic (PeTT), West Central Community Ctr, 1603 N Belt, 6pm*
 - *January 25: Budget, Fire Station 4, 1515 W First Ave, 6:30pm*
- *February 1: 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 Papenleur, 326-2502, papenleurf@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,

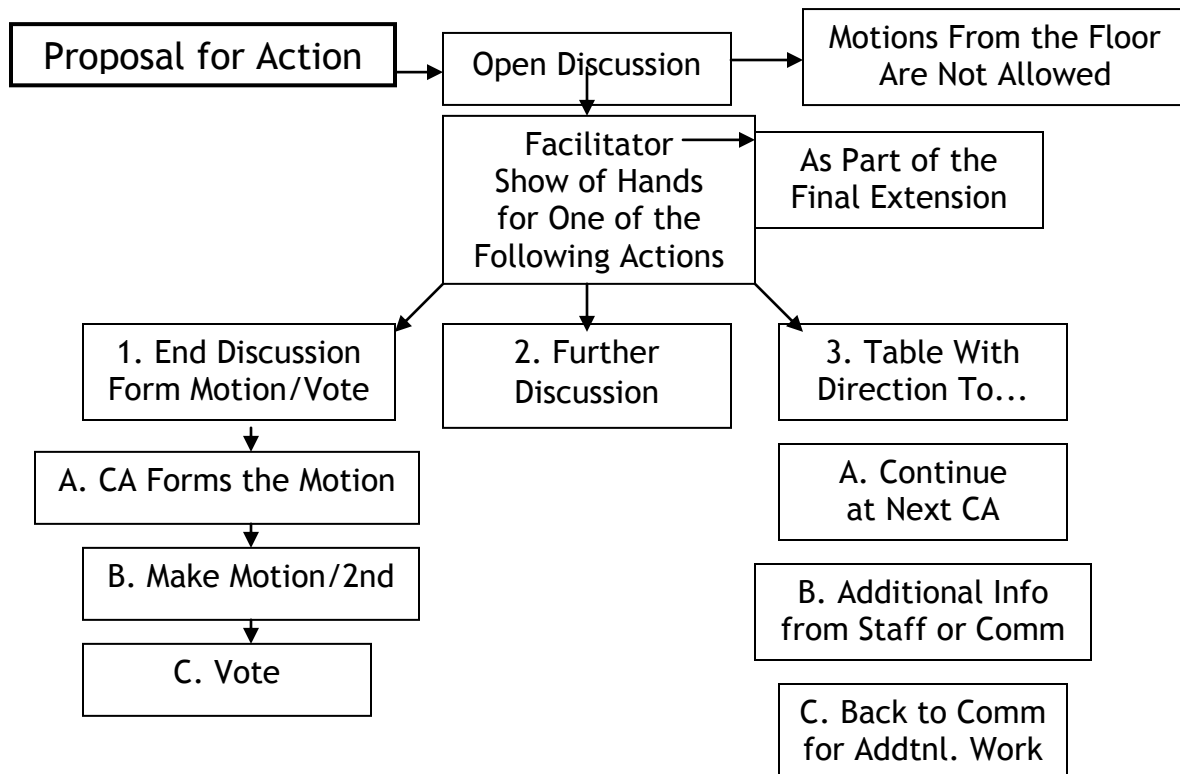
zaromiotke@yahoo.com and Charles Hansen (alternate), 487-8462, charles_hansen@prodigy.net

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

December 7, 2017

1. Agenda

- a. Approved

2. Approve/Amend Minutes

- a. Approved

3. Reports/Updates/Announcements

- a. Fran Papenleur, Audubon-Downriver
 - i. CHHS Board: will meet every other month beginning in 2018. Focus is affordable housing, and workforce development. Currently, there are two at-large vacancies. Please pass along info to your neighborhoods; applications found on Mayor's website. Incoming Board Chair is Anne Stuyvesant-Whigham, former executive director of SAN, and several years with Aging & Long-Term Care. Current consultant for several non-profits in the community, including Empire Health Foundation
- b. Tina Luerksen, Grandview/Thorpe
 - i. Tina and training opportunity in the works- are there others interested, Co-op, serves on Co-op board, and putting on Co-op training informing people about the neighborhood council program and the community assembly, putting together a training to do at the Co-op, went through roster of enrollees Comstock, Manito/Cannon Hill, Rockwood, Lincoln Heights

4. City Council

- a. Not present/applicable

5. Admin.

- a. Tina Luerksen, Grandview/Thorpe
 - i. Committee met for the first time last week, held elections and Tina is Admin Chair, Luke Tolley (Hillyard) is Vice Chair, Andy Hoyer (Southgate) is Secretary
 - ii. Bosch lot open so parking passes to CA reps- Does the group want to move their meetings back to City Hall? Discussion and input from the group (access and mobility concerns)
 - iii. Motion to ask to extend agreement with West Central Community Center instead of moving to City Hall- Contingent upon West Central Community Center availability= 10 approve, 7 no, 3 abstentions

6. CA/CC

- a. Council Members Beggs, Mumm, Kinnear present
 - i. School radar and resolution for what to do with collected money, document available from Council Members- 2 projects by Ridgeview, 1 project at Willard
 - ii. Perry Street parking and [survey](#)- ONS will resend out survey link

7. CA/CD

- a. Fran Papenleur, Audubon-Downriver
 - i. Update on committee- charge to committee is to look at allocation each year- Currently not all neighborhoods can participate and that's in conflict with our core purpose, brief in the packet about future of Community Development Block Grant program- What if we pooled our money together and put our money into a larger initiatives?
 - ii. A lot of Neighborhoods don't have meetings in December, this is a heads up about the forthcoming presentation in January and a February vote at the earliest

- iii. Kathryn Alexander, Bemiss, is the new Chair

8. Building Stronger Neighborhoods

- a. Kelly Lotze, Browne's Addition
 - i. 2017 year-end requests: BSN came up with three remaining expenditures to ask for including: Up to \$500 for ONS brochures to be displayed with Community Assembly sign in City Hall; Binders and printing filler for Community Assembly handbook up to \$300; District and City maps
 - ii. Discussion: ONS clarified that with this vote occurring week before deadline, we're using graphic materials that already exist so that we can get it done within timeframe for December 15 end of year accounting and that there is no penalty to not using the dollars

Motion on table maps- 6 maps district, 6 maps city, up to \$500 color brochures, up to \$300 binders, two tables

Roll call vote:

In favor: Audubon-Downriver; Bemiss; Browne's Addition; Chief Garry Park; Cliff/Cannon; Comstock; Emerson-Garfield; Grandview/Thorpe; Hillyard; Logan; Manito/Cannon Hill; Minnehaha; North Hill; North Indian Trail; Peaceful Valley; Rockwood; Southgate; West Central; West Hills; Whitman

Oppose: 0

Abstain: Lincoln Heights; Northwest

9. Budget

- a. Andy Hoyer, Southgate
 - i. No other vote needed because I squeezed it into the other one
 - ii. Committee has spent just over \$14k, and just spent about another \$2.5k which is about \$17k total
 - iii. Preparing final report-forthcoming

10. Building Stronger Neighborhoods

- a. Tina Leurssen, Grandview/Thorpe
 - i. BSN proposal regarding NUSA
 - ii. Luke Tolley, Hillyard went to NUSA 2014; Kathryn Alexander, Bemiss, went in 2015, no one in 2016- In the past those delegates have never had a method to bring info back to Community Assembly
 - iii. Proposal (see packet): use about \$4k in Budget funds and the two persons sent will return and lead the Community Assembly retreat; NUSA occurs at the end of May and the theme is Building Tomorrow's Neighborhoods Today
 - iv. Discussion: ONS mentioned it could become a contract to enhance accountability, failure to deliver would mean the person would have to reimburse
 - v. Budget committee is working to get all 29 neighborhoods to participate and this would possibly lead to no reallocation

Motion: To approve to use 4k in CA 2018 funded for up to 2 people to contract to provide a 2018 retreat after attendance to the NUSA conference

Approve: Audubon/Downriver; Bemiss; Browne's Addition; Cliff/Cannon; Grandview/Thorpe; Hillyard; Logan; Minnehaha; Peaceful Valley; Rockwood; Southgate; Whitman

Oppose: Manito/Cannon Hill; North Hill; North Indian Trail; Northwest; West Central

Abstain: Chief Garry Park; Comstock; Emerson-Garfield; Lincoln Heights; West Hills

- vi. So, from this point, BSN is working on application process, get it approved in February, so that in March Community Assembly can make decision
- 11. Round table
 - a. Greg Francis, Rockwood
 - i. Would like to recognize Julie Banks, Rockwood, for her last meeting and five years of service
 - ii. Applause and thanks

22 Reps Present

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

Not in Attendance: Balboa/South Indian Trail, East Central, Five Mile Prairie, Latah/Hangman Valley, Nevada Heights, Riverside, Shiloh Hills

CA - Administration Committee Meeting – **Draft Minutes** – December 26, 2017

Present: Tina Luerksen, Chair; Andy Hoye, Secretary; Luke Tolley; Tom Powell; Fran Papenleur (visitor), Melissa Wittstruck (ONS) – Absent: Kelly Lotze

CA Meeting Agenda – January 4, 2018:

<u>Item</u>	<u>Minutes Allocated - Notes</u>
Introductions	3
Proposed Agenda	2
Approve/Amend minutes	5
Open Forum	10
City Council	5
Admin	10 – Committee Goals et al
ONS/Code enforcement	20 – NUSA, Traffic Calming, Cleanups, Year-End,
Integrated Capital Mgmt	10 – Plus 10 min Q&A – Impact Fees and Projects
Planning	10 – Plus 10 min Q&A – Buildings Heights in Spokane Falls Blvd
Land Use Committee	15 – Committee Conversation
CA/CD	20 – Proposed Allocation Methodology
BSN	10 – NUSA Delegate Applications and Ad-Hoc Committee
Roundtable	10

Other topics discussed:

Housing Quality Task Force Presentation – maybe in March
No Goals needed for Admin Committee
Tina will contact Karen Stratton to firm up dates for CA/CC in 2018
Discussion of Neighborhood Councils that are inactive and how to help them
February CA meeting will address Committee Goals
March CA meeting – vote on NUSA Delegates
We may ask the CA for general input and feelings about the Admin Committee

Dates for 2018 CA Meetings and preceding Admin Meetings:

<u>Month</u>	<u>CA</u>	<u>Admin (preceding month)</u>
February	1 st	20 th
March	1 st	27 th
April	5 th	24 th
May	3 rd	29 th
June	7 th	26 th
July	12 th	24 th (CA meeting change due to July 4 holiday)
August	2 nd	28 th
September	6 th	25 th
October	4 th	30 th

<u>Month</u>	<u>CA</u>	<u>Admin (preceding month)</u>
November	1 st	27 th
December	6 th	27 th or maybe 18th

Adjourned at 5:40PM.

Respectfully Submitted, Andy Hoye, Secretary

DRAFT CA COMMITTEE GOALS – 2018*

Budget

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.

Building Stronger Neighborhoods

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.

Land Use

2018 Committee Goals

The Land Use Committee seeks opportunities to interact with Neighborhood Councils, citizen groups and individuals within the boundaries of the City of Spokane to serve as a resource to land use resolutions: to propose changes to policies, regulations, actions and plans to the Community Assembly.

1. Reach out to neighborhoods that don't have LUC representatives to recruit representatives.
2. Development and distribution of Land Use 101 education materials for Neighborhood Councils.
3. Follow changes to 2018 Comprehensive Plan amendments process to be able to formulate a recommendation to CA and Neighborhood Councils.

Pedestrian, Transportation & Traffic (PeTT)

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

*Draft 2018 goals for CA-CD and Public Safety committees was not received in time to be included in the packet. They will be emailed as soon as we receive them.

Community Assembly “Committee Conversations” Outline

Committee Name:

Land Use

Regular Meeting Date/Time/Location:

3rd Thursday of each month; 5:30—7:00 pm; West Central Community Center

Current Elected Officers: Executive Committee rotates facilitating the meetings.

- Barbara Biles – Emerson/Garfield
- Teresa Kafentzis – Southgate
- Margaret Jones – Rockwood
- Patrick Rooks – West Hills

Typical Meeting Attendance:

5 to 7 people plus visiting city employee presenters

Stated Committee Purpose:

- **Mission Statement.** As a standing Committee of the Community Assembly (CA), the Land Use Committee (LUC) seeks opportunities to interact with Neighborhood Councils (NC), citizen groups and individuals within the boundaries of the City of Spokane to serve as a resource for land use resolutions; to propose changes to policies, regulations actions and plans to the Community Assembly.
- **Purpose.** The LUC provides education, information and resources through outreach to City Departments including the Office of Neighborhood Services, Code Enforcement, Planning and Development and the collected wisdom of our Neighborhood Councils. The CA-LUC will take inquiries as directed by the City and/or assigned by the CA and/or from other Committees and/or Subcommittees in addition to Neighborhood Councils.

Past Committee Accomplishments:

- Interviewed neighborhood council members from areas with contested comprehensive land use amendments proposals; submitted comments regarding proposals to CA for approval that was forwarded to Plan Commission
- Completed electronic survey regarding development challenges neighborhood face.
 - Received over
- Updated and approved policies and procedures
- Participated comprehensive plan updates on land use updates and transportation
- Expressed concerns to planning department about leaving the neighborhood language intact with the comprehensive plan revision.

Current Committee Projects:

- Analyze data collected from electronic survey to determine next projects

How This Committee Can Impact Your Neighborhood:

- Provide input to neighborhoods about neighborhood planning process

- Offer training as desired by
- Investigate development proposals
- Help neighborhoods connect with similar experiences
- Share resources

How Does The Committee Work Towards the CA Vision? (To be an equal partner in local government; Core Values *Common Good, Alignment, Initiative, Balance of Power*)

What Does The Committee Need? (*i.e. increased participation; specific information or help; direction from the CA; funding; etc.*)

Discussion.

Land Use Committee
December 21, 2017
Minutes

PRESENT:

- Sylvia St Clare – West Central
- Teresa Kafentzis -- Southgate
- Margaret Jones -- Rockwood
- Robynn Sleep – Cliff Canyon
- Patrick Rook – West Hills
- Barbara Biles – Emerson Garfield
- Terryl Black – Comstock
- Melissa Wittstruck – City ONS
- Greg Francis – Rockwood
- Kelly Cruz – West Central

October 2017 Minutes approved (no November minutes because there was no quorum).

OLD BUSINESS

- CA Conversation Template – January 4, 2017
 - Robynn Sleep will present to CA if room still on agenda
- Land Use Survey
 - Recommendations from Robynn Sleep to work on in 2018 based on survey results:
(see memo at end of minutes for details)
 - Public Participation
 - Developer-Neighborhood Partnerships
 - SEPA Comments
 - Comments: concise overview completed by Robynn
- 2018 Goals
 - Attached
- Officer Nominations for Executive Committee;
 - Robynn Sleep
 - Patrick Rook
 - Barbara Biles
 - Margaret Jones
 - Sylvia St Clair

Greg Francis – Plan Commission Update

- Revisit Transportation Impact Fees – moving forward
- January 25 Plan Commission will set work plan for 2018
- January 10 Hearings (to be announced)

- 100-foot height limit on Spokane Falls Blvd presentation to CA January meeting
- Hearings on sign code update and infill housing phase one (cottage housing and pocket residential) – both passed. Mixed public comment.

NEW BUSINESS

- Need new City Council representative since Amber Waldref is completing her term.

GOOD OF ORDER

- January: Historic preservation and demolition update – request city council
- January: Developing time lines for goals
- February: Infill strategy initiative – Lisa Key
- March: Tirrell Black on Comprehensive Amendments

NEXT MEETING:

- January 18, 2017
 -

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.



**Community Assembly/Community Development (CA/CD) Committee
Meeting Minutes
Tuesday, December 5th, 5:30-7:00 p.m.
West Central Community Center, Don Kelly Room**

Present: Kathryn Alexander (Bemiss), Charles Hansen (Whitman), Fran Papenleur (Audubon Downriver), Valena Arguello (East Central), Bill Forman (Peaceful Valley), Tim Musser (Emerson-Garfield), Paul Kropp (Southgate)

CHHS Staff: George Dahl
ONS Staff: Heather Trautman

Welcome and Introductions

Chair Fran Papenleur opened the meeting. Minutes from November 7, 2017 were reviewed and approved.

Allocation Model

The discussion revolved these considerations:

1. The ability to use neighborhood planning documents for projects.
2. Maintaining the same process we use currently.
3. Utilizing the *Spokane Matters* district model. The “poorest” district would get the most funds – the rest to possibly be divided as outlined below.
District One = \$206,944.75
District Two = \$97,237.57
District Three = \$92,817.68
4. Simply split up the funds evenly between districts.
5. Devote all funds to some project of city-wide significance.

Kathryn, Valena and Fran will present the CA with our recommendations stressing Option #3 and our strong appreciation for Option #5. Option #5, they felt, that Community Assembly could become a real player in the city.

Other challenges: How to select projects in each option and how to ensure alignment with the CHHS Board priorities. If the CA cannot make a decision by February, then we will continue with the current process.

CA/CD Committee Policy & Procedures

Changes to the Policies & Procedures and the Mission were discussed. It was

decided to ask the CA for permission to expand beyond just CDBG. This would help in clarifying the role of CA/CD with both CHHS and the CA.

CA/CD Committee Goals 2018

The 2017 goals (below) were discussed.

The CA/D Committee will provide a forum for educating neighborhoods regarding CDBG funding and make policy and other recommendations in regard to neighborhood funding, through the Community Assembly, to the CHHS Board.

1. To recommend collaboration between the neighborhoods, potentially by the new district service delivery model.
2. To assist NCs in crafting projects that meet CDBG standards and guidelines through educational outreach and training.
3. Educate the NCs about project goals to bring families out of poverty and revitalize low income neighborhoods.
 - Provide the CA/CD Committee and NCs Community Development Grant Funding 101 Training
 - Tie education as sharable resources and information for NCs.
4. Committee to provide information on grants or other funding source to the NCs.
5. Increase communication with Parks Department on projects and programs.

We may add that this program will ensure that all neighborhoods are engaged and participating, and that we can do research on alternative funding, if the Community Assembly approves. Work regarding this will continue at the next committee meeting.

Officer Elections

The following people were elected to the Executive Team: Kathryn Alexander (Chair), Gabby Ryan (Vice Chair), Fran Papenleur (Recorder), Valena Arguello (Policy & Procedures).

Next Meeting

Tuesday, January 9, 2018, 5:30 p.m., West Central Community Center.

Submitted by Kathryn Alexander

Plan Commission Liaison Report

January 4, 2018

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

Sign Ordinance-related Code Amendments – This hearing was focused on making some additional changes related to the sign code changes that went through Plan Commission several months ago. Updates include consolidating sign-related definitions into a single location, requiring neighborhood retail businesses to comply with residential sign requirements instead of CC4 zone rules, and some other minor changes. No one made public testimony at the hearing and the only amendment was to resolve an error in the draft changes. The Plan Commission voted 9-0 to recommend that City Council adopt the changes as proposed.

Infill Code Revision Phase I – This hearing was to consider phase one of the infill housing code revisions that will occur over a couple of years and dates back to workshops that began in 2016. The focus of this phase is on cottage housing, pocket residential, and lot subdivisions. The goals are to increase the use of cottage housing and pocket residential developments by clarifying development standards, providing density bonuses, eliminating the requirement for rezoning, and improving opportunities for home ownership. Home ownership is more feasible by allowing the subdivision of parcels into smaller lots in these development types. Public testimony was mixed with most supporting the concept of infill development although some expressed concerns for potential parking issues. Written public comment had more concerns expressed with regards to smaller developments potentially impacting existing home values. One amendment was considered and approved by a 7-2 vote to eliminate the requirement for a community building when a development is all tiny homes (500 sq ft or smaller). The final vote was 8-1 in favor of recommending that the City Council approve the code changes. Information about the infill project is available at <https://my.spokanecity.org/projects/infill-housing-strategies-infill-development/>.

Workshops

Historic Preservation/Demolition Ordinance – We had the third and final workshop on code changes to the demolition ordinance to provide more requirements and offer incentives to reduce the likelihood of demolition of historic buildings. This is a complete rewrite of the code and provides for designation of both local historic properties as well as

historic districts. Once a property is established as historic or is located in a historic district, there are requirements established for preservation of those buildings. The code has gone through at least thirty-four revisions and is considerably better than earlier drafts but there are still some concerns about how local historic districts are created, the economic hardship requirements for demolishing older buildings, and some relatively weak incentives for historic buildings. One incentive suggestion was the idea that CDBG funds could be used for historic buildings, which could impact CDBG funding for other purposes. This code change could have a significant impact on older neighborhoods and I strongly encourage people to review the proposed ordinance. The next step is Plan Commission hearing which could be at the January 10th meeting. The final draft of the code is available at <https://my.spokanecity.org/citycouncil/items-of-interest/demolition/>.

DTC-100 Zone Amendment Scope & Charter – This project is reviewing the building heights along Spokane Falls Boulevard adjacent to Riverfront Park and is the second phase of the process that began with a subcommittee of the Plan Commission (see <https://my.spokanecity.org/projects/building-heights-on-spokane-falls-boulevard/>) which made some recommendations to relax the building height restrictions as long as the equivalent volume of any height over 100 feet was residential. The current phase would be to take those recommendations and potentially formalize them in code. The project is now in its public outreach phase with a presentation before Community Assembly in January and the goal of a Plan Commission hearing in March. I could not find a project page for this project on the city's website.

Transportation Impact Fee Workshop – Transportation impact fees are fees assessed at the start of construction projects to account for impacts on local roadways and arterials as a result of the development. The current fee system was put in place in 2011 and was intended to reduce the cost and time for assessing these fees. Fees vary by district as well as by the intended use of the new development. This update is primarily around updating the fee schedule although there are some code changes as well. The goal is to have this to Plan Commission hearing in late January but there is at least one more workshop needed to review the updated code. More details are available at <https://my.spokanecity.org/bcc/committees/transportation-impact-fee-advisory-committee/>.

Upcoming Hearings (Tentative)

1/10 – Historic Preservation/Demolition Ordinance (tentative)
1/10 – Second one tentatively scheduled but not identified

Other

2018 Comprehensive Plan Amendments – There were five comprehensive plan amendments submitted for consideration by the October 31st deadline. A sixth was submitted and then later withdrawn. These proposed comp plan amendments are located in the Cliff/Cannon (two), West Hills (two), and North Hill (one) neighborhoods but could impact adjacent neighborhoods as well. The initial phase of this process will certify

completeness of the applications and then a joint committee of the City Council and Plan Commission will meet on January 31st at 9am to establish the “docket” of comp plan amendments that will actually be reviewed (the docketing process is new for this year). Once the docket is established, the proposed amendments on the docket will go through an extensive review process by city staff as well as outreach to any agency or neighborhood potentially impacted by the proposed amendment. There is already a presentation planned for the Land Use Committee in March to brief the committee. Documentation for all of the amendments and the process is available at <https://my.spokanecity.org/projects/2017-2018-proposed-comprehensive-plan-amendments/>.

University Pedestrian Bridge Naming Subcommittee – An ad hoc subcommittee of the Plan Commission will review proposed bridge names for the new pedestrian bridge being built in the university district. The subcommittee will generate a short list of names based on all of the public submissions received. The committee will meet in early February with a hearing planned for some time in March. More information about the bridge naming can be found at <https://my.spokanecity.org/news/stories/2017/12/29/name-the-bridge/>.

Joint Plan Commission/City Council Meeting – There will be a joint meeting of the City Council and Plan Commission on Thursday, 1/25 at 3:30pm in the City Council Briefing Center. The primary focus of this meeting will likely be establishing the Plan Commission work plan for 2018.

CA Budget Committee Meeting – 12/28/2017 - AGENDA

To be held at the home of Patricia Hansen – 1104 W 8th Avenue – 6:30 PM

1. Review Minutes of 11/27/2017 meeting – attached below
2. Establish 2018 Goals (see 2017 Goals below)
3. Review status of 2018 Application, Guidelines, FAQs, Calendar and determine next steps
4. Plan NH Survey and Final Report
5. Plan Training – Syllabus, Location, Trainer, etc
6. Election of Officers

GOALS OF COMMUNITY ASSEMBLY BUDGET COMMITTEE **FOR FISCAL YEAR 2017**

These goals are supplemented by both the 2017 Policies & Procedures and the Budget Committee Grant Program Guidelines:

1. Gather statistics on the success and impact of the awards from each neighborhood including, impact and growth as part of the CA Report
2. Clarify our process/application and timeline procedures
3. Research additional funding options
4. Provide a mid-year report on the spending (spent, committed, available)

DRAFT MINUTES - CA Budget Committee

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

Present: Mark Davies (N. Indian Trail) Andy Hoyer (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.

CA Budget Committee – Calendar for 2018

Key Dates & Deadlines

- **February 6 and 12, 2018** – Training at TBD, 6-7:30pm
- **February 7, 2018** – Applications may be submitted beginning on this date, pending attendance at February 6 training
- **February 22, 2018** – Budget Committee begins reviewing applications
- **May 7, 2018** – Deadline for grant application submittal. No applications will be accepted after this date. Both initial allocation AND reallocation must be submitted by this date, although there is no guarantee of reallocation. Applications that are incomplete but submitted by the deadline will be returned and the applicant has until May 11th to correct the application.
- **September 21, 2018** – All receipts from grant expenditures and all city inter-fund orders are due.
- **September 27, 2018** – Budget Committee determines reallocation of remaining funds
- **September 28 through November 15, 2018** – Neighborhood Councils and Community Assembly Committees spend reallocated funds and deliver all receipts and orders to the Office of Neighborhood Services by 5:00pm on November 15, 2018.