# Spokane Neighborhoods Community Assembly

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

Meeting Agenda for Thursday, October 4, 2018

5:30 to 7:50 – **West Central Community Center**, 1603 N Belt

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

<table>
<thead>
<tr>
<th>AGENDA ITEM</th>
<th>Presenter</th>
<th>Time</th>
<th>Action</th>
<th>Page No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introductions</td>
<td>Facilitator</td>
<td>3 min–5:30</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Proposed Agenda (incl. Core Values, Purpose and Rules of Order)</td>
<td>Facilitator</td>
<td>2 min–5:33</td>
<td>Approve</td>
<td>2</td>
</tr>
<tr>
<td>Approve/Amend Minutes • Sept 2018</td>
<td>Facilitator</td>
<td>5 min–5:35</td>
<td>Approve</td>
<td>4</td>
</tr>
<tr>
<td>OPEN FORUM</td>
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<tr>
<td>Reports/Updates/Announcements</td>
<td>Please Sign Up to Speak!</td>
<td>10 min-5:40</td>
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<tr>
<td>LEGISLATIVE AGENDA</td>
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<tr>
<td>City Council Update</td>
<td>City Council Members</td>
<td>10 min-5:50</td>
<td>Oral Report</td>
<td></td>
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<tr>
<td>Plan Commission Liaison Report</td>
<td>Patricia Hansen</td>
<td>10 min-6:00</td>
<td>Written Report</td>
<td>8</td>
</tr>
<tr>
<td>CA Liaison to Plan Commission Voting Status</td>
<td>Seth Knutsen</td>
<td>20 min-6:10</td>
<td>Discussion and Vote</td>
<td></td>
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<tr>
<td>Policies and Procedures Committee</td>
<td>Kathryn Alexander</td>
<td>15 min-6:30</td>
<td>Written Report and Discussion</td>
<td>10</td>
</tr>
<tr>
<td>Budget Committee Report</td>
<td>Andy Hoye</td>
<td>10 min-6:45</td>
<td>Oral and Written Report</td>
<td>35</td>
</tr>
<tr>
<td>Admin Committee Nominations</td>
<td>Tina Luerssen</td>
<td>5 min-6:55</td>
<td>Discussion and Vote</td>
<td>37</td>
</tr>
<tr>
<td>NRO Workshops (Request for Place Holder Vote)</td>
<td>Colleen Gardner</td>
<td>10 min-7:00</td>
<td>Discussion and Vote</td>
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<tr>
<td>Neighborhood and Planning Services</td>
<td>Heather Trautman and Maren Murphy</td>
<td>20 min-7:10</td>
<td>Discussion and Vote</td>
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<tr>
<td>CA/CD</td>
<td>Kathryn Alexander</td>
<td>10 min-7:30</td>
<td>Discussion</td>
<td>38</td>
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<tr>
<td>Roundtable</td>
<td></td>
<td>10 min-7:40</td>
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<td>OTHER WRITTEN REPORTS</td>
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<td>BSN, Land Use minutes</td>
<td></td>
<td>40</td>
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<td>Liaison role materials</td>
<td></td>
<td>44</td>
<td></td>
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<td>Retreat flyer</td>
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<td>50</td>
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* 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

Proposal for Action → Open Discussion → Motions From the Floor Are Not Allowed
   Facilitator Show of Hands for One of the Following Actions
      1. End Discussion Form Motion/Vote
         A. CA Forms the Motion
            B. Make Motion/2nd
               C. Vote
      2. Further Discussion
      3. Table With Direction To...
         A. Continue at Next CA
         B. Additional Info from Staff or Comm
         C. Back to Comm for Addtnl. Work

As Part of the Final Extension
Community Assembly
Meeting Minutes
September 6, 2018

1. Proposed Agenda
   a. Amend agenda to move Code Enforcement presentation up to the top of the agenda due to scheduling conflicts with guest Luis Garcia.
   b. Approved as amended
   c. Introductions

2. Approve/Amend Meeting Minutes
   a. Approved

3. Reports/Updates/Announcements
   a. Open Forum
      i. Barbara Ann Bonner, Logan
         1. Logan Neighborhood Block Party on September 13
      ii. Luke Tolley, Hillyard
          1. Citizens Guide to City Council @ NECC, September 17
          2. Arc of Spokane Rock the Runway fashion show Sept 22nd @ Shriners
      iii. Colleen Gardner, Chief Garry Park
          1. NRO/Citizens Workshops: South/Downtown Precinct Officers on Sept. 5th @ Southside Senior Center, 6-7:15pm; North Precinct Officers on Sept. 11th @ NECC, 5:15-6:30pm
      iv. Seth Knutson, Cliff/Cannon
          1. Suggestion to make CA Liaison on Plan Commission a voting member
      v. Tina Luerssen, Grandview/Thorpe
          1. BSN Committee meets on 9/24, noon at South Hill Library
      vi. Caris O’Malley, Spokane Public Library
          1. Upcoming Capital Bond measure on ballot on November 6; provided information on measure details; happy to speak to NCs
             a. https://my.spokanecity.org/learningbond/
      vii. Sandy Gill, North Hill
          1. Historic neighborhood information and reports found in home; offering opportunity to look through and keep materials
      viii. Greg Francis, Rockwood
          1. Land Use Committee finished brochure; passed out copies; Land Use Committee to go out to visit every NC; conversation with NCs about why to participate in Land Use Committee
4. **Code Enforcement: Property Maintenance Code**
   a. Luis Garcia, Code Enforcement Supervisor, lgarcia@spokanecity.org
   b. Discussed overview of property maintenance code focusing on what it is and is not.
   c. See Luis Garcia’s PowerPoint presentation
   d. Draft of property maintenance code available on Mayor’s Housing Quality Task Force

5. **City Council**
   a. Council Member Breean Beggs, District 2
   b. Homeless concerns and solutions
      i. Discussed about changes to House of Charity, funding challenges, and timeline for sheltering people.
   c. Mayor has released budget priorities. Discussed about budget process. NCs encouraged to weigh in on priorities and where money should be spent and saved.
   d. Traffic calming
      i. Discussed about traffic calming process and suggestion for policy update on communication with neighborhood councils. Discussed new traffic calming trend of traffic humps/cushions and possibilities for pilot studies in Spokane.
   e. Leadership Program
      i. Discussed potential university partnership on 6 week leadership course for council and committee leadership. Would be small cohorts, 1-2 cohorts a year.
      ii. Focus: city government, public participation, meeting logistics, diversity and inclusion, conflict management
      iii. Timeline: more concrete proposal by Spring 2019 for feedback

6. **Admin Updates**
   a. CA/CC update
      i. Turned it over to CM Beggs to continue discussing basic infrastructure, public safety needs. Potential levy to fund in upcoming years. Also discussed West Central traffic calming project, and update on process to combine emergency services.
   b. Retreat update
      i. Scheduled for Monday, October 8 at the Philanthropy Center, with lunch provided.
      ii. **CA Discussion:** Does the retreat fit the intent with the Budget Committee funding?
         1. What has been done in past?
         2. How do we maximize time and effort to send people to NUSA? Invest in people to invest back into community
3. What will a NC/member of public who attends retreat takeaway with them as learning objectives?

7. CA/CD
   a. Discussed CDBG funding for 2018.
      i. Heather Trautman to work with CHHS on sending email communication with updated information regarding timeline and process.
   b. Discussed CDBG funding coming in 2019, including upcoming CDBG workshops
      i. Workshop #1 - Tuesday, October 9, 2018, 11:30 am – 12:30 pm, City Council Briefing Center
      ii. Workshop #2 - Friday, October 12, 2018, 12:00 pm – 1:00 pm, City Council Briefing Center
      iii. Workshop #3 - Monday, October 15, 2018, 4:30 pm – 5:30 pm, City Council Briefing Center
      iv. Workshop #4 - Wednesday, October 17, 2018, 8:00 am – 9:00 am, City Council Briefing Center
   c. Discussed moving into district model in 2020
   d. Suggest presentation from CHHS on project status and allocation process
      i. Parks projects in particular have had limited communication
      ii. Projects from 2016 forward, clarification on 2018 funds
      iii. Website needs to be updated

8. Policies & Procedures
   a. Discussed changes to Policies & Procedures. Discussed changes to time extension process and recognizing non-CA members.
      i. Recommendation: Send back to Committee to prepare redline version for consideration.
   b. Discussed website and need to ensure only final policies and procedures are on the website. Anything draft needs to be sent to P&P committee.

9. Liaison Committee
   a. Recommendation on 1st of November – when should applications be cut off?
      i. Announcement in next Friday’s newsletter
   b. Recommendation to close applications on October 19
   c. CA Motion: Accept the recommendation to close the CHHS Liaison Board Member applications on October 19, 2018.
      i. Approved unanimously by vote of hands

10. Office of Neighborhood & Planning Services
    a. Heather Trautman, Director of Neighborhood & Planning Services
       i. Discussed infill workshop updates, liaison updates, CFTC updates.
       ii. PowerPoint Presentation

iii. **CA Discussion:** Can infill be spread out across the city?
   1. Focused on centers and corridors, must be consistent with Comprehensive Plan. Looking for high density areas outside of downtown for consideration.

iv. **CFTC Updates:** Partnership with Audubon/Downriver NC. Neighborhood roll-off event, community clean-up. Saturday, September 29, 8:30 am at Finch Elementary School.

11. Roundtable
   a. Patricia Hansen, Cliff/Cannon – Liaison to Plan Commission
      i. Discussed representing the CA on the Plan Commission. Shared links on the Plan Commission website to help NCs engage with process.
      ii. Suggested to CA to add 5 minute standing agenda item.
   b. Randy McGlenn, East Central
      i. Offered to come again and talk more about pedestrian safety.

**Representatives Present**

**In Attendance:**

- Audubon/Downriver
- Bemiss
- Browne’s Addition
- Chief Garry Park
- Cliff/Cannon
- Comstock
- East Central
- Emerson-Garfield
- Five Mile Prairie
- Grandview/Thorpe
- Hillyard
- Lincoln Heights
- Logan
- Minnehaha
- North Hill
- North Indian Trail
- Peaceful Valley
- Riverside
- Rockwood
- Southgate
- Westgate
- Whitman

**Not in Attendance:**

- Balboa/South Indian Trails
- Latah/Hangman
- Manito/Cannon Hill
- Nevada Heights
- Northwest
- Shiloh Hills
- West Hills

*CA Minutes – 9/6/2018*
TO: Community Assembly
FROM: Patricia Hansen
RE: Plan Commission, 9/12/18 and 9/26/18
Date: 10/1/18

September 12: Plan Commission Meeting

September 10: Notified by James Richman, City Attorney that Comp Plan Amendments, including two in Cliff Cannon, were being discussed on September 12 with potential deliberations. Comp Plan Amendments included 9th and Madison and 6th and Stevens. Denny Dellwo, PC Chair, was notified I would not be present on September 12 because I would be asked to leave. I was not allowed to be present to take notes for CA.

Denny notified the PC and excused my absence.

Hi Patricia –

Just following up on our phone conversation of last week where we discussed your recusal from the hearings related to the pending comp plan amendment applications in your neighborhood. As we discussed, it is my understanding you will be recusing yourself from both applications per Plan Commission Rules of Procedure, #10.11, and will not take part in any questions, discussions, or deliberations regarding those applications during tomorrow’s hearings.

If you have any questions or concerns, please give me a call, or we can visit before tomorrow’s hearings.

Thank you,

James A. Richman | City of Spokane | Office of the City Attorney | Assistant City Attorney
509.625.6238 | 509.625.6277(fax) | jrichman@spokanecity.org | spokanecity.org
808 W. Spokane Falls Boulevard • Spokane, WA 99201

Agenda and Packet

Advanced Agenda
Included in PC documents provided at meeting. Not included in PC packet.
September 26: Plan Commission Meeting

September 25: Broke my ankle and notified Denny Dellwo the same day. Received an excused absence. PC continued deliberations for the two Comp Plan Amendments within Cliff Cannon. I would have been asked to leave and not take notes for CA.

Agenda and Packet

Advanced Agenda
Included in PC documents provided at meeting. Not included in PC packet.
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:

   a. End discussion and move into forming the motion and voting,
   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) years.
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. 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:** 4th 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**

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**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 Liaisons: 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.
E. Community Assembly of Spokane Neighborhood Councils Liaison Committee
Policies and Procedures (September, 2016)

A. Committee Charge
Maintain the city-established positions on advisory boards and commissions related to the Community Assembly.

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

C. Membership
The committee operates with a minimum of three individuals who are members of different neighborhood councils.

D. Meetings
The committee meets monthly or as needed to accomplish its functions. For the convening of a meeting, a quorum is a majority of members. The committee annually will agree a day-of-the-month regular meeting date and report it to the Community Assembly for the master calendar. The committee’s meeting date in 2016 is the second Friday of the month, or the Friday after the monthly Community Assembly meeting.

D. 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.

E. Decisions
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. An affirmative vote on a matter submitted to all committee members by e-mail requires unanimous consent to the text of a resolution.

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
Present: Andy Hoye (Chair – Southgate), Mark Davies (North Indian Trail), Mary Winkes (Manito), Abigail Martin – ONS

Call to order: 6:40PM

Minutes of the May 14, 2018 meeting were reviewed and approved.

A summary of the activity to date was presented by Abbey:

- $20,000 funded
- -$4,000 for NUSA
- -$12,600 approximately requested and approved by Committee in May
- $3,400 approximately might be available as of May for Second Round

Deadline was Sept 21 for invoices.

Actual invoices presented totaled approximately $16,000 including NUSA. Reprographics charges are still being determined, but this is a conservative figure, leaving approximately $4,000 for the Second Round. Details can be made available on request from Abigail Martin.

Second Round (re-allocation requests) totalled $3,380 from twelve neighborhoods and committees. All were approved at this meeting with the exception of one request for back-payment for a band, and a clarification to two neighborhoods that the maximum is $300. Abbey planned to send notice to the neighborhoods on September 28.

We recalled that all invoices for re-allocation grants must be received by November 15.

Several changes to the Committee Policies and Procedures were made which include removing I-B-3, changing “budget-related” to Engagement Grant” in I-B-4, and adding the sentence “Each neighborhood shall be instructed to assign a single individual as a contact point for all grant communications.” Other changes include deleting the sentence in I-D-1 that beings “They can be submitted by email…” and deleting the final phrase in I-D-3 which read “including one January meeting to elect officers.” We also deleted I-E-2 and I-E-4. Please note that the Acting Secretary does not have an editable copy of these Policies and Procedures and requests that changes be made to the online version, AND an editable copy be sent to the Chair, after the changes above have been made.

Chairman Andy will attempt to fill the vacant positions on the Committee.

Meeting was adjourned at 8:00 PM.

Respectfully submitted, Andy Hoye, Acting Secretary
Changes to the Policies and Procedures of the Budget Committee
Submitted September 28, 2018

(Note: the following changes were approved by the Committee and appear in the minutes for the meeting held on September 27, 2018.)

Several changes to the Budget Committee Policies and Procedures were made which include removing I-B-3, changing “budget-related” to Engagement Grant” in I-B-4, and adding the sentence “Each neighborhood shall be instructed to assign a single individual as a contact point for all grant communications.” Other changes include deleting the sentence in I-D-1 that begins “They can be submitted by email…” and deleting the final phrase in I-D-3 which read “including one January meeting to elect officers.” We also deleted I-E-2 and I-E-4.

Please note that the Acting Secretary does not have an editable copy of these Policies and Procedures and requests that changes be made to the online version, AND an editable copy be sent to the Chair, Andy Hoye, after the changes above have been made.

Return to Agenda
Draft Minutes - CA Admin Committee meeting 9/25/18

Luke Tolley (Hillyard), Fran Papenleur (Guest – Audubon-Downriver), Tina Luerssen (Chair - Grandview-Thorpe), Andy Hoye (Secretary – Southgate), Kelly Lotze (Browne’s Addition), Abigail Martin, Shauna Heather Trautman – all ONS

4 Budget comm – 10 min oral rep and discussion and written

3 P and P – Kathryn a – 20 min – written rept and disc

1 Planning Commission Liaison – Patricia – 10 min andy to call – written report – by Monday send to ONS – should be a summary

2 CA liaison to pc voting status....??...greg francis...seth k...20 min...disc and vote

5 Nomination committee eligibility agreement 5 min...vote to form committee

6 NRO workshops colleen....10 min....disc and vote...CC placeholder

7 ONS – cleanup program update – maren murphy – subcommittee to form – 20 min

Coming up – CHHS – 35-40 min for projects menu – George first –

Vote on admin

P and P

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

Oct 9, 2018
5:30 – 7:00 PM
West Central Community Center

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I. Welcome/Introductions – Kathryn  
   a. Approve May 2018 Minutes

II. Review CA/CD Timeline for 2018  
    a. George- Kathryn

III. Training report – George

IV. CA 2018 meeting schedule

Handouts:
   o May meeting minutes
   o 2018 Timeline/Schedule

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Next Meeting 2018 TBD
Community Assembly/Community Development (CA/CD) Committee
Meeting Minutes
Tuesday, May 1, 2018, 5:30-6:00 p.m.
West Central Community Center, Don Kelly Room

Present: Chair Kathryn Alexander (Bemiss), Charles Hansen (Whitman), Fran Papenleur (Audubon-Downriver), Micah Fechner (Cliff/Cannon), Dawn Spickler (Browne’s Addition), Mella Harmon (Emerson-Garfield), Sylvia St Clair (West Central), Bonnie McInnis (West Central)
City Staff: Heather Trautman, ONS/Planning; George Dahl, CHHS

I. Welcome and Introductions
Chair Kathryn Alexander opened the meeting. Minutes from April 3rd, 2018 were reviewed and approved.

II. Topics of Discussion
A. Time Line Schedule
   A Briefing 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.

B. Project Menu
   George Dahl is still working on the Project Menu, and it will be released in September. He encouraged neighborhood councils during the summer to consider possible projects, either independently or in collaboration with a non-profit. He can then vet the ideas for the menu. George also encouraged ideas which will help support CDBG-eligible projects that come from Spokane Matters 2.0.

C. District Model Support
   Kathryn distributed a final version of the District Contact Sheet (see attached). This sheet is a communication tool for the Team Leader to submit to the CA/CD Committee Chair. She will share the decision matrix created by District 1 to assist the other [new] district teams in developing their decision-making process.

III. Next Steps
A. Kathryn has ten minutes on the CA’s May 3 meeting agenda. She will clarify the revised time line, and encourage Districts 2 and 3 to begin forming leadership teams for CDBG projects.

B. The Committee will not meet during the summer. The next meeting will be held Tuesday, September 4, 5:30-7 p.m., WCCC

Recorded by Fran Papenleur
Community Assembly Committee: Building Stronger Neighborhoods
9/24/2018 12:00PM South Hill Library

Members present: Kelly Lotze (Chair: Browne’s Addition), Tina Luerssen (Secretary: Grandview/Thorpe), Fran Papenleur (Audubon-Downriver), Abby Walthall (COPS, West Central), Anne Luttrell (Emerson-Garfield), Chris Flanagan (Manito-Cannon Hill), Dave Lucas (Rockwood), Seth Knudtson (Cliff/Cannon), Vickie Munch (Riverside), Anna Vamvakias (Chief Garry Park).
City staff: Katie Myers (ONS), Julie Happy (Communications), Jessica Fisher (Public Information Assistant).

- Committee Housekeeping
  - August 27th meeting minutes approved, with one edit: it’s The Gathering House on Garland, not The Meeting House as noted.

- Committee Business
  - Cleaning From The Corridor: Event will be in Audubon-Downriver this fall. There will be a neighborhood-wide Roll-Off dumpster event at Finch Elementary from 9am-noon, with registration-only availability for truck assistance. The event will be this Saturday, September 29th.
    - There’s currently around 30 people registered to volunteer.
    - About 40 residents who have registered for assistance to clean up their properties.
  - 2019 Committee Goals:
    - Fran suggested assisting CA Committees that may need help with their education efforts, e.g., CA/CD Committee, as it changes to the District Model next year.
    - Dave suggested the general topic of How We Move Information from CA Committees to the General Public.

- 2018 Goals Review:
  - Handbook Trainings one-on-one: continue this but be more proactive to reach out to new CA Reps and new neighborhood members.
  - Toolkit: keep it updated, publicize/promote to NCs.
  - FB Advertising Training was held in 2018. At this time, we don’t have any other topics that we’ve heard requests for trainings in 2019. Possibly a training on the new Toolkit, or a presentation at a CA meeting?
  - 2017 Marketing: SPR advertising, foamboard at City Hall, Annual Manual ad. We haven’t heard that there was any direct response from new people joining NC events because of these ads. There are great tracking tools from Facebook and MailChimp, so perhaps we can help with a training on this?
    - No printed/radio ads in 2018, so nothing to carry forward to 2019.
  - Liaise with Budget Committee: this has been difficult, since there’s no hard numbers until October, and NCs have done better at spending all the money.

- Education & Outreach
Marketing Toolkit: Julie and Jessica are here from the City to help with this. They brought a Media Release and Media Advisory template which can be included in our Toolkit. This can be filled out by NCs and sent to the City for distribution to a huge list of media contacts. Media Release for general info, Media Advisory for more detailed event info.

- We’d still like to have a list of “generic” media contacts (i.e. newsroom@kxly.com, etc) so that NCs can directly send meeting information and other small notes without going through the City.
- Fran will be working on a document regarding “how to talk to the media when they come to your neighborhood”. Julie can help with this.
- Jessica just won an award for National Programming Awards, Best Use of Social Media 3rd place.
  - Suggestions for making sure you don’t get flagged as a “Fake Profile” on Facebook, so the account needs to have “friends” and “followers” so that you don’t get locked out. It’s recommended to have more than 1 admin on an account, so if one person is locked out, the page is still accessible. Also, there is a “profanity filter” that immediately hides a comment if profanity is used.
  - Update for Twitter section: new limit is 280 characters. You can also use TweetDeck to schedule tweets in advance. Our local news media use Twitter a lot, so this can be a great way to tag and get the tweet shared.
  - Blogging: when the City blog is used, your post is promoted on the City FB and Twitter and cycles through the “carousel” on the website.
  - Instagram: we currently don’t have any info in our Toolkit for this, it can be a great way to reach younger generations. Jessica will work on this.
  - Social Media Best Practices: add the “fake profile” topic. Adding social media to the bottom of press releases. How to address negative comments/posts.

Website location: Under Neighborhoods, there are 6 “tiles” and Katie would like to add another “tile” to link to this Toolkit to make it simpler to find. Title for the tile/page? “Building Stronger Neighborhoods” or “Building Capacity”? Katie will work on creating a template with header/footer with date/revision and work on editing documents for consistency.

- Announcements & Upcoming Events:
  - Fall Retreat Mon October 8th, 9am-1pm at The Philanthropy Center 1020 W Riverside. Parking meters are free that day and lunch will be provided of soup/rolls. Coffee and water will also be provided. Please use the SignUp Genius link in the Friday Update so we can get an accurate RSVP.
  - October 22nd meeting at Shadle or South Hill Library again, so we can hopefully finalize our Toolkit webpage. Chris will see if the room at Shadle or South Hill is available. *Update* after the meeting, Chris
found out that both libraries are unavailable that day. We will discuss via email location for next meeting.

- Topics for next meeting:
  - Marketing Toolkit
  - CFTC Recap
  - CA Retreat Recap
  - Fall BSN Meeting location
  - 2019 Committee Goals finalization
  - Budget options at the end of the year: compile a list of low-cost expenses for any remaining funds. New popcorn machine is one possible item.

- Next meeting: Next regular meeting will be on Monday, October 22nd 2018. 12pm at TBD. Possibly Shadle Library or South Hill Library meeting room.
Marketing Toolkit Table of Contents

Items in Italics have been submitted

1. Press Releases: (Kelly Lotze?)
   a. How-to Write a Press Release
   b. List of print media contacts
   c. List of radio media contacts
   d. List of TV media contacts
   e. How to Talk to The Media (Fran attended this workshop at NUSA)

2. Social Media:
   a. Maintaining a Neighborhood Facebook Page (EJ Iannelli)
      i. Using Facebook Advertising (Kelly Lotze)
   b. Maintaining a Neighborhood NextDoor Presence
   c. Maintaining a Neighborhood Twitter Account
   d. Using MailChimp/How-to Write a Neighborhood e-Newsletter (Katie Myers)

3. Print Marketing:
   a. How-to Create a Neighborhood Brochure/Door Hanger
   b. Maximizing your Neighborhood Clean-Up Mailer (Katie Myers)
   c. Welcome Bags for new Neighborhood residents (Dave Lucas/Chris Flagan)

4. Neighborhood Event How-Tos:
   a. Hosting an Outdoor Movie Night (Tina Luerssen)
   b. Hosting Concerts in the Park (Victor Frazier/Doug Prendergast)
   c. Hosting a Neighborhood Yard Sale (Seth Knutson)
   d. Hosting a Block Party (Seth Knutson)
   e. National Night Out Against Crime events (Abby Walthall)
   f. Neighborhood Walking Tours (Kelly Lotze)

5. Building Capacity:
   a. Suggestions for connecting your Neighborhood Council with businesses/non-profits in your Neighborhood (Colleen Gardner)
   b. Reaching out to new neighborhood residents/Realtors (Dave Lucas)
   c. How to Create a Block Watch (COPS, Abby Walthall)
   d. Being a 501(c)3 Non-Profit Organization (Victor Frazier)
   e. Assistance for Struggling Neighborhoods (Katie Myers)
   f. Guest Sign-in Sheet

Return to Agenda
Land Use Committee Minutes – Draft

Meeting: 9/20/18

Attendance: Sylvia St Clair (WC), Gene Brake (EG), Nicola Payette (CC), Toni Sharkey (RW), Laura (CC), Greg Francis (RW), Tirrell Black (Staff), Nathan Gwinn (Staff)

Facilitator: Toni Sharkey
Note Taker: Greg Francis

Meeting started at 5:30pm

August minutes approved as submitted in packet

Vote on new Executive Team members: Toni Sharkey and Gene Brake approved unanimously

The group discussed whether or not to request a second round of funding from Community Assembly for the printing to the LUC Developer FAQ. The consensus was that the document can be distributed electronic so there was no need to pursue additional funding from Community Assembly.

The newly printed “Intro to Land Use” brochures were made available to members. Greg indicated that he had provided a brochure to all attendees at the September CA meeting. Members each took a quantity of brochures in preparation for the start of outreach to those neighborhoods that don’t currently attend LUC. The plan is for LUC members to attend neighborhood meetings in the next couple of months to promote LUC and encourage the neighborhood to send a representative. Brochures would be distributed to those individuals at the NC meetings that may be interested in attending. Sylvia took the box of brochures that weren’t distributed for safekeeping. Greg volunteered to get all of the NC meeting times to distribute to LUC so individuals could begin identifying which NCs each would contact and setup a presentation.

Discussion by Nathan Gwinn on Infill Development (6pm-7:15pm)

General discussion

Affordability, preservation of historic homes and tree canopy were all expressed as concerns
Toni asked why infill priority isn’t being placed on downtown area (Tirrell said that the code downtown already allows for infill)
Mentioned that developers can willfully violate the rules then accept the fine (cut down trees, etc)
What suggestions are there to resolve this issue? (code changes, etc?)
Concerns were expressed about parking requirements since the current parking requirements already seem to lax
Idea suggested for increasing the penalty for removal of trees that are wrongfully removed

Nathan’s presentation on infill development begins
Nathan passed out handouts
RTF and RHD account for 2% of city, RMF is 4% - these proposed changes apply to these zones
Current record low vacancy rates
Nathan went over zone map for city showing where denser zones are location
Brief discussion occurred about taxation policy on surface parking lots downtown

Townhomes – In RTF, up to eight can be attached; no limit in RMF or RHD

Owner-occupied versus rentals; how to increase ownership
  Fee simple ownership
  No mandate for ownership versus rental
  Incentives for low income people purchasing
How do you assure affordable housing?
Nathan – some jurisdictions have inclusionary zoning for x% affordable
  None of that in Spokane although it is used on the west side of the state
  Increased density can improve affordability

Concern was expressed about demoing existing affordable housing to build denser townhomes at higher yield

Infill will have its Plan Commission hearing on November 14th (continuation of July hearing)

Max building height – 35’ wall height and 50’ for pitched roof (new possibility)
  Height bonus if basement parking is included (3’ bonus)
  Transition setback when adjacent to RSF or RTF
    10’ setback gives 35’, every 5’ setback gives +5’ height

Max side of 1.5 acres before PUD has to be used; HOA requirement
Minimum lot size w/FAR 1.0 (100% lot coverage by building)
  Gene was against FAR 1.0; maintain landscape/greenspace
Stormwater treatment is still required, which means that you can’t actually achieve FAR of 1.0
Gene – can’t give developers carte blanche; balance with needs of residents

Parking requirements
  Less parking required for smaller units within 1/4 mile of centers and corridors
  Modest decrease in option one – ratio of one parking spot per 1000 sq ft
  Option two in RMF/RHD is to reduce parking for six units to zero
    Thus, six units at three bedrooms would require zero parking spaces
  Lots of concerns about further reducing parking requirements

Social media outreach is pending

Question about Design Review Board (DRB) and infill; answer – would rarely apply to these except with design departure, PUD, etc

Discussion ensued on whether or not to make any recommendations on infill to CA. It was felt that there wasn’t sufficient consensus or the time to fully understand the content to make a recommendation at this time.

Meeting adjourned at 7:30pm
Section 04.12.010 Purpose

A. Pursuant to Charter sections 126 through 128, there shall be a City plan commission (referred to in this chapter as the "commission"). In addition to exercising those powers granted to the commission in section 128 of the City’s Charter, the commission shall provide advice and make recommendation on broad planning goals and policies and on whichever plans for the physical development of the City that the city council may request the commission's advice by ordinance or resolution.

B. The functions of the commission shall be advisory only.

C. The commission shall provide opportunities for public participation in City planning by:
   1. providing through its own broadly based membership an informed opinion to complement the work of the City’s elected officials and administrative departments;
   2. soliciting public comment, when pertinent, on planning issues of City-wide importance or of a substantial community concern, and evaluating comments received; and
   3. securing the assistance of experts and others with knowledge or ideas to contribute to City planning.

D. Without limiting the generality of subsections (A) and (C) of this section, the commission shall hold public hearings and make recommendations to the city council regarding the following matters:
   1. Amendments to the City’s comprehensive plan and the development regulations implementing the comprehensive plan.
   2. Changes in the corporate limits of the City, including the land use designations and zoning to become effective upon the annexation of any area proposed for annexation or which might reasonably be expected to be annexed by the City at any future time.

E. Meetings of the commission, the minutes of its proceedings, and its findings and recommendations shall be open to the public.

Section 04.12.020 Membership

The commission shall consist of ten members, who shall serve without compensation. The membership as a whole shall reflect a broad range of opinion, experience, and expertise with the objective of providing sound advice representative of the citizenry. To achieve that purpose, it shall include residents from diverse neighborhoods and council districts within the City with diverse professional backgrounds and citizens active in neighborhood or community affairs.
Section 04.12.030 Appointment and Term

A. Appointment.
   1. Members are nominated by the mayor and appointed by a majority of the city council.
   2. All commission members shall be qualified electors of the City.

B. Term.
   1. The term of office shall be four years. The terms of two of the members shall expire every odd-numbered year. The terms of three of the members shall expire every even-numbered year. The mayor may nominate and a majority of the city council may appoint existing and newly appointed members to such shorter and/or longer terms as are necessary to achieve this term cycle.
   2. A commission member whose term has expired shall continue to hold office until a successor has qualified, but no more than ninety days.
   3. No member shall serve more than two consecutive terms.

C. Vacancy.
   1. Any vacancy shall be filled for an unexpired term in the same manner as for an original appointment under this section as amended.
   2. Appointment to fill the balance of an unexpired term where more than half of the unexpired term remains shall be considered a full term.
   3. The director of planning services shall provide written notice at least sixty days but not more than one hundred twenty days prior to the expiration of every commission member term. The notice shall be provided to the commission president, the commission member whose term is expiring, and the mayor.

Section 04.12.035 Removal

Commission members shall not be removed from office by the City Council before the expiration of their terms except for cause based upon a determination of incapacity, incompetence, the presence of irreconcilable conflicts of interest, neglect of duty, or malfeasance, and upon the affirmative vote of five (5) Council members. No commission member shall be removed without written notice of the intent to remove and an opportunity to provide a written response to the notice.

Section 04.12.040 Liaison Members

A. The city council shall appoint one city council member to serve as a liaison to the commission and shall also appoint an alternate city council member to serve in the absence of the liaison.

B. The community assembly shall nominate a member of the assembly to serve as a liaison to the plan commission, subject to confirmation by the mayor and appointment by the city council.

C. The liaison members shall be non-voting participants in commission business.
Section 04.12.050 Ancillary Powers

The plan commission shall have the power to:

A. select one member as the president of the commission for a term of two years. No person shall serve as president for more than two consecutive terms;

B. organize itself, establish committees or subcommittees, establish annual work programs in consultation with the director of planning services, and delegate duties for the performance of its work;

C. adopt rules of procedure to accomplish its functions and to provide in such rules for the time and place for holding regular Commission meetings;

D. use administrative support and staff provided by the planning services department as well as technical support from other appropriate City departments and offices as necessary to assist the commission in the performance of its functions, maintenance of its records, and preparation of official correspondence.

Section 04.12.060 Temporary Participants

A. The mayor, city council, or commission may assign one or more persons to sit with and participate in the proceedings of any committee of the commission while considering a specific matter as deemed appropriate to provide expertise or a viewpoint. No such person shall be considered to be a member of the commission or have any authority to vote, and the person's participation shall cease upon completion of the assignment.

B. A temporary participant shall not engage in conduct prohibited by the City's code of ethics.

Section 04.12.070 Focus of Activities

It is the intention of the City's legislative authority that the commission direct its activities toward providing recommendations on those broad planning goals and policies and plans for the physical development of the City as identified by the city council as matters for its attention, by ordinance or resolution.

Section 04.12.080 Duties

In conjunction with the development of a schedule for City consideration of planning and policy issues, the city council will by resolution adopt an annual schedule which will assign certain policy and planning issues for commission consideration. In addition, the commission shall, when requested by city council resolution, solicit information and comment from the public about planning goals and policies or plans for the City, and report to the city council its recommendations and a summary and analysis of the comments received from the public.

Section 04.12.090 Unexcused Absences

A commission member may be removed from office for cause if absent from three consecutive commission meetings or six regularly scheduled meetings in any twelve-month period.
City of Spokane Charter

Article XV: Plan Commission

Section 126: Establishment
The city council shall, by ordinance, establish a city plan commission, to consist of ten members, who shall serve without pay.
Effective Date: 1910

Section 127: General Authority
The city plan commission shall perform such functions and have such powers as may be conferred upon it by the city council by ordinance. The city council may, by a majority vote, direct the plan commission to perform specific actions in relation to potential or pending legislative action of the city council. The council shall have power to appropriate any moneys necessary in its judgment to further the work of the commission, including the employment of necessary clerical assistants and experts, and to provide for the same in its annual budget and tax levy.
Effective Date: August 31, 2011

Section 128: Specific Powers
In addition to the powers that may be specially conferred upon the plan commission by ordinance, it shall have power to investigate and make recommendations to the city council in relation to all matters pertaining to the living conditions of the City; the betterment of facilities for doing public and private business therein; the elimination of slums; the correction of unhealthful housing conditions; the proper laying out, platting, and naming of streets, squares, and public places, and the numbering of buildings and houses therein; the location, planning, and architectural designing of public buildings; and generally, all things tending to promote the health, convenience, safety, and well being of the City's population, and to further its growth along consistent, comprehensive and permanent plans.
Effective Date: March 25, 2009
Date: October 1, 2018
To: Community Assembly
From: Liaison Committee
Re: Q&A for Advisory Board and Committee Positions Allocated to the Community Assembly

Q: What are the two types of advisory board and committee positions established by the city council in the municipal code?
A: Liaison and member.

Q: What are these positions, their type and municipal code reference?
A: Community Health and Human Services Board (CHHS) – member – SMC 04.34
   Design Review Board (DRB) – member – SMC 04.13
   Plan Commission (PC) – liaison – SMC 04.12
   Urban Forestry Citizen Advisory Committee (CAC) – member – SMC 04.28

Q: Are there any restrictions or conditions placed on any of these member positions in city code? And, is the term “liaison” defined in city code?
A: No, and no.

Q: What is the dictionary meaning of the term “liaison” used as a noun (emphasis added)?
A: Merriam-Webster says, “a person who establishes and maintains communication for mutual understanding and cooperation”.

Q: What is the affirmation statement the Plan Commission Community Assembly liaison endorses on their application for the position (emphasis added)?
A: I understand the Community Assembly’s liaison position provides a conduit for information between the Community Assembly, its constituent neighborhood councils, and the City of Spokane’s Plan Commission with the duty to serve as a voice both to and on behalf of the city’s Community Assembly and neighborhood councils to ensure all voices are heard.

I understand the Plan Commission’s city mission is to advise the mayor and city council principally as to matters of land use and property development policy under the comprehensive plan, and of capital facilities 6-year plans (streets, utilities, etc.) consistent with the comprehensive plan.

I understand the Community Assembly’s liaison is an ex officio (non-voting) member of the Commission who participates in all Commission activities other than deliberations and voting on recommendations to the city council after public testimony is closed.

I understand the Community Assembly’s liaison is expected to submit a written report for the Community Assembly monthly agenda packet and to provide a verbal report at Plan Commission meetings on Community Assembly activities relevant to the Plan Commission.

I am aware of the role and responsibilities of the Community Assembly’s liaison position on the Plan Commission and of the time commitment required.

Attachments: Charter Article XV Plan Commission
SMC 04.12 Plan Commission
2018 CA-PC Liaison Roles and Responsibilities
Hansen CA supplemental PC application form p.2
Skills and Special Interests
Skills, interests and/or any other experiences gained that relate to this position:

Please refer to supplemental page 3.

Neighborhood Council Connection
Which neighborhood council do you relate to? CLIFF CANNON
Do you maintain voting member status in this neighborhood council? Yes ☑ No ___
Please supply a neighborhood council reference.
Name: Laura Mincks
Phone: 942-6610 Email: LauraMincks@siswa.com

Affirmation
I understand the Community Assembly’s liaison position provides a conduit for information between the Community Assembly, its constituent neighborhood councils, and the City of Spokane’s Plan Commission with the duty to serve as a voice both to and on behalf of the city’s Community Assembly and neighborhood councils to ensure all voices are heard.

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I am aware of the role and responsibilities of the Community Assembly’s liaison position on the Plan Commission and of the time commitment required.

Signature: Patricia Hansen

Date: 3-31-18
Neighborhoods Building Community Through Connections, Collaborations, and Events

This workshop will focus on the importance of connections, collaborations, and events in building strong communities. We will hear from people representing the Zone Project, Spokane Public Schools, Innovia Foundation, Spokane Public Library, Spokane Eastside Reunion Association, Kiwanis, East Central Community Organization and more! After presentations, the speakers will participate in a Q&A panel where they will take your questions about their projects and ways to collaborate and make connections in our community.

MONDAY OCTOBER 8TH
9AM TO 1PM
PHILANTHROPY CENTER
1020 West Riverside Ave.
A lunch of homemade soup and rolls will be provided.

Please RSVP to https://bit.ly/2DfQ9CZ