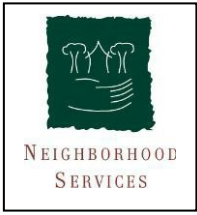


Spokane Neighborhoods Community Assembly

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

Meeting Agenda for Thursday, July 12, 2018



5:30 pm to 7:15pm – West Central Community Center, 1603 N Belt



Proposed Agenda Subject to Change
Please bring the following items:
*Community Assembly Minutes: June 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 ▪ June 2018	Facilitator	5 min–5:35	Approve	4
OPEN FORUM				
Reports/Updates/Announcements	Please Sign Up to Speak!	10 min-5:40		
LEGISLATIVE AGENDA				
City Council ▪ Update	City Council Member	5 min-5:50	Oral Report	
Neighborhood Council Boundary Change: ▪ North Indian Trail and Five Mile Prairie- Upper Mayes Road	Heather Trautman	10 min-5:55	Discussion and Vote	8
Budget Committee – breakdown of planned uses	Andy Hoyer	10 min-6:05	Oral & Written Report	9
Admin ▪ Policies and Procedures- Request for changes ▪ Land Use Committee membership request	Tina Luerksen	10 min-6:15	Oral Report and Vote	
Neighborhood and Planning Services ▪ Liaison Assignments	Heather Trautman	10 min-6:25	Oral and Written report	
CA Core Values and Mission Statement Discussion	Luke Tolley	30 min-6:35		
Roundtable		10 min-7:05		
OTHER WRITTEN REPORTS				
Committee minutes				10
Flyers				17

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

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:

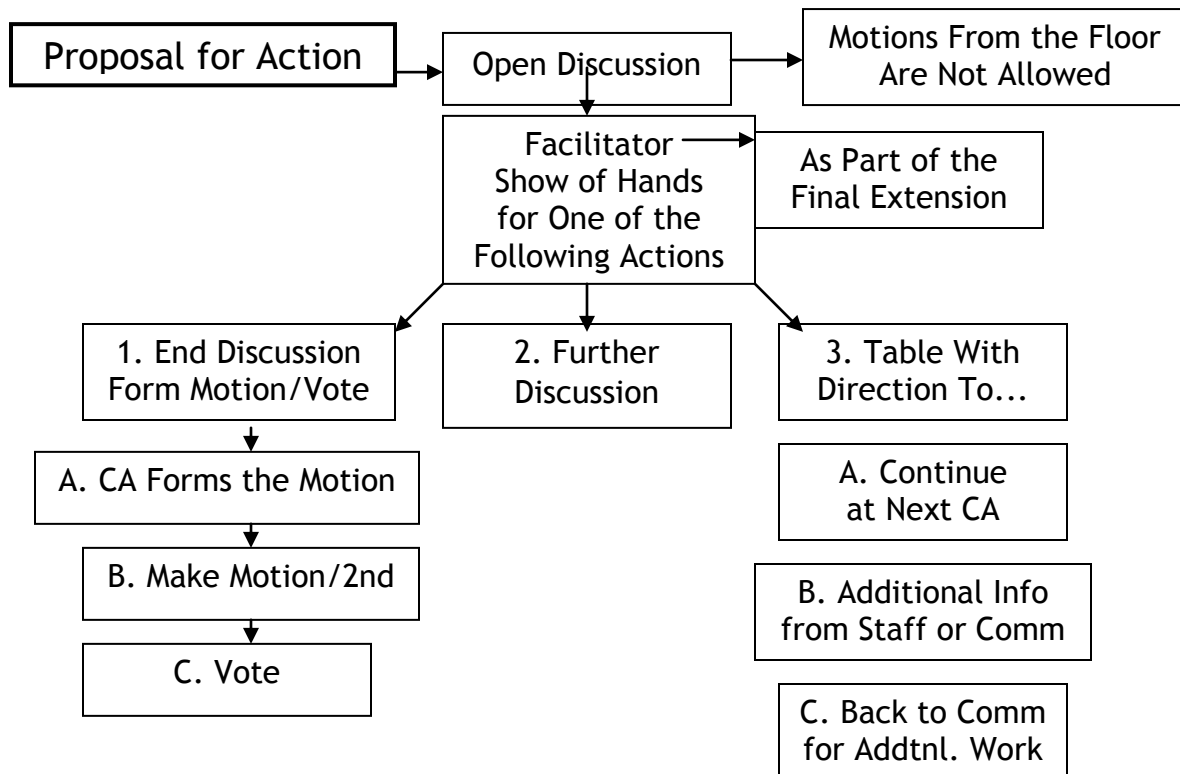
The Community Assembly fulfills its purpose, achieves its goals, and stays true to its core values by its members engaging each other and the community with honest communication and having transparent actions in all of its dealings. Community Assembly representatives are knowledgeable and committed to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

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 Meeting Minutes

June 7, 2018

1. Proposed Agenda

- a. Approved

2. Approve/Amend Minutes

- a. Approved

3. Reports/Updates/Announcements

- a. Colleen Gardner, Chief Garry Park
 - i. Mounted Patrol has started! First event was at West Central, and Chief Garry Park attended. When they come to your neighborhood please put out the word to make room and allow parking spaces for horses. They need a little time ahead of their scheduled hours to unload the horses and a little time afterwards to load them back up. The calendar of events is in the packet!
- b. Andy Hoyer, Budget committee chair
 - i. In 2017, 20 neighborhood councils and three committees used the grant opportunity for a total spent of \$16,435.91. In 2018, 24 neighborhood councils and two committees have used the grant, with a conservative \$1,700 for reallocation September 21, 2018. Thank you to City Council.
- c. Sylvia St. Clair, Spokane Matters project lead
 - i. The Spokane Matters group Walkable + Bike-able Schools has a form and survey for District 3 residents to use in examining the quality of their sidewalks, particularly around elementary schools throughout the district. Sylvia is willing to meet with anyone to go through how to use this form, block by block, and take inventory of the sidewalks around our elementary schools. Her contact info. is:
sylviaibaja@gmail.com
- d. Paul Kropp, PeTT committee chair
 - i. Walking School Bus pamphlets distributed and has contact info. for SRHD inside. SRHD is trying to do up to nine more schools in the next three years. You can be a big part of making a significant difference in your neighborhood in supporting this valuable effort.

4. City Council Updates

- a. Council Member Fagan, District 1 and Council Member Beggs, District 2
 - i. Monday Town Hall for Northwest at West Central Community Center
 - ii. There has been some media coverage with regard to apartments and rent- and there will be continuing conversations between tenants and landlords as we're in a housing crisis.
 - iii. Opened it up for Questions and Answer session from Community Assembly:
 - 1. Question about four additional NROs- will this be on the agenda at Monday's City Council meeting. No, but the Traffic Officer resolution sponsored by Council Member Beggs will be on Monday's agenda.

2. Shiloh Hills neighborhood council is reigniting! Their big meeting/event will be July 15th from 2-5pm in the east end of Friendship Park. Many different City entities will be present.

5. City Council Resolution

- a. Council Member Beggs, District 2
 - i. Have collected a lot of feedback regarding offering a resolution that allows for the Community Engagement grant to reimburse Neighborhood Councils for Directors and Officers Insurance. We have found that path forward in the following resolution, whereby a Neighborhood Council is a state nonprofit with a checking account and that entity gets reimbursed for their payment to protect their appointed officers. You would need to be careful about the timing of your insurance coverage and the timing of the Community Engagement grant. This will begin in July.
 - ii. Motion to endorse Resolution regarding the opportunity for being reimbursed for Directors and Officers insurance using the Community Engagement Grant from City Council before the Community Assembly. 21 in Favor; 0 opposed.

6. CA/CC

- a. Luke Tolley, Hillyard
 - i. Lots of great representation from both entities
 - ii. Two topics CA put on the agenda were mostly worked out in the interim between the agenda and the meeting
 - iii. Library and Schools ballot measure- combined campaign
 - iv. Amazon Distribution Center- roughly 2000 jobs
 - v. Need plan to expand Police and Fire- 48 firefighters hired, grant runs out mid-2019; Bond for Capital; petty crimes don't have repercussion;s
 - vi. CM Fagan worked to kick off Hope Works
 - vii. NE Public Development Authority and expansion with City-County partnership
 - viii. SpokaneScape water program
 - ix. Parking study downtown
 - x. Parks Board- should they be elected?

7. Infill Housing

- a. Nate Gwinn, Planning

<https://static.spokanecity.org/documents/neighborhoods/getinvolved/presentations/2018/06/infill-code-revisions-2018-06-07-ca-presentation.pdf>

8. ONS and Planning

- a. Heather Trautman, Director, Neighborhood and Planning Services

<https://static.spokanecity.org/documents/neighborhoods/getinvolved/presentations/2018/06/june-2018-ca-presentation.pdf>

9. Admin

- a. Tina Luerssen, Chair

- i. Bart Logue has been doing this for a year and a half and would like to continue facilitating - doesn't see additional conflicts beyond June;
- ii. Need to make sure we have WCCC for the July meeting (July 12 not July 5), ONS will handle this
- iii. Be thinking about who a backup facilitator could be, so that CA has coverage similarly to how ONS has backup for minutes

10. NUSA 2018, Tina Luerssen

<https://static.spokanecity.org/documents/neighborhoods/getinvolved/presentations/2018/06/nusa-2018.pdf>

11. Budget Committee Summary

- a. Andy Hoyer, Chair
 - i. Covered in Open Forum, look for report next month

12. Roundtable

- a. Kathryn Alexander, Bemiss
 - i. Is the Building Stronger Neighborhoods toolkit available? No, coming.
 - ii. Paul Trautman, CHHS, utilized a training program to buy and re-do a house and it's a great program- reach out to Paul with questions/more information.
- b. Colleen Gardner, Chief Garry Park
 - i. Resigned from Office of Police Ombudsman Commission, not a good fit and caring for personal health
 - ii. NRO workshops are coming- offer feedback to Colleen about what you'd like to see and hear! Workshops will be in the Fall!
- c. Ken Cruz, West Central
 - i. July 14th concert in A.M. Cannon Park, jazz;
 - ii. July 26th Postal Heritage Day event- Flyers coming
- d. Mark Davies, North Indian Trail
 - i. Concerts and Events should be sent to ONS staff to put on the Google calendar that is advertised in the paper and public access;
 - ii. Also send to staff meeting updates for possible cancellations in the summer
- e. Tina Luerssen, Grandview/Thorpe
 - i. Consider having your summer meeting in your neighborhood park- might draw families with children who sometimes need childcare for evening meetings that aren't necessarily kid-friendly!
 - ii. Next CA/CC is 8/30, WCCC, 5:30

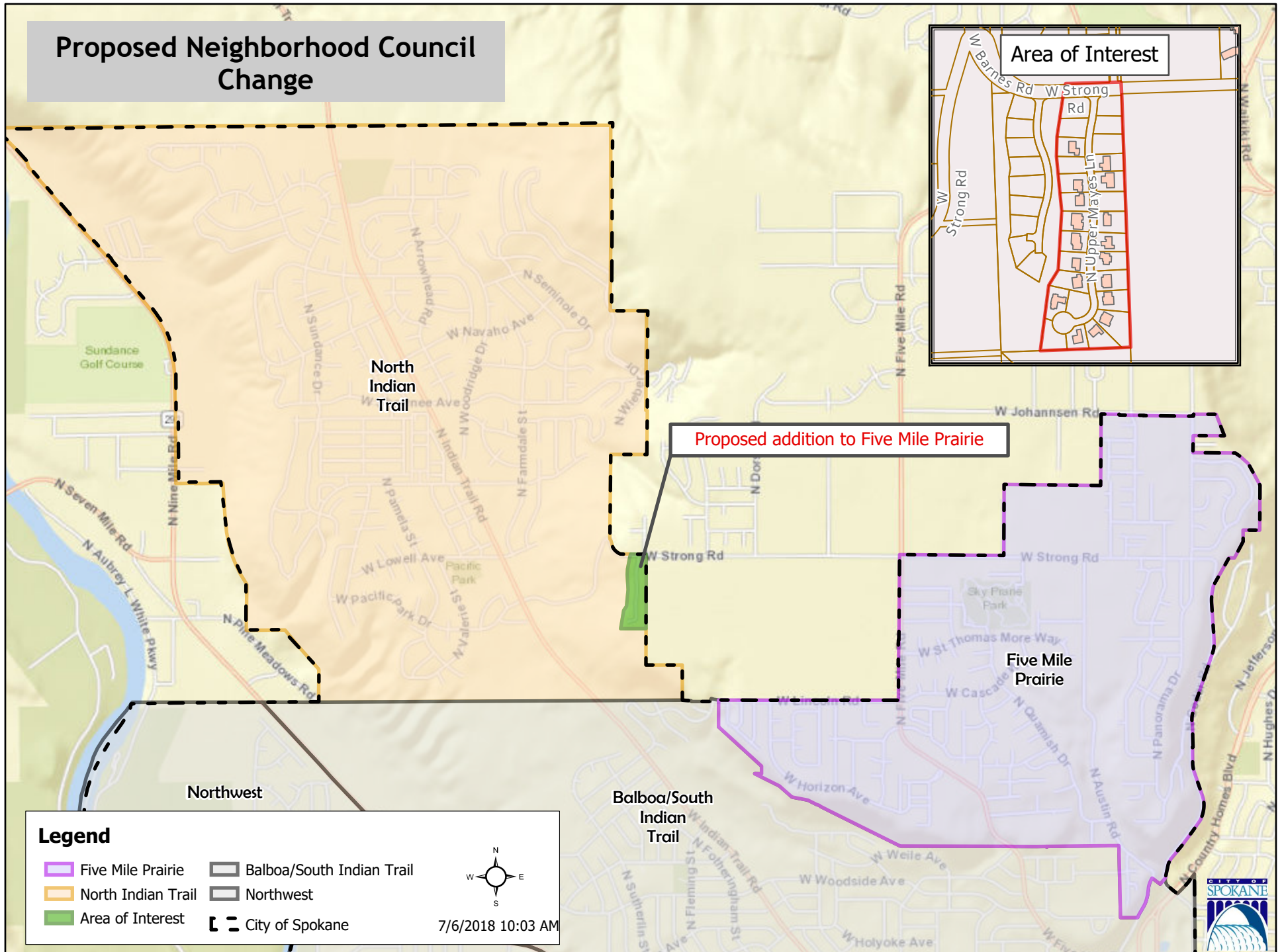
21 Representatives Present

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

Absent: Balboa/SIT, Latah/Hangman Valley, Riverside, Manito/Cannon Hill, Five Mile Prairie, West Hills, Comstock, Northwest

DRAFT

Proposed Neighborhood Council Change



CA Budget Committee – Year-to-Date Summary – July, 2018

Allocations:

CA	\$ 4,000 (NUSA)
24 Neighborhoods @ \$550	\$13,200
CDBG Committee	\$ 200
Land Use Committee	<u>\$ 544</u>
Total	\$17,944 – which leaves \$2,056 for Second Round
	Or more if not all is spent by Neighborhoods

(About \$10,000 in invoices have been processed so far, including NUSA)

Sample Activities:

Street Fairs
Movie Nights
Park Events with Entertainment
Summer Parkway

Sample Printing:

Rack Cards
Yard Signs
Bumper Stickers
Maps
Welcome Bags
Door Hangers
Refrigerator Magnets

Many Applications were filled out carefully and thoughtfully – thank you very much!!

Next Year, the application will require a report on measured effectiveness of your efforts for 2018. If something did not work well, please report that – doesn't mean you won't receive an allocation, but we will want to know what changes you plan for 2019.

Community Assembly Committee: Building Stronger Neighborhoods
6/25/2018 12:00PM Vessel Coffee, 2823 N Monroe

Members present: Tina Luerssen (Secretary: Grandview/Thorpe), Anne Luttrull (Emerson-Garfield), Seth Knutson (Cliff-Cannon), Chris Flanagan (Manito/Cannon Hill), Fran Papenleur (Audubon-Downriver), Abby Walthall (West Central COPS), Anna Vamvakias (Chief Garry Park), Dave Lucas (Rockwood).
ONS staff: Katie Myers.

- Committee Housekeeping
 - June 4th meeting minutes approved.
- Committee Business
 - CA Budget Update: Tina reported that it sounds like there will be little-to-no funds available for fall advertising, as the Neighborhoods have taken advantage of the grant opportunity more than in previous years.
- Education & Outreach
 - NUSA Recap: The NUSA/Retreat Committee will be meeting tonight to discuss a plan. Tina surveyed the CA and then sent out the survey city-wide for a Retreat date, and it's split 50/50 between Thursday October 4th (in place of October CA meeting), or Monday October 8th (Indigenous Peoples Day/Columbis Day).
 - Katie is working on a training as well, and will be either about Understanding Personal Biases, and how we recruit people into the Neighborhoods program; or on Grant Writing and how to apply for funds for Neighborhood projects.
 - Marketing Toolkit:
 - How to get it online? Do we get all our documents together, and then upload? Tina suggested uploading documents as soon as possible, since people have been asking for this for a while. Katie will set up a meeting with Thuy Throng in the City Web department for Kelly & Tina to attend, and will report back at our next BSN meeting regarding logistics of uploading. Documents will be emailed to Tina for compilation.
 - Abby has compiled documentation for How to Create a Block Watch, and National Night Out. Seth brought a binder and flash drive for Hosting a Block Party. Katie has emailed the workshops which BSN/ONS has prepared in the past.
 - Fran will reach out to Victor Frazier and Doug Prendergast to request information on Being a 501(c)3 and Hosting Concerts in the Park. Anne will reach out to EJ Iannelli for Facebook, NextDoor and Twitter information. Katie will reach out to Doug Prendergast, Sandy Gill and EJ Iannelli about Neighborhood Brochures/Door Hangers. Anna will reach out to Colleen Gardner for Connecting with Neighborhood Businesses.
 - Deadline for getting all documentation together: August 27th BSN meeting.
 - Cleaning From the Corridor: Katie reported that they are currently looking at location ideas for the Fall event in District 3: Audubon,

Northwest and North Hill are potential spots. Hoping to have a location chosen by the end of July for an event towards the end of September. Spring 2019 will be in District 1.

- Announcements & Upcoming Events:
 - Meeting in July at The Park Bench in Manito Park
 - August location TBD, think about other possible locations.
- Topics for next meeting:
 - Marketing Toolkit assignments.
 - Recap on Web Updating with Thuy
 - CA Retreat.
 - Summer BSN Meeting locations/social meet-up?
- Next meeting: Next regular meeting will be on Monday, July 23rd 2018. 12pm at **The Park Bench Café in Manito Park.**

Marketing Toolkit Table of Contents

Items in Italics have been submitted

1. Press Releases: (Kelly Lotze?)
 - a. How-to Write a Press Release
 - b. List of print media contacts
 - c. List of radio media contacts
 - d. List of TV media contacts
 - e. How to Talk to The Media (Fran attended this workshop at NUSA)
2. Social Media:
 - a. Maintaining a Neighborhood Facebook Page (EJ Iannelli)
 - i. Using Facebook Advertising (Kelly Lotze)
 - b. Maintaining a Neighborhood NextDoor Presence
 - c. Maintaining a Neighborhood Twitter Account
 - d. Using MailChimp/How-to Write a Neighborhood e-Newsletter (Katie Myers)
3. Print Marketing:
 - a. How-to Create a Neighborhood Brochure/Door Hanger (Sandy Gill/EJ Iannelli)
 - b. Maximizing your Neighborhood Clean-Up Mailer (Katie Myers)
 - c. Welcome Bags for new Neighborhood residents (Dave Lucas/Chris Flagan)
4. Neighborhood Event How-Tos:
 - a. Hosting an Outdoor Movie Night (Tina Luerssen)
 - b. Hosting Concerts in the Park (Victor Frazier/Doug Prendergast)
 - c. Hosting a Neighborhood Yard Sale (Seth Knutson)
 - d. *Hosting a Block Party (Seth Knutson)*
 - e. National Night Out Against Crime events (Abby Walthall)
 - f. Neighborhood Walking Tours (Kelly Lotze)
5. Building Capacity:
 - a. Suggestions for connecting your Neighborhood Council with businesses/non-profits in your Neighborhood (Colleen Gardner, EJ Iannelli?)
 - b. Reaching out to new neighborhood residents/Realtors (Dave Lucas)
 - c. *How to Create a Block Watch (COPS, Abby Walthall)*
 - d. Being a 501(c)3 Non-Profit Organization (Victor Frazier)

DRAFT - MINUTES

CA - Budget Committee

Date 05-14-2018 | time 6:30 PM | Meeting called to order by Andy Hoye

In Attendance

Mary Winkus (Manito)	Mark Davies (N. Indian Trail)
Abbey Martin (ONS City Staff)	Andy Hoye (South Gate)
Taylor Phillips (Emerson/Garfield)	Patricia Hansen (Cliff/Cannon)

Absent: N/A

Approval of Minutes of previous meetings

April 26, 2018 Budget Committee meeting minutes were approved unanimously.

Applications Submitted (19)

1. Peaceful Valley: \$550 approved for allocation – PENDING Movie Licensing Verification, if included the remaining balance applied can be allocated to flyers for the event.
2. Lincoln Heights: \$370 approved application #2 (several separate applications were submitted; only one was selected for the neighborhood)
3. *N. Indian Trail: \$550 approved for allocation (artist and signs)
4. *Rockwood: \$550 approved for allocation (Cards & Band)
5. *Land Use Committee: \$544 approved for allocation
6. Audubon Downriver: \$550 approved for allocation
7. Brownes Addition: \$550 approved for allocation
8. CA/CD Committee: \$200 approved for allocation – PENDING concrete measurable outcome and data collection...it was suggested in the committee for CA/CD to reach out to Spokane Public Libraries and have them checked out through SPL. Abbey will check with Heather of ONS to verify if that is a possibility. The major point of contention is who will be responsible for data collection?
9. *Emerson-Garfield: \$550 approved for allocation (brochures and Band)
10. Whitman: \$150 approved for allocation – PENDING discussion with Abbey RE: Receipts after 5/14
11. Southgate: \$_____ approved for allocation
12. West Central: \$550 approved for allocation (Yard Signs)

13. NorthWest: \$550 approved for allocation as follows...\$180 for stands, \$50 for cards & \$320 for band.

14. Riverside: \$550 approved for allocation

15. Fivemile Prairie: \$272 approved for allocation

16. Hillyard: \$550 approved for allocation (Postcard sized RACK CARDS)

17. Logan: \$550 approved for allocation – PENDING COUNCIL MINUTES

18. Nevada Heights: REQUEST FOR REALLOCATION FUNDS – TBD at later date

19. _____: \$450 approved for allocation

Committee Seat Vacating

Taylor Phillips will be stepping down; the committee will ask the CA for a replacement representative to start in September.

Next Meeting

Next meeting will take place in September, though if there is a need to hold a meeting sooner the date will be moved up.

At the Next CA Meeting

Announce: Allocation Distributions; timeline; when reallocation meeting will take place; NEED NEW REP

Next Meeting

Next meeting: Thursday 28, 2018 at 6:30pm AT Fire Station 4

Motion to adjourn was made at 7:45PM and was passed unanimously.

Plan Commission Liaison Report

July 12, 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 June.

Workshops

2017/18 Comprehensive Plan Amendments – The Plan Commission received their first deep dive into the first two of the four privately request comprehensive plan amendments.

One of the amendments is a rezone of two split-zoned properties between Washington and Whitehouse just south of Francis. The amendment would change the parcels from mixed Office (O-35) and Residential Single Family (RSF) to exclusively Office (O-35). There has been only a single public comment received to date; the comment was against the rezone because it would potentially eliminate two homes in a housing strapped market. One other potential consideration is that the Office zone shouldn't extend more than 140' from Francis but this rezone would extend up to 183' away from Francis. However, there are already other Office zoned properties that exceed the 140' recommended distance.

The second amendment we received a detailed review of is for the U-Haul property at Sunset Highway and Rustle. The application is to rezone the property from Office Retail (OR-70) to General Commercial (GC), which would allow U-Haul to have indoor storage units, which aren't allowed in Office Retail. There has been no public comment received at the time of the workshop. One issue with this rezone is that General Commercial (GC) zones are generally located around Centers and Corridors and this property is not near one.

We will be receiving detailed briefings of the other two private applications at the July 11th Plan Commission meeting.

We are currently in the open comment period with deadline for public comment on all of the applications being July 27th. Full details are available at <https://my.spokanecity.org/projects/2017-2018-proposed-comprehensive-plan-amendments/>.

Infill Dimensional and Transitional Requirements – Our focus on infill development at our June 27th meeting was regarding maximum building heights in higher density residential zones (RTF, RMF, RHD) that don't have special height limits. The current code has a maximum wall height of 30' and a maximum roof height of 35'. This has made it challenging to add a third floor, which makes it difficult to achieve the target density in these zones. The proposed change would increase the maximum wall height to 35' and the maximum roof height for a pitched roof to be 40'. Flat roofs would still be limited to 35'. The hearing for phase two of the infill development update will be on July 11th. Additional info is available on the project page at <https://my.spokanecity.org/projects/infill-housing-strategies-infill-development/>.

Upcoming Hearings (Tentative)

7/11 – Infill Dimensional and Transitional Standards

Other

Spokane Falls Blvd Building Heights (DTC-100 Zone) – At the 4/25 Plan Commission meeting, the Plan Commission unanimously recommended allowing unlimited tower heights along Spokane Falls Blvd with towers having minimum separation of 50' and a maximum floor plate size of 18,750 square feet. These were the dimensions recommended by the original working group in the summer of 2017. Normally, the Plan Commission would ratify the Findings of Fact at the next regular meeting. In this case, however, the commissioners were hesitant to do that without some further discussion. The commission did finally ratify the findings (Vote 6-1-3) at the June 27th meeting but also included a resolution (adopted unanimously) that recommends to the city council that a project be added to the Plan Commission workplan to develop a design departure plan for downtown development standards and design guidelines. The idea of the resolution (in my opinion) is to develop a means of offering development flexibility downtown while providing better design outcomes at the same time (e.g., reducing shading impact on Riverfront Park). For those wishing to review the code, the project page is available at <https://my.spokanecity.org/projects/building-heights-on-spokane-falls-boulevard/>.

Public Comment E-Mail Address – At the June 13th meeting, the Plan Commission heard public testimony regarding challenges for making public comments to the Plan Commission about topics the commission is reviewing. An outcome of that testimony was that a comment link will be added to the commission's home page (<https://my.spokanecity.org/bcc/commissions/plan-commission/>) for submitting comments that will then be distributed to all of the commissioners. The link still wasn't on the web page as of July 9th.

Neighborhood Council Update

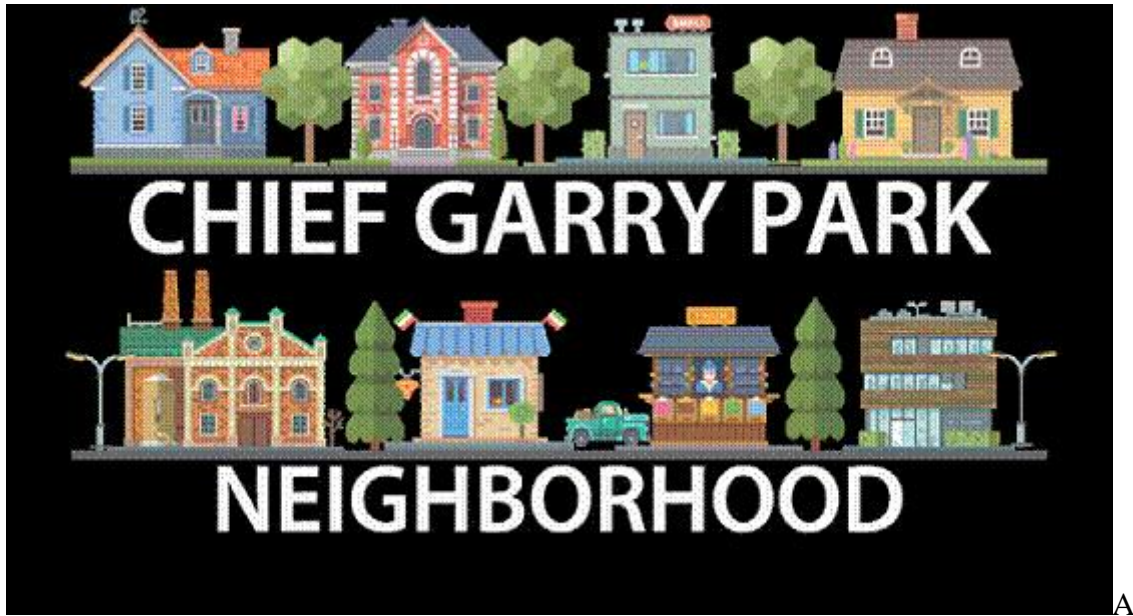
DATE:

- Crime Trends:
- Urban Camping/Park concerns:
- Nuisance Properties:
 - Closed-
 - Active-
- Crime Prevention Tip: (based on current crime trend)

NRO:

Desk #:

Email:



Please join us on July 28th, 2018
2-6pm
Chief Garry Park

Chief Garry Park annual Neighborhood Day/Night out Celebration

- Free Food/drinks
 - K 9 Team
- Representatives of SPD
- Representatives of SFD
 - Games
 - Raffle
- C.O.P.S shop volunteers
 - Elected Officials
 - Mounted Patrol
 - Antique Fire Engine
- Sign up for Library card
- All this and so much more hope you will check us out for this great family event hosted by the Neighborhood Council

When to call 911

- If you are the victim of a crime that is in progress or just occurred
- If you are witnessing a crime in progress or one that just occurred
- If you are the victim of a crime and the suspect is still in the area
- If you have need for immediate police response to a crime
- If you need to report a fire
- If you have a medical emergency
- If you need the fire department for a rescue or if you are trapped

When to call crime check-456-2233

- To file a police report over the phone for a Crime that is no longer occurring
- If you witnessed a crime that previously occurred
- If you have information about a past crime
- To add information on a previous crime report
- If you have been the victim of a crime not in progress
- To report a crime after the fact that does not require a officer/deputy on scene