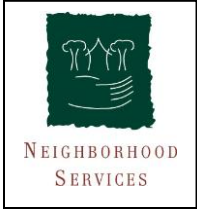


# Spokane Neighborhoods Community Assembly

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

*Meeting Agenda for Thursday, February 1, 2018*

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



*Proposed Agenda Subject to Change*  
Please bring the following items:  
\*Community Assembly Minutes: January 2018

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 ▪ January 2018	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	
Budget ▪ Approve \$550 per Neighborhood Allocation for 2018 (5 min) ▪ Parks Proposal (10 min)	Andy Hoyer & Kathryn Alexander	15 min-5:55	Written Report/ Discussion/ Vote	11
Admin ▪ Update	Tina Luerssen	5 min-6:10	Oral & Written Report	14
ONS/Code Enforcement ▪ Property Maintenance Code – Proposed Changes ▪ Cleaning From The Corridor (CFTC) - 2018	Heather Trautman	10 min-6:15	Oral Report	
CA/CD ▪ Proposed Allocation Methodologies/Models	Kathryn Alexander and Gaby Ryan	10 min-6:25	Written Report/ Vote	16
Liaison ▪ Liaison Positions Upcoming	Paul Kropp	10 min-6:35	Oral & Written Report	18
CA Committees - 2018 Goals ▪ Review and Adopt ( <b>Up to 15 minutes each</b> ) - Budget - Building Stronger Neighborhoods (BSN) - Land Use - Pedestrian, Transportation & Traffic (PeTT) - Public Safety		75 min-6:45	Discussion/ Vote	19
Roundtable		10 min-8:10		
OTHER WRITTEN REPORTS				
Pedestrian, Transportation & Traffic (PeTT)	Paul Kropp		Written Report	20
Plan Commission Liaison	Greg Francis		Written Report	21
Public Safety	Julie Banks		Written Report	24
Building Stronger Neighborhoods (BSN)	Kelly Lotze		Written Report	25

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

## UPCOMING IMPORTANT MEETING DATES

- *February 6: CA/Community Development (CA/CD), West Central Community Ctr, 1603 N Belt, 5:30pm*
  - *February 15: Land Use, West Central Community Center, 1603 N Belt, 5pm*
  - *February 20: Public Safety, YMCA Corporate Office, Boone and Monroe, 3:30pm*
- *February 20: CA Administrative Committee (agenda item requests due. Please submit all written material to be included in packets two days prior to CA meeting date), ONS Office, 6<sup>th</sup> Floor, City Hall, 4:30pm*
  - *February 22: Budget, Fire Station 4, 1515 W First Ave, 6:30pm*
  - *February 26: Building Stronger Neighborhoods, Vessel Coffee Roasters, 2823 N Monroe, 12pm*
- *February 27: Pedestrian, Transportation & Traffic (PeTT), West Central Community Ctr, 1603 N Belt, 6pm*
  - *March 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.

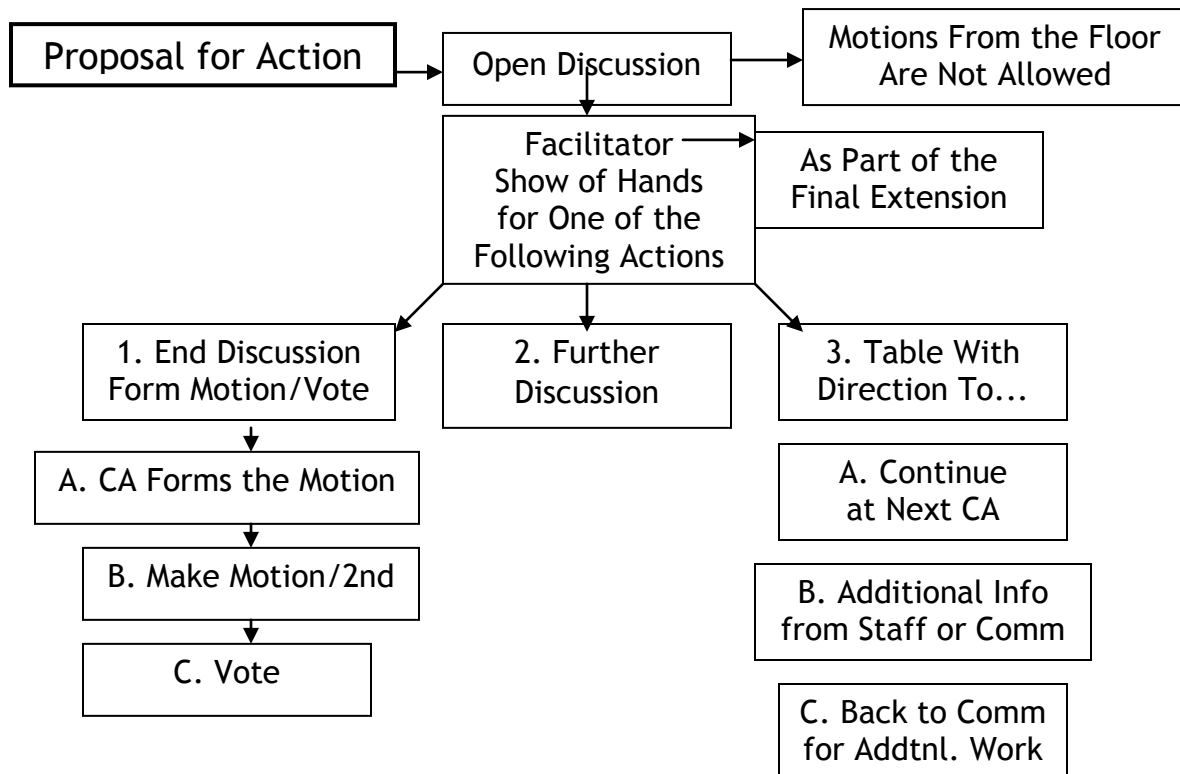
Administrative Committee

## COMMUNITY ASSEMBLY LIAISONS & REPS (Draft)

Citizens Transportation Advisory Board (PeTT): Randy McGlenn, [rjmcglenn@hotmail.com](mailto:rjmcglenn@hotmail.com)  
Community, Housing, & Human Services Board: Fran Papenleur, 326-2502, [papenleurf@yahoo.com](mailto:papenleurf@yahoo.com)  
Design Review Board: Kathy Lang, [klang0132@gmail.com](mailto:klang0132@gmail.com)  
Plan Commission: Greg Francis, [gfrancis1965@yahoo.com](mailto:gfrancis1965@yahoo.com)  
Plan Commission Transportation Advisory Committee (PeTT): Charles Hansen, 487-8462, [charles\\_hansen@prodigy.net](mailto:charles_hansen@prodigy.net)  
Urban Forestry: Carol Bryan, 466-1390, [cbryan16@comcast.net](mailto:cbryan16@comcast.net), Karen Carlberg, 624-6989, [karencarlberg@comcast.net](mailto:karencarlberg@comcast.net)

a. CA Rules of Order:

- i. To speak at a meeting, a person must be recognized by the facilitator only one person can be recognized at a time. Each speaker has one minute. When all who wish to speak have been allowed their time, the rotation may begin again.
- ii. When a proposal for action is made, open discussion will occur before a motion is formed by the group
- iii. As part of the final time extension request, the Facilitator will request a show of hands by the representatives at the table to indicate which of the following actions the group wants to take.
  1. End discussion and move into forming the motion and voting.
  2. Further Discussion
  3. Table discussion with direction
    - a. Request time to continue discussion at next CA meeting.
    - b. Request additional information from staff or CA Committee
    - c. Send back to CA Committee for additional work



# **Community Assembly Core Values and Purpose**

## **CORE PURPOSE:**

Provide a vehicle to empower neighborhood councils' participation in government.

## **BHAG:**

Become an equal partner in local government.

(This will be further expounded upon in the Vivid Description. What does this mean to you?)

## **CORE VALUES:**

**Common Good:** Working towards mutual solutions based on diverse and unique perspectives.

**Alignment:** Bringing together the independent neighborhood councils to act collectively.

**Initiative:** Being proactive in taking timely, practical action.

**Balance of Power:** Being a transparent, representative body giving power to citizens' voices.

## **VIVID DESCRIPTION:**

The Community Assembly fulfills its purpose, achieves its goals, and stays true to its core values by its members engaging each other and the community with honest communication and having transparent actions in all of its dealings. Community Assembly representatives are knowledgeable and committed to serving their neighborhood and their city as liaisons and leaders.

The Community Assembly initiates and is actively involved early and often in the conception, adoption and implementation of local policy changes and projects. The administration and elected officials bring ideas to the Community Assembly in the forming stages for vetting, input and participation. The Community Assembly is a valuable partner to these officials and neighborhoods in creating quality policy & legislation for the common good.

The Community Assembly stimulates participation in civic life among our residents. Citizens that run for political office will believe in the importance of partnering with the Community Assembly and neighborhood councils. Those candidates' active participation and history with neighborhoods contributes to their success, enhancing successful partnerships between the Community Assembly and local government.

## Community Assembly Meeting Minutes

January 4, 2018

### 1. Proposed Agenda

- a. Approved

### 2. Approve/Amend Minutes

- a. Approved

### 3. Reports/Updates/Announcements

- a. Andy Hoye, Southgate
  - i. Neighborhood Council Bylaws: any CA Rep that is a 501c3 or has new bylaws please see Andy after the meeting. Southgate is working on this and would like to ask some questions.
  - ii. Budget committee has decided that in 2018 neighborhood councils will be able to apply for up to \$550 rather than \$500 like last year.
- b. Greg Francis, Land Use & Rockwood
  - i. Historic preservation demolition ordinance is in front of the Plan Commission next Wednesday. If you have a historic neighborhood please take a look at this. This could have a large impact on your neighborhood.
  - ii. Plan commission in Dec. for Infill development was not properly communicated with the NC's. A lot of outreach at the CA but not directly with the neighborhood councils. This is something that needs to be worked on going forward.

### 4. City Council Update

- a. Councilmember Breean Beggs, District 2
  - i. City Council Updates:
    - 1. City Council recently passed a resolution on the use of school radar camera funds. This will become its own program and application process separate from the traffic calming program. With this new program anyone can apply for a project year round. Funds can be used for school programs, school projects and traffic officers to monitor schools for safety. Also, two additional school radar cameras will be added in the first quarter and an additional camera in the 4th quarter in 2018 on Monroe.
    - 2. Last Monday City Council will pass the snow plan resolution. The City of Spokane now has 7 plows with gates but this is only 7 out of 50 plows city wide.
    - 3. Council is urging all citizens to clear their sidewalks of snow. 311 can be used for reporting sidewalks that have not been cleared. Staffing at 311 will be increased in the future.

### 5. Admin, 2018 Committee Goals, CA/CC meeting dates, Admin Committee Conversations

- a. Tina Luerssen, Grandview Thorpe

- i. Who will be the City Council liaison for the CA in 2018?
- ii. CA/CC dates for the 2018 year: Tina is waiting to hear back from City Council on what dates will work best. Council will be meeting next week on these items and will get back to Tina.
- iii. 2018 CA committee goals: next month Admin will be discussing all committee goals. If you have any big questions or concerns please contact the Admin committee.
- iv. Admin Committee Conversations: would the group like to have a committee conversation about the Admin committee?

#### Open Discussion Notes:

Yes this would be nice to hear about how the agendas are created.  
 Would be helpful for those that have not been to an Admin meeting.  
 Please keep in mind the time and large agenda of these meeting's. Please respect everyone's time.  
 Hopefully presenters can have a concise presentation and keep things within the timeframe.

#### 6. ONS/Code Enforcement, Yearend Updates, NUSA Update

- a. Heather Trautman, ONS, Code Enforcement & Parking Enforcement
  - i. <https://static.spokanecity.org/documents/neighborhoods/getinvolved/presentations/2018/01/january-2018-ca-presentation.pdf>

#### 7. Integrated Capital Management, Transportation Impact Fee Code Update

- a. Inga Note, Integrated Capital Management
  - i. <https://static.spokanecity.org/documents/neighborhoods/getinvolved/presentations/2018/01/2018-01-04-community-assmbly-impact-fee-presentation.pdf>

#### 8. Planning, Building Heights on Spokane Falls Blvd.

- a. Kevin Freibott, Planning Department
  - i. <https://static.spokanecity.org/documents/neighborhoods/getinvolved/presentations/2018/01/building-heights-report-20171017.pdf>
    - 1. <https://static.spokanecity.org/documents/neighborhoods/getinvolved/presentations/2018/01/dtc-100-zone-smc-amendment-presentation-jan4.pdf>
    - 2. Kevin will be sending out a link to the new webpage on this project when it is finalized.

#### 9. Land Use Committee Conversations

- a. Robynn Sleep, Land Use Committee
  - i. Committee Conversations Report (Also included in the January CA Packet):
    - 1. Regular Meeting Date/Time/Location:
      - 3rd Thursday of each month; 5:30—7:00 pm; West Central Community Center
    - 2. Current Elected Officers: Executive Committee rotates facilitating the meetings.

- Barbara Biles – Emerson/Garfield
  - Teresa Kafentzis – Southgate
  - Margaret Jones – Rockwood
  - Patrick Rooks – West Hills
3. Typical Meeting Attendance:
- 5 to 7 people plus visiting city employee presenters
4. 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.
5. 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.
  - 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.
6. Current Committee Projects:
- Analyze data collected from electronic survey to determine next projects
7. 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

## 10. CA/CD, Proposed 2018 Allocation Methodology

### a. Gaby Ryan, CA/CD Committee

- <https://static.spokanecity.org/documents/neighborhoods/getinvolved/presentations/2018/01/cdbg-allocation-model-choices.pdf>
- Please click this link to review the handout that was distributed at the meeting:  
<https://static.spokanecity.org/documents/neighborhoods/getinvolved/presentations/2018/01/cdbg-allocation-model-choices.pdf>

## Open Discussion Notes:

The CA/CD committee will come back next month (February) and vote on the proposals.

The committee is recommending proposal two.

This is a very short timeline.

Those above the poverty level should not have a voice in this conversation.

The time frame that is involved here is decided by HUD.

This is a regulated process - The committee is trying here.

Maybe the group sticks with the same process this year and continues to educate before a final decision. Think bigger than just your neighborhood.

Next year they may be no HUD dollars.

## 11. Building Stronger Neighborhoods, 2018 NUSA Delegate Applications

### a. Tina Luerssen, Grandview Thorpe

- Two applicants will be selected to attend the Neighborhoods USA (NUSA) 2018 conference. NUSA will take place in Birmingham, AL from May 23-26, 2018. 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. Conference fees, airfare, hotel and per diem will be paid for by the Community Engagement Grant out of the Community Assembly's Budget Committee.

#### 1. Application process and qualifications:

- Must be an active member of a Neighborhood Council or CA Representative.
- 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.
  - The March CA meeting is the deadline for a vote by CA and early registration for NUSA.
  - All materials are submitted to the CA for a final vote on who will attend.
2. CA body requested an Ad Hoc committee be formed with a minimum of three people. The Ad Hoc committee will select two attendees and one alternate to attend the conference. The Ad Hoc recommendations will go to the CA for a final vote. The March CA meeting will be the deadline for a vote by the CA. Early registration for NUSA is in March.
  3. Volunteers for the Ad Hoc Committee: (committee members are not able to apply, sponsor or influence the outcome of the committee) Kathryn Alexander, Colleen Gardner and Kelly Lotze (committee chair) volunteer for committee. Committee Chair is responsible for receiving applications and sharing with ONS to put in the CA packet.
  4. The delegate Agreement will be prepared after the two delegates are selected.
  5. Katie Myers (ONS) will be working with Kelly Lotze to get an email out to all neighborhood councils with this information.

Motion: To approve the NUSA application process included in the CA January packed proposed by BSN

In Favor: 21

Oppose: 0

Abstention: 0

## 12. Roundtable

- a. Colleen Gardner, Chief Garry Park
  - i. Colleen will be contacting Lisa Key (Planning Dep.) to talk about the neighborhood planning and developer's workshop in the near future. The workshop is going to be an expansion of some of the frequently asked questions from Neighborhood Councils.
- b. Charles Hansen, Whitman
  - i. 2017 CA/CC meetings were on the 5<sup>th</sup> Thursday of every quarter. CA needs to make sure that's how we want to structure these meetings for 2018.
- c. Rod Minarik, Neighborhood Services
  - i. Please be prepared to vote on CA committee goals at the February CA meeting.

**21 Representatives Present**

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

**Not In Attendance:** Balboa/SIT, Emerson/Garfield, Five Mile Prairie, Latah/Hangman, Northwest, Riverside, Shiloh Hills, West Hills.

DRAFT

## CA Budget Committee – Calendar for 2018

### Key Dates & Deadlines

- **February 6 and 12, 2018** – Training at West Central CC, 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 11<sup>th</sup> 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.

**NOTE -- Please think about and be prepared to vote, at the CA meeting on February 1 on the CA Budget Committee recommendation to increase the Neighborhood allocation to \$550 from \$500. (Note that  $\$550 \times 29 = \$15,950$  plus \$4,000 for NUSA = \$19,950. This may seem to cut it very close, but last year only 21 neighborhoods participated and there were over \$3,000 remaining for the second round of allocations. We are confident that this change not only puts more money in the hands of participating neighborhoods, but also will reduce the need to scramble around in November to spend the balance of the funds.)**

## **Community Assembly:**

Andrew Hoyer and Kathryn Alexander would like to meet with the Park Board to discuss making permanent the pilot project the Park Board tested last year. Below is the proposal we want to submit to the Park Board to get a place on their agenda in February. Our hope is to get a response from the Park board early enough this year so that the neighborhoods can really take advantage of their community Empowerment funds to do events in their park. We request your permission to do so.

## **Park Board Proposal**

**Submitted by: Andy Hoyer and Kathryn Alexander**

The Neighborhood Councils of Spokane are very appreciative of the Park Board's help and support for the 2017 Pilot project to waive certain Park fees for new events! That project gave Neighborhoods with new Park events a dispensation from park fees and provided event insurance at no cost to the hosting Neighborhood Council. The Bemiss neighborhood is pleased to report that over 500 people enjoyed four concerts in Hays Park last year supported by this pilot project. Thank you!

The Community Assembly as a whole, the CDBG and Budget Committees of the CA are all strongly supporting partnership and collaboration between the Neighborhood Councils and other NGO's, business associations and other institutions this year.

Representatives of: CA Budget Committee, Bemiss Neighborhood Council, the CA/CD Committee, would like to meet with you to discuss a permanent expansion of the pilot project that was started last year. We are thrilled that the Northwest and Audubon downriver neighborhoods are interested and supportive of this process!

## **Our Proposal:**

In order to grow the neighborhood events and in order to encourage more neighborhoods to utilize the Spokane park system we propose:

1. All Neighborhood council events and events sponsored by C.O.P.S. be given access to the park(s) of their choice with no fee.
2. That event insurance be supplied by the City at no additional cost.

3. Any vendor contributing to events three years old or less *in collaboration with a neighborhood council*, receive a waiver of the required vendor fee(s). This is a difference from what Northwest and Audubon Downriver have proposed. We are glad that they appear to be OK with the larger and more established neighborhood events being excluded from this. Our goal is not to be exclusive, but to support the expanding of new events and neighborhood financial strength.

We believe that the forgiveness of these fees does not constitute a grave hardship for the Park Board. Moreover, paying these fees is not only a hardship for the Neighborhood councils, but ultimately prevents Neighborhoods from holding these events at all, reducing park usage by residents.

Many of our parks have become havens for drug activity making daytime use problematic and nighttime use undesirable. We believe that by encouraging the Neighborhood councils and the local C.O.P. S. organizations to do more events in the park, this will discourage such unwelcome activity.

Instituting these waivers would result in the Park Board becoming the public co-sponsor of all events Neighborhood Councils and C.O.P.S. hold in any Spokane park, resulting in increased goodwill and favorable public relations for the Board. It would also showcase the Park Board's support for the growth of Neighborhood Councils and C.O.P.S. and increase the use of Spokane's wonderful neighborhood parks.

Many Neighborhood Councils have contributed substantial CDBG funds to improve their parks (*The Bemiss Neighborhood Council has allocated over \$80,000 in the past three years.*) The Neighborhood Councils recognize the value of their parks and seek to expand use of them to engage residents and build our community. We would be very grateful to partner with the Park Board to do this!

### **Administration Committee Meeting – January 23 – Draft Minutes**

Present: Tina Luerssen-Chair, Kelly Lotze, Andy Hoye-Secretary, Heather Trautman, Abbey Martin, Rod Minarik

Absent: Luke Tolley, Tom Powell

Regarding the CA/CC meetings, the Committee decided unanimously to use the fifth Thursday (3/29, 5/31, 8/30, 11/29). Time will be 5:30PM. Meeting places will rotate among the Community Centers.

Proposed Schedule for the February 1 Meeting – to be facilitated by Bart Logue:

<u>Item</u>	<u>Minutes Allowed – Notes</u>
Introductions	3
Proposed Agenda	2
Approve/Amend Minutes	5
Open Forum	10
City Council	5 – Lori Kinnear
CA Budget	5 – Approve \$550 per Neighborhood
Admin	5
ONS / Code Enforcement	10 – Proposed changes to Property Maintenance Code and other items
CA/CD	10 - Vote on Allocation Model
Liaison	10 – Paul Kropp re CHHS Board Committee Liaison
CA Committees Goals	75 – Public Safety, PeTT, Land Use, BSN, Budget

Tina will clarify how to encourage additional, changes or other goals for Committees (recommend changes to the Committee, not argue in this meeting.)

Other items discussed were

- potential March topics: NUSA delegate votes, 2018 Construction Update, Web portal changes, update of GIS map, Spokane Matters progress.
- CA Budget Training – the CA Budget Committee may wish to do a You Tube Video – using Public Library facilities.

Please note the amended calendar for the 2018 Admin meetings and CA meetings:

<u>CA Meeting</u>	<u>Preceding Admin Meeting</u>
March 1	February 20
April 5	March 27
May 3	April 24
June 7	May 29
July 12	June 26
August 2	July 24
September 6	August 28
October 4	September 25
November 1	October 23
December 6	November 27

Respectfully submitted,

Andy Hoye, Secretary

**Community Assembly/Community Development (CA/CD) Committee  
Meeting Minutes  
Tuesday, January 9<sup>th</sup>, 2018, 5:30-7:00 p.m.  
West Central Community Center, Don Kelly Room**

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**Present:** Kathryn Alexander (Bemiss), Charles Hansen (Whitman), Fran Papenleur (Audubon-Downriver), Bill Forman (Peaceful Valley), Sylvia St. Clair (West Central), Bonnie McInnis (West Central) Rose Matisse (West Central)

**City Staff:** George Dahl, CHHS

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***I. Welcome and Introductions***

Chair Kathryn Alexander opened the meeting. Minutes from December 5, 2017 were reviewed and approved.

***II. Allocation Model***

CA Meeting Debrief - Gaby Ryan, with support from Kathryn and Valena, gave a detailed presentation on options for the Neighborhood CDBG Allocation model at the January Community Assembly (CA) meeting. It concluded with the CA/CD Committee's recommendation to consider moving to a district model (see attached), and the desire of the Committee to begin researching additional funding beyond CDBG. The CA representatives were asked to take the information back to their respective neighborhood councils for feedback, and then vote at the February CA meeting.

Acknowledging the very short timeline, if the CA decides against the proposal in February, then we will continue with the current process for 2018. The Executive Team offered to attend any interested neighborhood council meetings to provide more education, with the goal of changing to a district model in 2019, thus allowing all neighborhoods to engage in the program.

***III. CA/CD Committee Policy & Procedures***

The recent draft of updates made by Valena and Kathryn was not available, however, a modified draft from Kathryn was reviewed and discussed. The group agreed on a slight change to the role of the Executive Team, and the addition of a P&P chair. Kathryn will follow up with Valena to finish a final draft for committee and CA approval.

#### ***IV. CA/CD Committee Goals 2018***

The 2017 goals (attached) were reviewed. It was decided to ask the CA for permission to expand beyond just CDBG. This would allow the committee to explore other funding sources for community development initiatives, and partnership opportunities. Such modifications were discussed, noting that most goals would be multi-year. All CA Committees' goals will be reviewed and approved at the February CA meeting.

#### ***Next Meeting***

Tuesday, February 6th, 2018, 5:30 p.m., West Central Community Center.

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*Recorded by Fran Papenleur*

DRAFT

## **CA Liaison Committee Meeting Notes**

**January 17, 2018**

Paul Kropp, Chair

### **Committee Roster**

Susan Burns - Peaceful Valley NC  
susaniburns@comcast.net / 509.701.0888  
Paul Kropp - Southgate NC  
pkropp@fastmail.fm / 509.638.5854  
Bonnie McInnis - West Central NC  
bonniemci@comcast.net / 509.327.0369

### **Neighborhood Services Support**

Jason Ruffing - Neighborhood and Housing Specialist  
jruffing@spokanecity.org / 509.625.6529

### **Discussion – Community, Health, and Human Services Board Position (CHHS)**

The group convened at Tom Sawyer Country Coffee in the West Central neighborhood and, everyone being present plus Fran Papenleur, the committee started looking forward to the CHHS board vacancy that will occur later in the year as Fran's second term on this board concludes at the end of October.

Because this particular city advisory board only meets every other month, the opportunities for potential candidates to become more familiar with the duties and responsibilities of CHHS board membership are a bit more limited than otherwise might be the case. The 2018 CHHS meeting dates are

- February 7
- April 2018 (Board Retreat TBD)
- June 6
- August 1
- October 3

The April date may be particularly important because the "retreat" meetings are intended to survey in detail all of the activities of the CHHS department.

Fran Papenleur agreed to help the committee draft a "prospectus" statement for the role of CHHS board member – something a bit broader than a job description. The committee will have this ready for distribution before the March Community Assembly meeting.

### **Committee Goals**

From the committee's policies and procedures (September 2016):

- (1) keep up to date a profile of basic information for each liaison and representative board and commission membership position related to the Community Assembly, including a position-specific statement of duties and responsibilities;*
- (2) manage and recommend as necessary liaison and representative member appointments and reappointments according to term limit provisions;*
- (3) engage in periodic evaluations of liaison and representative activities; and*
- (4) monitor their timely reporting to the Community Assembly.*

Note: Apologies to our staff support person, Jason Ruffing. The scheduling of this meeting was sudden and the chair simply left him out. The chair did meet with Jason the following Monday.

### **Next Meeting Date, Time and Place**

TBD

## **DRAFT CA COMMITTEE GOALS – 2018\***

### **Budget Committee**

#### *Draft 2018 Goals:*

- 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) Provide a mid-year report on the spending (spent, committed, available).
- 4) Maintain and increase neighborhood grant participation wherever possible.

### **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.
- ☐ 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

### **Neighborhood Safety Committee**

#### *2018 Proposed Goals*

- Create more user-friendly access to online tools on City website for neighborhood safety (working with Building Stronger Neighborhoods).
- Continue working with City's Department of Multicultural Affairs to explore Compassionate City Campaign.
- Survey neighborhoods to solicit topics of concern the committee can address in the coming year.
- Complete addition of vehicle storage requirements to Nuisance Ordinance.



## **PEDESTRIAN, TRAFFIC AND TRANSPORTATION (PeTT) COMMITTEE**

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

### **MEETING NOTES:**

**January 23, 2018**

**West Central Community Center – 1603 N. Belt Street**

**6:00 – 7:30 PM**

### **CALL TO ORDER AND INTRODUCTIONS**

7 neighborhood councils represented

3 city staff in attendance

### **PRESENTATION AND DISCUSSION: Traffic Calming Policy Revision**

The 2011 policy is out of date and superseded by the ONS “toolbox” and application forms. PeTT proposed the draft for the 2011 version and PeTT can now undertake drafting a rewrite. This will require both a policy revision and an amendment to the municipal code that specifically refers to the policy. Bob Turner (Streets) and Katie Myers (ONS) presented an overview of the policy and what elements of it that are not complied with in current practice.

The Institute of Transportation Engineers (ITE) definition of traffic calming is:

*Traffic calming is the combination of mainly physical measures that reduce the negative effects of motor vehicle use, alter driver behavior, and improve conditions for non-motorized street users.*

*By design, traffic calming is a self-enforcing traffic management that forces motorists to alter their speed or direction of travel. The purpose of traffic calming is to improve safety, especially for pedestrians and bicyclists, and to improve the environment or 'livability' of streets for residents and visitors.*

The committee agreed to form a subcommittee to work with staff and members of the city council’s “traffic calming” committee to draft a replacement for the 2011 policy. The PeTT subcommittee members are Michael Harves (Browne’s Addition), Randy McGlenn (East Central), and Bonnie McInnis (West Central).

### **OPEN FORUM**

The group polled itself about snow plowing under the new practices the city has instituted. In general, it was agreed things worked well and seemingly better than last season.

### **NEXT MEETING -- February 27, 2018**

The agenda will include a presentation and discussion of street standards revisions and of ADA requirements for streets.

## **Plan Commission Liaison Report**

February 1, 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**

**Historic Preservation/Demolition Ordinance** – Plan Commission had the hearing for this updated ordinance on January 10th and completed deliberations at the January 24th meeting. Almost all public comments were in favor of the ordinance, which allows for the creation of local historic districts, creates design standards for all buildings within a historic district, and puts greater constraints on the demolition of historic properties on the local historic register or within a local historic district. During the deliberations, the Plan Commission added seven amendments to the ordinance, most of which were focused around the creation of the historic districts, including extensions of comment periods, increased noticing requirements, and increasing the affirmative vote count in a proposed district from 50% to 60% of the property owners. No amendments were made to the new rules on the demolition side of the ordinance and the Plan Commission unanimously voted to recommend that City Council approve the updated ordinance with the amendments they proposed. The final draft of the ordinance (without the Plan Commission amendments) is available at <https://my.spokanecity.org/citycouncil/items-of-interest/demolition/>.

## **Workshops**

**Infill Code Revisions (Phase II+)** – The Plan Commission was presented with a general timeline for the next phases of the Infill Code Revisions with work scheduled for all of 2018 and 2019. The initial focus in 2018 will be on transitions at zone boundaries, multifamily zone lot dimensions, FAR (floor area ratio) in various zones, and relaxing density requirements for sites that have geological constraints like steep slopes. In late 2018 and 2019, focus will switch to form-based code updates along Hamilton, Central City Line overlay considerations, residential standards for development in commercial zones, and manufactured home standards. The ultimate goal of all of these potential changes is to increase development in undeveloped or underdeveloped parcels within the city versus at the edges of the city. The infill project page is at <https://my.spokanecity.org/projects/infill-housing-strategies-infill-development/> but doesn't contain much on the new initiatives as it continues to focus on completing phase one, which went before City Council for final approval on January 29th.

**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. We had our final workshop on the proposed changes on January 10th and it is tentatively scheduled to come to hearing in February. More details are available at <https://my.spokanecity.org/bcc/committees/transportation-impact-fee-advisory-committee/>.

**Public Development Authority Updates** – This workshop was primarily informational for the Plan Commission about the three public development authorities (PDAs) in Spokane. These PDAs are the Northeast PDA (aka “The YARD”), the University District PDA, and the West Plains PDA (centered around the airport). PDAs are entities created by a city or county for a specific purpose, such as economic development. The goal is for the PDA itself to absorb some of the risk of developing within the PDA. A PDA can create incentives, issue bonds, take out loans, etc, with the primary purpose of improving the use of the land within the PDA boundaries. An example of a very successful PDA within Washington is Pike’s Place Market in Seattle.

## **Upcoming Hearings (Tentative)**

2/14 – Transportation Impact Fee System Update  
3/14 – DTC-100 Zone Amendment (Spokane Falls Bldg Height Revisions)  
3/14 – University District Bridge Naming  
3/28 – Code Amendment for Electric Fencing in Light Industrial Zones

## **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 February 7th (this is a revised date) at 2pm in the Council Briefing Center 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. Documentation for all of the amendments and the process is available at <https://my.spokanecity.org/projects/2017-2018-proposed-comprehensive-plan-amendments/>.

**Joint Plan Commission/City Council Meeting** – There was a joint meeting of the Plan Commission and City Council on January 25th. The focus of this meeting was to review what was completed on the Plan Commission work plan in 2017 and what is tentatively scheduled to be on the work plan in 2018. Some potential items for 2018 include the North Bank Redevelopment Plan, Bike Standards Code update, two Neighborhood Plans (tentatively a joint plan for Audubon/Downriver and Northwest and one for Minnehaha), update to the Hamilton form-based code, South University District subarea plan, Shoreline Access Plan, and Property Maintenance Code. There is very little known about some of these items at this point in time as they are all tentative. The goal is to formalize the work plan at the next joint meeting in late March.

**Plan Commission Vacancy** – There are currently two vacancies on the Plan Commission with the expiration of the term of one commissioner in December and the resignation of another commissioner in January. One of the positions has already closed and is in the application review process but the second position will be accepting applications soon for those that are interested. See <https://my.spokanecity.org/bcc/vacancies/> for more information for vacancies on city boards and commissions and the application process.



**Public Safety Committee of the Community Assembly**  
**Minutes January 9th, 2018-3:30 pm to 5:00 pm**  
**YMCA Corporate Office, 1126 N Monroe**  
**Chair: Julie Banks**

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

- **Greetings & Welcome**
- **Approval of December 2017 Minutes**
  - Motion: Mella Harmon motions to approve the December minutes. Charles Hansen seconds the motion.
- **2018 Goals**
  - The group discussed and reviewed the below draft of the 2018 Goals:
    - Create more user-friendly access to online tools on City website for neighborhood safety (working with Building Stronger Neighborhoods).
    - Continue working with City's Department of Multicultural Affairs to explore Compassionate City Campaign.
    - Survey neighborhoods to solicit topics of concern the committee can address in the coming year.
    - Complete addition of vehicle storage requirements to Nuisance Ordinance.
- **2018 Survey**
  - The inclusion of a survey in the 2018 Goals led to a discussion about what a new survey might look like. Draft survey questions were provided by Julie and the group re-worked these questions together. There was discussion of including the survey on Next Door to increase participation and discussion of the scope of the survey questions. Julie said that the re-worked questions would be sent around to the group for additional comments prior to being sent out.
- **Website**
  - Mella provided some ideas for the main landing page for Spokane Neighborhood Councils. Julie said that the February 2018 meeting will focus mostly on looking at the website.

Community Assembly Committee: Building Stronger Neighborhoods  
1/22/2018 12:00PM Vessel Coffee, 2823 N Monroe

Members present: Kelly Lotze (Chair: Browne's Addition), Tina Luerssen (Secretary: Grandview/Thorpe), Dave Lucas (Rockwood), Chris Flanagan (Manito/Cannon Hill), Seth Knutson (Cliff/Cannon), Abby Wallthall (West Central COPS representative), Kathryn Alexander (Bemiss), Patricia Hansen (Cliff/Cannon, CA Budget Committee), Anna Vamvakias (Chief Garry Park).  
ONS staff liaison: Katie Myers.

- Committee Housekeeping
  - November meeting minutes approved.
- Committee Business
  - NUSA update: CA approved sending 2 delegates; created an ad-hoc committee to receive/review/recommend applicants (Kelly Lotze, Kathryn Alexander and Colleen Gardner). The delegates will be required to fulfil their obligation to share the information, or risk having to reimburse the City for their conference expenses.
  - Committee Elections:
    - Chair: Kelly Lotze
    - Vice Chair: Seth Knutson
    - Secretary: Tina Luerssen
  - 2018 Goals: remove NUSA delegate selection. Committee approved goals as amended.
    - Budget Training: multiple committee members are planning to attend for their NC, and will share the information back to this committee.
- Education & Outreach
  - Manito Co-Op Preschool Training: Tina and Dave will be making this presentation tonight, focusing on an overview of NCs and the CA, with information about Community Engagement Grant, Traffic Calming, and Clean-Up program. Neighborhood-specific information will be shared for Rockwood, Comstock and Manito-Cannon Hill.
  - Marketing:
    - Patricia presented information about Billboard marketing: plans for 5 (\$3200) or 8 (\$5000) billboards with Emerald Outdoor for 30-day presentation. Billboard content is recommended at "8 words", could modify the Inlander ad. Artwork/copy would be created at no additional cost. Patricia will pass along her notes from her meeting with the billboard company.
    - Kathryn presented a request for this committee to help NCs advertise their summer events/block parties/concerts. The Inlander publishes a calendar in June (?) which lists all those summer events, but we would have to get the information from NCs.
      - Abby also mentioned the National Night Out program through COPS, it is Tuesday August 7<sup>th</sup> this year.

- Tina will contact our Inlander marketing rep to find out details and deadlines for this events issue.
- Cleaning From the Corridor—April 28<sup>th</sup>, 2018: Katie presented that ONS has developed a plan for how to decide on CFTC locations. ONS will reach out to City departments asking for upcoming projects in areas; they will aim to spread the locations around the city; ensuring that the area has a cleanup need; receiving commitment from the NC to participate in the project and help recruit volunteers. ONS will select 2-3 participations which fit these criteria and contact those NCs to request a proposal from each asking how the NC will help support CFTC if it is in their area.
- Facebook Advertising Training: Tentative date Monday, March 26<sup>th</sup> at 6pm. Location TBD: possibly at a location with WiFi and people can bring their own devices. East Central Library? Abby will check availability and contact Kelly.
- Topics for next meeting:
  - Co-Op Presentation recap
  - 2018 Committee Work Plan
  - CFTC update
  - NUSA application update
  - Budget Committee liaison: 4<sup>th</sup> Thursday 5pm, Fire Station 4?
  - March FB Advertising training
- Next meeting: Next regular meeting will be on Monday, February 26<sup>th</sup> 2018. 12pm at Vessel Coffee Roasters, 2823 N. Monroe.