

## Spokane Neighborhoods Community Assembly

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



*Meeting Agenda for Thursday, January 3, 2019  
5:30 to 8:00 pm, West Central Community Center, 1603 N Belt  
Proposed Agenda Subject to Change  
Please bring the following items:  
\*Community Assembly Minutes: December*



AGENDA ITEM	PRESENTER	TIME	ACTION	PAGE #
Introductions	Facilitator	3 min - 5:30	Discussion	
Proposed Agenda (Include Core Values, Purpose and Rules of Order)	Facilitator	2 min - 5:33	Approve	1
Approve / Amend Minutes	Facilitator	5 min - 5:35	Approve	3
<b>OPEN FORUM</b>				
Reports / Updates / Announcements	Please sign up to speak!	10 min - 5:40	Oral Report	
<b>LEGISLATIVE AGENDA</b>				
City Council:	City Council Members	10 min - 5:50	Oral Report	
Policies and Procedures Committee - Vote on final P & P changes submitted last month (2/3 vote)	Kathryn Alexander	10 min - 6:00	Discussion & vote	7
Administrative Committee- - CA committee goal review and approval (budget, PeTT, BSN, liaison) - CA Spring retreat (goals) - Meeting location discussion	Kelly Lotze	30 min - 6:10	Discussion & vote	33
Role of CACD moving forward	Kathryn Alexander & Admin	20 min - 6:40	Discussion	
Neighborhood & Planning Services update	Heather Trautman	10 min - 7:00	Oral Report	37
Roundtable				
<b>OTHER WRITTEN REPORTS</b>				
Plan Commission materials	<a href="https://my.spokanecity.org/bcc/commissions/plan-commission/">https://my.spokanecity.org/bcc/commissions/plan-commission/</a>			
Plan Commission Liaison report	Greg Francis			46
Design Review Board Liaison report	Kathy Lang			48
January Update - neighborhood community development project summary PY16-18	George Dahl			50
Neighborhood application briefing paper - Jan update	George Dahl			51
CACD meeting minutes - December	Andrew Hoyer			52
CA Admin minutes - December	Greg Francis			53
Urban Forestry CAC minutes & Agenda	Karen Carlberg			54
Urban Forestry - Citizen Advisory Committee	Paul Kropp			58
Neighborhood concerns and resource list	Neighborhood safety committee			63
<b>Neighborhood Safety Committee goals - 1st viewing</b>	Neighborhood safety committee			64

\*\*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.

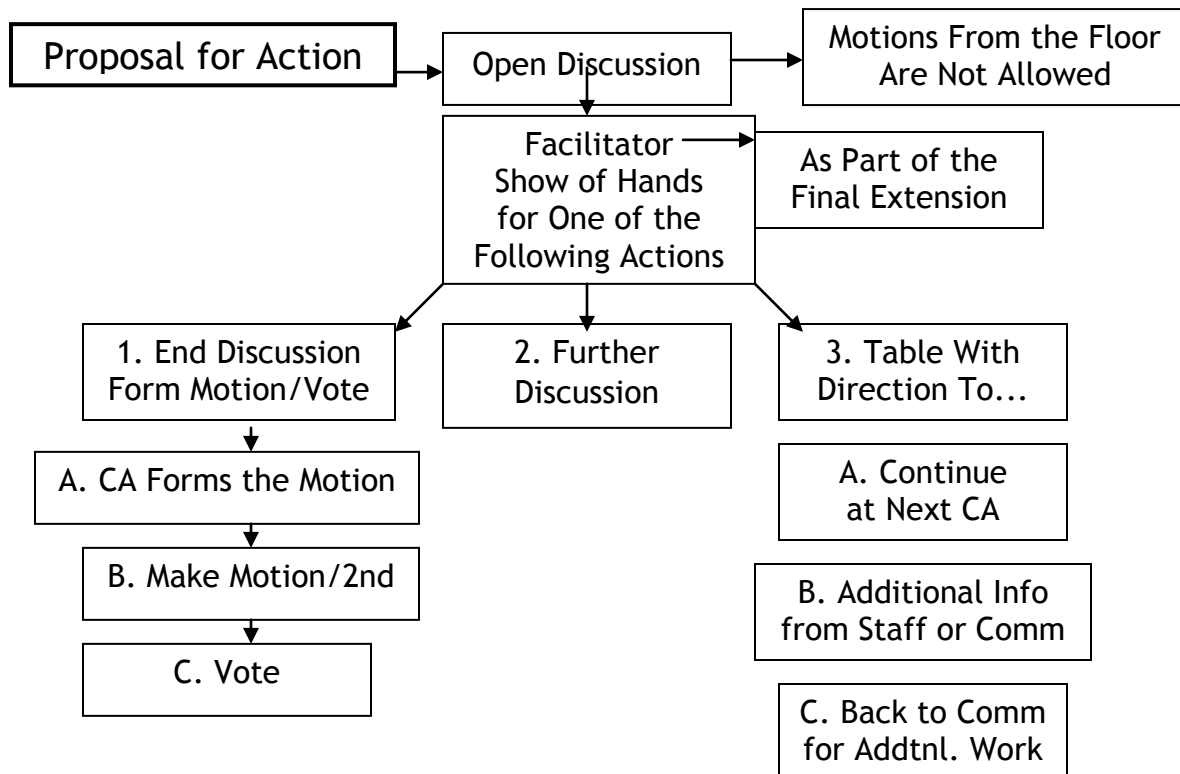
The Community Assembly initiates and is actively involved early and often in the conception, adoption and implementation of local policy changes and projects. The administration and elected officials bring ideas to the Community Assembly in the forming stages for vetting, input and participation. The 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.

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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



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## Community Assembly Meeting Minutes

December 6, 2018

### 1. Proposed Agenda

- a. Approved

### 2. Approve/Amend Meeting Minutes

- a. Approved

### 3. Reports/Updates/Announcements

- a. Charles Hansen, Whitman
  - i. At the last City Council/Community Assembly (CA/CC) meeting several folks had questions on CDBG and project status, please refer to the [December CA packet](#), and page 48 for a list of projects.
- b. Fran Papeleur, Audubon/Downriver
  - i. 5 at large vacancies for the Community Housing and Human Services (CHHS) Board, please share this information with your neighborhoods. More information on the CHHS Board can be found at this link:  
<https://my.spokanecity.org/bcc/boards/community-housing-and-human-services-board/>
- c. Tina Luerksen, NUSA 2019
  - i. The NeighborhoodsUSA 2019 conference is currently seeking nominations for their 2019 awards. Please consider the great work your neighborhood has done to possibly receive an award. Applications must be received no later than February 1, 2019. For a list of award categories please visit this link: <http://www.nusa.org/nusa-awards/award-application/>

### 4. City Council

- a. Ben Stuckart, City Council President
  - i. Public Safety Levy discussion: each year thousands of property crimes go unsolved and the most common complaint SPD hears is property crime and needing additional police officers. This bond, if passed, would allow SPD to be more proactive about community policing and hire more property crime officers. Council President would like to make sure before he leaves office that he is able to give voters the opportunity to decide on this issue. If you have additional questions on this levy proposal please email Council President at, [bstuckart@spokanecity.org](mailto:bstuckart@spokanecity.org).

### 5. Plan Commission Liaison Update

- a. Patricia Hansen, Plan Commission Liaison
  - i. Patricia has been dealing with some health issues, due to this Greg Francis has been taking notes for Patricia at the Plan Commission. Patricia is interested in hearing from the CA - does the group support her current approach? The group has an informal show of hands to show Patricia they support this direction that she has taken.

### 6. Liaison Committee Report

- a. Paul Kropp, Liaison Committee
  - i. Melody Dunn has applied for the CHHS Board position and the Liaison Committee recommends the Community Assembly nominate Melody to the position. Melody has

been working to be a better rep for the best representative in this position she can be and feels she is able to process complicated information and will be a good fit.

**Motion:**

The Community Assembly accepts the Liaison Committee's selection of Melody Dunn for nomination to the Community Housing and Human Services Board liaison member position provided by the municipal code at SMC 04.34A.030 for an initial three-year term and requests the Administration Committee to forward her application material to the office of the mayor and the office of the city council.

Approve: 19

Oppose: 1

Abstention: 1

**7. Policies and Procedures Committee**

- a. Kathryn Alexander, Bemiss
  - i. To review the policy and procedures (P&P) please refer to the [December CA packet](#) on page 24.
  - ii. Katie Myers with ONS will get P&P updated on webpage as well as committee goals once all are finalized at the January CA meeting.

**8. NRO Workshops Placeholder Request**

- a. Colleen Gardner, Chief Garry Park
  - i. In April 2018 Colleen asked to use the placeholder at City Council to bring back a report on the NRO workshops.
  - ii. Colleen provided feedback she has received on the NRO workshops and an overview. This program has been a huge success.

**Motion:**

Allow Colleen to use the placeholder at City Council to bring back a report on this.

Approved: Unanimously approved

**9. Budget Committee**

- a. Andy Hoyer, Budget Committee member
  - i. Please refer to the [December CA packet](#), page 44 to review the budget committee's reallocation.
  - ii. Recap: if the remaining 2018 engagement grant is spent as outlined below there will be between \$250 and \$1000 left over at the end of the year.

**Motion:**

Allocate \$750.00 for a new popcorn machine and \$150.00 for printing updated CA Handbooks.

Roll Call Vote: (19 approve, 2 abstentions).

Approve: Bemiss, Chief Garry Park, Cliff Cannon, East Central, Emerson Garfield, Five Mile Prairie, Grandview Thorpe, Logan, Minnehaha, Nevada heights, North Hill, North Indian Trail, Northwest, Riverside, Rockwood, Southgate, West Central, West Hills, and Whitman.

Oppose: none

Abstention: Audubon/Downriver and Lincoln Heights.

Funding Approved.

**Motion:**

Allocate \$50 for the balance of the cost on the awards and to commit to this being a onetime expenditure of this type. \$50 for CA Rewards.

Roll Call Vote: (10 approve, 4 oppose, 7 abstentions).

Approve: Audubon/Downriver, Bemiss, Cliff Cannon, East Central, Emerson Garfield, North Hill, Riverside, West Central, West Hills and Whitman,

Oppose: Chief Garry Park, Grandview Thorpe, North Indian Trail, and Rockwood.

Abstention: Five Mile Prairie, Lincoln Heights, Logan, Minnehaha, Nevada Heights, Northwest, and Southgate.

Funding Approved.

**10. Administrative Committee**

- a. Tina Luerssen, Grandview Thorpe
  - i. Appointment of Officers - Kelly Lotz will be chair, Greg Francis will be vice chair, and Luke Tully will be secretary. Mindy Muglia is also a committee member.
  - ii. CA/CC meeting last week: dates for CA/CC 2019 year are in the packet. Meeting will take place on the 5th Thursdays except for the October meeting will be on Wednesday to not conflict with Halloween. CP Stuckart was there to talk about his levy proposal. CP said that Council will be approving 25K for the 2019 CA grant program year. Also discussed frustrations with CDBG funds and seeking more clarification (in packet).

**11. Round Table**

- a. Heather Trautman, Director of Neighborhood & Planning Services
  - i. Abbey Martin will be leaving ONS – please feel free to reach out and congratulate her. She will be working with Gonzaga continuing service and community work. Her last day will be December 14, 2018. Other news: yes, should Council approve the budget next week that 25K will be allotted to the community engagement grant.
- b. Mike Fagan, District 1 Councilmember
  - i. Mike wanted to take an opportunity to say thank you for your service and Merry Christmas and Happy New Year!
- c. Kathryn Alexander, Bemiss

- i. There has been discussions to put Gonzaga students with Neighborhood councils to assist in neighborhood marketing.
- d. Mark Davies, North Indian Trail & Budget Committee member
  - i. The budget committee is down to three people and we need two more volunteers for the budget committee, please consider serving on this committee.

## **12. 2018 CA Awards**

- Colleen Gardner received the Lifetime Achievement Award.
- Charles Hansen received the Jeannette Harris Award.
- Fran Papenleur received a Spirit of the CA Award.
- Tina Luerssen received a Spirit of the CA Award.
- Paul Kropp received a Spirit of the CA Award.
- Carol Tomsic received a Spirit of the CA Award.
- Pilgrim Luthern Church received a Spirit of the CA Award.
- Charles Robeson (Audubon) received a Spirit of the CA Award.
- Marlene Mauer (Bemiss) received a Spirit of the CA Award.
- Donna Fagan (Bemiss) received a Spirit of the CA Award.
- Shirley Shirkey (Bemiss) received a Spirit of the CA Award.
- Gretchen Chomas (Bemiss & Audubon) received a Spirit of the CA Award.
- Ted Teske (Southgate) received a Spirit of the CA Award.
- Karen Sutula (Retreat Committee) received a Spirit of the CA Award.
- Mike Husted (North Indian Trail) received a Spirit of the CA Award.
- "Community Assembly Representative" pins were distributed to all CA reps.

## **21 Reps Present**

**In Attendance:** Audubon/Downriver, Bemiss, Chief Garry Park, Cliff/Cannon, East Central, Emerson/Garfield, Five Mile Prairie, Grandview Thorpe, Lincoln Heights, Logan, Minnehaha, Nevada Heights, North Hill, North Indian Trail, Northwest, Riverside, Rockwood, Southgate, West Central, West Hills, and Whitman.

**Not In Attendance:** Balboa/SIT, Browne's Addition, Comstock, Hillyard, Latah/Hangman Valley, Manito Cannon Hill, Peaceful Valley, and Shiloh Hills.



Community Assembly  
Policies and Procedures  
Revised Dec. 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.



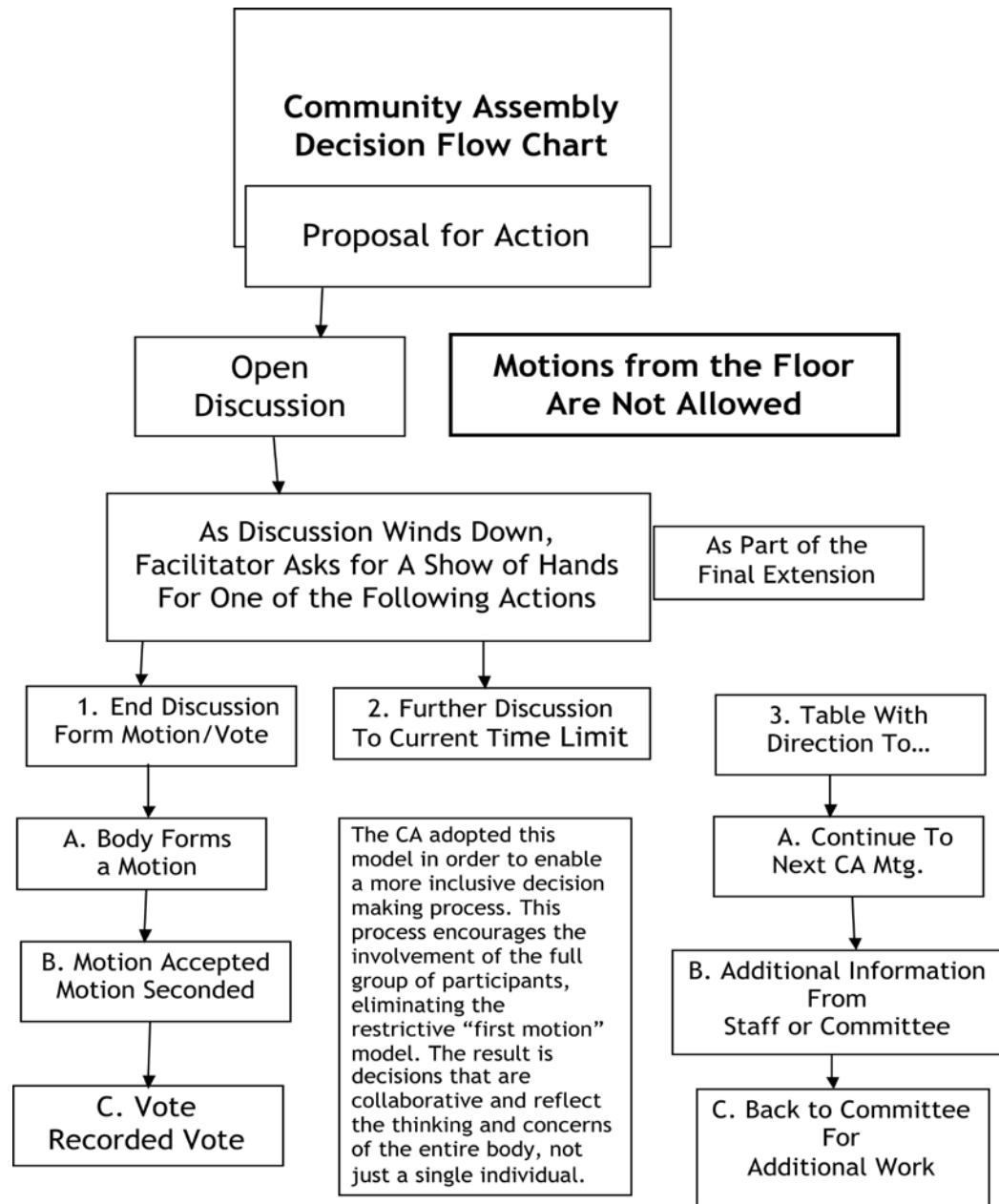
- C. Each neighborhood council must submit in writing or by email, the names of their representative to the Office of Neighborhood Services as changes occur.
- D. Each neighborhood council representative has one vote.
- E. A representative may only vote on behalf of one neighborhood at a CA meeting.

#### **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:

- 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 (BSN)

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:**

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## **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 12/06/2018**

- a. **Mission Statement:** Build stronger neighborhoods by increasing the awareness and capacity of Neighborhood Councils and Community Assembly through training and education.
- 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:** Chair, Vice Chair and Secretary elected annually at the first meeting of each calendar year.
- e. **Meeting Schedule:** 4<sup>th</sup> Monday of each month except for December, 12:00 noon to 1pm.
- 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**

### **C. Community Assembly Community Development Committee (CA/CD) Policies & Procedures - December 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 an 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 Liasons: Support will be offered by CHHS for HUD content and expertise, and by ONS for city department and policy expertise.

## **D. CA Land Use Committee Policies and Procedures December 2018**

### **Mission Statement**

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

### **Purpose**

The LUC provides education, information and resources through outreach to City Departments including the Office of Neighborhood Services, Code Enforcement, Planning and Development and the collected wisdom of our Neighborhood Councils. The CA-LUC will take inquiries as directed by the City and/or assigned by the CA and/or from other Committees and/or Subcommittees in addition to Neighborhood Councils.

### **Membership**

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

1. The LUC shall maintain a minimum of three members who are members of separate NCs with maintained voting status on the Community Assembly, which represents a quorum.
2. 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.

## **Voting**

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

1. A single official representative or alternate from each NC may vote as long as the neighborhood has been represented at two meetings of the last four meetings convened.
2. Anyone attending the meeting has standing to discuss the issue/motion on the table. However, the official vote shall be represented and recorded by only the NC representatives with standing.

## **Emergency Voting**

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

## **Leadership**

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

1. Executive Board members must maintain voting eligibility.
2. Terms of one year in length. Qualified individuals may serve in any one position for no more than two terms. Term limits may be waived if there are no other persons available to serve on the Executive Board.
3. There may be up to five 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.

4. **Chair.** The Chair is responsible for communicating with the LUC, setting the agenda with the approval of the Executive Board, and facilitating LUC meetings. In the absence of designated positions, the Executive Committee shall set the meeting agenda. A member will be designated to report to the CA after such report is approved by the LUC. The Chair may also call and serve as facilitator of Executive Board meetings.
5. **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 attendees are signed in for voting purposes. During votes, the Vice Chair is responsible for counting and identifying the official votes. Note: Eligible voting member neighborhoods will be identified on the previous minutes and current agenda.
6. **Recorder.** The Recorder is responsible for keeping official minutes for all LUC and Executive Board meetings. The Recorder will forward the minutes to ONS to distribute to LUC members one week in advance of the regularly scheduled LUC meetings.
7. **Other Executive Board Positions.** Other positions may be appointed by the Chair and by vote of the Executive Board.

## **Elections**

Elections for the LUC Executive Board leadership will take place annually 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. Community Assembly of Spokane Neighborhood Councils Liaison Committee Policies and Procedures (December, 2018)**

### **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 [amendment]**

The committee meets ~~monthly~~ or as needed to accomplish its functions at the call of the chair or of two members. 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.

## **F. Selection Standards** [added section]

Selections for nomination by the Community Assembly to liaison and membership positions allocated to the Community Assembly by city code will be neighborhood council members in good standing who are qualified for the positions and acknowledge the responsibilities the positions entail.

**ONS Staff Support: TBD**

## **F. Community Assembly of Spokane Neighborhood Councils Pedestrian, Transportation and Traffic Committee (PeTT) Policies and Procedures (December, 2018)**

### **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. NEIGHBORHOOD SAFETY COMMITTEE POLICY AND PROCEDURES**

December 2018

**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.

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### Budget Committee Goals

2019

1. Gather statistics on the success and impact of the awards from each neighborhood including impact and growth as part of the CA report.
2. Continue to refine our process/application and timeline procedures.
3. Provide a mid-year report to the CA on the spending (spent, committed, available).
4. Maintain and increase neighborhood grant participation wherever possible.

## PETT 2019 Goals

### APPROVAL –2019 PeTT Committee Focus Areas (“Goals”)

\* Revision of the traffic calming policy \* Speed limit modifications in certain areas \* Street standards revision process \* All-city sidewalk repair and infill program

## 2019 Committee Goals Proposal:

1. Handbook Trainings one-on-one: continue this but be more proactive to reach out to new CA Reps and new neighborhood members.
  - Utilize CA Committee Chairs to refer new attendees.
2. Toolkit: keep it updated, publicize/promote to NCs.
  - Toolkit training? Separate meeting or possibly at CA meeting.
  - End-of-year survey on Toolkit to determine how much it was used/effectiveness.
3. NUSA 2019 budget request.
  - Possibly directly funded by City Councilmembers for District attendees? (Katie will follow up with Heather)
  - CA Retreat: budget request for Marketing? Possibly part of the Council funding for NUSA attendees?
4. 2019 Budget request for Neighborhood Events promotion.
  - Inlander ad listing summer concerts/events
  - Printed flyers for distribution
5. Update CA Handbook, including Acronyms page and P&P pages once approved by CA. (this may be completed in 2018 if budget funds allow)
6. Create a CA/Committees brochure, and update Neighborhood Programs brochure with better design.

## Liaison Committee Goals – 2019

The goals of the Liaison Committee do not change from year to year and are the four ongoing functions recited at item B. of the committee's policies and procedures document.

The committee will:

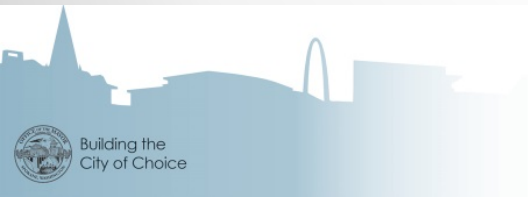
1. Keep up to date a profile of basic information for each liaison and representative board and commission membership position related to the Community Assembly, including a position-specific statement of duties and responsibilities;
2. manage and recommend as necessary liaison and representative member 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.

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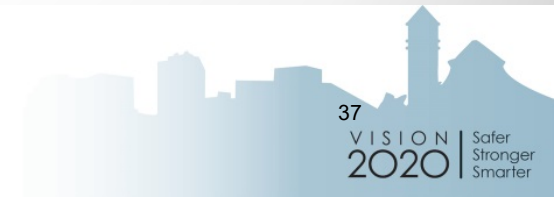
# Community Assembly

Neighborhood and Planning  
Services

January 3, 2018



Building the  
City of Choice



37

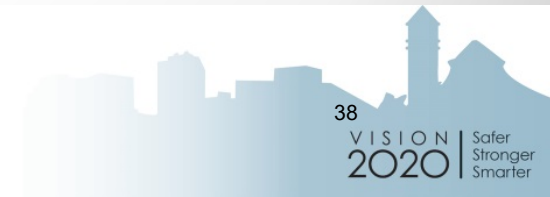
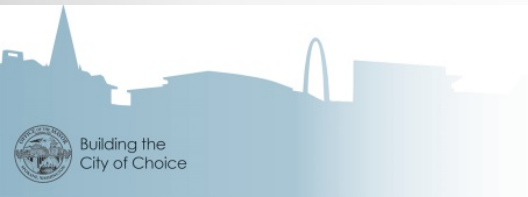
VISION  
2020

Safer  
Stronger  
Smarter

# Guest Login

**Wi-Fi Options : WiFi3**

**Password: wcccguest1603**



# Traffic Calming Program & School Safety Program 2019

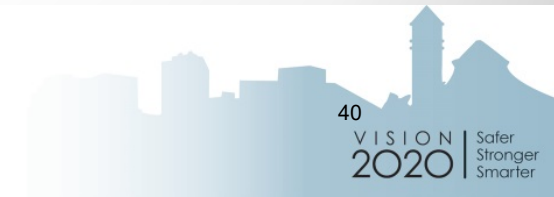
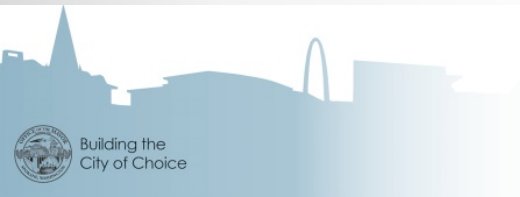
- Training will be on **January 14<sup>th</sup>**, 5:30pm at the **West Central Community Center**.
- All neighborhoods are encouraged to send a rep to this training.
- We will also discuss the new School Safety Program and the application process at the training.
- 2019 Traffic Calming **applications will be due March 15, 2019.**
- **School Safety applications will be accepted year round.**
- For questions please reach out to Katie Myers, [kmyers@spokanecity.org](mailto:kmyers@spokanecity.org), 509-625-6733/





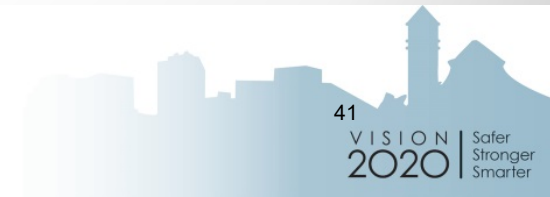
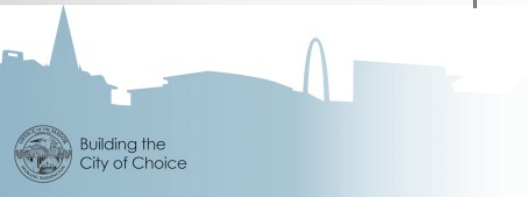
# Mobile Speed Feedback Program 2019

- 2019 applications are available online:  
<https://my.spokanecity.org/neighborhoods/programs/speed-feedback/>
- **Applications will be accepted up until April 5<sup>th</sup>.**
- Dates are first come first serve, so the earlier your neighborhood submits your application the better!
- Each neighborhood can request up to three locations for a two week period from spring to fall.
- Please visit the link above before filling out your application for important tips and pointers for location selection.
- For questions please reach out to Katie Myers,  
[kmyers@spokanecity.org](mailto:kmyers@spokanecity.org), 509-625-6733/



# Clean-up Program

- 2019 Neighborhood Clean-up Program **training will be on Tuesday, January 29<sup>th</sup> from 4:30pm to 6pm at City Hall in the Council Briefing Center.**
- All Clean-up Coordinators are encouraged to attend this training to stay current on the program.
- A **revised guidelines and application** is currently being finalized and will be available shortly on the program website and emailed out to Clean-up Coordinators.
- Application deadline is being moved up in 2019 to be due **March 22, 2019.** This will allow for better program planning, management, and administration of the program going forward.
- The postcard template is being updated by City Communications staff, and will also be shared out shortly.
- For questions on the Clean-up Program please reach out to Maren Murphy, [mmurphy@spokanecity.org](mailto:mmurphy@spokanecity.org), 509-625-6737.

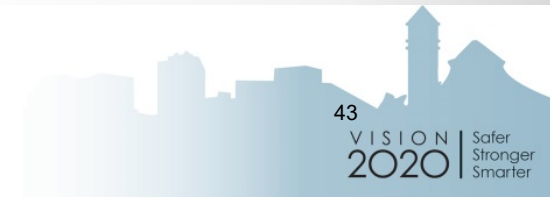
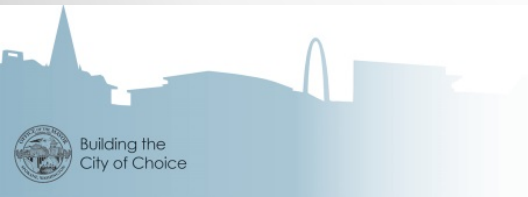


# Community Engagement Grant 2019

- Budget Committee is meeting on January 7<sup>th</sup> to revisit grant program guidelines and set up training for February.
- Will share out more details once finalized.

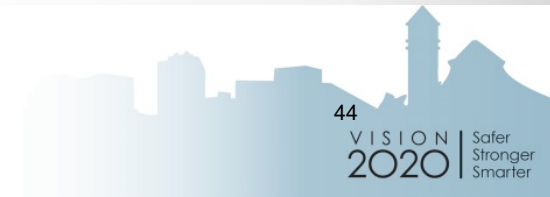
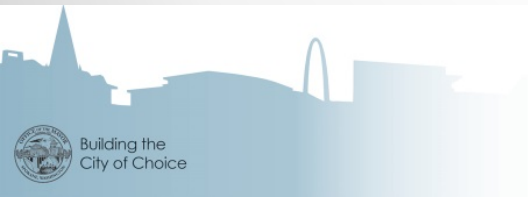
# Spokane Matters 3.0

- Kick-off to new project year in early February.
- Look forward to several process improvements!
- More information in the next several weeks.
- For questions please reach out to Shauna Harshman, [sharshman@spokanecity.org](mailto:sharshman@spokanecity.org), 509-625-6551



# Town Hall

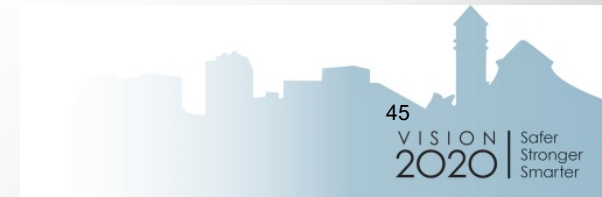
- 2019 Dates:
  - **January 28**, Downtown and Southwest – City Council Chambers
  - **March 18**, Southside – East Central Community Center
  - **June 10**, Northwest – West Central Community Center
  - **September 16**, Northeast – Northeast Community Center
- January 28 Town Hall
  - **All neighborhood PowerPoints are due one week prior to the Town Hall meeting on Tuesday, January 22, 2019.**
  - PPTs should be uploaded to online drop box:
    - Link:  
<https://ftp.spokanecity.org/?ShareToken=D9377B381D40BC808AD731C16F86C7AA6C142DDA>
    - Password: townhall
  - Agenda is set by order to PPTs received.



# Questions?

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## **Plan Commission Liaison Report**

January 3rd, 2019

The Plan Commission provides advice and makes recommendations on broad planning goals, policies, and other matters as requested by the City Council. It meets the second and fourth Wednesday of each month at 2pm in the Council Briefing Center in City Hall with hearings typically starting at 4pm if there are any scheduled for that session. All Plan Commission meetings are open to the public. All agendas and materials are available at <https://my.spokanecity.org/bcc/commissions/plan-commission/>. Public comment can be submitted to the Plan Commission at [plancommission@spokanecity.org](mailto:plancommission@spokanecity.org).

### **Hearings**

There were no hearings in December

### **Workshops**

**Spokane Community Indicators** – Patrick Jones, from the Institute for Public Policy and Economic Analysis at Eastern Washington University, gave a presentation on the Spokane Community Indicators website at <http://spokanetrends.org>. This website contains about 200 different measures about the city and the county and include measures on income, housing, diversity, population growth, etc. He went through some of the measures including expected growth (+18K population by 2030), age (our median age is similar to Seattle's), diversity (we're about 15% non-white vs 40% nationally and 31% statewide), median household income (county is about 80% of nation's MHI), and poverty (18% of city lives in poverty). This information may help inform plan commission work in the future. This is a very interesting set of data and there is an option to subscribe to their newsletter and other updates. See <http://spokanetrends.org> for more information.

### **Upcoming Hearings**

None are currently scheduled for January

### **Other**

**Joint CC/PC Meeting** – The City Council and Plan Commission had their regular quarterly meeting on December 6th. During this meeting, the 2019/2020 draft PC work plan was reviewed. There was also substantial discussion about homelessness and affordable housing and how some of the PC's future work will be guided by these citywide concerns. One area that Council President Stuckart was really interested in was potentially creating denser transition zones around areas zoned as centers and corridors to create denser development near these economic centers; this would potentially provide more housing and bolster the economic vitality of these areas. Areas he suggested to pilot this concept were potentially the newly improved Monroe corridor and the Perry District.

**Joint PC/DRB Subcommittee** – The first meeting of the joint subcommittee of the Plan Commission and Design Review Board occurred on December 19th. The committee is comprised of three plan commissioners, three DRB members, both CA liaisons, and the city council liaison to the plan commission. This first meeting was focused on topics such as design standards versus design guidelines, the North Bank subarea planning process and how both PC and DRB will be involved, and how DRB can be more engaged with PC work since they are frequently impacted by PC recommendations to city council.

**Change of CC Liaison to PC** – Lori Kinnear indicated at the December meeting that it was her last meeting as the City Council Liaison to the Plan Commission. Kate Burke will be the new liaison beginning in January.

**2018/2019 Comprehensive Plan Amendments Docketing** – There are currently seven private comprehensive plan amendment applications and two potential city council sponsored changes. These nine proposed amendments will first pass through the “docketing” process before going through the full evaluation process. The docketing process does a quick review of each proposal and may eliminate applications if they don’t meet certain basic criteria. The docketing committee is composed of three city council members and three plan commissioners and is scheduled to meet in the City Council chambers from 1:30-3:30pm on Tuesday, January 15th.

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## Design Review Board Report

Submitted by Kathy Lang December 30, 2018

[klang0132@gmail.com](mailto:klang0132@gmail.com) | 719-338-1632

### Design Review Board Members

Steven Meek, Architect, Chair

David Buescher, \*\* Arts Commission

Charlene Kay, \* Civil Structural Engineer

Ryan Leong, \* Real Estate Developer

Ted Teske, Citizen at Large

Anne Hanenburg, Landscape Architect

Alex Maxwell, Urban Designer

Kathy Lang, Community Assembly Liaison

\*The Civil Structural Engineer and Real Estate Developer positions come to their end of term 12/31/2018. Nominations are being accepted.

\*\* The Arts Commission position comes to its end of term 12/31/2018. Selection for this position is made by the Arts Commission.

DRB quorum is based on a 50% ratio of the filled positions, but no less than four board members.

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### Joint Subcommittee of the Plan Commission and Design Review Board

The subcommittee is comprised of members of the Plan Commission and DRB, including liaisons from both, and City Council representation. A focus of this subcommittee is to review and potentially elevate and expand the powers and responsibilities of the Design Review Board. The subcommittee met December 19 in the Tribal Conference Room of City Hall. Items discussed at this meeting included a review of the City's 24-month work plan; DRB's history/background, current processes, and procedures; an introduction of the Downtown Plan updates in regard to the South University District, North Bank, and Downtown Core; and neighborhood involvement within the DRB and Plan Commission processes. The subcommittee will meet again in January; the date has not yet been set.

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### Upcoming Design Review Board Meetings

The next DRB meeting is scheduled for January 9, 5:30PM, in the City Council Briefing Center; at the time of this report the project to be reviewed has not been identified.

DRB reviews are held only if projects have met review requirements. Meeting cancellations are posted on the City's [DRB](#) page.

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## **Project: The Falls**

2<sup>nd</sup> Recommendation Meeting, December 12, 2018

### **Applicant**

Wes Southwick, LB Stone Properties Group  
Michael Noda, NEO Studio Architects

### **Project Description**

A three building multi-story, mixed-use project with below grade parking and limited surface parking located at 829 West Broadway Avenue (southwest corner of Broadway and Lincoln). The project is located within the boundaries of the Riverside Neighborhood Council. The site is located on the Spokane River and borders Riverfront Park to its east.

The site's land use designation is Downtown. The site sits within the North River Overlay District and the Downtown Shoreline District. The North River Overlay addresses the public's value of the views and access to the Spokane River Gorge, Riverfront Park, and the Downtown core from the north side of the Spokane River. The amenity of the river and the public investment in the Spokane River Gorge should be widely shared, not limited to those properties immediately adjacent. The intent of these visual and pedestrian access standards and guidelines are to ensure that buildings and other constructed objects do not create barriers that wall off the Spokane River Gorge, Riverfront Park, or the Downtown Core (Chapter 17C.160).

The site's character assets include views of the Monroe Street Bridge, Spokane River Gorge, and the Upper Falls. Views from across the river are to also be considered; new buildings are to be complementary or visually subordinate to the natural splendor of the river and falls, including its geologic features and native vegetation.

The project is phased. The first phase is to include Building 1 (fronting Lincoln Street), pedestrian pathway providing viewing access of the Spokane River, and Event Plaza (central plaza). Future building phases include the remaining two buildings, both mixed use). Should future building phases deviate significantly from the plans reviewed by the DRB, those future building phases will return to the DRB for additional review. Phase two and phase three building areas will be used as an interim surface parking area during prior building phases. These surface lots are to meet the "Green" Parking Downtown Design Guideline and Uniform Development Code.

This project was reviewed by the DRB July 12, 2017 (Collaborative Workshop) and November 7, 2018 (1<sup>st</sup> Recommendation Meeting). The November 7, 2018 meeting led to the following recommendations; these recommendations were the focus of review at the December 12, 2018 (2<sup>nd</sup> Recommendation Meeting). The applicant's response to the following satisfied the DRB's recommendations. Details are available upon request.

- 1) The applicant shall bring back before the board a detailed landscape and hardscape plan for the central plaza (Event Plaza) and the pedestrian pathway adjacent to the riparian habitat. This plan should include a placement plan for the proposed public art amenities.
- 2) The applicant shall bring back before the board a detailed streetscape plan for the southwestern most frontage of Building 1 (fronting Lincoln Avenue), to include, but not limited to, a lowering of the proposed raised planter beds to improve the overall pedestrian experience.

**December 12, 2018: The following Recommendation was unanimously approved upon for submission to the decision making authorities:**

- 1) The Design Review Board encourages the applicant to continue to work with action approving authorities to seek design variances from city engineering standards regarding the pedestrian friendliness experience.

Additional information can be found within the December 12, 2018 agenda packet on the [City's DRB web page](#). An audio recording of the meeting is available upon request. Note - The City will be upgrading its web server (anticipated Spring 2019), which is expected to allow the inclusion of meeting audio recordings to be saved to the DRB's web page.

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Neighborhood Council	Program Year 2016 7/1/16 - 6/30/17			Program Year 2017 7/1/17 - 6/30/18			Program Year 2018 7/1/18 - 6/30/19		
	Project	Allocation	Status	Project	Allocation	Status	Project	Allocation	Status
Audubon/Downriver	NA	-	-	Transitions Growing Hope Garden	\$ 10,200.00	Partially Complete	WCCC - Security Improvements	\$ 10,000.00	Complete
Balboa/South Indian Trail	No allocation	-	-	No Allocation	-	-	No Allocation	-	-
Bemiss	Hays Park	\$ 53,646.00	Partially Complete	Hays Park	\$ 28,000.00	Partially Complete	Courtland Park	\$ 30,000.00	Project design is complete and ready for bid
				Rochester Park	\$ 18,000.00	Complete			
Browne's Addition	CDA Park	\$ 2,933.42	Complete	CDA Park	\$ 2,700.00	Complete	No Application Received	-	-
Chief Garry Park	Single Family Rehab	\$ 20,000.00	Complete	Sidewalks	\$ 13,000.00	Summer 2019	CC – O'Malley- Windows	\$ 12,000.00	Not enough funding to complete project – reallocation to other neighborhood projects
	Sidewalks	\$ 15,000.00	Complete	LCSNW Security Improvements	\$ 16,000.00	Complete	SNAP - Pacific Apt. Play Equip.	\$ 12,000.00	Complete
	Ash St. Station	\$ 10,000.00	Complete				TLC - Flooring Improvements	\$ 11,000.00	Environmental Review/Contracting
	Hays Park	\$ 7,000.00	Partially Complete	Rochester Park	\$ 15,000.00	Complete			
Cliff-Cannon	Cowley Park	\$ 7,080.00	Complete	Sidewalks	\$ 35,700.00	Summer 2019	Polly Judd Park	\$ 25,000.00	Spring/Summer 2019
	Sidewalks	\$ 33,310.99	Complete						
Comstock	No Allocation	-	-	No Allocation	-	-	No Allocation	-	-
East Central	Southeast Daycare	\$ 35,000.00	Complete	Sidewalks	\$ 5,000.00	Summer 2019	CC - St. Anne's Roof	\$ 14,000.00	Complete
				MLK Family Outreach Center	\$ 40,000.00	Procuring Engineering Specs for HVAC			Not enough funding to complete project – reallocation to other neighborhood projects
	SPEAR	\$ 29,900.00	Complete	Rochester Park	\$ 5,100.00	Complete	Napa Street Gateway	\$ 14,000.00	
	Fresh Soul	\$ 15,000.00	Complete			Procuring Engineering Specs for HVAC	Pacific Apt Play Equipment	\$ 22,000.00	Complete
				ECCC Flooring	\$ 20,000.00				
Emerson\Garfield	Emerson Park	\$ 22,100.00	Parks Dept. working with NC	N. Monroe Gateway Sign	\$ 32,154.00	Procuring Architect	N. Spokane Dental Clinic	\$ 10,000.00	Summer 2019
	Ash St. Station		Complete	HOC Respite Beds	\$ 3,800.00	Complete			
	WCCC Garage		Complete	24/7 WCCC Library Kiosk	\$ 7,000.00	Complete	WCFR - HVAC Improvements	\$ 20,000.00	Bidding complete – construction this fall/winter
	N. Monroe Gateway Sign		Procuring Architect	WCFR Demonstration Kitchen	\$ 7,000.00	Complete			
				WCCC ADA Ramp	\$ 7,000.00	Complete			
Five Mile Prairie	No Allocation	-	-	No Allocation	-	-	No Allocation	-	-
Grandview/Thorpe	No Allocation	-	-	No Allocation	-	-	No Allocation	-	-
Hillyard	Rochester Park	\$ 20,000.00	Complete	NEYC Entry Vestibule	\$ 22,000.00	Complete	NECC - Senior Center Renovation	\$ 40,000.00	Project Complete
	Sidewalks	\$ 38,104.00	Complete	Rochester Park	\$ 10,000.00	Complete			
				Hillyard Senior Center	\$ 18,300.00	Complete			
Latah/Hangman	No Allocation	-	-	MLK Family Outreach Center	\$ 9,600.00	Procuring Engineering Specs for HVAC	No Allocation	-	-
Lincoln Heights	Altamont St.	\$ 27,077.76	Complete	24/7 WCCC Library Kiosk	\$ 23,600.00	Complete	N. Spokane Dental Clinic	\$ 20,000.00	Summer 2019
Logan	Mission Park	\$ 38,472.00	Complete	Mission Park	\$ 33,800.00	Complete	CC – O'Malley- Windows	\$ 12,400.00	Not enough funding to complete project – reallocation to other neighborhood projects
							Sidewalks	\$ 12,600.00	Summer 2019
Manito/Cannon Hill	No Allocation	-	-	No Allocation	-	-	No Allocation	-	-
Minnehaha	NECC	\$ 14,103.00	Complete	No Application Received	-	-	NECC - Senior Center Renovation	\$ 10,000.00	Project Complete
Nevada Heights	NECC	\$ 20,000.00	Complete	24/7 WCCC Library Kiosk	\$ 15,000.00	Complete			
	Lighthouse for the Blind	\$ 30,000.00	Complete	Glass Park	\$ 15,000.00	Design complete awaiting issuance to bid			
	Single Family Rehab	\$ 20,000.00	Complete	Women's Hearth	\$ 10,000.00	Complete	St. Anne's Roof	\$ 45,000.00	Complete
	Next Gen. Zone	\$ 10,000.00	Complete	HOC Respite Beds	\$ 10,000.00	Complete			
				WCFR Demonstration Kitchen	\$ 11,000.00	Complete			
	Ash St. Station	\$ 25,000.00	Complete	SNAP Alexandria Apartments	\$ 10,000.00	Complete			
	Sidewalks	\$ 29,895.00	Complete						
North Hill	N. Monroe Gateway Sign	\$ 32,154.00	Procuring Architect	N. Monroe Gateway Sign	\$ 25,500.00	Procuring Architect	Gathering House	\$ 10,000.00	Project Bidding
							N. Monroe Gateway	\$ 10,000.00	Procuring Architect
North Indian Trail	No Allocation	-	-	No Allocation	-	-	No Allocation	-	-
Northwest	Shadle Park Amphitheater Demolition	\$ 23,693.04	Complete	Sinto Senior Center	\$ 9,600.00	Complete	Women's Hearth Facility Improvements	\$ 10,000.00	Contracting
Peaceful Valley	Riverwalk Park Lighting	\$ 10,154.00	Complete	HOC Respite Beds	\$ 8,300.00	Complete	N. Spokane Dental Clinic	\$ 10,000.00	Summer 2019
Riverside	Shalom Ministries	\$ 17,149.25	Complete	LCSNW Security Improvements	\$ 5,300.00	Complete	SNAP - Pacific Apt. Play Equip.	\$ 10,000.00	Complete
				Women's Hearth	\$ 10,000.00	Complete			
Rockwood	No Allocation	-	-	No Allocation	-	-	No Allocation	-	-
Shiloh Hills	NA	-	-	WCCC ADA Ramp	\$ 30,960.00	Complete	Excelsior Roof Replacement	\$ 10,000.00	Complete
							Excelsior Fence	\$ 10,000.00	Reallocated to Roof
							N. Spokane Dental Clinic	\$ 10,960.00	Summer 2019
Southgate	No Allocation	-	-	No Allocation	-	-	No Allocation	-	-
West Central	WCCC Garage	\$ 25,000.00	Complete	WCFR Demonstration Kitchen	\$ 10,000.00	Complete			
	Sinto Senior Center	\$ 10,000.00	Complete	WCCC ADA Ramp	\$ 10,000.00	Complete			
	Ash St. Station	\$ 12,600.00	Complete	WCCC Newton Room	\$ 10,000.00	Complete	Dutch Jake's Park	\$ 45,000.00	In design   bidding in September 2018   construction fall 2018-Spring 19
	Dutch Jake's Park	\$ 15,000.00	In design   bidding in September 2018   construction fall 2018-Spring 19	WCCC 24/7 Library Kiosk	\$ 10,000.00	Complete			
	Sidewalks	\$ 5,545.00	Complete	Sinto Senior Center	\$ 15,000.00	Complete			
				Sidewalks	\$ 3,600.00	Summer 2019			
West Hills	No Allocation	-	-	No Allocation	-	-	No Allocation	-	-
Whitman	Rochester Park	\$ 13,538.00	Complete	Rochester Park	\$ 10,200.00	Complete	Rochester Park	\$ 10,000.00	Complete

## NEIGHBORHOOD COMMUNITY DEVELOPMENT PROGRAM

### *Application Briefing*

Community, Housing and Human Services Department

January 2019



## OVERVIEW

CHHS is providing this Neighborhood Community Development Program (NCDP) Application briefing to the CA in an effort to increase transparency between CHHS and Neighborhood Councils. CHHS will provide a monthly briefing in the CA packet between January and May of 2019. For more information related to the NCDP, please visit <https://my.spokanecity.org/neighborhoods/programs/ncdp/>.

## TIMELINE

Neighborhood Council Action	Important Dates
Program year 2019 Neighborhood Application Process Begins	Monday, October 1, 2018
Program year 2019 Neighborhood Application Process Ends	Monday, April 1, 2019
Program year 2019 Begins	Monday, July 1, 2019
Program year 2019 Ends	Tuesday, June 30, 2020

## JANUARY UPDATE

At the time of this briefing, CHHS has not received any NCDP applications, or any indication of what neighborhoods are planning to do with their allocations. CHHS will provide another update in the February packet.

Neighborhoods are encouraged to submit their applications (or intent to fund) early to avoid confusion as the application deadline nears. CHHS will not accept applications after April 1, 2019. Funds not allocated *will be reallocated* to other priority community projects that benefit low and moderate income individuals and families.

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## **Draft Minutes – CA/CD Meeting – 12/11/2018 – Council Briefing Room**

Present: Kathryn Alexander, Bemiss; Mary Winkes, Manito; Betty Kraft, Chief Garry Park; Debbie Ryan, East Central; Andy Hoye, Southgate; Charles Hansen, Whitman; George Dahl and Shauna Harshman, City Staff

Call To Order: 5:40PM

Minutes of October 9, 2018 meeting approved.

New Officers for 2019: Kathryn Alexander, Chair; Charles Hansen, Vice Chair; Andy Hoye, Secretary – elected by unanimous vote.

16 of 19 Neighborhoods attended the Application Training, per George.

Applications for current program year (7/1/2018 – 6/30/2019) are due April 1, 2019.

Future reports from George will include over/under funding status of projects.

Charles commented on the challenge of getting bids that become obsolete if not selected due to inflation, especially if Park Board money is involved.

Approved projects can be delayed until additional funding is identified – early money remains allocated, earmarked and unspent for the project until full funding is secured.

Kathryn, Andy and Mary will meet in January to review purpose and structure of this Committee and bring recommendations to the next Committee meeting. This will include membership requirements, quorum/voting requirements, and the impact of using the District Model.

In summary of the briefing meeting earlier this morning, it was noted that the entire process is complex and confusing by its nature, despite vigorous efforts to clarify and simplify.

George will update his three-year master chart for every CA Packet, monthly.

The next meeting is scheduled for 5:30PM, March 5, 2019 at the WCCC – it might be cancelled.

The following meeting will be April 9, same time and place.

Adjourned at 6:20PM

Respectfully submitted, Andy Hoye, Treasurer pro-tem

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## CA Admin Committee Notes – 12/16/18

Present: Kelly Lotze, Greg Francis

Not Present: Luke Tolley, Mindy Muglia, Tom Powell

Staff Present: Shauna Harshman

Called to order by Kelly at noon

Note taker was Greg since Luke (secretary) was absent.

No quorum

No agenda items were received by Shauna for consideration for January meeting. There are some carry forward items to put on the agenda.

Items carried over from last month:

- Policies and Procedures Committee – Vote on final P&P changes that were in Dec packet

- Note: 2/3 vote is required for approval

Admin Committee items for agenda:

- CA committee goals review and approval

- CA Spring Retreat discussion (goals related); potentially create an ad hoc committee for this

- CA meeting location discussion

CA/CD committee discussion – should have discussion regarding purpose of committee

- George will be making reports directly to the CA

- Could BSN take over education piece of CA/CD

- Could it be an ad hoc committee instead of a standing committee?

- Who does education around CDBG funding?

- Added to January CA agenda for discussion – jointly assigned to Kathryn/Admin

- Shauna will communicate this out to Kathryn in advance of agenda distribution

ONS (new dept name used) update added to agenda on behalf of Heather Trautman; Shauna will check on whether or not this is needed

There was some discussion about providing an online communications system for CA using a system like Slack to provide more opportunity for engagement by more individuals and to give the CA members more time to discuss and process issues before them prior to votes at the meetings. Kelly mentioned that city staff would have limited to no involvement because it could create a public records issue but that should stop CA from having this type of forum.

Shauna will send out preliminary agenda to all CA Admin members for electronic vote

Meeting adjourned at 1pm

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## Meeting Minutes

The meeting was called to order at 3:09 pm September 4<sup>th</sup>, by Chairperson Tim Kohlhauff.

Attendees: Hilary Nickerson, Karen Carlberg, Beth La Bar, Joe Zubaly Guy Gifford, Tim Kohlhauff, Angel Spell, Jeff Perry, Nancy MacKerrow, Susan Burns, and Matthew Axe

### **Ceremonies, Appointments, Announcements** (none)

**Consent Agenda:** Karen Carlberg moved that the minutes of the August meeting be approved, and Beth LaBar seconded. The minutes were approved.

### **Reports**

- **Downtown Street Trees:** No report (see discussion under staff report)
- **Ponderosa Pine Group:** No report
- **Heritage trees:** No report
- **Community Assembly:** no report.
- **Susie Forest:** The Susie Trail will not be completed until spring 2019, but members of the Cliff-Cannon neighborhood recently recovered bricks and street car tracks unearthed during road work. She hopes they can be recycled into the trail.
  - The Susie Forest has 336 trees in Spokane, and the first Susie tree in Louisiana will be planted in September.
- **Staff Report:**
  - Angel Spell addressed downtown street trees, and this lead to an extended committee discussion. The city proposed contracting maintenance of green spaces (non-park land maintained by the city) to private companies, and some work to downtown street trees was part of this proposal. All the bids submitted went over the allowable budget, so maintenance will continue to be done the same way it has been, primarily by the water department, with urban forestry (UF) called in as needed, but not called proactively. Separately, UF is negotiating a smaller contract to do downtown street tree work, including some pruning, removal, and replacement. Angel explained that while the property owner adjacent to the downtown street trees is responsible for tree care (the same as homeowners), the city and Downtown Spokane Partnership collaborate on creating a welcoming environment for visitors and shoppers, which includes some tree work.
    - Joe Zubaly observed that the green spaces maintenance contract was all-inclusive, meaning that one business would be responsible for everything from tree work, to irrigation, to lawn maintenance, and weed control; and

that was beyond the capabilities of most businesses. In addition, the contract language required the maintenance that was needed, which was too open-ended or too hard to budget. Joe concluded with the idea of breaking out tree work from the contract.

- Guy Gifford suggested the committee might have a role in advocating for breaking out tree care. Would talking to the UFTC help?
- Beth and Karen asked who had oversight of Downtown trees and how did it function differently than the Perry or Garland districts that seemed to have better care. Jeff Perry explained that oversight is in the form of the permitting process for street tree work. Angel added that some small commercial districts (Perry, Garland) had tree work done by the city, in conjunction with road work projects which had good results, but wasn't a strategy that could be implemented
- Nancy MacKerrow suggested business owners needed more education on the value of well-maintained trees in a shopping area. Dr. Kathy Wolfe has done several studies that support the benefits of trees in commercial areas.
- Joe is going to approach the Downtown Spokane Partnership and Spokane asset management (that coordinated the contract bid process) as a commercial arborist and talk about what might be done for tree. He will report to the committee in October
- Jeff Perry distributed the budget report and reported on current work. The city is recruiting for a full-time arborist, interviewing candidates for the urban forester job, the work crew is very thin, but doing work at Finch, and looking forward to the final draft of the Finch Arboretum Master plan to be presented at an open house in early October.

## Old Business

- **Palisades Park Forest Stewardship:** CAC guest, and forestry student Matthew Axe presented a summary of his forest stewardship plan for Palisades park (see attached copy of presentation)
  - Joe asked what the impact of pruning low limbs (to reduce fire ladder fuel) is on wildlife habitat. Matthew replied that removing low limbs opened an area to larger animals (deer, elk, moose) but might reduce habitat for smaller animals, like rodents and birds. He also said that there was a balance between fire safety and wildlife habitat that the landowner had to identify.



- **Terms of membership:** Following up on last month's discussion of member terms, Joe Zubaly agreed to continue representing commercial arborists for another term after his current term ends in December.

## **New Business**

- **Tour of Riverfront park trees:** Jeff Perry agreed to lead the CAC on a tour of Riverfront park trees for the next meeting. The tour will begin at 3pm, and the committee will meet at the city holiday tree (where Wall St. dead-ends into the park).
  - Responding to questions, Angel and Jeff reported that the Riverfront Park renovation had been very inclusive of UF; finished construction areas benefited from trees that were preserved.
  - Joe observed that there were lots of oak seedlings appearing in the park and suggested that there should be a way to harvest and sell them as fundraiser.
  - Nancy MacKerrow suggested the tour include stops at Susie Forest trees in the park
- **Street tree siting:** Karen asked what the review process was for siting street trees and brought up plantings on south Monroe that blocked visibility.
  - Jeff described the design review process and UF's role in making sure tree plantings adhered to traffic codes.
  - Angel added that some juvenile trees may temporarily interfere with sight lines, but as they mature (and the lower limbs are removed) the problem is resolved
  - There is not a formal monitoring process where city employees inspect trees for traffic clearance, but there is a reporting process where anyone can report an issue by calling 311. UF frequently receives reports from drives of solid waste collections, school buses, and STA buses, as well as citizens.

## **Adjournment:**

The committee adjourned at 4:16 pm.

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**Citizen Advisory Committee  
To the Spokane Urban Forestry Tree Committee  
Finch Arboretum, Willow Room.  
Woodland Center 3404 W Woodland Blvd  
December 2018 meeting Dec 4, 2018, at 3 PM**

## **MEETING AGENDA**

### **CALL TO ORDER**

### **ROLL CALL**

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

### **CONSENT AGENDA**

- None

### **COMMITTEE AND REPORTS**

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

### **OLD BUSINESS**

- Finch Arboretum Master Plan Final draft
- New CAC Chair?

### **NEW BUSINESS**

- Updates to Approved Street Tree list

### **ADJOURNMENT**

**Tree of the month: Dawn redwood *Metasequoia glyptostroboides***

**Class 3 street tree: planting strips more than 8' wide**

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

- 75' tall by 25' wide at maturity
- Moderate to higher water requirements
- Needs full sun
- Prefers acidic pH
- Deciduous conifer that turns red-brown in fall
- Avoid planting in frost pockets, dry sites, high pH soil
- Believed extinct until 1940's
- Two dawn redwoods grown from seeds in 1940s in Finch arboretum listed as heritage trees



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January 2, 2019

TO: Community Assembly Representatives  
Neighborhood Council Leadership

FROM: Liaison Committee  
Paul Kropp, Chair

RE: Open Position  
Urban Forestry Citizen Advisory Committee (UF-CAC)

The Community Assembly is allocated two positions on the Citizen Advisory Committee for Urban Forestry in the municipal code at SMC 04.26 Urban Forestry. Please see these provisions in the accompanying two pages, particularly the second page.

Your longest-serving UF-CAC member, Carol Bryan, termed out at the end of December and so the Community Assembly may take steps to fill this vacant position.

This is a direct appointment by the Community Assembly which does not require nomination to the mayor and city council.

An application form with a deadline date of March 15, 2019, accompanies this memo.

Please take steps to inform the members of your neighborhood council of this significant opportunity.

The provision of the municipal code is the most important reference for what this position may involve.

Individuals to contact for further information are:

Karen Carlberg, your other UF-CAC member  
509.624.6989  
[karencarlberg@comcast.net](mailto:karencarlberg@comcast.net)

Angel Spell, Parks and Recreation Department Assistant Director for Natural Resources  
509.363.5495  
[aspell@spokanecity.org](mailto:aspell@spokanecity.org)

Also see the city's urban forestry web site:

<https://my.spokanecity.org/urbanforestry/>

## COMMUNITY ASSEMBLY

### Application — Urban Forestry Citizen Advisory Committee (CAC-UF)

Send complete application to:

Office of Neighborhood Services

Attn: CA Liaison Committee / Melissa Wittstruck

808 W. Spokane Falls Blvd, Spokane WA 99201

or email application to: [mwittstruck@spokanecity.org](mailto:mwittstruck@spokanecity.org)

**APPLICATION DEADLINE: March 15, 2019**

**USE AN ADDITIONAL SHEET IF NECESSARY**

Name: \_\_\_\_\_

Residence Address: \_\_\_\_\_

Zip Code: \_\_\_\_\_

Best Contact Phone: \_\_\_\_\_ Email: \_\_\_\_\_

#### **Civic and Organization Experience**

Please refer to the urban forestry committee provisions of the municipal code (attached) and list below community projects, and/or community, civic, trade or professional organizations in which you have been active—indicating, where relevant, experiences related to this position.

Organization(s), and skills or experiences:

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Community project(s), and any skills or experiences:

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#### **Skills and Special Interests**

Skills, interests and/or any other experiences that relate to this position:

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### **Employment Experience**

Present Employer: \_\_\_\_\_

Employment positions held and skills used or gained that relate to this position:

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### **Educational Background**

Higher Education: Major(s) and Degree(s): \_\_\_\_\_

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Other Education: \_\_\_\_\_

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### **Neighborhood Council Connection**

Which neighborhood council do you relate to? \_\_\_\_\_

Do you maintain voting member status in this neighborhood council? Yes \_\_\_\_\_ No \_\_\_\_\_

Please supply a neighborhood council reference.

Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### **Affirmation**

*I am aware of the responsibility of a member of the City of Spokane's Urban Forestry Citizen Advisory Committee as specified in the Spokane municipal code at SMC 04.28; of the monthly participation commitment that is expected; and of the duty to actively engage the city's neighborhood councils with the Community Assembly in managing, conserving and enhancing the trees and shrubs located in the street right-of-way, parks and public areas of Spokane, and in assisting property owners and public agencies in sustaining and augmenting the city's urban forest. I agree to submit timely written reports to the Community Assembly and to brief the Community Assembly in person at least once per year.*

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## [Title 04](#) Administrative Agencies and Procedures

### [Chapter 04.28](#) Urban Forestry Tree Committee

#### [Section 04.28.010](#) Establishment

There is established the urban forestry tree committee to advise and make recommendations to the park board and city council regarding managing, conserving and enhancing the trees and shrubs located in the street right-of-way and in the parks and public areas of the City, and assisting property owners and public agencies.

#### [Section 04.28.020](#) Members

The tree committee has five members consisting of two members of the park board and two members who have experience and expertise in arboriculture or any of the disciplines within urban forestry such as public administration, horticulture, parks and recreation, and landscape design, and one member who is the chair of the citizen advisory committee established pursuant to [SMC 4.28.060](#). The chair is appointed by the park board president.

#### [Section 04.28.030](#) Appointment – Term

- A. Four members are appointed by the president of the park board. Park board members are appointed annually.
- B. The other two members serve staggered four-year terms and may be reappointed for one additional term.
- C. The remaining member is the chair of the citizen advisory committee, who may serve as long as the individual retains the chair position, but not to exceed four years.
- D. Vacancies are filled by appointment to unexpired terms in the same manner.

#### [Section 04.28.040](#) Compensation

Members serve without compensation.

#### [Section 04.28.050](#) Duties and Functions

The urban forestry tree committee:

- A. develops, renews and updates the vegetation management plan and the arboricultural manual and submits them to the park board and city council for approval and adoption;
- B. reviews City plans and policies which contain matters relating to urban forestry, community values, arboriculture, and horticulture;
- C. recommends legislation regarding the urban forest;
- D. adopts rules of operation and schedule of meetings;
- E. provides the park board with an analysis of the annual urban forestry budget request;
- F. develops a program for identifying and maintaining trees in the City which have significant historical, cultural, environmental or public significance and makes recommendations to the park board and city council on adopting such a program;
- G. coordinates the City's Arbor Day programs, grants and other similar programs;
- H. provides information regarding the selection, planting and maintenance of trees on public and private property.

**SECTION 04.28.060 CITIZEN ADVISORY COMMITTEE**

- A. A CITIZEN ADVISORY COMMITTEE IS ESTABLISHED TO ADVISE AND MAKE RECOMMENDATIONS TO THE URBAN FORESTRY TREE COMMITTEE ON PLANS AND POLICIES.**
- B. The citizen advisory committee has up to twelve members.**
- 1. Eight members may be appointed by the following agencies or organizations:**
    - a. TWO MEMBERS REPRESENTING THE COMMUNITY ASSEMBLY.**
    - b. One member representing utilities and telecommunications providers operating within the City.**
    - c. One member representing City departments.**
    - d. One member representing the downtown business improvement area.**
    - e. One member representing historic preservation.**
    - f. One member representing natural resource agencies or organizations.**
    - g. One member representing the horticulture and arboriculture industry.**
  - 2. Four members-at-large may be appointed by the other members of the committee.**
  - 3. The appointment of each member is acknowledged by a letter of appointment from the director.**
- C. Members serve staggered terms of four years.**
- 1. At the initial meeting, terms of two, three or four years will be determined by lot.**
- D. Members may serve two consecutive terms, to a maximum of eight years.**
- E. The committee elects its own chair, and establishes its own rules and procedures consistent with [chapter 4.01 SMC](#) – General Administrative Procedures – City policies**

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# Neighborhood Concerns and Resource List

December 2018

In response to the 2018 neighborhood survey results listing the top safety concerns in the Spokane community, this compilation of resources was created by the Neighborhood Safety Committee to help identify solutions to common issues and concerns. Many proactive solutions are included in the listed resources. To ensure long-lasting neighborhood improvement, get involved in your neighborhood council!

<b>Property Crime and Vandalism</b>	<p>Crime Prevention Tips from the Spokane County website - Safety and Justice  <a href="https://www.spokanecounty.org/1458/Home-Security-Evaluation">https://www.spokanecounty.org/1458/Home-Security-Evaluation</a>  <a href="https://www.spokanecounty.org/1459/Home-Security-Ideas">https://www.spokanecounty.org/1459/Home-Security-Ideas</a></p> <p>Reporting Graffiti  <a href="https://my.spokanecity.org/police/prevention/graffiti/">https://my.spokanecity.org/police/prevention/graffiti/</a></p> <p>Reporting Noise Disturbance to Neighborhood Resource Officer  <a href="https://www.spokanecops.org/locations">https://www.spokanecops.org/locations</a></p>
<b>Spokane Community Oriented Policing Services (C.O.P.S.)</b>	<p><a href="https://www.spokanecops.org/resources">https://www.spokanecops.org/resources</a>  <a href="https://www.spokanecops.org/what-is-the-neighborhood-conditions-officer-program">https://www.spokanecops.org/what-is-the-neighborhood-conditions-officer-program</a></p>
<b>When to Call 911 and When to Call Crime Check</b>	<p><a href="https://www.spokanecounty.org/1076/Crime-Check">https://www.spokanecounty.org/1076/Crime-Check</a></p>
<b>Crime Prevention through Environmental Design (CPTED)</b>	<p><a href="https://irp-cdn.multiscreensite.com/6ff94093/files/uploaded/1Article-CP-for-Rental-Review.pdf">https://irp-cdn.multiscreensite.com/6ff94093/files/uploaded/1Article-CP-for-Rental-Review.pdf</a></p>
<b>Crime Free Rental Property Program</b>	<p><a href="https://www.spokanecops.org/crime-free-multi-housing-program">https://www.spokanecops.org/crime-free-multi-housing-program</a></p>
<b>Nuisance Houses</b>	<p><a href="https://www.spokanecops.org/what-is-safe-streets">https://www.spokanecops.org/what-is-safe-streets</a></p>
<b>Traffic</b>	<p><a href="https://my.spokanecity.org/streets/resources/">https://my.spokanecity.org/streets/resources/</a>  <a href="https://my.spokanecity.org/neighborhoods/programs/traffic-calming/">https://my.spokanecity.org/neighborhoods/programs/traffic-calming/</a></p>
<b>Reporting Code Enforcement Violations</b>	<p><a href="https://my.spokanecity.org/neighborhoods/code-enforcement/">https://my.spokanecity.org/neighborhoods/code-enforcement/</a></p>
<b>Trees</b>	<p><a href="https://my.spokanecity.org/urbanforestry/">https://my.spokanecity.org/urbanforestry/</a></p>
<b>Sense of Safety and Security</b>	<p><a href="https://srhd.org/media/documents/QOL_Section4_LowRes.pdf">https://srhd.org/media/documents/QOL_Section4_LowRes.pdf</a></p>
<b>Homelessness</b>	<p><a href="https://my.spokanecity.org/tags/homeless-resources/">https://my.spokanecity.org/tags/homeless-resources/</a></p>
<b>Stray dogs and wild animals</b>	<p><a href="https://www.spokanecounty.org/568/Report-a-Problem">https://www.spokanecounty.org/568/Report-a-Problem</a></p>
<b>Spokane Parks and Recreation</b>	<p><a href="https://my.spokanecity.org/parks/">https://my.spokanecity.org/parks/</a></p>
<b>City Snow Removal</b>	<p><a href="https://my.spokanecity.org/streets/maintenance/snow-removal/">https://my.spokanecity.org/streets/maintenance/snow-removal/</a></p>
<b>Spokane Regional Construction Map</b>	<p><a href="https://srtc.maps.arcgis.com/home/webmap/viewer.html?webmap=69286a6749314f66bbe246884472b4f5">https://srtc.maps.arcgis.com/home/webmap/viewer.html?webmap=69286a6749314f66bbe246884472b4f5</a></p>



## **Neighborhood Safety Committee Goals for 2019**

The Neighborhood Safety Committee will focus on monthly neighborhood safety themes throughout the year to promote neighbor engagement in proactive crime prevention and building social capital. Examples of themes will be Paws on Patrol, traffic calming, abandoned vehicles, neighborhood clean-up and Crime Prevention through Environmental Design (CPTED). The committee will promote ideas and suggested activities through Community Assembly and a variety of city resources to get the word out to neighbors. The calendar of ideas will align with city priorities and C.O.P.S. planned activities.

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