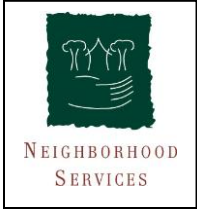


# Spokane Neighborhoods Community Assembly

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

*Meeting Agenda for Thursday, March 1, 2018*

**5:30 to 7:55pm – West Central Community Center, 1603 N Belt**



*Proposed Agenda Subject to Change*  
Please bring the following items:  
\*Community Assembly Minutes: February 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 ▪ February 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	
Admin ▪ Update, incl. Joint CA/CC Mtg	Tina Luerssen	5 min-5:55	Oral & Written Report	13
SCRAPS ▪ Services Provided/Opportunities	Nancy Hill	20 min-6:00	Presentation/ Q&A	
Integrated Capital ▪ 6-yr Comprehensive Street Program	Brandon Blankenagel	20 min-6:20	Presentation/ Q&A	
ONS/Code Enforcement ▪ Update	Heather Trautman	15 min-6:40	Oral Report	
Budget ▪ Parks Proposal Update	Andy Hoyer & Kathryn Alexander	10 min-6:55	Oral Report	
NUSA Adhoc Committee ▪ Applications	Kelly Lotze	15-min-7:05	Oral & Written Report/ Vote	16
Liaison ▪ Plan Commission	Paul Kropp	10 min-7:20	Oral & Written Report	25
CA Committees - 2018 Goals ▪ Review and Adopt - Liaison - CA/CD	Tina Luerssen	15 min-7:30	Discussion/ Vote	29
Roundtable		10 min-7:45		
OTHER WRITTEN REPORTS				
Building Stronger Neighborhoods (BSN)	Tina Luerssen		Written Report	30
Plan Commission Liaison	Greg Francis		Written Report	32
Design Review Board Liaison	Kathy Lang		Written Report	35
Land Use	Robynn Sleep		Written Report	36
Public Safety	Julie Banks		Written Report	38
CA/CD	Kathryn Alexander		Written Report	39

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

## UPCOMING IMPORTANT MEETING DATES

- *March 6: CA/Community Development (CA/CD), West Central Community Ctr, 1603 N Belt, 5:30pm*
  - *March 13: Public Safety, YMCA Corporate Office, Boone and Monroe, 3:30pm*
  - *March 15: Land Use, West Central Community Center, 1603 N Belt, 5pm*
    - *March 22: Budget, Fire Station 4, 1515 W First Ave, 6:30pm*
  - *March 26: Building Stronger Neighborhoods, Vessel Coffee Roasters, 2823 N Monroe, 12pm*
- *March 27: 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*
- *March 27: Pedestrian, Transportation & Traffic (PeTT), West Central Community Ctr, 1603 N Belt, 6pm*
  - *March 29: Joint CA/City Council, Northeast Community Center, 4001 N Cook, 5:30pm*
- *April 3: CA/Community Development (CA/CD), West Central Community Ctr, 1603 N Belt, 5:30pm*
  - *April 5: 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.

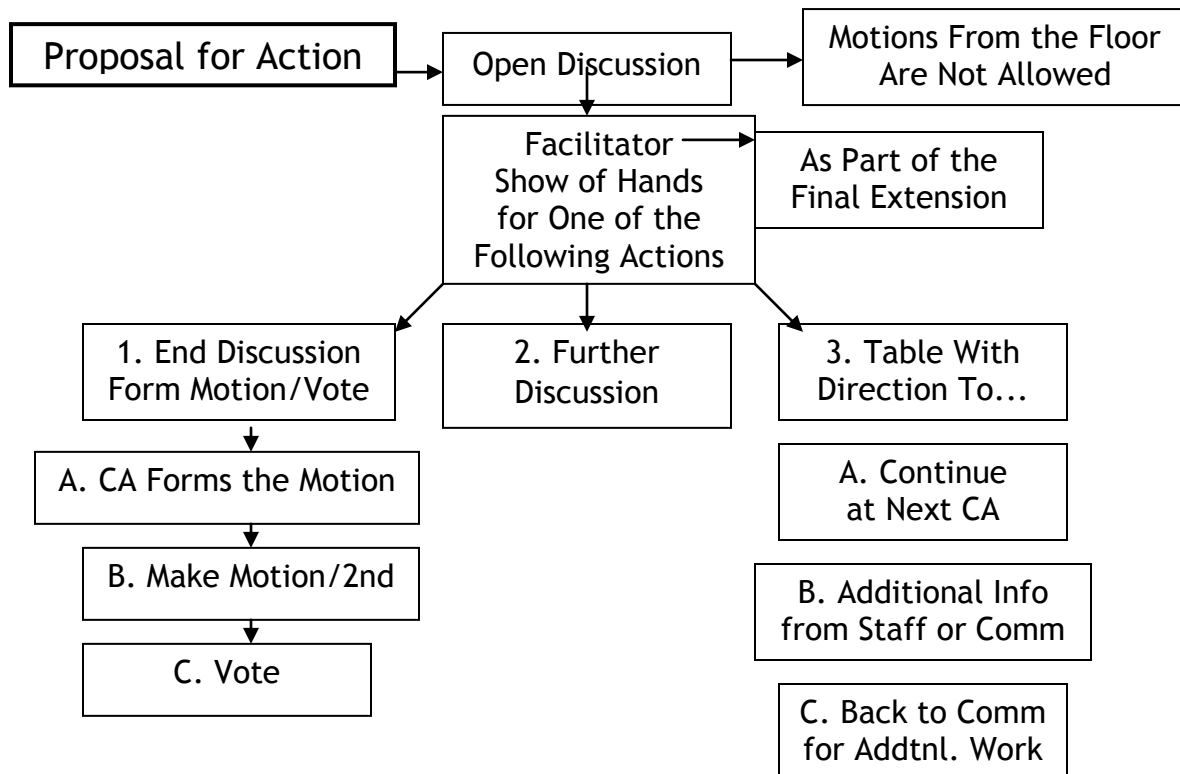
Administrative Committee

## 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

February 1, 2018

### 1. Proposed Agenda

- a. Approved

### 2. Approve/Amend Minutes

- a. Approved

### 3. Reports/Updates/Announcements

- a. Gabby Ryan, CA/CD Committee

- i. One of the roles of the CA/CdD committee is to keep the CA informed on upcoming grant opportunities in the Spokane community.

United Way and Spokane Gives are currently offering several mini grants. There are youth grants (must be 18 years old or younger) and non-youth grants that are available. The grant applications must be associated with a nonprofit and nonprofits can also apply. For more information on these grants you can visit the United Way website at [www.volunteerspokane.org](http://www.volunteerspokane.org) or reach out to Gabby Ryan at [eastcentralneighborhood.carep@gmail.com](mailto:eastcentralneighborhood.carep@gmail.com). All grant applications are due before or on March 30, 2018.

- b. Doug Prendergast, Northwest Neighborhood

- i. Doug would like to thank Kathryn Alexander and Andy Hoyer for starting the conversation with the Parks Department about the possibility of waiving fees for neighborhood council events. Doug came to the CA meeting this evening with a proposal for no park fees. He would like to share that the Northwest neighborhood council has been working to create a neighborhood council Volunteers in the Park (VIP) program that would utilize volunteers to cleanup neighborhood parks and drive out any negative activity. Doug is asking that all CA reps take this idea to your neighborhood councils to create a similar park program to promote positive activity. Katie Myers with ONS has volunteered to be a possible resource when creating new programs like this and assisting in helping neighborhoods connect with neighborhood partners.

- c. Paul Kropp, PeTT Committee

- i. Public Forum on speed limits for Parks and residential streets: The PeTT Committee will host members of the City Council, Spokane Police Department, Streets Department and the Parks Department on Tuesday, March 27, 2018 for a forum to discuss the imposition of 20 MPH speed limits around all City parks and certain residential areas the City Council may choose to designate. Everyone is invited and the forum will take place at the usual monthly PeTT Committee location and time, March 27<sup>th</sup>, 6:00 pm at the West Central Community Center in the Newton Lounge. Please contact Paul Kropp for more information at [pkropp@fastmail.com](mailto:pkropp@fastmail.com) or at 509-638-5854.

- d. Tina Luerssen, Building Stronger Neighborhoods (BSN) Committee
  - i. BSN will be hosting a Facebook advertising training on Monday, March 26, 2018 at 5:30 pm at the Shadle Library. Please bring your own laptop. The BSN Committee wanted to get this training in before neighborhood councils are submitting budget applications for 2018. All are welcome to attend this training.

#### **4. City Council Update**

- a. Councilmember Lori Kinnear, District 2 Representative
  - i. Current City Council Updates:
    - 1. Infill ordinance passed at City Council this last Monday evening. This was a long process and it is most likely that Council will be making more changes as this continues to move forward.
    - 2. The historic preservation ordinance will be voted on February 12, 2018. This is an update to the current preservation ordinance. If you are interested in this, please come down to City Council to testify.
    - 3. Thank you to Paul Kropp for taking the lead on the 20MPH conversation, Council will be at that meeting and looks forward to hearing from the neighborhoods.

#### **5. Budget, Neighborhood Allocation & Parks Proposal**

- a. Andy Hoyer, Budget Committee
  - i. Community Engagement Grant Neighborhood Council Trainings:
    - 1. Two trainings will be offered, the first on February 6th and the second on February 12th. Both trainings will take place at the West Central Community Center from 6:00 pm to 7:30 pm. We encourage all neighborhoods to participate in this training.
  - ii. Last year each Neighborhood Council was able to apply for up to \$500 from the Neighborhood Council Community Engagement Grant. This year the Budget Committee is asking the CA to vote on changing the allocation from \$500 to \$550. After NUSA there is \$15,950 amount of funding left for 2018.

Motion: Increase the neighborhood council allocation for the Community Engagement Grant to \$550 per neighborhood council for 2018.

Roll Call Vote:

Approve: Audubon/Downriver, Bemiss, Chief Garry Park, Cliff/Cannon, Comstock, East Central, Emerson/Garfield, Five Mile Prairie, Grandview/Thorpe, Hillyard, Logan, Manito/Cannon Hill, Minnehaha, Nevada Heights, North Indian Trail, Northwest, Peaceful Valley, Shiloh Hills, Southgate, West Central, Whitman.

Oppose: 0

Abstention: Lincoln Heights, North Hill.

b. Kathryn Alexander, Budget Committee

- i. Park proposal update: last year Kathryn worked with the Parks Department to create the one year pilot program where neighborhood councils could waive parks fees for events. Kathryn has proposed that this program continues and also be expanded.

Kathryn would like to accomplish three goals with this program in 2018:

1. All neighborhood council events and events sponsored by C.O.P.S. are 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). Our goal is not to be exclusive, but to support the expanding of new events and neighborhood financial strength.

Discussion: Based on the proposal, Heather Trautman has spoken with the Parks Department and they have agreed to meet on this topic. ONS can help set this meeting up. Parks is interested in having an open dialog on this.

Motion: ONS to arrange for a meeting with the Park Department Operation Director, Administration Director and the Parks Board Chair to begin discussion of the proposal for use of Parks by neighborhood councils and C.O.P.S. move forward with the Parks Board if needed.

Approve: 22

Oppose: 0

Abstention: 1

**6. Admin Update**

a. Tina Luerssen, Administrative Committee

- i. CA/CC meeting dates for 2018: meeting will take place on the 5<sup>th</sup> Thursdays in 2018. The first meeting of the year will take place on March 29<sup>th</sup> at 5:30 pm at the North East Community Center in the Founders room.
- ii. This is a reminder to apply to NUSA; only one person has applied so far. The application deadline is February 23, 2018. A vote by the CA on who will attend NUSA will take place at the March CA meeting. Please reach out Kelly Lotze with any questions, [kellylotze@gmail.com](mailto:kellylotze@gmail.com).

**7. ONS/Code Enforcement**

a. Heather Trautman, Office of Neighborhood Services, Code Enforcement & Parking Services

- i. Presentation link:

<https://static.spokanecity.org/documents/neighborhoods/getinvolved/presentations/2018/02/feb-ca-presentation-lg-jr-edits.pdf>

1. For questions on this presentation please reach out to Luis Garcia, [lgarcia@spokanecity.org](mailto:lgarcia@spokanecity.org).

2. Cleaning from the Corridor (CFTC) Update: ONS has created new criteria for how event locations are selected each year. ONS will be sending out a notification to two neighborhoods in district 2 (Peaceful Valley and West Hills) asking for a letter of intent/interest to see if they are interested in hosting the event in their neighborhood. Please see the presentation link above for more details.

## **8. CA/CD Committee**

- a. Kathryn Alexander, CA/CD Committee and Gabby Ryan, CA/CD Committee
  - i. The topic of CDBG allocation methodology was discussed at the February CA meeting. Gabby and Kathryn would like to move this to a motion. Please remember, this year's 2018 allocation model will be the same it has been with the same process and timeline from 2017. The next funding cycle begins in 2019 and that's what the following motion will be on.

Motion: Program year for 2020 (allocation Cycle)

**Option 1:** Allocation based on current model with neighborhood council receive funding based on LMI eligibility

**Option 2:** Allocation divided by City Council based on LMI eligibility in each district

**Option 3:** Allocation divided by City Council District based on equal split of total neighborhood council allocation

**Option 4:** Allocation is shared by all neighborhood councils with CA process to discuss and vote on project allocation

Roll Call Vote Results:

Option 1: East Central, West Central

Option2: Audubon/Downriver, Bemiss, Chief Garry Park, Comstock, Emerson/Garfield, Hillyard, Manito/Cannon Hill, Nevada Heights, North Indian Trail, Northwest, Southgate, Whitman.

Option 3:

Option 4:

Abstention: Cliff/Cannon, Five Mile Prairie, Grandview/Thorpe, Lincoln Heights, Logan, Minnehaha, North Hill, Peaceful Valley, Shiloh Hills.

**Results: Option 2 receives majority of votes (12:2).**

## 9. Liaison Committee

### a. Paul Kropp, Liaison Committee

- i. CA liaison position to the CHHS board: Subsequent Board membership does not retain the required allocation of one position for the CA.  
Paul wanted the CA body to be aware of this. This isn't fixed until the Code is fixed. This process will need to involve the City Council.
- ii. Greg Francis is applying to be a Plan Commission member, if he is accepted; the CA will have to nominate another plan Commission liaison.

Discussion: Clarify existing ordinance to specify a CA liaison to the CHHS board to ensure representation and the body they represent. Draft a letter of support to the City Council to amend the code to add language as identified above.

Motion:

Vote to recommend a letter of support from the CA to the City Council to amend SMC 04.34.030.C to specify a CA representative to the CHHS Board as a Board Member with full voting rights. A letter be drafted by the Admin. Committee Chair.

Approve: 22

Opposed: 0

Abstention: 1

## 10. CA Committees – 2018 Goals

### a. Budget Committee Goals:

1. Gather statistics on the success and impact of the awards form 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.

Discussion: The group had a recommendation to add one goal; the Budget committee should also be thinking about other things to do with money if there were more. The Budget committee Chair will take this recommendation back to the committee for discussion.

Motion: approve these goals as stated above.

Approve: 19

Oppose: 0

Abstention: 1

b. Building Stronger Neighborhoods Goals:

1. Handbook Trainings one-on-one as needed throughout the year.
2. Complete Toolkit to include tutorials on marketing opportunities for NCs.
3. Hold training on Facebook/Nextdoor Advertising in March 2018, so that neighborhood councils may include this expense on their Budget Applications.
4. Assess 2017 Marketing strategies and determine effectiveness.
5. Liaise with CA Budget Committee so there is less duplication and more cohesion between the two committees.

Discussion: Group recommends taking out the language for Nextdoor, since advertising is not allowed on this site.

Motion: approve these goals as stated above with the recommendation of removing language on Nextdoor.

Approve: 21

Oppose: 0

Abstention: 1

c. Land Use Committee Goals:

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.

Motion: approve these goals as stated above.

Approve: 21

Oppose: 0

Abstention: 1

d. PeTT Committee Goals:

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

Discussion: Remove goal number one (1). Add Goal: Revision of the traffic calming policy. Add Goal: 20 MPH as a focus for certain areas.

Motion: approve the PeTT focus areas/goals as amended in the discussion above.

Approve: 20

Oppose: 0

Abstention: 1

e. Public Safety Committee Goals:

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

Discussion: Amend goal number one (1), change the language from working with BSN to working with ONS.

Motion: approve these goals with amendment stated above.

Approve: 19

Abstention: 2

Opposed: 0

- f. The CA/CD committee will be back with their goals soon for the CA to review and vote on.
- g. Please review page 18 in the February [CA packet](#). The 2016 Liaison Committee goals will be a discussion item for the CA next month.

**11. Roundtable**

- a. Colleen Gardner, Chief Garry Park
  - i. The next Community Conversation with Chief Craig Meidl of SPD will take place on Tuesday, March 27, 2018. At the West Central Community Center from 6:30 pm to 8:00 pm. Colleen apologizes that this date conflict with next PeTT committee meeting.
- b. Tina Luerssen, Grandview/Thorpe
  - i. This month we have several new faces around the table. Welcome to all the new CA representatives. The CA handbook training is now custom and will meet with

new CA reps individually or as a group. Please reach out to Tina if you have more questions on this.

- c. Rod Minarik, Office of Neighborhood Services
  - i. CA Policy and Procedures need to be visited by the Admin committee regarding abstentions.
- d. Mark Davies, North Indian Trail
  - i. Welcome to the CA new members that are here this evening. Please talk with Katie Myers from ONS to make sure that she has your email information to keep you informed.
- e. Tom Powell, Emerson/Garfield
  - i. Thanks to Kelly Cruz from West Central for helping get the COP shop in Emerson Garfield.
- f. Mindy Muglia, Nevada Heights
  - i. The Northwest section of the Spokesman Review had a great article on the Nevada Heights Neighborhood Council. Please click this link to read more:  
<http://www.spokesman.com/stories/2018/jan/31/young-leaders-step-up-to-help-guide-nevada-heights/%20-%20/0#/0>
- g. Doug Prendergast, Northwest Neighborhood
  - i. Northwest and Audubon/Downriver are collaborating on planning around the Shadle Center and are offering to have other neighborhoods in district 3 take part in this.

### **23 Reps Present**

**In Attendance:** North Hill, Lincoln Heights, Minnehaha, Grandview/Thorpe, Hillyard, North Indian Trail, Chief Garry Park, Bemiss, Southgate, Comstock, Northwest, Whitman, Five Mile, Emerson/Garfield, Cliff/Cannon, Audubon/Downriver, Peaceful Valley, Logan, West Central, East Central, Manito/Cannon Hill, Shiloh Hills, Nevada Heights

**Not In Attendance:** Balboa/SIT, Browne's Addition, Latah/Hangman, Riverside, Rockwood, West Hills.

## Draft Minutes – CA Admin Meeting – ONS Office – 2/20/18

Present: Tina Luerksen, Chair–Grandview Thorpe; Luke Tolley-Hillyard; Andy Hoye, Secretary-Southgate; Kelly Lotze-Browne’s Addition; Kathryn Alexander-Bemiss; Rod Minarik-ONS; Tom Powell-Emerson/Garfield; Heather Trautman-ONS; Fran Papenleur-Audubon/Downriver

Call To Order – 4:30 PM

The Letter to the CHHS recommending and requesting a permanent member of the CA be appointed was reviewed and delivered – thanks, Tina.

It was noted that Rod Minarik will retire on March 30 – much thanks to Rod!

CA/CC meeting will be March 29 at NECC, 5:30PM – we are staying with fifth Thursday at this point.

Agenda discussed and agreed on:

AGENDA ITEM	Presenter	Time	Action
Introductions	Facilitator	3 min–5:30	
Proposed Agenda ( incl. Core Values, Purpose and Rules of Order)	Facilitator	2 min–5:33	Approve
Approve/Amend Minutes • February 2018	Facilitator	5 min–5:35	Approve
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 • Update, incl. Joint CA/CC Mtg	Tina Luerksen	5 min–5:55	Oral & Written Report
SCRAPS • Services Provided/Opportunities	Nancy Hill	20 min–6:00	Presentation/ Q&A
Integrated Capital • 6-yr Comprehensive Street Program	Brandon Blankenagel	20 min–6:20	Presentation/ Q&A
ONS/Code Enforcement • Update	Heather Trautman	15 min–6:40	Oral Report
Budget • Parks Proposal Update	Andy Hoye & Kathryn Alexander	10 min–6:55	Oral Report
NUSA Adhoc Committee • Applications	Kelly Lotze	15-min–7:05	Oral Report/ Vote
Liaison • Plan Commission	Paul Kropp	10 min–7:20	Oral Report
CA Committees - 2018 Goals • Review and Adopt - Linton - CA/CD	Tina Luerksen	15 min–7:30	Discussion/ Vote
Roundtable		10 min–7:45	

ONS will cover Rod’s departure, Spokane Matters Update.

CA/CD district model discussion will be held at the April meeting.

The Committee Conversation on the Admin Committee will be in April – will review the 2014 standards, other items including Policy and Procedure updates, and rules regarding abstentions.

CA meetings will be held at the WCCC through June; but we have been assured of a place through December. This topic is still open for discussion.

Bart Logue will facilitate for a few more meetings.

April meeting: Construction update (including Monroe), CA/CD update, CA/CC meeting recap (town hall).

Adjourned at 5:45PM.

Respectfully Submitted,

Andy Hoye, Secretary



February 20, 2018

To: Mayor Condon, City Councilmembers

The Community Assembly (CA) has a current membership position on the Community Housing and Human Services (CHHS) Board, filled by Fran Papenleur. However, by SMC Section 04.34.030.B, this CA position is not continuing after the current term expires at the end of 2018. The CA believes that this is a very valuable Board on which the 29 Neighborhood Councils should be represented, and by a vote of 22 For and one Abstention at the February CA meeting, we request that the Code be amended so that the Community Assembly representative on the Board becomes a permanent position, with voting rights. I have attached the current SMC for your information.

Thank you for your consideration,

Tina M. Luerksen, Spokane Community Assembly Chairperson

[Title 04](#) Administrative Agencies and Procedures

[Chapter 04.34](#) Community Housing and Human Services Board

[Section 04.34.030](#) Membership

- A. The initial board membership shall be comprised of sixteen members; five current members from each of the human services advisory board, the community development board and the Spokane regional homeless governance council and one member from the community assembly. Members shall be nominated by the mayor and appointed by city council.
- B. Initial members will serve for the duration of the remainder of the term for the position on the board which they currently serve. As the terms of the initial members expire, board membership shall be reduced to twelve members. Subsequent appointees to the board shall serve three year terms and may be eligible for one three year term reappointment. The mayor shall nominate and the city council shall appoint all subsequent members. Initial members of the board will be eligible for subsequent appointment after their initial term has expired.
- C. In addition to the twelve positions, the board will include two voting representatives from the city council selected by city council and a voting elected official or policy level decision maker to represent Spokane County who shall be selected by the Spokane County commissioners then nominated by the mayor and appointed by city council, all of whom shall be appointed or reappointed to one year terms.

Community Assembly,

I am writing for consideration to represent Spokane at the Neighborhood USA conference in Birmingham, Alabama in May 2018. I have been involved in the neighborhood council since I moved to Spokane in 2014 to serve with AmeriCorps VISTA. I was living in the East Central Neighborhood and attending the resident meetings run through the Spokane Regional Health District's Neighborhoods Matter program, and attending the East Central Neighborhood Council Meetings as well. We were able to conduct the lighting assessment that resulted in the installation of 128 new lights in the alleyways, helped bring forward the prostitution ordinance, held a huge neighborhood cleanup removing nearly 4 tons of trash, and volunteered with Spokane Gives Cleaning from the Corridor in the East Sprague area to name a few things. When I moved out of the neighborhood in 2016 because I was unable to find housing in East Central, I began working for the Neighborhoods Matter program at the Health District. I currently am working very closely with the Bemiss Neighborhood through conducting a survey within the neighborhood. The purpose of the survey is two-fold : to gather information to guide the work of the neighborhood council over the coming year and to engage more members of the Bemiss Neighborhood in Neighborhood Council activities. The data from this survey will contain information about perception of neighborhood safety, connectedness, and access to resources. It will also contain information about parents and caregivers access to necessary resources and support for their children.

Through my work, I started attending the Whitman Neighborhood Council meetings, the Bemiss Neighborhood Council Meetings, the District 1 leadership team meetings, as well as the District One Spokane Matters stakeholder meetings. I worked with the Whitman Neighborhood

on engaging more residents around park design for the Rochester Heights Park revitalization as well. I have been involved with the public safety committee and community vitality committee as well as keeping myself abreast of issues affecting residents and businesses in District 1 such as the North Spokane Corridor, The Zone Project, and CDGB allocations. I am also a newly appointed member of the Every Student Counts Alliance, the Community Health Assessment Board for Housing and Transportation, and commissioner on the Serve Washington Commission.

I am passionate about helping to build and maintain strong neighborhoods through using assets within the neighborhoods so communities can be the driver for creating the neighborhoods they would like to live, play and work in. I really would like to attend to see what other communities are doing and what the latest research out there is so that I can bring it back and share wide and far with Spokane's neighborhoods and the networks I am connected with. I also plan to use this information directly with my work with the Bemiss neighborhood. Upon return I would love to present at the CA retreat as well as to individuals and neighborhood councils, as requested, on what was presented and potentially valuable from the conference. I was honored when the Bemiss Neighborhood asked me if I would be interested in going and I look forward to helping expand the collective knowledge of the Spokane Neighborhood system. Thank you for your consideration.

Gretchen Chomas

I would like to recommend Gretchen Chomas to represent Spokane at NUSA. Gretchen has been a regular at the Whitman and Bemiss neighborhood meetings and has helped with work on improvements at Rochester Heights park. Her organization of our Night Out Against Crime has helped make it a success for the last couple of years. Our E-Mail list has grown due to her help. Her work in Bemiss includes a survey of the neighborhood on housing to let the council know what items to concentrate on. Although she does not live in either of our neighborhoods she has helped us to make the Whitman and Bemiss neighborhoods a better place to live in. She is a good speaker and takes great notes on the meetings so by representing Spokane at NUSA she could bring back a lot of information that will help all the Spokane neighborhoods. She also was awarded the CA Good neighbor Award for 2017 from the Whitman Neighborhood in 2017.

Charles Hansen

To whom it may concern, February 21 2018  
I am writing a recommendation for Gretchen Chomas to attend the USA Neighborhood conference. She has shown a passion for neighborhoods and its residence. Collaborating with Neighborhood councils in obtaining information vital to enhancement projects as well as finding ways to project health environments. She has become an asset for the Bemiss Neighborhood Council. I look forward to her report back to us on what she has encountered at the conference, and how we can improve our Spokane neighborhoods.

Sincerely Donna Fagan Co- Chair of the Bemiss Neighborhood Council

January 8, 2018

Community Assembly NUSA Committee and CA Reps,

Please consider my application to attend the 2018 NUSA Conference as a representative of Spokane and the Community Assembly. I feel that my background and involvement with the Neighborhoods program in Spokane has prepared me to fill this delegate position, with the ability to return home and lead a productive Retreat to share information and excitement gleaned from the Conference.

I believe strongly in the importance of citizen involvement, and appreciate all the opportunities that Spokane has for residents to participate in policy discussion and change. The Community Assembly is an important factor in this involvement, and I have devoted many hours of my time over the past decade to help the CA to grow, as well as working to recruit more citizen participation in Neighborhood Councils.

I began my involvement by attending Grandview-Thorpe Neighborhood Council meetings shortly after moving to Spokane in the end of 2004. I served as Chair of our NC from 2007-2014, and have represented our NC at the CA table since 2008. Our NC has grown in the past few years, largely due to our neighbors seeing things “get accomplished”! We hold two Roll-Off events each year as well as distribute Dump Passes; we have hosted a Movie Night with CA grant funds for the past two years; we have seen 2 blocks of new sidewalk be installed with 2 more on deck for installation in this construction season thanks to Traffic Calming funds; and we’ve seen a positive impact from placement of Mobile Speed Feedback Signs around our neighborhood arterials. I was also heavily involved in writing our Neighborhood Plan, adopted in 2015. Additionally, I manage my Neighborhood’s Facebook page which has seen a steady increase in followers and involvement over the past few years.

Building Stronger Neighborhoods has been my favored committee over the years, as I was initially drawn to meetings because of the committee name: isn’t this exactly why we get involved, to build a stronger neighborhood? I served as Chair of BSN from roughly 2009-2013, then took a hiatus for the first couple years of my sons’ lives, returning to the committee in 2016 and serving as Secretary since then. Through this committee, I have helped to plan and/or lead various Trainings, mainly focusing on those which help to educate people about NCs and CA. We have also worked hard to advertise the NC program through print and radio advertising, and are currently working on other ways to circulate information about the program to reach city residents.

In 2015-2016, I served on the Retreat Committee which drafted the CA Vision and wrote the CA Handbook. The Handbook section which I volunteered to write is “Being a CA Rep: Commitment and Participation”. I believe this is vital in the success of the CA and

NCs, and have worked to encourage participation, and myself have been so committed that I have not missed a CA meeting in over 2 years!

Throughout my term as CA Rep, I have served on the Administrative Committee for at least 6 years (by my recollection, I served 2009-2011, 2014, and 2016-present). In my Admin role, I have encouraged tracking of NC attendance and notification to absent NCs. I believe that this has helped to increase our CA attendance to the current activity level of 23 out of 29 NCs. I took it upon myself to create a spreadsheet to easily track this attendance, and have kept it updated. I intend to turn this attendance log over to the next Admin committee when I “term out” at the end of this year.

I have also served on the CA Policies & Procedures Committee twice throughout my tenure, and I created the Committee Conversations template after a request at the 2016 CA Retreat to have more discussion with CA Committees at the CA table.

As demonstrated by my “volunteer resume” detailed above, I consider myself fully qualified to attend NUSA as a representative of the Spokane Community Assembly, and to return and lead a Retreat to share what I’ve learned at the Conference. I’m hoping that the Conference Workshops will allow me to focus on Collaboration (between NCs, CA and City Administration) and Capacity-Building, as this is the biggest request heard from NCs. I appreciate your consideration for NUSA 2018.

Respectfully submitted,

Tina Luerssen

Grandview-Thorpe Neighborhood Council

January 7, 2018

To the Ad-hoc Committee on NUSA Applications:

This is a letter in support of the application soon to be filed by Tina Luerssen. Having spent 40 years in various volunteer capacities in Spokane, I have seen many types of people serving with varying degrees of dedication, skill and effectiveness. Some splendid examples stand out, including Bill McMillan (who won the Spokane volunteer of the year in 2012), and Lois Richards (Camp Fire director and supporter for many years.) Frankly, most folks are serious and try hard.

But an important credential is persistence and consistency, not always seen. In both developing the CA Handbook, and chairing the BSN committee, I've watched Tina stay with important projects until they are done. I've only been a CA representative since August, 2015; I'm sure she did more in earlier years. A second trait is creative thinking – the billboards and radio ads are good examples. And third, she is fully capable of developing presentations for training and viewing by a general audience; there have been many examples presented to the CA, including Handbook training and a program she has developed for the parents in her children's preschool.

Finally, Tina has a certain joie-de-vivre about her volunteer work, a positive, enthusiastic attitude, and a certain fearlessness about engaging those who are in power or perceived power. I am completely confident that she will not only learn new ideas at NUSA and transfer her knowledge to us, but also will be an excellent representative of Spokane to the national Conference. I support her application without reservation.

Andy Hoyer, CA Representative, Southgate

February 23, 2018

Hello,

My name is Karen Sutula. I am the former chair of the East Central Neighborhood Council for 2017. I am excited about the possibility of attending the NUSA annual conference in May. I am applying to go to the conference so that I can learn new and better skills for community initiatives and empowerment, inclusion, and stabilization.

For the past several years I have volunteered many hours not only on the neighborhood council but with many other events and causes in East Central and Spokane. I participate in Art on the Ave as a vendor with the children's books I write and illustrate and on the board helping to organize and run the event. I have been involved in the East Central Café group helping with many neighborhood clean-ups, potlucks, informational nights, and other events. Through this work I have worked closely with groups like the Spokane Police Department, East Spokane Business Association (ESBA), SNAP, Jacob's Well Church, Avista, Spokane Eastside Reunion Association (SERA), South Perry Business Association (SPBA), and even city council members including Breean Beggs, Amber Waldref, and Mike Fagan. I have also worked closely with other neighborhood leaders in District 1 by being an active participant in the District 1 Leadership Group. This is an exciting and innovative group of many of the District 1 neighborhood council leadership who came together at the request of Colleen Gardner to help all the neighborhoods support each other and work together. This proved fortuitous as we change to a district model for CDBG funds next year and puts District 1 far ahead of the other districts in organizing and collaboration.

In my time as a neighborhood council chair, I worked tirelessly to build a sense of community in the East Central neighborhood and to make sure our neighborhood had a voice with city council, ESBA, SERA, SPBA, WSDOT regarding the North Spokane Corridor, and many other organizations. The East Central neighborhood is one of the most diverse neighborhoods in Spokane with a large refugee community. Because of this, I worked with Refugee Connections, Jacob's Well, and leaders in the refugee community to give that demographic a voice at the neighborhood council. In July of 2016, I took participated in the Every Place Counts Design Challenge as an East Central neighborhood representative. This was "a federally funded initiative to reconnect neighborhoods and improve community health, mobility, and opportunity" awarded to East Central because of it's bisection by I90.

Michael Brown of the Spokane Eastside Reunion Association has asked me to organize this year's community event celebrating the completion of their summer basketball camp program. This basketball camp "serves disadvantaged youth ages 5 to 16 from all over Spokane. In 2016 the camp served 103 participants. Its primary objective is to inspire kids to live healthy active lives and build resilience to ensure their success". Last year, as neighborhood council chairperson, I partnered with SERA for this event and I am excited to play a larger role in this year.

We have a new organization coming in the East Central neighborhood called One Heart who does an annual Back to School event. They are planning a community center in the area of Pacific and Magnolia. So far, I have served in an advisory role with One Heart while they work to establish what programs and services are needed. I plan to be a big part of their work and new community center in the future.

The Café group I mentioned earlier is part of the Neighborhood Matters program with the Spokane Regional Health District. This group was discontinued last March by SRHD. I have been asked by many

residents and neighborhood council members to start the Café group back up now that I am no longer Neighborhood Council Chair. In March, I will be relaunched the Café group with the intent of creating events in our neighborhood that will build a strong sense of community, continue neighborhood clean-up efforts, and help to reduce crime. My goal is to make East Central the neighborhood everyone wants to live, work, and play in!

My work in SERA, the Café, One Heart, and my associations with Art on the Ave, ESBA, and other city groups and organizations I feel could be significantly enhanced through the workshops and networking at the NUSA. I hope that you will consider my application and send me to this conference so that I can continue my work in East Central and Spokane with a better understanding of community initiatives and empowerment, inclusion, and stabilization. I would also be willing to hold workshops or trainings about what I learn at the NUSA if the Community Assembly would like me too.

Thank you for your consideration.

Sincerely,

A handwritten signature in cursive script that reads "Karen Sutula". The signature is written in dark ink and is positioned above the printed name.

Karen Sutula

East Central Neighborhood Council  
500 S Stone St, Spokane, WA 99202  
(509) 953-7500

To: The Community Assembly and pertinent committees

Re: Recommendation for Neighborhoods USA

22 February 2018

Greetings,

I am writing this letter to the appointed persons responsible for taking applications for positions on the Neighborhoods USA workshop program.

Karen Sutula has stepped up to participate in this program. Karen is one of our most prominent neighborhood activist and organizer. Her efforts have been paramount to our neighborhoods success. During her tenure as neighborhood council chair and an active participant in our neighborhood Café program, she has built successful relationships within our community to create meaningful progress towards neighborhood enrichment for many of our most vulnerable citizens.

Sending Karen to this workshop would bring dividends to our community by equipping her with new empowering ideas and skills that will only serve to help build our neighborhood even stronger.

Therefore I am recommending that the receiving committee of the Community Assembly for this program accept Karen Sutula's application.

Sincerely,

A handwritten signature in black ink, appearing to read 'Randy McGlenn', with a stylized flourish at the end.

Randy McGlenn  
Chair  
East Central Neighborhood Council

## Title 04 Administrative Agencies and Procedures

### Chapter 04.12 Plan Commission

#### Section 04.12.040 Liaison Members

- A. The city council shall appoint one city council member to serve as a liaison to the commission and shall also appoint an alternate city council member to serve in the absence of the liaison.
- B. The community assembly shall nominate a member of the assembly to serve as a liaison to the plan commission, subject to confirmation by the mayor and appointment by the city council.
- C. The liaison members shall be non-voting participants in commission business.

Date Passed: Monday, March 2, 2009

Effective Date: Wednesday, April 8, 2009

ORD C34403 Section 4

## **Community Assembly Plan Commission Liaison**

### **Roles and Responsibilities**

**General Description** – The CA Liaison to Plan Commission is the official representative of the Community Assembly to Spokane’s Plan Commission. *The CA Liaison is an ex officio (non-voting) member of the Plan Commission and participates in all Plan Commission activities other than final deliberations and voting.* The liaison is nominated by the Community Assembly, confirmed by the mayor, and appointed by the city council. The CA Liaison is expected to attend all regular Plan Commission workshops and hearings and participate on Plan Commission ad hoc subcommittees as time and availability allow. The liaison position is intended to provide the primary conduit of information between the Community Assembly, its constituent neighborhood councils, and the Plan Commission and is expected to provide a written report in each CA agenda packet and a verbal report to the Plan Commission on CA activities relevant to the Plan Commission.

#### **Mission Statement/Purpose (from Plan Commission webpage):**

Plan Commission provides advice and makes recommendations on broad planning goals and policies and other matters as requested by the City Council. The minutes from the Plan Commission meetings and their findings and recommendations are available on this website.

The Plan Commission provides opportunities for public participation in City planning by providing through its own membership an informed opinion to complement the work of the City's elected officials and administrative departments. They also solicit public comment on planning issues of citywide importance or of a substantial community concern, evaluating those comments received. Assistance of experts and others with knowledge or ideas to contribute to City planning are secured as well.

Plan Commission holds public hearings and makes recommendations to the City Council regarding the following matters:

Amendments and updates to the City's Comprehensive Plan and the development regulations implementing the Comprehensive Plan

Changes in the corporate limits of the City, including the land use designations and zoning to become effective upon the annexation of any area proposed for annexation or which might reasonably be expected to be annexed by the City at any future time.

## **Authority Granted by City Charter (Sections 127 and 128):**

### **Section 127: General Authority**

The city plan commission shall perform such functions and have such powers as may be conferred upon it by the city council by ordinance. The city council may, by a majority vote, direct the plan commission to perform specific actions in relation to potential or pending legislative action of the city council. The council shall have power to appropriate any moneys necessary in its judgment to further the work of the commission, including the employment of necessary clerical assistants and experts, and to provide for the same in its annual budget and tax levy.

### **Section 128: Specific Powers**

In addition to the powers that may be specially conferred upon the plan commission by ordinance, it shall have power to investigate and make recommendations to the city council in relation to all matters pertaining to the living conditions of the City; the betterment of facilities for doing public and private business therein; the elimination of slums; the correction of unhealthful housing conditions; the proper laying out, platting, and naming of streets, squares, and public places, and the numbering of buildings and houses therein; the location, planning, and architectural designing of public buildings; and generally, all things tending to promote the health, convenience, safety, and well being of the City's population, and to further its growth along consistent, comprehensive and permanent plans.

**Plan Commission Regular Meetings** – The Plan Commission normally meets the second and fourth Wednesday from 2pm-4pm for workshops and 4pm-5:30pm for hearings, if any hearings are scheduled. Meetings are typically in the City Council chambers or briefing center at city hall but may be located elsewhere if appropriate to the agenda. The Plan Commission also meets with City Council once a quarter at the city council's briefing session on Thursday afternoons. The CA Liaison to Plan Commission should make all efforts to attend all of these meetings.

**Plan Commission Meeting Preparation** – Agenda packets for Plan Commission meetings are issued late in the week prior to the meeting. The CA Liaison is expected to review the packet and understand the general ramifications on the neighborhoods and residents of the city to the extent that they can actively participate in the Plan Commission workshop or hearing and effectively represent the Community Assembly.

**Plan Commission Ad Hoc Subcommittees** – The Plan Commission will periodically create ad hoc subcommittees to review specific items in depth and provide a recommendation back to the full Plan Commission. Examples of recent subcommittee topics were on Infill Development and Spokane Falls Blvd Building Heights. These subcommittees frequently have representatives from neighborhoods, businesses, and other organizations, and have a significant influence on final decisions made by the Plan Commission. As such, it is strongly encouraged that the CA Liaison participate in these subcommittees if possible.

**Monthly Written Report for CA Packet** – The CA Liaison shall write a summary of all PC workshops and hearings that have occurred since the previous CA meeting. If an item requires specific action, the CA Liaison should request time on the CA agenda for presentation and discussion. Ideally, a synopsis of the discussion and suggested action should be included in the written report so that CA representatives have an opportunity to review prior to the CA meeting.

**Other Meetings** – In addition to attending Plan Commission and Community Assembly meetings, the liaison should regularly attend the CA Land Use Committee and other standing CA committees as appropriate. Plan Commission periodically has open houses that are beneficial to attend as well since they often have residents that might not normally attend neighborhood council meetings in attendance.

**Opportunities** – As a Plan Commission member, the liaison receives a membership to the American Planning Association, which includes a digital subscription to Planning magazine and access to an online research library for planners. You also have the opportunity to attend local planning trainings, the annual conference for the local chapter of the APA (held for two days at Priest Lake, ID), and the potential for attending the state APA conference. For the most part, you are afforded all of the benefits of Plan Commission membership and the city works to ensure that the commissioners have access to the resources that they need to be effective.

**Experience Requirements** – While no specific knowledge is required to be the CA Liaison, it is beneficial to have a basic understanding of land use issues, the Comprehensive Plan, and the state's Growth Management Act. Knowledge of these items can come over time though, although there should be an expectation to put in additional research early on to get up to speed on these items. Good communication skills are also very important, including both written and oral communications.

**Realistic Expectation of Time Commitment** – Being involved on the Plan Commission in any form is a substantial time commitment. Being the CA Liaison can actually require even more time because it includes not only Plan Commission duties, but the added responsibility of writing reports for the CA and attending CA and CA committee meetings. PC packets have been well over a hundred pages long, requiring hours to read and may also require research of existing ordinances and development code to fully understand the changes being proposed. Almost all PC meetings are during the work day, so it requires either a very flexible employer, being retired, or working alternative hours.

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## **References:**

**Plan Commission Website:** <https://my.spokanecity.org/bcc/commissions/plan-commission/>

**Spokane City Charter:** <https://my.spokanecity.org/opendata/charter/>

**SMC for Plan Commission:** <https://my.spokanecity.org/smc/?Chapter=04.12>

**Comprehensive Plan:** <https://my.spokanecity.org/shapingspokane/comprehensive-plan/>

## CA COMMITTEE GOALS - 2018 (contd)

### **Liaison Committee Goals 2018**

- (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.

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

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

1. Recommend collaboration between the neighborhoods and provide support for the 2019 funding cycle; and for the new district service delivery model.
2. Educate neighborhood councils about project goals to bring families out of poverty and revitalize low income neighborhoods.
  - Provide the CA/CD Committee and neighborhood councils Community Development Grant Funding 101 Training.
  - Tie education to sharable resources and information for neighborhood councils.
  - Provide information on district organization and project choice by district.
3. Provide information on grants or other funding sources to the neighborhood councils and districts.

Community Assembly Committee: Building Stronger Neighborhoods  
2/26/2018 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), Anna Vamvakias (Chief Garry Park), EJ Iannelli (Emerson-Garfield).  
ONS staff liaison: Katie Myers.

- Committee Housekeeping
  - January meeting minutes approved.
  - Anna asked about a comment made last month about getting NC events into publications. This should all be part of our Toolkit forthcoming, but Tina informed the committee that events can be submitted to [www.Inlander.com/getlisted](http://www.Inlander.com/getlisted) 2 weeks prior to the event and it could be included in the Inlander calendar. Katie also mentioned that the Spokesman-Review is committed to presenting a Neighborhood story weekly, but it is unclear how the S-R is choosing those stories or who to contact.  
[Www.Spokesman7.com/calendar/events/submit](http://Www.Spokesman7.com/calendar/events/submit) is another calendar location.
- Committee Business
  - NUSA update: 6 people have applied: Tina Luerssen, Luke Tolley, Gretchen Chilmas, Fran Papenleur, Karen Satula, and Doug Prendergrast. The NUSA committee will choose their top 2 + 1 alternate for the CA to vote on at the meeting this week. If the CA does not approve the committee's recommendation, there will be ballots available for the whole body to vote.
  - Co-op Presentation Update: Tina, Dave and Chris were all present for this training night, with takeaway brochures/tote bags for those who live in Manito and Rockwood Neighborhoods. There was a lot of great discussion and interest, and hopefully these South Hill neighborhoods will see an increase in active membership because of this. Tina will recap this during Open Forum at CA this week, to see if there are other groups that could benefit from this type of presentation. Katie did a similar presentation recently to an AARP group.
  - Taylor Phillips had volunteered from the Budget Committee to liaise to BSN, although she is not here at this meeting today. Tina will follow up and see if Taylor is still able to be the Budget/BSN liaison. In a pinch, Dave may be able to attend the Budget committee meeting.
- Education & Outreach
  - Facebook Advertising Training: Monday March 26<sup>th</sup>, 6pm at Shadle Library. No laptops provided, people can bring their own tablet or laptop, or just attend and take away information. EJ and Kelly will lead this training, with a projector connected to a laptop to show the steps.
  - Handbook Training: Tina and EJ will do this Training with Melodie (Five Mile) and Gene (Shiloh Hills) tentatively on Monday, March 19<sup>th</sup>

during the day. Tina will touch base with the new reps to confirm date/time/location and announce at CA this week.

- Marketing:
  - We need to see whether last year's advertising was effective in getting new involvement, but NCs are not consistently asking about this at meetings.
  - There is presumably less money available this year, as the NC grants are \$550 each, and \$4000 has been allocated for NUSA. This committee should come up with a few ideas of varying costs that could be voted on to publish quickly in September/October when the yearly budget totals are complete. Tina suggested waiting until maybe July when the Budget committee has figures and can see if there will be enough funds remaining for us to propose some marketing opportunities.
- Announcements & Upcoming Events:
  - Cleaning From the Corridor—April 28<sup>th</sup>, 2018 9am-noon: Katie presented that ONS has selected Peaceful Valley for this event, with Graffiti paint-over, cleanup under the Maple Street Bridge, Community Garden, and other projects that volunteers can complete on that day. Volunteer sign-up will be online soon.
  - Tentative Handbook Training: Monday, March 19<sup>th</sup> during the daytime on the North Side.
  - Facebook Advertising Training: Monday, March 26<sup>th</sup> at 6pm at Shadle Library.
- Topics for next meeting:
  - FB Advertising Training final plan.
  - Handbook Training recap.
  - Marketing Toolkit plan.
  - CFTC update.
  - NUSA attendee selection update.
  - Budget Committee liaison (4<sup>th</sup> Thursday 5pm, Fire Station 4).
- Next meeting: Next regular meeting will be on Monday, March 26<sup>th</sup> 2018. 12pm at Vessel Coffee Roasters, 2823 N. Monroe.

## **Plan Commission Liaison Report**

March 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**

There were no hearings in February. The “Transportation Impact Fee System Update” hearing originally scheduled for February 14th was rescheduled to March 28th.

### **Workshops**

**Six-Year Transportation Program Update** – The six-year transportation program is updated annually as required by the GMA and Comprehensive Plan. A list of potential transportation projects are identified and then a scoring process identifies the top priority projects. Projects are then selected according to the priority list as well as other criteria such as ensuring that no areas are overly impacted by roadwork projects and aligning with other projects such as the Central City Line and North Spokane Corridor projects. The current (2018-2023) street program is at <https://my.spokanecity.org/projects/capital-programs/> and the proposed additions are in the February 14th Plan Commission packet at <https://my.spokanecity.org/bcc/commissions/plan-commission/>.

**North Spokane Corridor Placemaking** – This was a quick update to what’s occurring along the North Spokane Corridor with both a minor update on the route of the freeway being discussed (mostly circumventing the black tank site) and the efforts on doing placemaking planning with the local neighborhoods. WSDOT and other traffic planners recognize how destructive the building of a freeway through a neighborhood can be so the placemaking is an effort to mitigate the impact. One of the challenges is that most of it is planning concepts with little to no direct funding for implementation. There is a fair amount of information online about the placemaking work and upcoming neighborhood meetings at <https://www.nscplace.com>.

**Capital Facilities Comp Plan Chapter Update** – The LINK Spokane project was initially focused on the transportation chapter (chapter four) of the Comprehensive Plan. With the completion of the transportation chapter update in 2017, the next phase of LINK Spokane is now being worked on, which is a focus on capital facilities (chapter five). Capital facilities includes systems like water, sewer and stormwater. The city is working on detailed models of its systems along with a small degree of work with private utilities like power, cable and telecom systems. This is a long-term project that will extend until sometime in 2020. The

website is at <https://my.spokanecity.org/projects/link-spokane/> but there are currently no updates there for this phase of the project.

**Note:** The following three workshops are occurring on February 28th, after this report was written. These reports are based on the agenda packet materials. The packet is available at <https://my.spokanecity.org/bcc/commissions/plan-commission/>.

**Spokane Falls Blvd Building Heights** – More than ninety pages of the agenda packet is dedicated to this presentation. The packet includes results of the online survey (to date), public comments received so far, and the draft revisions to the ordinance. There have been 759 survey responses as of writing of the report. Those survey responses, along with numerous public comments submitted via e-mail show a mixture of support of increasing building heights and keeping the building heights the same in order to preserve the maximum sunlight on Riverfront Park. Of survey responses, 93.8% saw Riverfront Park as important to downtown while 66.4% saw downtown development as important. There's no way that I can effectively summarize the hundreds of comments already submitted, so I encourage people that are interested in those details to read the agenda packet at <https://my.spokanecity.org/bcc/commissions/plan-commission/> for the full survey responses. The survey and public comment are still open, so I would encourage anyone that hasn't weighed in so far to make their opinion known. The story map and survey are available at <https://my.spokanecity.org/news/stories/2018/01/19/city-asks-public-for-input-into-building-heights-along-riverfront-park/>. You can also e-mail the project manager, Kevin Freibott, at [kfreibott@spokanecity.org](mailto:kfreibott@spokanecity.org) with comments. The draft revisions to the ordinance in the packet allow for building heights above 100' with a 11,000 square foot tower restriction and 100' minimum separation between towers. Use above 100' is restricted to residential/hotel although residential/hotel use below 100' can help meet the requirement. The street frontage is required to be at least 50% retail. These tower size restrictions are less than what was originally recommended in the Plan Commission's initial report last fall and appear to reflect a compromise between that initial report and the public comment that has been received thus far. The project page is at <https://my.spokanecity.org/projects/building-heights-on-spokane-falls-boulevard/>.

**University District Bridge Naming** – The Plan Commission has a role in naming bridges within the city so a committee was setup to review proposed names for the new university district pedestrian bridge that is currently being built. The committee, via various public input methods, received 425 name submissions with 281 different possible names. They narrowed this down to five potential names that they are bringing forward to the full Plan Commission for discussion. The five proposed names are "University District Gateway Bridge," "sp q n f šušw éł" (Salish for "Spokane Way"), "The U Crossing," "The U District Nexus," and "People's Unity Bridge."

**Electric Fences in Light Industrial Zones** – In 2015, the Plan Commission worked on an electric fence ordinance. The request was submitted on behalf of a property owner in an industrial area with the goal of providing better security for the equipment they had that was stored outdoors. At the time, the Plan Commission recommended that electric fences be allowed in both light (LI) and heavy (HI) industrial zones. City Council ultimately only

approved electric fences for heavy industrial zones. There is now some demand for electric fencing in light industrial zones, so the Plan Commission has been directed to review the ordinance again. There are 7,309 acres of LI zoned land in eight neighborhoods (Shiloh Hills, Hillyard, East Central, Chief Garry Park, Bemiss, Logan, West Central, and West Hills) with the bulk of it surrounding the airport in the West Hills neighborhood and Felts Field and the area north of the rail yard in the Chief Garry Park neighborhood.

## **Upcoming Hearings (Tentative)**

3/14 – University District Bridge Naming  
3/28 – DTC-100 Zone Amendment (Spokane Falls Bldg Height Revisions)  
3/28 – Transportation Impact Fee System Update  
4/11 – Code Amendment for Electric Fencing in Light Industrial Zones  
4/25 – Infill Dimensional and Transitional Requirements

## **Other**

**2018 Comprehensive Plan Amendments** – The Comp Plan Docketing Committee (three City Council members and three Plan Commission members) met on 2/7/18 and heard presentations from city staff and applicants for the five applications for Comprehensive Plan amendments for 2018. The intent of the docketing process is to provide a basic review of the application for minimum thresholds and to provide a list of amendments that should move forward to the full review process, which includes substantial opportunity for public comment. After the presentations, the committee voted unanimously to add all five proposed amendments to this year's docket, which is subject to final approval by the full City Council. The five proposed comp plan amendments are located in the Cliff/Cannon (two), West Hills (two), and North Hill (one) neighborhoods. Once the docket is finalized, 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 the amendments and process is available at <https://my.spokanecity.org/projects/2017-2018-proposed-comprehensive-plan-amendments/>. This is the first year that Spokane has gone through the docketing process.

**Plan Commission Vacancy** – There is currently one vacancy on the Plan Commission. The position should be accepting applications or will be 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.

## Design Review Board Community Assembly Liaison Report

Submitted by Kathy Lang March 1, 2018

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### Design Review Board Members

Steven Meek, Architect  
Ryan Leong, Real Estate Developer  
Kathy Lang, CA Liaison

David Buescher, Arts Commission  
Ted Teske, Citizen at Large  
Urban Designer (vacant)

Charlene Kay, Civil Engineer  
Anne Hanenburg, Landscape Architect

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### Project: US Pavilion

Second DRB Review: Recommendation Meeting, Meeting Date February 14, 2018

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

**Project Description/Background:** The project proposal is a major remodel of the existing US Pavilion structure located to the west of the Washington Street tunnel and to the south of the Spokane River. The Master Plan aims to restore the Pavilion into a flexible use event space. The site is located in the Riverside Neighborhood Council area.

### Recommendations

1. The applicant shall continue to develop integrated design methods to impede skateboarding damage to walls and other surfaces.
  2. The City of Spokane should engage the community to create a forum that provides an opportunity for citizens to be involved in selecting the elements and/or quotes relating to Expo '74 on the prominent walls.
  3. The applicant shall ensure the roof loading is structurally sound to allow additional loads for future potential additions such as the terrace or green roof structure proposed earlier in the design process.
  4. The applicant shall address the northern stair alignment to improve pedestrian traffic flow and remove the isolated corner.
  5. In a subsequent Design Review Board meeting the applicant shall return to present only the intended design of the shade canopy structure within the ring for approval.
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### Project: Wonder Site Parking Garage

Second and Final DRB Review: Recommendation Meeting, Meeting Date February 14, 2018

**Applicants:** Adam Rouns, Wolfe Architecture Group; Pete Mounsey and Nick Mounsey, Owners

**Project Description:** The project is a 4-floor ~97,000 sq ft integral ramp parking structure located at 211 West Mallon Avenue. The project site is at the northwest corner of the block, flanked by David's Pizza to the east and the former Wonder Bread Bakery to the south. The first floor of the structure has the potential to be closed off for special events. The site is located in the Riverside Neighborhood Council area.

### Recommendations

1. The applicant shall work with the Spokane Arts Commission to incorporate artwork in the area located between David's Pizza and the Parking Structure, in an effort to enhance the civic use of the space.
  2. The applicant shall utilize the "green wall" screen to develop the appearance of a horizontal edge to the roof line on the Mallon Avenue Façade elevation, to reduce the angled appearance of the parking ramp.
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### Design Review Board Meeting Plans

The next DRB meeting is tentatively scheduled for March 14, 5:30-6:45PM, in the City Council Briefing Center. Meetings are open to the public. Projects anticipated to come before the DRB at this meeting are as follows. Note - meetings are held only if projects have met review requirements. Meeting cancellations are posted on the City's [DRB](#) page.

- Collaborative Workshop for Global Credit Union's southern-most property (located within a Gateway area in Downtown)

### DRB Urban Designer Position Selection Process

The Mayor's office is in the process of scheduling an interview with the number one ranked applicant.

**Land Use Committee (LUC)**  
**DRAFT Minutes for February 15, 2018**

5:30—7:00 p.m.

West Central Community Center—Don Kelly Room

Facilitator: Barb Biles Recording Secretary: Robynn Sleep

Executive Committee: Margaret Jones, Barbara Biles, Patrick Rooks, Sylvia St. John, Robynn Sleep

**1. Introductions**

Greg Francis—Rockwood, CA Plan Commission Liason

Robynn Sleep—Cliff Cannon

Margaret Jones—Rockwood

Melissa Wittstruck—Spokane city ONS

Toni DePasquale—Rockwood Alternate

Lisa Key—Director, Spokane Planning & Development;  
Secretary, Plan Commission

Kelly Lotz—West Central

Kevin Freibott, Assistant Planner, Spokane Planning &  
Development

Patrick Rooks—West Hills

Barbara Biles—Emerson Garfield

**2. Review/Approve Current Agenda**

Approved

**3. Review/Approve January 18, 2018 Minutes**

Approved

**4. Presentation**

- Infill Development Code Amendments Action Plan (Strategic Plan Initiative)  
Lisa led a discussion and responded to questions about the Draft Action Plan and why Spokane Municipal Code amendments are needed. The Action Plan implements initiatives in the city's strategic plan and aligns with the Downtown Spokane plan (now being updated), the downtown parking plan and Spokane Transit plans. The north bank and U district are sub-area planning priorities.  
it covers the two-year period of 2018-2019. Amendments identified in the work plan include:
  - Dimensional standards in multi-family zone and transitional requirements
  - Floor area ratio (FAR) requirements and buildable area in hillside development with shallow basalt
  - Form based code related cleanup
  - Residential standards in commercial zones
  - Manufactured home standards
- DTC-100 (Building heights south side of Spokane Falls Blvd)—Kevin Freibott, Planning Dept.  
Based on a request from a developer claiming economic need, the issue of allowing greater building height in this zone has been under study for the past year. The claim that economic development is not viable without the change was not validated by city research. The process culminated with a public opinion survey of three options, with visual depictions of the shadow each casts on Riverfront Park. Current ordinance protects the park from shadows, but there is a perceived need to balance protection of the park with the need for development. The Plan Commission has recommended the largest of the three options. Preliminary survey results suggest public opposition. The option to not change the current code was not included in the survey so this opinion can only be captured if included in optional comments.

## 5. Old (Prior) Business

- Complete LUC report to Community Assembly- alignment with core values.
- LUC work plan—strategies and organization  
Discussion of both topics was postponed due to time constraints.
- Who is city council representative to LUC?  
Unknown

## 6. New Business

### Mission/Purpose

- Outreach—engagement strategies: Nextdoor experiences, remote conferencing
- Discussion- protocols for working with city Planning and other departments  
Discussion of both topics was postponed due to time constraints.

### Goal Achievement

- Land Use 101
  - Community engagement funding grant application update—Barb and Teresa  
Application is due May 5, 2018. Up to \$500 can be requested. Request for re-allocated funds, if any, must be included in May 5 grant proposal.
- LUC new member recruitment. Review- educational content—benefits of participation—Greg
- Comprehensive Plan amendment process. How/what are we tracking  
Discussion of both topics was postponed due to time constraints.

## 7. Reports

- Plan Commission—Liaison, Greg Francis (Rockwood)
  - Historic preservation ordinance passed with amendments being considered up to the very end.
  - Five Comprehensive Plan amendment projects have been accepted, these need to be ratified.
  - Plan Commission is considering the 6-year transportation plan and 6 new projects.
  - North Spokane Corridor placemaking continues.
  - Two Comprehensive Plan chapters are being updated: 5. Capital Facilities and 4. Link Spokane

## 8. Proposed agenda items for Next Meeting: March 15, 2018

Presentation on Comprehensive Plan amendment process by Planning & Development staff.

Topics that were postponed due to time constraints.

Review grant due May 5.

Discuss meeting time change.

## 9. Adjourn

February 2018 Eligible Voting Neighborhoods: West Central, Southgate, Rockwood, Cliff Cannon, West Hills, Emerson Garfield, Comstock



**Public Safety Committee of the Community Assembly**  
**Minutes February 20th, 2018-3:30 pm to 5:00 pm**  
**YMCA Corporate Office, 1126 N Monroe**  
**Chair: Julie Banks**

**Present: Julie Banks, Mella Harmon, Tyler Henthorne, Jason Ruffing.**

- **Greetings & Welcome**
- **Approval of January 2018 Minutes**
  - Motion: Mella Harmon motions to approve the January minutes. Julie Banks seconds the motion.
- **SpoKind**
  - Julie provided an update on SpoKind, which is a new initiative that is a part of the “Compassionate City Campaign” through the City’s Department of Multicultural Affairs. She said that she is interested in the committee being involved with outreach for SpoKind and hopes to discuss possible avenues for collaboration.
- **Website suggestions**
  - The committee finalized a general list of suggestions for City website updates to share with the Building Stronger Neighborhoods Committee.
  - These suggestions are related to community awareness and neighborhood safety. The updates focus on ease of use for the City website.
- **Frequently Asked Questions discussion**
  - The committee re-opened the discussion of the FAQ and brainstormed what types of big picture topics would be helpful to neighborhood groups and citizens regarding neighborhood safety. Julie said that this discussion would continue in the March 2018 meeting.
- **Scheduling note**
  - The February 2018 meeting was held one week later than originally scheduled. The February meeting was re-scheduled due to an availability conflict. The March 2018 meeting will return to its normally scheduled time of the second Tuesday of the month, which will be March 13, 2018 at 3:30 pm.



**Community Assembly/Community Development (CA/CD) Committee  
Meeting Minutes  
Tuesday, February 6<sup>th</sup>, 2018, 5:30-7:00 p.m.  
West Central Community Center, Don Kelly Room**

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**Present:** Chair Kathryn Alexander (Bemiss), Charles Hansen (Whitman), Fran Pappenleur (Audubon-Downriver), Sylvia St. Clair (West Central), Vice Chair Gabby Ryan (East Central), Valena Arguello (East Central), Sandy Gill (North Hill), Dawn Spickler (Browne's Addition)

**City Staff:** Heather Trautman, ONS

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***I. Welcome and Introductions***

Chair Kathryn Alexander opened the meeting. Minutes from January 9, 2018 were reviewed and approved.

***II. Allocation Model***

- A. CA Follow Up - On February 1, the CA voted to continue with the current process for 2018 (funding year 2019), but more importantly, voted to move to a district model for the 2020 funding year, thus allowing all neighborhoods to engage in the program. The district with the highest number of LMI would receive proportionately more funds.
- B. Upcoming Challenges – there was extensive discussion about how the committee can not only support NCs through the current allocation process this year, but simultaneously begin planning outreach and education to implement the district model, as well as research additional funding sources! Following are points to consider in going forward:
  - Communication with all NC leadership to request a contact representative from their NC to participate in a district meeting for community development (CD) activities (acknowledging that some NCs may choose not to participate). District 1 already has this structure in place. District 2 is close. One option might be using the South Hill Coalition as their starting point. The CA (via ONS) may be able to assist in communications. District three was going to start meeting sometime in February.
  - These new groups must decide on their self-governing process for making decisions, and preferred method of communication.
  - A firm Timeline will be created [in conjunction with CHHS] and used to guide the work.

- Funding options and resources to be researched.
- Ideas for projects need to be gathered, and vetted, also with CHHS assistance.

Kathryn has contacted almost all 29 NC chairs about this upcoming opportunity to expand the NCs' impact on the community using CD dollars. She will begin drafting a follow up memo. The group concurred that the first 4-5 months of 2018 must focus on the current program. The 2018 work timeline was modified to include monthly meetings through June. During the summer, the committee can begin creating a work plan for orientation and education about the district model in the fall, with an announcement in September. Heather offered to open a page on the ONS website to house the district model community development documents.

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

The group reviewed two recent drafts of updates made by Valena and Kathryn. Kathryn will merge a final document for committee approval in March; followed by CA approval.

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

The Goals document was reviewed, and some modifications were made (see attached). Fran will forward this draft to Kathryn, who will finalize and send to ONS as soon as possible.

### ***V. Park Proposal***

Bemiss, Northwest, and Audubon-Downriver Concert & Events chairs drafted a proposal regarding waiver of park use fees, since COPS offered to cover NC events (see attached). This is an expansion of the pilot project Kathryn initiated last years. The CA approved the proposal at their February meeting. Heather is coordinating a meeting with the Parks Department, a representative from the Parks Board, the CA Budget Committee chair, and the above parties to begin negotiations. Kathryn will keep the group informed.

### ***VI. Next Meeting***

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

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*Recorded by Fran Papenleur*