

# Spokane Neighborhoods Community Assembly

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

*Meeting Agenda for Thursday, September 6, 2018*

**5:30 to 7:45pm – West Central Community Center, 1603 N Belt**



*Proposed Agenda Subject to Change*  
 Please bring the following items:  
 \*Community Assembly Minutes: August 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 ▪ July 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 Members	10 min-5:50	Oral Report	
Admin ▪ CA/CC update ▪ Retreat update	Kelly Lotze and Tina Luerksen	10 min-6:00	Oral Reports	7
CA/CD	Kathryn Alexander	10 min-6:10	Oral and Written Reports	9
Policies & Procedures	Kathryn Alexander	10 min-6:20	Oral and Written Reports	22
Liaison Committee	Paul Kropp	15 min-6:35	Discussion	25
Neighborhood and Planning Services ▪ Infill workshop updates ▪ Liaison update ▪ CFTC update	Heather Trautman and Maren Murphy	15 min-6:50	Oral and Written reports	
Code Enforcement ▪ Property Maintenance Code update	Luis Garcia	30 min-7:05	Presentation, discussion and written report	
Roundtable		10 min-7:35		
OTHER WRITTEN REPORTS				
Plan Commission materials	<a href="https://my.spokanecity.org/bcc/commissions/plan-commission/">https://my.spokanecity.org/bcc/commissions/plan-commission/</a>			50
Town Hall flier				59
Land Use report				60
PeTT report				64
Urban Forestry				66

**\* 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:**

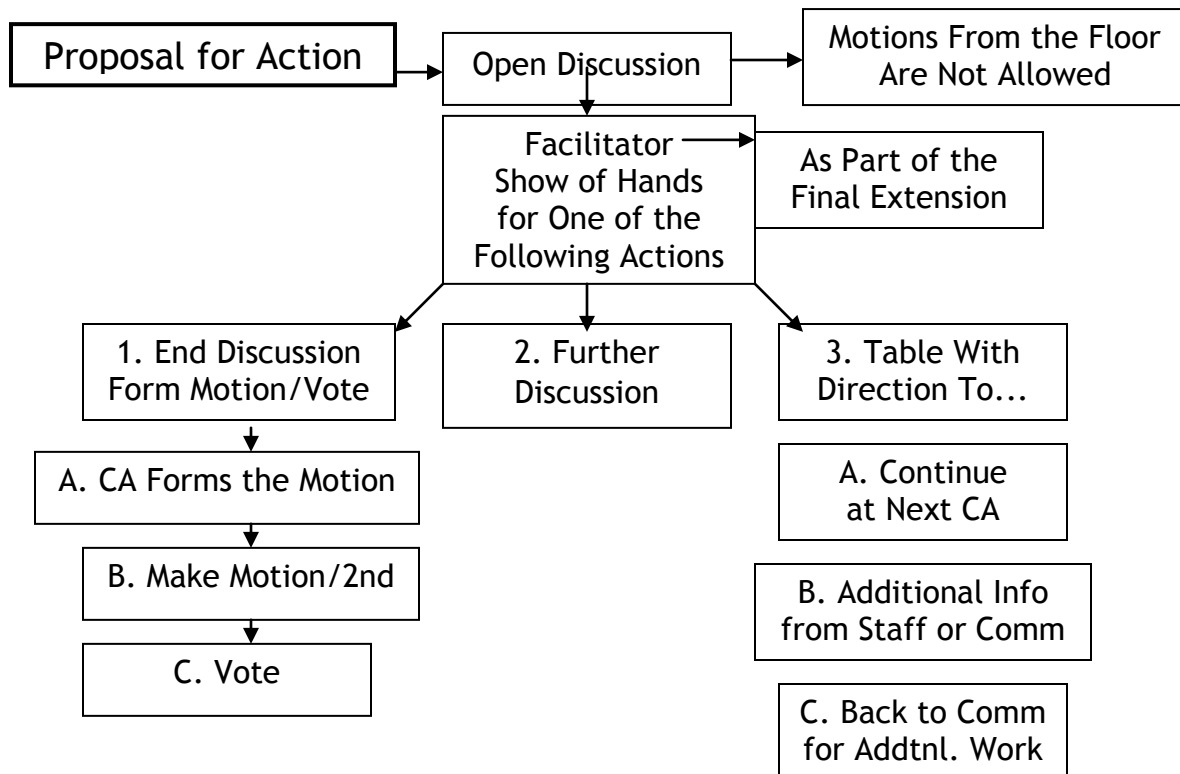
The Community Assembly fulfills its purpose, achieves its goals, and stays true to its core values by its members engaging each other and the community with honest communication and having transparent actions in all of its dealings. Community Assembly representatives are knowledgeable and committed to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

**August 2, 2018**

#### **1. Proposed Agenda**

- a. Approved

#### **2. Approve/Amend Meeting Minutes**

- a. Approved

#### **3. Reports/Updates/Announcements**

- a. Paul Kropp, PeTT Committee
  - i. US 395 North Spokane Corridor Children of the Sun Trail & Placemaking public meeting: Monday, August 13, 2018, 5pm to 8pm at the North East Community Center.
- b. Colleen Gardner, Chief Garry Park
  - i. Chief Garry Park recently planned and hosted an Annual Neighborhood Day. This event had over 300 people attend - it was well received and a great success.
- c. Tina Luerssen, BSN & Admin
  - i. The August BSN meeting will be in a different location this month at the Shadle library (2111 W Wellesley Ave). This will be on Monday, August 27<sup>th</sup> from 12pm to 1pm.
  - ii. City staff member Shawna Harshman will be the new CA facilitator going forward with Bart Logue as a backup.

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

- a. No Council member present

#### **5. Admin Updates**

- a. Tina Luerssen, Admin Committee
  - i. CACC Update: Next meeting will be at the West Central Community Center on August 30th at 5:30pm. Admin is looking for topics for the agenda - please send agenda requests to the Admin Committee.
  - ii. Liaison Reporting: The CA is interested in having CA liaisons come speak to the group regularly. Patricia Hansen is here this evening to report to the group on her role as Plan Commission Liaison.
  - iii. CA Awards Budget for 2018:

Discussion: Keep or eliminate CA awards? Or simply have a party in December to recognize volunteer work?

Form an awards committee: Andy Hoyer, Melodie Kaltenbaugh, and Mark Davies

Motion to form this committee:

Approve: unanimous

## **6. Retreat Committee**

- a. Tina Luerssen, Admin Committee
  - i. CA Retreat: The fall 2018 CA retreat will be on October 8, 2018 from 9am to 1pm at the Philanthropy Center (1020 W Riverside). Retreat topics will include workshops on building community partnerships through your neighborhood council.

## **7. Land Use Committee**

- a. Greg Francis, Land Use Committee
  - i. Please refer to the [CA Packet \(page 9\)](#) to review several outreach materials the Land Use committee has created. The Land Use committee wants to make sure the CA is supportive of these materials. The text in these documents is draft; the goal is to finalize the materials/text at the August Land Use meeting. If you have feedback on these documents please send comments to Greg. The committee wants to make sure the right message is getting out to the neighborhoods.

Motion: Motion to approve the use of the CA logo for the two outreach materials the Land Use Committee has created

Approve: Unanimous

## **8. Planning Commission Liaison**

- a. Patricia Hansen, Plan Commission Liaison Update
  - i. Patricia's background: Patricia lives in the Cliff Cannon neighborhood and moved to Spokane about 16 years ago. She has been involved with the neighborhood council system since she moved here. She has a doctoral degree and has worked with families and youth in the past. One of Patricia's passions is transportation.
  - ii. To learn more about the Plan Commission and the liaison role please visit the link below: <https://my.spokanecity.org/bcc/commissions/plan-commission/>
  - iii. Next Steps: Patricia will be providing a written report for the CA each month and is proposing that she also provide a written report for the commission on behalf of the CA.
  - iv. This CA liaison position to the Plan Commission is a non-voting position.

Discussion: What would it take to make this position a voting position?

## **9. Office of Neighborhood & Planning Services**

- a. Heather Trautman, Director of Neighborhood & Planning Services
  - i. Parking Study Updates: To review the PowerPoint presentations please refer to the [August CA Packet](#) (page 15).

## **10. Spokane Matters**

- a. Abbey Martin, Community Programs Coordinator, Neighborhood & Planning Services

- i. Please visit the program webpage for presentation information:  
<https://my.spokanecity.org/spokanematters/>
- ii. For program questions please email Abbey Martin [amartin@spokanecity.org](mailto:amartin@spokanecity.org).

#### **11. Roundtable**

- a. Colleen Gardner, Chief Garry Park
  - i. Want to know your Neighborhood Resource Officer (NRO)? [Please click here](#) to view a list of upcoming workshops.
- b. Heather Trautman, Neighborhood & Planning Services
  - i. All older neighborhood council binders have been moved off site from City Hall; they have been inventoried and sent to storage. These can still be accessed by the public.
- c. Sandy Gill, North Hill
  - i. Sandy has records from previous years of CDBG funds dating back from 1979; Sandy will bring these to the next CA meeting.
- d. Mindy Migula, Nevada Heights
  - i. Movie night at Nevada Heights was a huge success with over 300 people in attendance. The popcorn machine is on its last leg. Mindy would like to make a suggestion that the CA look into replacing the popcorn machine.

#### **23 Representatives present**

**In Attendance:** Logan, Grand View Thorpe, Minnehaha, East Central, Hillyard, Chief Garry Park, North Indian Trail, Five Mile Prairie, Southgate, Emerson/Garfield, Cliff Cannon, Manito/Cannon Hill, Audubon/Downriver, Whitman, North Hill, Rockwood, Lincoln Heights, Riverside, Bemiss, Peaceful Valley, Browne's Addition, Nevada Heights, West Hills.

**Not in Attendance:** Balboa/SIT, Comstock, Latah Hangman Valley, Northwest, Shiloh Hills, West Central.

## **Minutes for the meeting of August 28, 2018**

### **Community Assembly Administrative Committee.**

Attendees: Committee members Tina Luerssen (Chair), Kelly Lotze, Tom Powell, Luke Tolley (Vice Chair-by telephone). Guest Fran Papenleur (Audubon-Downriver). City Staff: Heather Trautman, Abbey Martin.

### **September 6<sup>th</sup> CA Meeting Agenda:**

City Council: 10 minute placeholder for update. Comment from Candace Mumm requesting to reschedule meetings due to the holiday, we believe she's referring to CA/CC. Abbey will reach out to Adam to request confirmation on the accuracy of the CC members presenting at CA.

Admin: Kelly will update on CA/CC meeting topics, Tina will update on Retreat. 10 minutes.

CA/CD: 10 minutes for Kathryn to report and present application training workshop dates. Application cycle October 2018-April 2019.

P&P: Kathryn will present what the committee is working on at the moment. 10 minutes

Liaison Committee: Paul will discuss the CHHS Board member position and recruitment. 15 minutes.

ONS: Maren will present on CFTC in September. Heather will update on Liaison roles. 15 minutes.

Property Maintenance Code: Luis Garcia will present this to CA, as Alicia has left the City. 30 minutes.

Roundtable: 15 minutes.

### **Admin Committee Discussion:**

Infill: Nathan Gwinn will have an update on the latest Infill package, after additional topics have been brought up from Plan Commission hearing. Looking at minimum lot size, minimum lot depth, site coverage, RMF design standards applying to attached housing, creating a modification to minimum parking requirements for small attached housing. Upcoming workshops. Bump to October meeting.

Library request: Andrew Chanse has requested time on the agenda to discuss the Library Bond. No campaigning allowed at Admin, we suggest that this be brought directly to the Neighborhood Councils. He can come to Open Forum and bring informational flyers.

**Topics for Admin follow-up:** Budget, Infill. NUSA 2019. Future ONS/Planning discussions: Sub-Area Planning in the U-District; Downtown Alley Activation (Maren); Spokane Matters year-end report (Abbey); Shoreline Access Plan (Maren and Tirrell Black).

**Next Admin meeting:** Tuesday September 25<sup>th</sup>, 12 Noon in first floor conference room (Abbey will confirm room reservation).

**CA/CC Agenda September 30<sup>th</sup>:** Councilwoman Stratton proposed Traffic Calming projects, specifically the West Central issue with Speed Radar Sign placement. ONS is working to partner better with Engineering to avoid these type of issues.

Fran discussed the new district model for CD funds, discussing with City Council how they can support the Neighborhoods and be involved in the discussion.



## NEIGHBORHOOD COMMUNITY DEVELOPMENT PROGRAM

### *Application Timeline Briefing*

Community, Housing and Human Services Department

May 2018



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**SUBJECT:** Timeline for neighborhood councils to allocate funds toward eligible community development activities.

**BACKGROUND:** Select neighborhood councils receive funding allocations from the Community, Housing and Human Services Department to support community development activities that directly benefit low and moderate income individuals throughout Spokane. Total allocation amounts by neighborhood council are provided later in this briefing paper.

Neighborhood councils have three (3) methods for making their allocations. The first method is by selecting a prepopulated project from a menu application that has been deemed eligible by the program manager. The second method is by submitting a new project application where the project sponsor is either a nonprofit organization that provides direct service to low and moderate income individuals, or an implementing City of Spokane department such as Parks, or Integrated Capital. The third option is to select site specific sidewalk locations within a defined eligible geographic area for replacement, or installation.

The last time neighborhood councils submitted community development applications to the Community, Housing and Human Services Department was in June of 2017. Neighborhood councils that submitted applications at that time were submitting applications for program year 2018.

A program year is set 12 month duration determined by the funding agency. This program is funded with federal funds that are passed through the Department of Housing and Urban Development (HUD) to the City of Spokane to primarily benefit low and moderate income individuals. For the purpose of this program, a program year begins on July 1<sup>st</sup> and ends on June 30<sup>th</sup>. The 2018 program year begins July 1, 2018 and ends on June 30, 2019.

The next round of applications that will be submitted by neighborhood councils will be for program year 2019. The program year 2019 will begin on July 1, 2019 and end on June 30, 2020.

**TIMELINE:** The table below illustrates the neighborhood community development application timeline for program year 2019.

Neighborhood Council Action	Important Dates	Notes
None	August 2018	CHHS will issue a request for proposals to local service providers to submit applications for consideration on the neighborhood menu application.
Program year 2019 Neighborhood Application Process Begins	Monday, October 1, 2018	CHHS will provide application process training to Neighborhood Councils. Training dates and times to be determined.
Program year 2019 Neighborhood Application Process Ends	Monday, April 1, 2019	Neighborhood Councils will have 6 months to discuss and select projects for funding.
Program year 2019 Begins	Monday, July 1, 2019	Earliest opportunity to start CDBG funded projects (dependent on HUD authorization and funding availability)
Program year 2019 Ends	Tuesday, June 30, 2020	Neighborhood projects may continue beyond end of program year.

**IMPACT:** Revising the application timeline to make neighborhood applications due on April 1, 2019 will allow project applications to better align with the program year for which application was made. The current process requires neighborhood councils to submit their applications 18-24 months prior to the program year start and funds being available. This has caused confusion as to when the neighborhood council can expect to see their project complete. It has also lead to significant variations in project costs as costs increase significantly between the original estimate and actual bidding. Neighborhood councils will be in a better position to explain project timelines to members and avoid the frustration of reporting their application will not lead to an actual project for another 18-24 months.

**ACTION NEEDED:** Discuss this revision with your neighborhood council. Refer folks that have questions to George Dahl ([gdahl@spokanecity.org](mailto:gdahl@spokanecity.org)) with the Community, Housing and Human Services Department. Attend as often as possible the monthly CA/CD Committee meetings that take place the 1<sup>st</sup> Tuesday of each month from 5:30 to 7:00 at the West Central Community Center.

**BUDGET:** The following table shows which neighborhood councils receive a community development allocation and their total amount. Minimum allocations by neighborhood council are set at \$10,000.00 and maximum allocations are capped at \$40,000.00.

Neighborhood Council	Estimated Allocation
Audubon/Downriver	\$ 10,000.00
Balboa/South Indian Trail	\$ -
Bemiss	\$ 25,000.00
Browne's Addition	\$ 10,000.00
Chief Garry Park	\$ 30,000.00
Cliff-Cannon	\$ 20,000.00
Comstock	\$ -
East Central	\$ 40,000.00
Emerson\Garfield	\$ 30,000.00
Five Mile Prairie	\$ -
Grandview/Thorpe	\$ -
Hillyard	\$ 30,000.00
Latah/Hangman	\$ -
Lincoln Heights	\$ 15,000.00
Logan	\$ 20,000.00
Manito/Cannon Hill	\$ -
Minnehaha	\$ 10,000.00
Nevada Heights	\$ 40,000.00
North Hill	\$ 15,000.00
North Indian Trail	\$ -
Northwest	\$ 10,000.00
Peaceful Valley	\$ 10,000.00
Riverside	\$ 10,000.00
Rockwood	\$ -
Shiloh Hills	\$ 30,000.00
Southgate	\$ -
West Central	\$ 35,000.00
West Hills	\$ -
Whitman	\$ 10,000.00

*All totals are estimates and subject to change depending on final CDBG allocation as determined by HUD. Actual funding allocations will not be determined by HUD until mid to late 2019.*

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Five Mile Prairie	\$ -
Grandview/Thorpe	\$ -
Hillyard	\$ 30,000.00
Latah/Hangman	\$ -
Lincoln Heights	\$ 15,000.00
Logan	\$ 20,000.00
Manito/Cannon Hill	\$ -
Minnehaha	\$ 10,000.00
Nevada Heights	\$ 40,000.00
North Hill	\$ 15,000.00
North Indian Trail	\$ -
Northwest	\$ 10,000.00
Peaceful Valley	\$ 10,000.00
Riverside	\$ 10,000.00
Rockwood	\$ -
Shiloh Hills	\$ 30,000.00
Southgate	\$ -
West Central	\$ 35,000.00
West Hills	\$ -
Whitman	\$ 10,000.00

*All totals are estimates and subject to change depending on final CDBG allocation as determined by HUD. Actual funding allocations will not be determined by HUD until mid to late 2019.*

## CDBG Committee Report

September 2018

We have had no CDBG dispersement in 2018. The schedule (see below) indicates that neighborhoods should start looking at their 2019 projects starting this October. The deadline is April 1, 2019. This gives each neighborhood 8 months to come up with a project.

Allocations by Neighborhood Council																																															
Year 2017						Program Year 2018																		Program Year 2019																							
						Calendar Year 2018												Calendar Year 2019																													
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec																								
												2019 Projects																								2020 Projects											
												30-Jun												1-Apr						30-Jun																	
												1-Jul																		1-Jul																	
PV 2017 Projects						PV 2018 Projects																		PV 2019 Projects																							
PV 2017 Projects												PV 2018 Projects						PV 2018 Projects																													

There will be a training in October first. The menu will be available then in October as well.

Neighborhoods that had a project on the menu in 2017 should connect to either parks or George Dhal, to better understand the status of that project (Parks scheduling, etc.).

We will begin thinking about creating the District Model in January/February 2019.



## **Community Development (CA/CD) Committee Meeting Agenda**

May 1, 2018

5:30 – 7:00 PM

West Central Community Center

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- |   |        |
|---|--------|
| <b>I. Welcome/Introductions – Kathryn</b> | 10 min |
| a. Approve April 2018 Minutes             |        |

- |   |        |
|---|--------|
| <b>II. Review CA/CD Timeline for 2019</b> | 30 min |
| George- Kathryn                           |        |

- |                                      |        |
|--------------------------------------|--------|
| <b>III. CA 2018 meeting schedule</b> | 20 min |
|--------------------------------------|--------|

### Handouts:

- April meeting minutes
- 2019 Timeline/Schedule

**Next Meeting 2018 TBD**

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**Community Assembly/Community Development (CA/CD) Committee  
Meeting Minutes  
Tuesday, April 3<sup>rd</sup>, 2018, 5:30-6:15 p.m.  
West Central Community Center, Don Kelly Room**

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**Present:** Chair Kathryn Alexander (Bemiss), Vice Chair Gabby Ryan (East Central), Charles Hansen (Whitman), Fran Papenleur (Audubon-Downriver), Valena Arguello (North Hill), Dawn Spickler (Browne's Addition), Karen Kearney (Balboa-South Indian Trail). From Emerson-Garfield: Taylor Phillips, Tim Musser, Tom Powell, Mella Harmon.

**City Staff:** Luis Garcia, ONS/Code Enforcement

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***I. Welcome and Introductions***

Chair Kathryn Alexander opened the meeting. Minutes from March 6, 2018 were reviewed and approved.

***II. Topics of Discussion***

**A. Project Menu**

Luis reported that George Dahl is still working on the Project Menu. He indicated some items to be offered will help support CDBG-eligible projects that come from *Spokane Matters 2.0*.

**B. District Model Support**

1. Kathryn distributed a draft District Contact Sheet (see attached). The group suggested a few changes regarding contact information. This sheet is a communication tool for the Team Leader to submit to the CA/CD Committee Chair.
2. Kathryn will share the decision matrix created by District 1 to assist the other [new] district teams in developing their decision-making process.

**C. Time Line Schedule**

A White Paper was distributed describing the Program Year 2019 Neighborhood Application Timeline (see attached). A significant change to move the timeline out an additional six months was noted, and discussed. Following is an excerpt from the document:

*NOTE: applications submitted by Neighborhood Councils last year (2017) was for Program Year 2018 (7/1/18 – 6/30/19).*

<b>N.C. Action</b>	<b>Important Dates</b>	<b>Notes</b>
Program Year 2019 Neighborhood Application Process Begins	Monday, October 1, 2018	CHHS will provide application process training to Neighborhood Councils. Training dates and times not yet decided.
Program Year 2019 Neighborhood Application Process Ends	Monday, April 1, 2019	Neighborhood Councils will have 6 months to discuss and select projects for funding.
Program Year 2019 Begins	Monday, July 1, 2019	Earliest opportunity to start CDBG funded projects (dependent on HUD authorization and funding availability)
Program Year 2019 Ends	Tuesday, June 30, 2020	Neighborhood projects may continue beyond end of program year.

*The official launch of the District Allocations will not occur until Program Year 2020 (7/1/20 – 6/30/21).*

### **III. Follow Up Items**

- A. Luis will follow up with George about creating a colored gantt chart to illustrate planning, funding, and reporting timelines/deadlines for the next 2-3 years.
- B. Kathryn has five minutes on the CA's April 5 meeting agenda. She will announce the revised time line, and encourage Districts 2 and 3 to begin forming leadership teams for CDBG projects.

### **IV. New Business**

Kathryn reported that the purchase of community development reference materials [to be available to all neighborhood councils] is eligible for Community Engagement Grant funds. The CA/CD Committee passed a unanimous motion to approve a request for the purchase of two reference books based on *PlaceMaking* concepts: "Seeing the Better City," and "The Great Neighborhood Book." Kathryn will follow up with the purchase of five each, to be housed in ONS (thank you!).

### **V. Upcoming Meetings:**

- Executive Team Meeting - Wednesday, April 11, 5:30 p.m., Forza Coffee
- CA/CD Committee – Tuesday, May 1, 5:30-7 p.m., WCCC

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*Recorded by Fran Papenleur*

## **District Decision-Making**

Each NC to provide at least one project for the District menu with NCs allocating their percentage of funds

NCs coming together to vet criteria for ranking projects. NCs submitting projects. Highest ranking project chosen.

**District Name:**

**Contact:**

**Email:**

**Phone:**

**Participating Neighborhoods and their contact Information:**

Neighborhood	Contact Info

**Meeting Schedule:**

**District Decision-Making Process Description**

(Example) Each NC to provide at least one project for the District menu with NCs allocating their percentage of funds

NCs coming together to vet criteria for ranking projects. NCs submitting projects. Highest ranking project chosen.

## CA/CD Committee Report

September 2018

Community, Housing and Human Services Department(CHHS) is in the process of executing contracts for program year 2018 neighborhood allocations (7/1/18 – 6/30/19). A few projects have already been completed while a few others will be completed during the spring of 2019. Several projects are currently underway.

CHHS is currently working with local service providers to develop a project menu to assist Neighborhood Councils with their application process. The menu and other resources will be made available to Neighborhood Councils on Monday, October 1, 2018. CHHS will offer 4 separate training dates for Neighborhood Councils to receive guidance and training related to project eligibility, selection and timing.

Neighborhood Councils are encouraged to attend one of the workshops listed below. Please RSVP with George Dahl at [gdahl@spokanecity.org](mailto:gdahl@spokanecity.org).

Workshop	Date	Time	Location
#1	Tuesday, October 9, 2018	11:30 am – 12:30 pm	City Council Briefing Center
#2	Friday, October 12, 2018	12:00 pm – 1:00 pm	City Council Briefing Center
#3	Monday, October 15, 2018	4:30 pm – 5:30 pm	City Council Briefing Center
#4	Wednesday, October 17, 2018	8:00 am – 9:00 am	City Council Briefing Center

The Neighborhood Community Development application process will begin on Monday, October 1, 2018 and conclude on Monday, April 1, 2019. The table below illustrates the neighborhood community development application timeline for program year 2019.

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Program year 2019 Ends	Tuesday, June 30, 2020	Neighborhood projects may continue beyond end of program year.

- The CA/CD Committee will begin discussing the District Model during their January/February (2019) meeting.
- The next CA/CD Committee meeting will be held at the West Central Community Center on Tuesday, October 2, 2018 from 5:30 – 6:30 PM.

## **2018 P&P Committee Report**

**Kathryn Alexander, Chair, Mary Winkes, Melodie Kaltenbaugh**

The P&P Committee met on August 3. We have attached the revised copy of the Community Assembly Policy and Procedures document. Please notice that we have included in this document all of the standing committee policy and procedures as they are a part of it.

We would like to have the information on the standing committees on the city's website, link to their policies here.

It should be noted that several of the standing committees need to up date their policies and procedures.

It might also be good to include an explanation for the missing policies and procedures of both the Admin and Retreat Committees.

The following changes were made and require CA approval:

Page 4:

### **7. Quorum and attendance:**

a. A quorum is defined as a simple majority (50 percent + 1) of those neighborhood representatives that have attended regularly. If the neighborhood representative has been absent for two or more consecutive meetings, they are not counted in the quorum. Once the representative attends again, he/she is added to the number on which a quorum is established.

b. An abstention records a member's attendance but neither a "yes" or a "no" vote.

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V. CA Committees

A. The function of CA committees shall be to research issues that may impact neighborhoods or those designated by the CA and report their findings and proposed recommendations to the CA for appropriate action.

B. All committees must include a minimum of three (3) assigned representatives in order to have standing.

C. When a committee is initially established by the CA, one of the representatives shall be appointed the interim chairperson by the CA. At the first committee meeting, there must be an election of officers.

D. Types of committees:

1. Standing committees are established by the CA for ongoing work to address citywide neighborhood issues.

2. *Ad hoc* committees are established by the CA to address specific issues that do not fit within the charge of any standing committee. An *ad hoc* committee, e.g. a grievance committee, shall sunset after its work has been completed.

1. Administration

2. Budget

3. Building Stronger Neighborhoods

4. Community Assembly/Community Development (CA/CD)

5. Land Use

6. Liaison

7. Pedestrian, Traffic and Transportation (PeTT)

8. Neighborhood Safety

9. Retreat



Page 6:

J. Standing Committee Policies and Procedures:

1. Each committee will complete/review/modify a Policy and Procedures Committee document in accordance with the Committee Policies and Procedures Template prior to the November CA meeting **and submit the revised document to the *ad hoc* Policies and Procedures Committee for inclusion in the main document.**

A. Duties: The Administrative Committee shall:

1. Set CA meeting agendas. In the time between an Administrative Committee meeting and the next scheduled CA meeting, the Administrative Committee may adjust the draft agenda through **email discussion and vote.**

Please put us on the September Agenda (20 minutes) for discuss and vote.



Community Assembly  
Policies and Procedures  
Revised Aug 2018

**I. Purpose:** The Community Assembly (CA) is a mandated coalition of recognized independent neighborhood council representatives or designated alternates (hereinafter referred to as “representatives”), recognized in Article VIII, Section 75 of the City Charter, and serves as a forum for the discussion of issues of broad interest to the neighborhoods and City.

**II. Duties and Responsibilities:** As outlined in the City Charter, the CA shall:

- A. Review and recommend an action, policy or plan to the City Council, neighborhood committees, the mayor, and any City agency, commission, or board on any matter affecting the City;
- B. Support and promote citizen participation and neighborhood enhancement;
- C. Promote and facilitate open communication between the City and neighborhood councils and provide a primary means of communication between individual neighborhood councils;
- D. Take action on items when member neighborhood councils request assistance with specific problems, or if the membership feels that a common problem requires common action;
- E. Consider all sides of issues before the Community Assembly and engage in thoughtful dialogue.

**III. Membership:**

- A. Membership in the Community Assembly is available to neighborhood councils, as recognized in Article VIII, Section 73 of the City Charter.
- B. Each neighborhood council shall have one representative and an assigned alternate to operate in the absence of the representative.

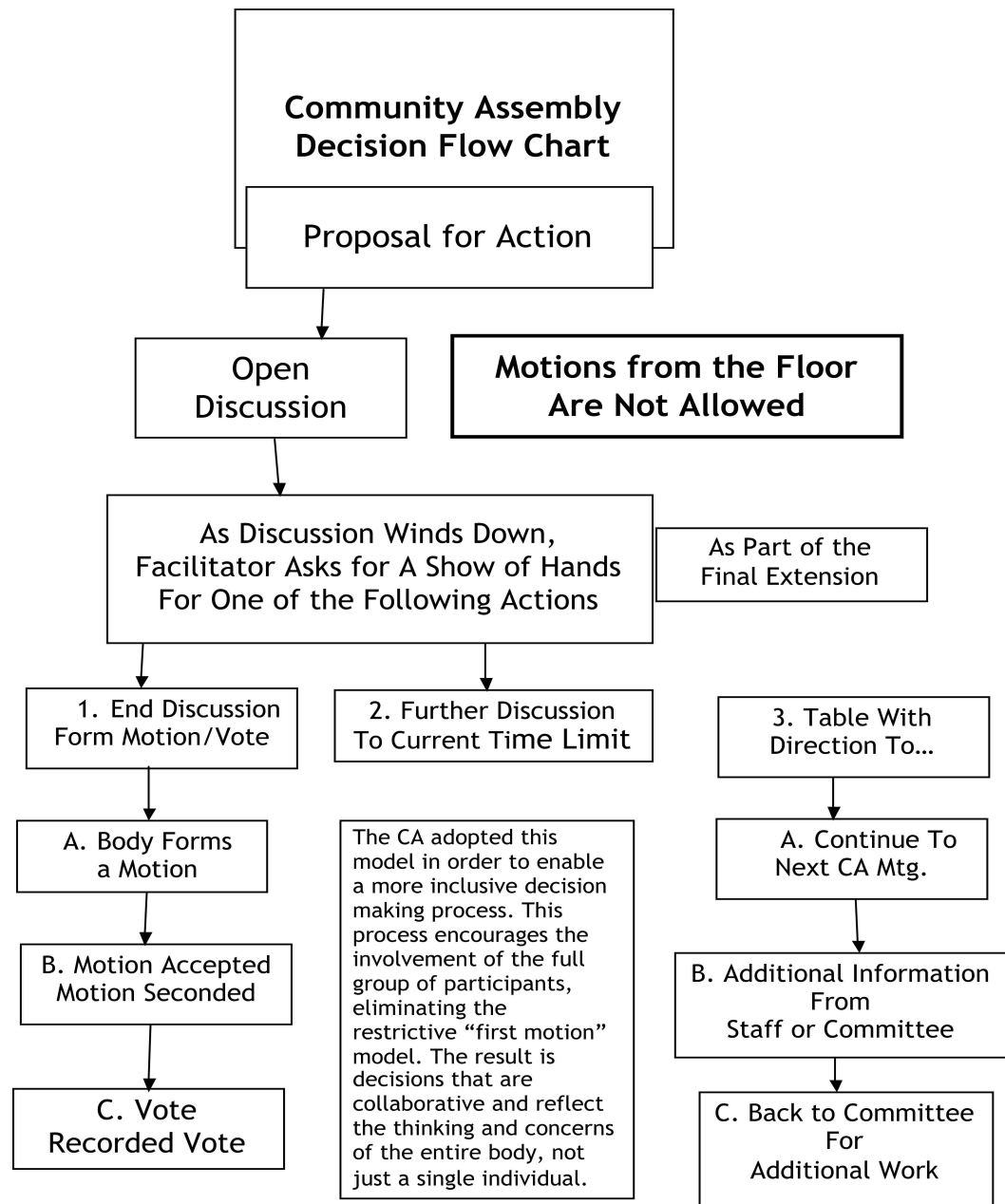
- C. Each neighborhood council must submit in writing or by email, the names of their representative to the Office of Neighborhood Services as changes occur.
- D. Each neighborhood council representative has one vote.
- E. A representative may only vote on behalf of one neighborhood at a CA meeting.

#### **IV. Meetings:**

- A. A minimum of ten regular meetings shall be held annually.
- B. Meetings with the City Council shall be held a minimum of three times annually.
- C. Electronic recording of Community Assembly and Community Assembly committee meetings shall be allowed. If a recording is to take place, it shall be disclosed by the recorder, including members of the media, and announced by the meeting facilitator prior to the beginning of that meeting's business.
- D. Decision-making process: (See figure below for a graphical depiction of what follows.)
  - 1. An independent facilitator shall preside at CA meetings. In the absence of a facilitator, an Office of Neighborhood Services representative may preside. The facilitator shall act in accordance with the procedures outlined herein.
  - 2. To speak at a meeting, a person must be recognized by the facilitator and only one person can be recognized at a time. Each speaker has two minutes. When all who wish to speak have been allowed their time, the rotation may begin again.
  - 3. When a proposal for action is made, open discussion shall occur before a motion is formed by the group.

4. As part of the final time extension request, the facilitator shall request a show of hands by the representatives to indicate which of the following actions the group wants to take:

- voting,
- a. End discussion and move into forming the motion and
  - b. Further discussion,
  - c. Table discussion with direction,
  - d. Request time to continue discussion at next CA meeting,
  - e. Request additional information from staff or CA committee,
- or
- f. Send back to the appropriate CA committee for additional
- work.



5. All other questions regarding the running of the meeting shall be decided by the facilitator. If someone speaks out of turn or disrupts the meeting, the facilitator can rule that person out of order. If anyone objects to any decision by the facilitator, that person can challenge the ruling of the facilitator. When this occurs, each representative and the facilitator, can speak to the challenge once

and for only one minute. Then debate is ended and a vote is taken immediately to either uphold or reject the decision of the facilitator.

6. Meeting timetable protocol:

- a. When a presenter has one minute left in the time allotted, the facilitator shall raise a yellow card and indicate a verbal notice.
- b. Should any representative wish to extend the time of the presentation or comment/question period, they may make a motion to extend the time by five (5) minutes.
- c. An immediate call shall be made for a show of hands in support of the extension of time. With a simple majority (50% plus 1) concurring, the time shall be reset by the amount of time requested.
- d. Extensions shall be limited to two (2) or until a request fails to show a simple majority approval.
- e. After two (2) extensions, if a motion is on the table, the facilitator shall call for a vote on the motion. The CA can approve, not approve, or table the discussion.
- f. If there is no motion on the table, a request may be made to either reschedule the presenter to a later meeting, or ask the presenter to stay and finish at the end of the agenda.
- g. When the allotted time has expired, a red card and verbal notice shall be given.

7. Quorum and attendance:

- a. A quorum is defined as a simple majority (50 percent + 1) of those neighborhood representatives that have attended regularly. If the neighborhood representative has been absent for two or more consecutive meetings, they are not counted in the quorum. Once the representative attends again, he/she is added to the number on which a quorum is established.

- b. An abstention records a member's attendance but neither a "yes" or a "no" vote.
- c. If the representative is absent for two consecutive meetings, the Administrative Committee shall notify the Neighborhood Council of his/her absence. (See Section VI.3.)
- d. Attendance is defined as the representative or designated alternative's presence for the duration of the agenda.
- e. Absent neighborhood council representatives shall be noted in the CA minutes.

## **V. CA Committees**

A. The function of CA committees shall be to research issues that may impact neighborhoods or those designated by the CA and report their findings and proposed recommendations to the CA for appropriate action.

B. All committees must include a minimum of three (3) assigned representatives in order to have standing.

C. When a committee is initially established by the CA, one of the representatives shall be appointed the interim chairperson by the CA. At the first committee meeting, there must be an election of officers.

D. Types of committees:

1. Standing committees are established by the CA for ongoing work to address citywide neighborhood issues.

2. *Ad hoc* committees are established by the CA to address specific issues that do not fit within the charge of any standing committee. An *ad hoc* committee, e.g. a grievance committee, shall sunset after its work has been completed.

1. Administration

2. Budget

3. Building Stronger Neighborhoods
4. Community Assembly/Community Development (CA/CD)
5. Land Use
6. Liaison
7. Pedestrian, Traffic and Transportation (PeTT)
8. Neighborhood Safety
9. Retreat

F. Membership and Officers/Terms

1. In addition to the CA representative, committee membership shall be open to all interested Spokane residents and representatives of agencies, businesses, government, organizations and property owners.
2. Each committee shall have a minimum of two (2) elected officers. These officers shall be a chairperson and secretary.
3. Officers shall be elected at the first meeting of the committee and as determined by the committee thereafter.
4. Each officer of the committees must be a member of a neighborhood council.

G. Committees shall follow the CA's decision-making process. (See Section IV. D.)

H. Committees shall present a report to the CA on a quarterly basis or more often if requested by the CA. Each standing committee shall be encouraged to present a report in person to the CA at least once a year.

I. Recommendations from a committee shall be presented to the CA for the CA to determine appropriate action.

J. Standing Committee Policies and Procedures:



1. Each committee will complete/review/modify a Policy and Procedures Committee document in accordance with the Committee Policies and Procedures Template prior to the November CA meeting and submit the revised document to the *ad hoc* Policies and Procedures Committee for inclusion in the main document.
2. The document shall include its charge, goals, membership, meeting times, officers and terms, reporting, decision-making process and calendar. (See Section XI.)

## **VI. Administrative Committee:**

### **A. Duties: The Administrative Committee shall:**

1. Set CA meeting agendas. In the time between an Administrative Committee meeting and the next scheduled CA meeting, the Administrative Committee may adjust the draft agenda through email discussion and vote.
2. Sign CA communications.
3. Notify neighborhood council executive committees of the absences of a representative at regular CA meetings. (See Section IV.D. 7. b.)
4. Keep and maintain a yearly calendar of recurring CA business and events.
5. Manage the use of the City Council placeholder position.

### **B. Positions**

1. There shall be five positions. An individual may serve only two terms in any one position.
2. The Chairperson shall serve as the contact person, spokesperson and signatory for the CA.
3. The Vice Chairperson shall act as the Chairperson in the absence of the chairperson.

4. The Secretary shall record minutes and keep attendance for both administrative committee meetings.

C. Qualifications: Members of the CA Administrative Committee must:

1. Be a currently serving CA representative
2. Have attended at least six (6) regular CA meetings within the last two (2) year.
3. Agree to serving at least one full term.

D. Nominations and Elections:

1. Nominating Committee shall be composed of three (3) representatives selected by the CA.
2. Representatives are not eligible to be nominated for the Administrative Committee while serving on the Nominating Committee.
3. Assumption of duties: The newly elected Administrative Committee members will assume office and duties immediately upon election.
4. Nominating Election Time Frame:
  - a. First month – September – form Nominating Committee.
  - b. Second month – October – bring back a qualified pool of potential candidates
  - c. Third month – November – vote by CA for Administrative Committee members.

E. Term Limits:

1. An Administrative Committee member may serve for a maximum of three (3) consecutive one-year terms.
2. A one year break in service from the Administrative committee will allow qualified candidates to be nominated.

F. Replacement of Administrative Committee members:

1. In the case of a vacancy, the CA shall elect a replacement at the earliest convenience from a qualified pool of candidates. (See Section VI. D.)

2. If the vacated position is the chairperson, the vice chairperson shall assume the chairperson's position and a replacement vice chairperson will be appointed by the Administrative Committee.

## **VII. Logo:**

A. The Community Assembly logo is only to be used under the following circumstances:

1. By the chair of the Administrative Committee for official CA business,
2. By a vote of the CA,
3. By Office of Neighborhood Services, on behalf of the CA, for official CA communications and publication, or
4. By CA committee chairs and secretaries for CA committee minutes and agendas.

B. Committee proposals not yet approved by the CA may use the logo accompanied by a "DRAFT" watermark on the document.

C. Use of the logo otherwise is not allowed without permission of the CA membership or Administrative Committee.

## **VIII. CA Placeholder on the City Council agenda**

A. The Community Assembly placeholder on the City Council agenda shall be used for reports and statements that have received majority approval of the CA.

B. Any committee or group of neighborhoods who has prepared a position paper on behalf of the CA, may request of the Administrative Committee time on the CA agenda in order to present the paper, seeking feedback and approval. Once approved, the committee or group may represent the CA at a City Council meeting, when appropriate.

C. The Administrative Committee will notify the City Council of the use of the placeholder.

D. In the case of time-sensitive issues, the Administrative Committee may approve a position paper/report by four (4) affirmative votes and allow the use of the placeholder position at a City Council meeting. In this instance, the report will not be considered to be representative of the entire CA, and such will be stated to the City Council. This action will be reported at the next CA meeting.

**IX. Boundary Changes:** The affected neighborhoods shall reach a mutually agreeable resolution to any proposed boundary change(s). No recommendation shall be presented to the CA without an agreement between or among the respective neighborhoods.

#### **X. Amendments**

A. Establish an *ad hoc* CA Policies and Procedures Review Committee in November of each year.

B. Present a written report including any amendments to the approved policies and procedures to the CA in February of each year.

C. A vote to approve any amendments will occur at the following regularly scheduled meeting.

D. Amendments require a 2/3 affirmative vote.

E. The formal amendment process described herein does not apply to the Committee Policies and Procedures documents.

#### **XI. Committee Policies and Procedures document**

A. The document shall include its charge, goals, membership, meeting times, officers and terms, reporting, decision-making process and calendar. (See Addendum for Template.)

## **Addendum--Template**

**I. Charge:**

**II. Goals:**

**III. Membership:**

**IV. Meeting Times:**

**V. Officers and Terms:**

**VI. Reporting:**

**VII. Decision-Making Process:** Refer to the CA Policies and Procedures.

**VIII. Calendar:**

## **Addendum – Standing Committees Policies and Procedures**

### **Administration – no Policies and Procedures**

#### **A. Budget Committee Policy and Procedures - December 2015**

a. **Our Mission:** To assist Neighborhood councils financially to support and develop themselves to better serve their neighborhoods.

b. **Duties:**

- i. Establish and maintain publicly-sourced budget fund accounts for each neighborhood. This duty and these accounts shall be limited to review of proposals, receipt, management and distribution of funds received from formal public sources such as the Spokane Office of Neighborhood Services, or another public entity that have specific spending guidelines.
- ii. Encourage independent neighborhood funding of all Neighborhood Council activities. However, the Budget Committee

shall not be responsible for independently funded programs wholly generated within a neighborhood.

- iii. The Committee shall research, plan and write grants for continued and future funding from any and all sources, and shall review this effort at every meeting.
- iv. Each neighborhood shall be assigned to a Committee member for direct oversight. Each Committee member shall be assigned no fewer than five neighborhoods. Oversight shall include monitoring the budget-related activities of each neighborhood. Every neighborhood shall be discussed briefly, or reported on by absent committee members, at each meeting.
- v. The Committee can counsel neighborhoods, but final approval or rejection of all proposals for funding shall reside with the funding source or agency, not with the Committee.

c. **Membership:**

(From the CA Policies & Procedures for Standing Committees) The Committee shall maintain a minimum of three members who are members of different Neighborhood Councils with maintained voting status on the Community Assembly. Membership of committees shall be open to all interested citizens and representatives of agencies, businesses, government, institutions and property owners, in addition to Community Assembly Representatives and Alternates.

Operationally, the Committee will have five members, each representing a different neighborhood, and each of the five members shall have one vote. Proxies are not allowed -- members must be present to vote. Three members shall constitute a quorum.

Consensus is not required for action in the Committee – a simple majority is sufficient for action. For actions resulting in a tie with no abstentions (if only four members are present), the vote of the fifth member shall be solicited by phone. If an abstention or other event (such as a resignation and unfilled position) results in a tie, the unresolved action shall be taken to the next CA meeting for action.

Actions taken between meetings shall be avoided; however, for actions required to be taken between scheduled meetings, an effort shall be made by the Chair to contact all members and achieve a majority. Any interim actions shall be ratified at the next meeting and included in the minutes.

d. **Officers and Terms:**

Three officers shall be determined by vote or consensus or appointment by the Chair. These shall be Chair, Secretary and Treasurer. Duties of the Treasurer shall be to review and certify all distributions, working closely with the ONS and the assigned oversight committee member. Duties of the Secretary shall be to take notes at meetings and prepare the minutes so that committee members have them *before* the next meeting, in time to review. Approved minutes are to be submitted to ONS for inclusion in the Budget Committee binder. The Secretary also submits the sign in sheet and the agenda with the minutes. The duties of the Chair consist of sending out the agenda for each meeting in a timely manner. They can be submitted by email to [NeighborhoodAgendas@spokanecity.org](mailto:NeighborhoodAgendas@spokanecity.org). Elections of officers shall occur annually in December for terms beginning the following year.

The term of office as a member of the Committee shall be two years, with a maximum of two consecutive terms. Terms shall be staggered which means that two of the five membership terms shall expire one year after the inception of the Committee in January, 2016, thereby assuring that at least two members from the previous year are present at the beginning of each year.

Meeting Schedule: The Committee shall meet monthly, or as needed, but no fewer than three times per year, including one January meeting to elect officers.

e. **Reports:**

Written reports: The Secretary shall provide to the ONS (as detailed above), and to the members of this Committee, the minutes from the most recent meeting within one week.

A report limited to the account status of each individual neighborhood will be sent to the Chair of that neighborhood, monthly by the committee member having oversight for that neighborhood.

A yearly summary of the budget committee activities, along with the goals for the coming year will be submitted to the Community Assembly in December.

Oral reports: The Committee shall approve presentations and presenters reporting on behalf of the Committee to the CA or other forum.

**ONS Staff Support:** TBD

**B. Building Stronger Neighborhoods - Revised 1/28/2013**

- a. **Mission Statement:** “Build stronger neighborhoods by promoting the growth of Neighborhood Councils through training, education, and opportunities, with input from the Neighborhood Councils.”
- b. **Membership Note:** Same for all standing committees – see Section D-Community Assembly Committees
  - I. Committees shall maintain a minimum of three members who are members of separate Neighborhood Councils with maintained voting status on the Community Assembly.
  - II. Membership on committees shall be open to all interested citizens and representatives of agencies, businesses, government, institutions, and property owners, in addition to Community Assembly Reps and alternates.
- c. **Voting & Quorum:** At minimum representation from 3 separate Neighborhood Councils and 2/3 of the executive team (members or



which can also count toward the representative of the three separate Neighborhood Councils required) will constitute a quorum for voting purposes. When there is no consensus, the committee members present will vote and a 2/3 majority vote is needed to pass a recommendation on to the Community Assembly.

- d. **Officers and Terms:** Calendar year term with elections in December.
- e. **Meeting Schedule:** 4<sup>th</sup> Monday of each month at 5:00-6:00pm at Fire Station 4, 1515 W. Riverside Ave.
- f. **Reports:** Committee procedures require minimum of once per quarter or more often if requested by the Community Assembly; written minutes to be included in CA packets each month.

**ONS Staff: Support: TBD**

### **C. Community Assembly Community Development Committee Policies & Procedures - Revised January 2018**

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

**Membership:** Same as Community Assembly Policies & Procedures for Standing Committees, which are as follows:

1. Committee shall maintain a minimum of three members who are members of separate Neighborhood Councils with maintained voting status on the Community Assembly.
2. Membership on committees shall be open to all interested citizens and representatives of agencies, businesses, government, institutions in addition to Community Assembly Representatives and Alternates. CA-CHHS Liaison

Voting: One vote for each Neighborhood Council in attendance.

Quorum: At minimum, representatives from three separate Neighborhood Councils and 2/3 of the committee's executive team (members of which also count toward the representation of the three separate Neighborhood Councils required), will constitute a quorum for voting purposes.

Email Polling Procedure: To facilitate the work of the committee that needs to be completed between meetings

1. In order to qualify for email polling a matter must have been discussed at a regular meeting of the committee
2. The committee must agree to the poll being used.
3. A quorum must respond to the survey and approve the action
4. The action taken will be noted in the minutes of the next regular committee meeting.

Officers and Terms: Terms are one year in length and voting representatives may serve in any one position no more than two consecutive terms.

There will be a minimum of three and up to 5 voting representatives serving on the Executive Team.

Chair: The Chair is responsible for communicating with the committee, setting the agenda with the approval of the Executive Team and facilitating Committee meetings unless another team member or independent facilitator is designated. The Chair may also call Executive meetings.

Vice Chair: The Vice Chair is responsible for acting as Chair when the Chair is not available. This individual will also ensure that the sign-in sheet is available and that attendees are signed in for voting purposes. During votes, this individual is responsible for counting and identifying official votes.

Recorder: The Recorder is responsible for taking official minutes for Committee meetings and Executive Team meetings. The Executive Team may request a ONS/CE or CHHS staff member to take minutes at a regular committee meeting. The minutes will be submitted to the Chair for approval. Approved minutes will be sent ONS/CHHS support staff to be sent to the committee members in advance of the scheduled meetings, as well as a copy for the Community Assembly monthly meeting packet and the committee' s record book located in the ONS/CE office.

Reports: The chair will prepare and deliver in person a report to the Community Assembly at least twice a year or more often if needed. Ideally all minutes will be forwarded to ONS for inclusion in the CA packet

Elections: Elections for the executive team will be held annually in the month of December. The Executive Team and officers take office immediately upon election.

City Liasions: Support will be offered by CHHS for HUD content and expertise, and by ONS for city department and policy expertise.

#### **D. Land Use Committee Policies and Procedures**

##### **a. Mission Statement**

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

##### **b. Purpose**

The LUC provides education, information and resources by our outreach to City Departments including the Office of Neighborhood

Services (ONS), Code Enforcement (CE), Planning Services Department (PSD) and the collected wisdom of our Neighborhood Councils. The CA-LUC will take on inquiries as directed by the City and/or assigned by the CA and/or from other Committees and/or Subcommittees in addition to Neighborhood Councils.

c. Membership

As per CA Policies & Procedures for standing committees, LUC membership is defined as follows:

- I. The LUC shall maintain a minimum of three {B} members who are members of separate NC's with maintained voting status on the Community Assembly, which represents a quorum.
- II. Membership on the LUC shall be open to all interested citizens and representatives of agencies, businesses, government, institutions and property owners, in addition to CA Representatives and Alternates.

d. Voting

Voting members of the CA-LUC are defined as follows:

A single Official representative or alternate from each NC may vote as long as the neighborhood has been represented at the previous two consecutive CA—LUC meetings.

Anyone attending the meeting may vote and have standing to discuss the issue/motion on the table. However, the official vote shall be represented and recorded by the NC representatives with standing only.

e. Emergency Votes

In case of emergency, the Chair may call a vote between meetings of the CA-LUC. The pending question or vote will be sent via email format to Executive Board members. Qualified members are required to vote via email.

f. Leadership

An Executive Board serves as the leadership of the CA-LUC and is defined as follows:

- I. Terms of one (1) year in length and qualified individuals may serve in any one (1) position for no more than two (2) terms.
- II. There may be up to five (5) members serving on the Executive Board. The Board members will determine which members will serve in the various defined positions or the Board may choose to rotate leadership positions as it sees fit.

g. Chair. The Chair is responsible for communicating with the LUC, setting the agenda with the approval of the Executive Board, facilitating LUC meetings and reporting to the Community Assembly after such report is approved by the LUC. The Chair may also call Executive Board meetings and serves as facilitator as well.

h. Vice Chair. The Vice Chair is responsible for acting as Chair when the Chair is not available. This individual will also ensure that the sign-in sheet is available and that attendees are signed in for voting purposes. During votes, this individual is responsible for counting and identifying official votes.

i. Recorder. The Recorder is responsible for taking official minutes for all LUC and Executive Board meetings. This individual will forward the minutes to the Office of Neighborhood Services (ONS) to distribute to LUC members one (1) week in advance of the regularly scheduled LUC meetings.

j. Other Executive Board positions may be appointed by the Chair and by vote of the Executive Board.

k. Elections

Elections for LUC Executive Board leadership will take place once a year in December. A review of eligible members who are qualified voting members shall be reviewed each November prior to elections.

## ONS Staff Support: TBD

### E. Liaison Committee Policy and Procedures - November 2011

- a. **Duties:** Maintain a process to solicit applications, conduct interviews and make recommendations of candidates to the Community Assembly to fill liaison positions and appointments to various short and long terms committees. Maintain a process and conduct yearly reviews (more often if needed) of liaisons. Maintain an up to date list of liaisons. Maintain contact and work with liaisons as needed.
- b. **Membership:** Same as the Community Assembly Policies & Procedures for standing committees which are as follows:
  - I. Committees shall maintain a minimum of three members who are members of separate Neighborhood Councils with maintained voting status on the Community Assembly.
  - II. Membership on committees shall be open to all interested citizens and representatives of agencies, businesses, government, institutions and property owners, in addition to Community Assembly Representatives and Alternates.
- c. **Voting and Quorum:** At minimum representation from three separate Neighborhood Councils and 2/3 of the executive team (members or which can also count toward the representation of the three separate Neighborhood Councils required) will constitute a quorum for the purpose of voting. When there is no consensus, the committee members present will vote and a 2/3 majority vote is needed to pass a recommendation on to the Community Assembly. For actions taken in between meetings best efforts will be made to get consensus by phone or email from committee members. Any interim actions will be affirmed in the minutes of the next committee meeting.
- d. **Officers and Terms:** The committee will have a minimum of two officers Chairperson and Secretary if there are five or more

members. If there are less than five member the committee can rotate officer roles. Elections will be held in December for a term of one year.

- e. **Meeting Schedule:** The committee meets on an as need basis, but a minimum of twice per year.
- f. **Reports:** Community Assembly Policy and Procedure
- g. **Written Reports:** The Secretary will provide ONS current committee minutes for the Community Assembly.
- h. **Oral Reports:** The committee will approve presentations and presenters reporting on behalf of the Liaison Committee to the Community Assembly or any other forum.

**ONS Staff Support: TBD**

## **F. Community Assembly of Spokane Neighborhood Councils Pedestrian, Transportation and Traffic Committee (PeTT)**

**Policies and Procedures** (January, 2017)

### **A. Committee Charge:**

Support the Community Assembly and neighborhood councils in promoting active, livable neighborhoods with multi-functional streets and a balanced transportation system.

### **B. Committee Function:**

The committee receives the concerns and issues of the neighborhood councils related to streets, traffic safety, active living and transportation issues in general, and works with the Community Assembly, city staff and city council to evolve solutions and make recommendations.

### **C. Focus Areas:**

The committee from time to time may identify, or the Community Assembly may suggest, topics of specific interest for the committee's continuing attention. The committee's focus area topics will be reviewed and restated by the committee in January of each year and may be reduced to four or fewer.

#### **D. Participation and Attendance:**

Committee participation is open to any and all individual members of neighborhood councils in good standing with the Community Assembly. The names of individuals attending committee meetings will be recorded according to their neighborhood council and as either self-identified neighborhood council representative, neighborhood council alternate representative, or other.

#### **E. Meetings and Notice:**

The committee will establish a monthly meeting schedule to minimize conflicts with neighborhood council monthly meetings. Notice of monthly committee meetings and meeting agendas will be distributed to an email list maintained by Neighborhood Services no later than the day prior to the monthly meeting date, or any day of the prior week if possible. Committee meetings may not convene without there being present neighborhood council representatives or alternates of three different neighborhood councils in good standing with the Community Assembly.

#### **F. Quorum and Decisions:**

A quorum for the purpose of reaching a decision is six (6) neighborhood council representatives or alternates of neighborhood councils that have been represented at three (3) of the past six (6) regular committee meetings. For matters requiring a decision at a meeting convened with notice and a quorum being present, the committee will make its determination by the consensus of members or by agreement without objection. Voting by means of e-mail is not available.



## **G. Officers and Terms:**

The committee will operate with a chair and secretary or, in the absence of a secretary, with a chair who agrees to prepare agendas, provide meeting notices and submit a meeting report to the Community Assembly after every committee meeting. The committee does not operate unless one member agrees to the duties of committee chair. The chair and secretary responsibilities are calendar year commitments, ordinarily agreed to toward the end of the calendar year for the succeeding twelve-month period.

## **H. Advisory Position Selection**

The committee holds membership positions on the Citizens Transportation Advisory Committee (CTAB) and the Plan Commission Transportation Subcommittee (PCTS) per respectively Transportation Benefit District Resolution 2010-02 and City Council Resolution 2014-0078. The committee will work in conjunction with the Liaison Committee as from time to time may become necessary to nominate individuals to occupy these positions who are members of neighborhood councils in good standing and who agree to regularly report to the committee and the Community Assembly.

## **G. PUBLIC SAFETY COMMITTEE POLICY AND PROCEDURES**

August 2010

**Mission / Purpose Statement:** The Community Assembly Public Safety Committee will research issues involving public safety as directed by the Community Assembly, as requested by City Departments or Committee Members and provide recommendations on these issues to the Community Assembly.

**Membership:** Same as Community Assembly Policies & Procedures for standing committees which are as follows

1. Committees shall maintain a minimum of three members who are members of separate Neighborhood Councils with maintained voting status on the Community Assembly. 2. Membership on committees shall be open to all interested citizens and representatives of agencies, businesses, government, institutions, and property owners, in addition to Community Assembly Representatives and Alternates.

**Voting and Quorum:** At minimum, representation from three separate Neighborhood Councils and 2/3 of the executive team (members of which can also count toward the representation of the three separate Neighborhood Councils required) will constitute a quorum for voting purposes. When there is no consensus, the committee members present will vote and a 2/3 majority vote is needed to pass a recommendation on to the Community Assembly.

**Officers and Terms:** The committee will have a minimum of three officers. Chairperson, Vice-Chairperson and Secretary. Elections will be in November for a term of one year.

**Meeting Schedule:** The committee meets the 4th Tuesday of each month, January through November. Additional meetings may be called as necessary.

**Reports:** Community Assembly Policy and Procedures require a report from standing committee once per quarter or more often if requested by the Community Assembly.

H. Retreat – No Policies and Procedures

# Plan Commission & Committees

## 2018 Agenda Management

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**\*\*\*NOTE: SUBAREA PLANS & SHORELINE ACCESS PLAN NOT YET SCHEDULED\*\*\***

Aug 8	2:00 p.m. – Council Chambers ..... 2:00 p.m.	
	Meeting Briefing ..... 15	
	Property Maintenance Code, workshop ..... Alicia Ayars, Luis Garcia/45	
	4:00 p.m. Hearing ..... 4:00 p.m.	
Aug 22	<b>NO MEETING – SUMMER SABBATICAL</b>	
Sept 4/PCTS	9:00 a.m. – Briefing Center ..... CANCELLED	
Sept 12	2:00 p.m. – Council Chambers ..... 2:00 p.m.	
	Meeting Briefing ..... 15	
	Citywide CIP Consistency Review Workshop (all Departments).....Crystal Marchand/ 45	
	Downtown Plan Update Workshop ..... Kevin Freibott / 30	
	Property Maintenance Code, workshop ..... Alicia Ayars, Luis Garcia/45	
	4:00 p.m. Hearing ..... 4:00 p.m.	
	TENTATIVE Comprehensive Plan Amendments Hearing 2017/2018 ..... Tirrell Black /60	
	(Tentative) Property Maintenance Code Hearing ..... Alicia Ayars, Luis Garcia/45	
Sept 26	2:00 p.m. – Council Chambers ..... 2:00 p.m.	
	Meeting Briefing ..... 15	
	Capital Facilities Comp Plan Chapter Update..... Katherine Miller/ 30?	
	Infill Workshop ..... Nathan Gwinn / 30	
	4:00 p.m. Hearing ..... 4:00 p.m.	
	TENTATIVE continued Comprehensive Plan Amendments Hearing 2017/2018 ..... Tirrell Black /60	
	(Tentative) Property Maintenance Code Hearing ..... Alicia Ayars, Luis Garcia/45	
	Transportation Impact Fee System Update Hearing.....Inga Note / 30	

	9:00 a.m. – Briefing Center ..... 9:00 a.m. Meeting Briefing ..... 15
Oct 10	2:00 p.m. – Council Chambers ..... 2:00 p.m. Meeting Briefing ..... 15  4:00 p.m. Hearing ..... 4:00 p.m. Citywide Capital Improvement Program Hearing ..... Crystal Marchand / 30 (Tentative) Infill Hearing ..... TBD / 30 <i>TENTATIVE continued</i> Comprehensive Plan Amendments Hearing 2017/2018 ..... Tirrell Black / 60
Oct 24	2:00 p.m. – Council Chambers ..... 2:00 p.m. Meeting Briefing ..... 15  4:00 p.m. Hearing ..... 4:00 p.m.
	9:00 a.m. – Briefing Center ..... 9:00 a.m. Meeting Briefing ..... 15
Nov 14	2:00 p.m. – Council Chambers ..... 2:00 p.m. Meeting Briefing ..... 15 Downtown Plan Update Workshop ..... Kevin Freibott / 30  4:00 p.m. Hearing ..... 4:00 p.m.
Nov 28	2:00 p.m. – Council Chambers ..... 2:00 p.m. Meeting Briefing ..... 15  4:00 p.m. Hearing ..... 4:00 p.m.
	9:00 a.m. – Briefing Center ..... 9:00 a.m. Meeting Briefing ..... 15
Dec 6	Joint Plan Commission/City Council Study Session- Briefing Center ..... 3:30 p.m.

Dec 12      2:00 p.m. – Council Chambers ..... 2:00 p.m.  
 Meeting Briefing ..... 15  
 Downtown Plan Update Workshop ..... Kevin Freibott / 30

4:00 p.m. Hearing ..... 4:00 p.m.

Dec 26      **NO MEETING – HOLIDAY BREAK**

# Spokane Plan Commission

July 25, 2018

Meeting Minutes: Meeting called to order at 2:00

## Attendance:

- Board Members Present: Dennis Dellwo, Carole Shook, Diana Painter, Greg Francis, John Dietzman, Michael Baker, Patricia Kienholz, Sylvia St. Clair, Patricia Hansen; Community Assembly Liaison
- Board Not Members Present: Christopher Batten, Todd Beyreuther, Lori Kinnear; Council Liaison
- Staff Members Present: Heather Trautman, Kim Richards

## Public Comment:

- None

## Briefing Session:

Minutes from the July 11, 2018 agenda approved unanimously

1. City Council Liaison Report
  - None
2. Community Assembly Liaison Report
  - Greg gave an update from the Community Assembly Land Use Committee
  - Patricia Hansen welcomed as new Community Assembly Liaison
3. Commission President Report-Dennis Dellwo
  - Dennis requested that commissioners submit topics for discussion at the joint City Council/Plan Commission meeting on August 2, 2018.
4. Transportation Subcommittee Report-John Dietzman
  - The PCTS meetings for August and September are cancelled. The next scheduled meeting is October 2, 2018.
5. Secretary Report-Heather Trautman
  - The IT Department has resolved the issue with automatic archiving of emails and communications will now remain in the inbox for the full term on the Plan Commission. Any emails received prior to February 2018 will not reappear in the inbox and must be requested individually.
  - A training budget is being pursued and the goal is to send each member of the Plan Commission to one training or conference per year.
  - Information relating to Crestline is now on the City's website on the City Project Page.

## Workshops:

1. Parking Study Presentation - Phil Olmstead with Nelson-Nygaard
  - Presentation and overview given. Currently halfway through Phase 1 and the goal is to finish by February 2019.
  - Questions asked and answered.
2. Property Maintenance Code - Alicia Ayars and Luis Garcia, City of Spokane Code Enforcement
  - Presentation and overview given of the first three articles of the PMC. This code would apply to all existing structures. The goal is to adopt the code this year and begin enforcement in 2019.
  - Questions asked and answered. Additional questions will be addressed at the next workshop.

## Items of Interest:

1. Patricia Kienholz would like to discuss a Dementia Friendly Community program.
2. Heather will add a workshop regarding the Transportation Impact Fee to an upcoming agenda.
3. There will be a Plan Commission retreat, possibly in September.

## **Meeting Adjourned at 3:58**

Next Plan Commission Meeting is scheduled for August 8, 2018

**City of Spokane Plan Commission  
Meeting Minutes (Addendum)  
July 25, 2018  
City Council Chambers**

***Downtown Parking Study***

- Downtown study is being conducted with the “Consensus with the Community.”
- Phase 1 is moving into Phase 2.
- Projected completion date - February 2019
- Study has completed 75 interviews (to date).
- Over 2,100 responses were received online.
- Over 37,000 available parking spaces in Downtown Spokane which is 30% of the Downtown core.
- Diamond parking has 30% of the available parking spaces. These spaces are the cheapest and most popular for consumers.
- Heat map of Spokane depicts how parking spaces/areas become available in different times of the day.
- Parking Study identified a problem which confuse and deter drivers – a) different payment methods, b) signage and c) safety issues.
- Downtown needs more ADA parking spaces.

***Property Maintenance Code***

- Neighborhoods were included in the revision of these codes.
- Enforcement won’t begin until 2019 giving property owners additional time to bring structures into compliance.
- However, the Code system is still “Complaint Driven.”
- First Tickets are \$130, Second tickets \$260 . . .
- Spokane County Assessors data was used for portions of proposed revisions.
- Additional Workshops coming to continue presentations to CA on proposed Code revisions.

**City of Spokane Plan Commission  
Meeting Minutes  
August 8, 2018  
City Council Chambers**

**Agenda and Packet:** <https://static.spokanecity.org/documents/bcc/commissions/plan-commission/agendas/2018/08/plan-agenda-2018-08-08.pdf>

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**Plan Commission Business**

Joint PC/DRB Meeting:

PC requested that all members from both groups be invited  
Date & Time of Meeting TBD  
PC members preferred late afternoon meetings  
Agenda Item Examples: Monroe Corridor, Central City Line

Plan Commission Training:

Starts September 19<sup>th</sup> with late afternoon trainings

Plan Commission Conference:

Each PC Member has approximately \$300 training funds budgeted each year  
2018 APA Conference (held in Spokane) - October 4 & 5

**Workshops**

Property Maintenance Code (continued): Kris Becker, Alicia Ayars, Luis Garcia

- Liaison Question: Page 6 of PC packet did not report the number of CA members during presentation of revised codes. K Becker reported that 23 CA representatives were present.
- City's Code Enforcement is responsible for enforcement of Property Maintenance Codes. Property owners needing additional services will be referred out.
- Liaison Question: Number of code enforcement tickets that are paid. K Becker reported 25% are paid with an average of \$250 per fine assessed.
- Code Enforcements goal is not to fix all housing problems but to support safe conditions in structures (residential and commercial).
- Housing data assessment maps were presented. Housing is assessed as Below Average, Average, and Above Average.
- Historic homes are assessed by different requirements. Historic homes are defined were built prior to 1931.
- PC discussed how egress requirements are different when viewed by the home owner's basement and realtors' descriptions. Egress is defined by the



age of the home and must comply based on standards when the home was built.

- Liaison Question: How do the revised codes work with water drainage into adjoining property with bedrock conditions? Answer: Property owners can divert water away from their home as long as it doesn't impact adjoining property.
- PC/Liaison requests: a) slide show link for members to review, b) old codes to compare with draft/proposed code revisions.

# Joint City Council/Plan Commission Meeting

August 2, 2018  
3:30-4:15 P.M.  
Council Briefing Center

## AGENDA

### 3:30-3:35 Call to Order and Introductions

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3:35-3:50

#### City Council:

- 1) Open Discussion All
- 

3:50-4:10

#### Plan Commission:

- 1) Impact Fee Update
  - 2) Amazon Project Update
  - 3) Dementia Friendly City
  - 4) Open Discussion All
- 

### 4:10-4:15 Next Joint Meeting Discussion Topics

All

**NOTICE:** The meeting will be conducted in a standing committee format. Because a quorum of the City Council may be present, the standing committee meeting will be conducted as a committee of the whole council.

The meeting will be open to the public, with the possibility of moving or reconvening into executive session only with the members of the City Council and the appropriate staff. No legislative action will be taken. No public testimony will be taken and discussion will be limited to appropriate officials and staff.

**AMERICANS WITH DISABILITIES ACT (ADA) INFORMATION:** The City of Spokane is committed to providing equal access to its facilities, programs and services for persons with disabilities. The Council Briefing Center in the lower level of Spokane City Hall, 808 W. Spokane Falls Blvd., is wheelchair accessible and also is equipped with an infrared assistive listening system for persons with hearing loss. Headsets may be checked out (upon presentation of picture I.D.) through the meeting organizer. Individuals requesting reasonable accommodations or further information may call, write, or email Human Resources at 509.625.6363, 808 W. Spokane Falls Blvd, Spokane, WA, 99201; or [msteinolfson@spokanecity.org](mailto:msteinolfson@spokanecity.org). Persons who are deaf or hard of hearing may contact Human Resources through the Washington Relay Service at 7-1-1. Please contact us forty-eight (48) hours before the meeting date.

**Joint City Council /Plan Commission Meeting  
Minutes  
August 2, 2018  
City Council Briefing Room**

***Call to Order and Introductions***

***City Council Open Discussion***

***Plan Commission***

Transportation Impact Fee System Update (Ben Stuckart Contact)

- 9/12 PC Workshop scheduled (tentative)
- 9/26 PC Hearing scheduled
- West Plains annexation is completed.
- \$1 million in revenue to the City has been “lost” due to the County not paying.
- Current impact fees need to be updated (10 years old.)

Amazon Project Update (Ben Stuckart Contact)

- Partners are City and County
- WADOT finding is available.

“Dementia Friendly” City

- All Day Program at Providence October 17, 10:00 – 3:00
- Baby Boomers are growing in population percentage, especially in Spokane.
- There is a significant need to create a plan to prepare.
- Cottage Housing is a proposed solution by City’s CHHS.
- WA law requires reporting for individuals with dementia who need assistance.

Open Discussion

- Affordable Housing
- Downtown Plan for improved “Urban Environment”
- Infill Housing: U District Housing is missing.
- High Performance Central City Line: People want to live by the Line but is there a plan?

***Next Joint Meeting Discussion Topics (December 6, 2018)***

- 29<sup>th</sup> and Grand Traffic Study
- Broadband Fiber and data support
- U District Housing: Is there a plan?

# NORTHEAST TOWN HALL

**Monday, September 17th**

Come hear what is happening in  
your Northeast neighborhood!

## FEATURING:

BEMISS  
CHIEF GARRY PARK  
HILLYARD

LOGAN  
MINNEHAHA  
NEVADA HEIGHTS

SHILOH HILLS  
WHITMAN  
SPOKANE C.O.P.S.

**Northeast Community Center  
Founders' Room | 4001 N. Cook Street**



To learn more about the Neighborhood Council System,  
visit [spokaneneighborhoods.org](http://spokaneneighborhoods.org)

*For questions, please contact Maren Murphy, [mmurphy@spokanecity.org](mailto:mmurphy@spokanecity.org)*





## **Land Use Committee (LUC)**

### **DRAFT Agenda for August 16, 2018**

5:30—7:30 p.m. West Central Community Center—Don Kelly Room  
Facilitator: Sylvia St. Clair; Recording Secretary: Robynn Sleep  
Executive Committee: Patrick Rooks, Sylvia St. Clair, Robynn Sleep

#### **5:30**

1. Introductions
2. Review/Approve Current Agenda
3. Review/Approve July 2018 Minutes
4. Call for 2 nominations for Executive Committee
5. Tirrell Black- report of any critical land use projects with approaching public comment periods, Plan Commission and City Council hearing dates
6. Other Prior Business announcements
7. New Business announcements
8. Proposed agenda items for Next Meeting: September 20, 2018
  - Select for September 20 meeting duties: Facilitator, Meeting recorder, Agenda preparation
  - Spokane city opportunity zones— <https://my.spokanecity.org/news/stories/2018/08/09/learn-about-the-city-of-spokanes-eleven-opportunity-zones/>

#### **6:00**

9. Greg Francis- any follow-up comments to emailed report on presentation to CA regarding draft LUC brochure and draft Developer FAQ card.

#### **6:10**

10. Project overview, LUC survey results review, plans for other publications, subcommittees/small workgroups for various topics.

#### **6:20**

11. Review and approve draft communications piece. Confirm brochure, rack card, b&w or color, and quantity.

#### **FYI—Production timeline kindly supplied by Melissa Wittstruck (CA no final design approval)**

- Following LUC approval on 8/16, pieces will go to City Communications staff to finalize design
- Aug 17 – Aug 29 Final design complete and approved for printing
- Aug 30 Send to Abbey Martin for Reprographics order
- Aug 31 – Sept 11 Invoice sent to Abbey Martin, CE Grant Coordinator

#### **7:30**

12. Adjourn

August 2018 Eligible Voting Neighborhoods:

Cliff-Cannon, Comstock, Emerson-Garfield, Rockwood, W Central, W Hills



**Land Use Committee (LUC)**  
Draft Minutes  
5:30 – 7:30 p.m.  
**West Central Community Center Don Kelly Room**  
July 19, 2018

Facilitator: Patrick Rooks

Recording Secretary: Drafted by Melissa Wittstruck ONS Liaison

Executive Committee: Patrick Rooks, Sylvia St. Clair, Robynn Sleep

Barb Biles resigned from Executive Committee in June. June meeting cancelled.

**PRESENT:**

- Gene Brake – Emerson Garfield
- Sylvia St. Clair – West Central eligible
- Patrick Rooks – West Hills eligible
- Antonia Sharkey – Rockwood eligible
- Robynn Sleep – Cliff Cannon eligible
- Laura Mincks – Cliff Cannon
- Gene Brake – Emerson Garfield
- Tirrell Black, Planning Services, new liaison
- Melissa Wittstruck – Planning

**5:30 PM Business Meeting**

1. Introductions – Melissa introduced Tirrell Black as the assigned liaison to Land Use Committee. Melissa transferred into Planning and has been reassigned, but will provide back up for Tirrell as needed.
2. July Agenda Approved, with one change allowing Kevin Freibott, Planning to present Downtown Land Use updates and resuming business meeting afterwards.

- **5:45 PM** Update Building Height amendment for DTC-100 zone (along Spokane Falls Blvd) – Kevin Freibott [building-heights-on-spokane-falls-boulevard](#)

- Freibott provided a brief history of the proposed amendments to the DTC-100 building heights. The current 100' height limit was established with the 2009 Downtown Plan Update, Fast Forward Spokane. Following public requests the Plan Commission in April 2017 formed a subcommittee to study the stated concerns relating to the height of buildings on the south side of Spokane Falls Blvd across from Riverfront Park. The subcommittee report, recommendations, and staff report were presented to Plan Commission in summer 2017. Plan Commission subsequently directed staff to conduct an update to the Uniform Development Code to consider and incorporated the recommendations. Public input was gathered through online survey and results include with the draft proposal to Plan Commission.
- The draft proposal went to Plan Commission hearing April 25, 2018. A unanimous vote recommended approval to the City Council of a maximum floor plate of 18,750 feet and a minimum separation between towers of 50 feet. At the May 9 Plan Commission meeting a motion was made and seconded to reconsider this recommendation of approval. After postponement, Plan Commission voted to approve the findings and conclusions of the initial recommendation for approval to City Council.

- City Council will be briefed on the forwarded recommendation on August 13, 2018 at their Urban Experience meeting, 1:15 in the Briefing Center, lower level of City Hall; City Council hearing will tentatively be scheduled in September.
- Questions from Land Use members included whether design guidelines currently apply to future development on the vacant [surface parking lots] in the DTC-100. Freibott indicated that Downtown design guidelines apply. He noted that Plan Commission is considering staff development of further design guidance. Some members pointed unfavorably to the design of the Grand Hotel and encouraged better design requirements. Another question is whether City Council would review other than the forwarded Plan Commission recommendation. Freibott indicated that yes, Council could review the alternatives, make changes, or send back to the Commission; substantial changes not previously considered would likely require additional public process. Freibott also explained the approval process and public notification.
- Freibott noted that a mix of retail/office below 100' with hotel or residential above is being considered. Both residential and hotel uses activate the space around them. Land Use members noted that the need is for residential downtown. They also noted that demand for ownership over more rental units is important. Short discussion of the difficulties of condominium development in WA state. Freibott noted that a state legislative change would be needed, as that is out of the control of local government. Members noted that it is difficult to have faith in developers to do the right thing; raise the bar for quality development and get affordable housing options.

#### Downtown Central Update - Freibott [Downtown Central](#)

- The update is moving forward – the next for the public is July 25 at the Kendall Yards Night Market. There will be many other Downtown project booths such as the Downtown Parking Study, Central City Line etc. Future public events will be uploaded to the link above.
- Land Use members took note that North Bank planning will be important for Emerson-Garfield to be engaged in. Freibott pointed out that one-way vs two-way Downtown streets and bikeways are among the many topics in the update conversation.

### 6:20 Business Meeting Resumed

3. May 2018 Minutes approved.
4. LUC work projects review – CE Grant funding for outreach materials needs to be spent with invoices turned in by Sept 20. Members discussed what types of materials (brochure, handouts, rack cards) should be produced, along with identifying the base documents to used to distill content (survey results, Greg Francis draft recruiting document, Development FAQ). Discussion about producing recruiting document, Land Use 101, or both. Greg commented that a successful product would have a rep from each neighborhood council on Land Use Committee. Sylvia St Clair noted that a communications plan is needed to guide document production, type of outreach whether presentation or social media etc. Laura Mincks is a graphic designer and volunteered to prepare a very draft concept working with available print material sizes and prices to present to CA and then have worked up by City Communications for printing. Melissa to work backwards from the Sept 20 grant expenditure date and provide a working timeline along with identified documents. She will also provide the Land Use distribution list so that members can work on draft content from emails.

### 7:15 Working Meeting Resumes

#### Infill Update - Tirrell Black [infill-housing-strategies-infill-development](#)

- Black summarized the results of the July 11 Plan Commission hearing where there were many comments and substantially new changes discussed. Some of these included further increases in height, parking reductions, elimination of setbacks, eliminating minimum lot sizes, among others. Plan Commission continued the hearing to November meeting; there will be additional

public participation opportunities and workshops on new draft material before then. The project page will begin to be updated soon.

Comp Plan Update – Black [2017-2018-proposed-comprehensive-plan-amendments](#)

- Plan Commission has completed workshops on 4 comp plan amendments. Notification has been mailed out, signage is up on affected locations. Notice of public hearing should go out the end of August, with a possible Plan Commission hearing in mid-September.
- City Council proposed and emergency comp plan amendment to remove the arterial designation for S Crestline from the Ch. 4 TR12 map. This proposal will move forward separately. Traffic analysis still has to be initiated, but due to public interest links to relevant planning documents and historical information is available online (Stone street vacation, plats etc) [Proposed Amendment to Map TR12, Chapter 4, Relating to Crestline](#)

## **NEW BUSINESS**

Proposed agenda items for August 16, 2018 meeting:

- A. Review and approve draft communications piece. Confirm brochure, rack card, b&w or color and quantity.
- B. Any critical land use projects with approaching public comment periods, Plan Commission and City Council hearing dates

## **GOOD OF ORDER**

### **NEXT MEETING:**

- August 16, 2018

Adjourned 7:45 PM

August 2018 Eligible Voting Neighborhoods: Sylvia St Clair WCNC, Terryl Black Comstock, Greg Francis Rockwood, Robynn Sleep Cliff Cannon, Toni Sharkey Rockwood, Patrick Rooks W Hills, Barb Biles Emerson-Garfield





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

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

### **MEETING NOTES**

**August 28, 2018**

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

**6:00 – 7:30 PM**

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

10 neighborhood councils represented

2 city staff members present

1 guest, Clint Harris, Spokane Street Department

### **PRESENTATION: Transportation Planning: Looking Ahead**

- Louis Meuler, City Planner

Our newly assigned staff liaison from the planning department discussed the progress to date for the planning and scoping of the Children of the Sun Trail, which is an integral feature of the North Spokane Corridor and impacts directly the Hillyard, Bemiss, and Minehaha neighborhoods north of the Spokane River. In particular, Louis Mueler presented the state of the planning effort for the trail by WSDOT and city stakeholders to a 30% definition for the corridor from Francis Avenue to a crossing of the Spokane River. For information to date this see this web site: [NSCPlace.com](http://NSCPlace.com)

### **CONTINUING DISCUSSION: Traffic Enforcement “Pilot” Options for Selected Parks**

Council member Kinnear requested the PeTT Committee to conclude a recommendation for the speed limit aspect of a potential traffic enforcement pilot program (or trial) that would be focused on certain city parks and presented at PeTT’s meeting in June. (This was a continuation of the conversation that was started at PeTT’s March meeting and reached the front page of the Spokesman-Review on March 29.)

Kinnear’s request was to “[indicate] whether they prefer reduced speed limits as part of the program, or if they simply want increased enforcement of current speed limits.”

The committee discussed the options as posed by the council member and by consensus the group recommends conducting a pilot using existing speed limits — but with a caveat.

The caveat is related to the fact the committee is unclear about the rationale or goal of the pilot program proposal brought by council members Kinnear and Fagan to its meeting in June.

The caveat to the committee’s recommendation is that (a) it is made without a sufficient understanding of the issues or problems a traffic enforcement trial is intended to address, and therefore (b) it is not meant as the taking of a position on implementing a pilot program.

### **A RELATED SUGGESTION: Traffic Control Devices on Arterials for Bike/Ped Safety**

At the suggestion of Bob Turner (Street Dept.), the committee pursued a bit further perhaps one of the key matters of the whole discussion, namely ensuring safe pedestrian and bicycle crossings for arterials — as is of significant concern for some of the city’s signature parks: Manito (Bernard St.), Comstock (29<sup>th</sup> Ave.), Franklin (Division St.), Merkel (Assembly St.), Chief Gary (Mission Ave.), Harmon (Market St. and Children of the Sun Trail), for example.

Ultimately the committee agreed to encourage Bob Turner and the Street Department to propose for PeTT Committee review and comment a program and protocols for the evaluation and installation at strategic arterial locations of traffic

control devices like HAWK signals (as on Grand Boulevard and 18<sup>th</sup> Ave. at the north end of Manito Park) and RRFB signs (as on Hamilton Street and Desmet Ave. at the Gonzaga U. campus).

NOTE: A HAWK beacon (High-Intensity Activated crossWalk beacon) is a traffic control device used to stop road traffic and allow pedestrians to cross safely. It is officially known as a Pedestrian Hybrid Beacon (PHB). Rectangular Rapid Flashing Beacon (RRFB) crosswalk devices flash on-demand warning lights at uncontrolled pedestrian crossings.

#### **UPDATE: Traffic Calming Policy Revision**

- The committee's traffic calming subcommittee remains in conversation with city staff, and potentially members of the city council, to agree draft revisions to propose for recommend to the Community Assembly and the city council.

**NEXT MEETING** -- September 25, 2018

**PLEASE** make sure your neighborhood council is represented!

#### **2018 Committee Focus Areas**

- Revision of the traffic calming policy
- 20 MPH speed limits in certain areas
- Street standards revision process
- All-city sidewalk repair and infill program



**Citizen Advisory Committee  
To the Spokane Urban Forestry Tree Committee  
Finch Arboretum, Willow Room.  
Woodland Center 3404 W Woodland Blvd  
August 2018 meeting July 31, 2018, at 3 PM**

## **MEETING AGENDA**

### **CALL TO ORDER**

### **ROLL CALL**

### **CEREMONIES, APPOINTMENTS, ANNOUNCEMENTS**

### **CONSENT AGENDA**

- None

### **COMMITTEE AND REPORTS**

- Heritage trees
- Ponderosa pine subcommittee
- Downtown street trees
- Community Assembly
- Staff Report

### **OLD BUSINESS**

- Field trip to Palisades park review

### **NEW BUSINESS**

- CAC work plan review
- Looking forward

### **ADJOURNMENT**

**Tree of the month: His Majesty cork tree *Phellodendron* 'His Majesty'**

**Class 2 street tree: planting strips 5-8 feet wide**

#### **Tree Facts (Missouri Botanical Garden)**

- 40' tall by 30' wide at maturity
- Very few pests
- Tolerant of many soil types
- Yellow fall color, not especially showy
- Bark is ridged and unusual



Photo Credit: Oregon State University

