

Spokane Neighborhoods Community Assembly

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



*Meeting Agenda for Thursday, March 7th, 2019
5:30 to 7:20 pm, City Hall, 808 W. Spokane Falls
Blvd Proposed Agenda Subject to Change*

*Please bring the following items:
Community Assembly Minutes: January



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	4
OPEN FORUM				
Reports/Updates/Announcements	Please sign up to speak!	10 min – 5:40	Oral Report	
LEGISLATIVE AGENDA				
City Council	City Council Member(s)	10 min – 5:50	Oral Report	
Administrative Committee <ul style="list-style-type: none"> CA Facilitator Land Use Committee 2019 Goals Committee and Liaison Reports CA Packet Timeline and Contents 	Kelly Lotze and Greg Francis	20 min – 6:10	Discussion & Vote	
BSN <ul style="list-style-type: none"> NUSA Applicants Spring Retreat Date Options 	Tina Luerksen	20 min – 6:30	Discussion & Vote	
CA Procedural Review	Luke Tolley	20 min – 6:50	Presentation	11
Neighborhood & Planning Services Update	Heather Trautman	20 min – 7:10	Oral Report	
Roundtable Discussion	All	10 min – 7:20	Open Discussion	
OTHER WRITTEN REPORTS				
CA Admin Committee Meeting Minutes				10
Building Stronger Neighborhoods (BSN) Meeting Notes				13
DRB Report				15
Neighborhood Community Development Program (NCDP) Application Briefing				19
Plan Commission Materials	https://my.spokanecity.org/bcc/commissions/plan-commission/			
Urban Forestry CAC				23

The password for City of Spokane Guest Wireless access has been changed: Username: **COS Guest** Password: **BTM65hes**

Community Assembly Core Values and Purpose

CORE PURPOSE:

Provide a vehicle to empower neighborhood councils' participation in government.

BHAG:

Become an equal partner in local government.

(This will be further expounded upon in the Vivid Description. What does this mean to you?)

CORE VALUES:

Common Good: Working towards mutual solutions based on diverse and unique perspectives.

Alignment: Bringing together the independent neighborhood councils to act collectively.

Initiative: Being proactive in taking timely, practical action.

Balance of Power: Being a transparent, representative body giving power to citizens' voices.

VIVID DESCRIPTION:

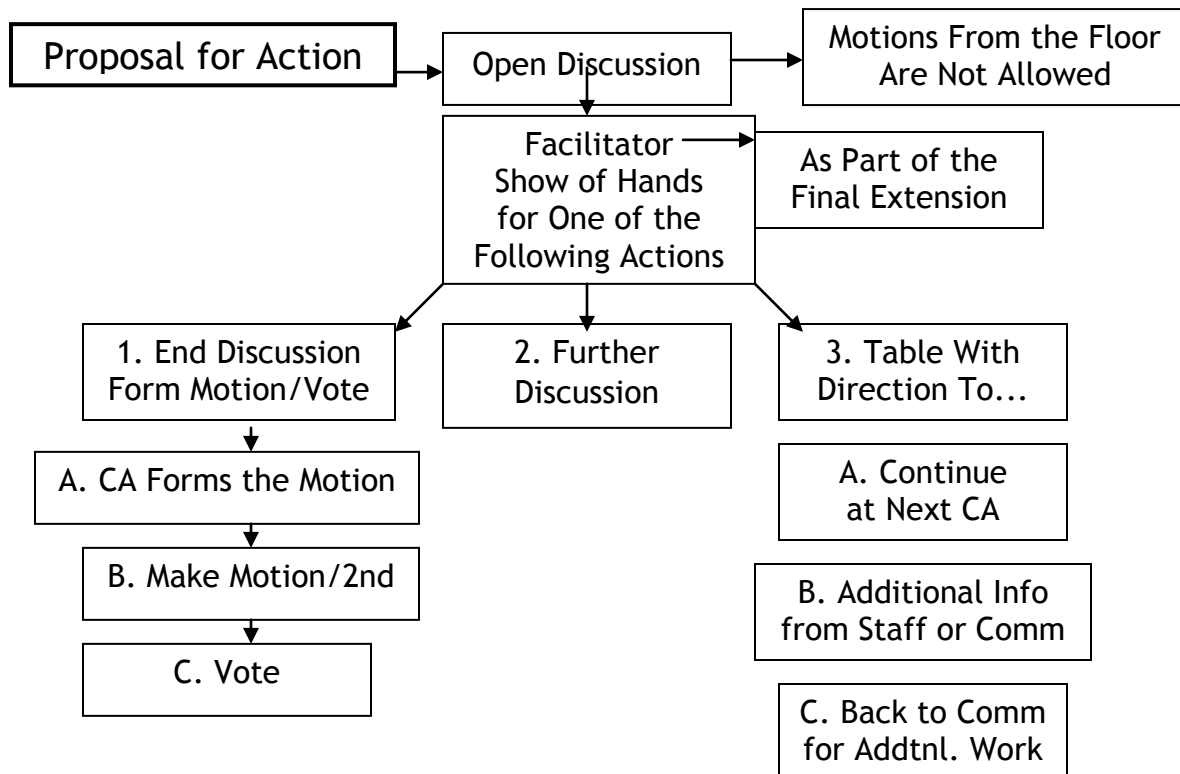
The Community Assembly fulfills its purpose, achieves its goals, and stays true to its core values by its members engaging each other and the community with honest communication and having transparent actions in all of its dealings. Community Assembly representatives are knowledgeable and committed to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

The Community Assembly initiates and is actively involved early and often in the conception, adoption and implementation of local policy changes and projects. The administration and elected officials bring ideas to the Community Assembly in the forming stages for vetting, input and participation. The Community Assembly is a valuable partner to these officials and neighborhoods in creating quality policy & legislation for the common good.

The Community Assembly stimulates participation in civic life among our residents. Citizens that run for political office will believe in the importance of partnering with the Community Assembly and neighborhood councils. Those candidates' active participation and history with neighborhoods contributes to their success, enhancing successful partnerships between the Community Assembly and local government.

a. CA Rules of Order:

- i. To speak at a meeting, a person must be recognized by the facilitator only one person can be recognized at a time. Each speaker has one minute. When all who wish to speak have been allowed their time, the rotation may begin again.
- ii. When a proposal for action is made, open discussion will occur before a motion is formed by the group
- iii. As part of the final time extension request, the Facilitator will request a show of hands by the representatives at the table to indicate which of the following actions the group wants to take.
 1. End discussion and move into forming the motion and voting.
 2. Further Discussion
 3. Table discussion with direction
 - a. Request time to continue discussion at next CA meeting.
 - b. Request additional information from staff or CA Committee
 - c. Send back to CA Committee for additional work



**Community Assembly
Meeting Minutes
February 7, 2019**

1. Introductions

2. Proposed Agenda

- a. Building Stronger Neighborhoods Committee would like 10 minutes for their budget proposal
 - i. Approved
- b. Land Use Committee 2019 Goals will be considered with other committee goals

3. Approve/Amend Meeting Minutes

- a. Approved – 4 abstentions

4. Reports/Updates/Announcements

- a. Coffee with a Cop has been rescheduled to Tuesday, February 26, from 10am-noon at Burrito Loco, 3115 E. Mission Avenue. Hosted by Spokane Police Department and the Chief Garry Park Neighborhood Council.
- b. Heather Trautman, Neighborhood and Planning Services
 - i. Discussed parking permits and parking areas for CA representatives. Thank you to Spokane Parks for providing the parking passes for the CA.
- c. Karen Kearney, Balboa/South Indian Trail
 - i. Discussed traffic circles on Woodside Avenue. NC met with Neighborhood and Planning Services to understand options. Planning recommended to put Yield signs in traffic circles, which has helped decrease confusion.
- d. Patricia Hansen Cliff/Cannon, Liaison to Plan Commission
 - i. Discussed Plan Commission/Design Review documents in agenda packet and focus on neighborhoods and Community Assembly. Patricia asked for comments at first Plan Commission/Design Review meeting to be stricken that were not representative of CA.

5. City Council

- a. Council Member Karen Stratton, District 3
- b. Warming Centers
 - i. Provided update on Warming Centers. There are enough beds in centers, with extension hours during cold temperatures. Centers at S. Cannon and Ermina will be extended.
 - ii. 2019 Warming Centers: <https://static.spokanecity.org/documents/ending-homelessness/warming-center-four-sites-jan10-2019.pdf>

- iii. Provider Services:
 - <https://static.spokanecity.org/documents/chhs/resources/resource-pocket-guide-oct-2018.pdf>
- c. Landlord/Tenant Discussions
 - i. Four public discussions conducted. Waiting for report from CM Beggs and CM Burke. A lot of discussion going on with City Council, landlords, and tenants, but nothing formal on City Council agenda.
- d. Utility Billing – customers now have 20 days from receipt to pay utility bill
- e. Spent time with City staff to make Kendall Yards and West Central a golf cart area, excluding Centennial Trail.
- f. Parking Ordinance
 - i. Second year of residential parking ordinance. Meeting conducted last week with Parking/BDS to hear concerns from residences about longer term parking on street. Continuing to work through issues and will provide updates.
- g. Tribal Services
 - i. Meeting with Spokane Tribe and Kalispel Tribe discuss services for Native people in community who are experiencing homelessness or needing resources, but do not necessarily belong to a local tribe.
 - ii. Resources at Envision Center opening soon. The goal is to try to get resources at one spot to get best services, with more services available to help more people.
 - iii. Tribes also have money for tribal housing. Council passed an ordinance to promote affordable housing on surplus city lots that may be an opportunity for a partnership with Tribes to build community, retail, cottage housing, art, powwows, public gathering.
- h. Road paving
 - i. The focus will be paved roads in District 1 and 2 .District 3 will not be considered until 2020 due to Falls Avenue paving. CM Stratton keeping a wishlist for District 3 to help with this year.
- i. CA Discussion: Questions about road paving and parking.
 - i. Questions:
 - 1. Peaceful Valley: Will there be opportunity for public comment on parking regulations? CM Stratton discussed public outreach, need to develop timeline, work with Parking Services on strategy.
 - 2. Balboa/South Indian Trail: Will other communities to chip in on public services?
 - 3. Northwest: What kind of surplus lots around town? Charlie Wolff looking at each individual situation to understand what each org needs and identify what lots would work
 - 4. North Indian Trail: Shared idea for tiny homes for homeless veterans from Kansas City.

6. Administrative Committee

- a. Julie Banks – Neighborhood Safety Committee
 - i. Discussed committee goals for 2019, including subtopics for themed neighborhood safety discussions at neighborhood councils. Interested in getting ideas from the Community Assembly on how to best promote safety themes: Friday Updates, Next Door, City website, COPS, PSA on Channel 5.
 - ii. Vote to approve – unanimous approval
 - iii. Neighborhood Concerns and Resource List:
<https://static.spokanecity.org/documents/neighborhoods/getinvolved/public-safety-committee/neighborhood-concerns-and-resource-list-2019-02-14.pdf>
- b. Greg Francis – Land Use Committee
 - i. Discussed committee focus for 2019. Many goals still the same. Opportunities for engagement include handout to help people understand where they have feedback during long range planning efforts.
- c. Community Assembly – Shauna Harshman
 - i. Discussed meeting location for Community Assembly. Booked the City Council Briefing Center for the entire year. Parking passes continue to be available for representatives as needed through the Office of Neighborhood Services.
 - ii. Request to distribute WiFi password with packet for each meeting.

7. Community Assembly Spring Retreat

- a. Ad-hoc Committee was formed to identify topics for discussion at spring retreat. Discussed purpose of retreat related to learning, education, networking. Format is half-day retreat for neighborhood councils.
- b. 1-3 are a bit narrow for retreat
- c. Tina Luerssen, Grandview/Thorpe
 - i. Building Stronger Neighborhoods (BSN) Committee is working on online toolkit. Focus of the retreat could be on the toolkit and discussing resources. BSN is willing to do planning work on the retreat, develop best practices, and help lead conversation between neighborhoods.
- d. CA discussed scope of retreat, who the audience is, length of time.
- e. CA Motion: Motion to request that Building Stronger Neighborhoods form a retreat committee and come back to the Community Assembly with proposed date, location and agenda.
 - i. CA Discussion: Suggest to hold on weekend due to people's work schedules. Suggestion of location at Finch Arboretum.
 - ii. Vote – 3 abstentions. Motion approved.

8. Building Stronger Neighborhoods Committee

- a. Tina Luerssen, Grandview/Thorpe
 - i. City Council granted \$25,000 in 2019, up from the \$20,000 in previous years.

- ii. Request budget funds to send 3 district members to Neighborhoods USA (NUSA) Conference at a maximum expense of \$5000. Propose an application process for interested neighborhood council members.
- b. Question: Is there anything in allocation from City Council that explicitly states \$5,000 is set aside from NUSA?
 - i. Not specifically stated, but that CA could use money as needed. Continued question as to what was intended for additional \$5,000.
- c. CA Discussion: Neighborhoods discussed use of community engagement funds for NUSA conference versus allocating to neighborhoods. Some neighborhoods found enormous benefit to having people attend conference for learning, networking, best practices. Some neighborhoods found part of responsibility of CA and neighborhoods is education, and CA needs to broaden it in order to promote and help neighborhoods better. Some neighborhoods feel funds belong to neighborhoods, not sending people to conferences.
- d. CA Motion: Approve proposal as presented, with addition that those who have not attended NUSA will be given priority preference.
 - i. Roll call vote – 3 abstentions, 1 opposition, 20 in favor. Motion approved.
- e. Additional discussion moved to Open Forum

9. Budget Committee Community Engagement Grant

- a. Andy Hoyer/Southgate
 - i. Discussed overview of grant process, guidelines.
 - ii. Training scheduled for February 11, 2019, 6:00 pm at West Central Community Center
 - iii. Neighborhoods are encouraged to contact Budget Committee liaisons first for questions, assistance.
 - iv. Proposed Budget: \$650 for neighborhoods
- b. CA Discussion: Use of grant in previous years.
 - i. Have all 29 neighborhoods used funding?
 - 1. 26 out of 29 in 2018
 - ii. At training, could NCs get more guidance on how to document performance measures?
 - 1. NCs should use their discretion on how to communicate the performance
- c. Heather Trautman, Neighborhood and Planning Services
 - i. Examples and handout of how a NC can create performance measures for application; ONS can put together form for this year's program
- d. Motion – Approve Budget Committee proposal of \$650 per neighborhood with up to \$300 in allocation funds if money is available
- e. Roll call vote – 1 abstention, remainder approved

10. Role of CA/CD Moving Forward

- a. Kathryn Alexander/Bemiss
 - i. Discussed overview of committee and proposal for moving forward.
 - ii. Proposal is to have CA/CD consider applications before going to CHHS. If votes are needed, this would provide structure for it.
 - iii. Committee is learning process, need to explore what the value of the Committee is moving forward.
- b. CA Discussion: Discussed role of CA/CD in relation to district model, and what committee would vote on.
 - i. Vote is a bit confusing – what would this body’s vote mean?
 - ii. Intent of CA/CD is not to vote on money, but to make decisions relevant to the committee as necessary.
 - iii. Recommendation: Send proposal direction back to Committee to clarify voting, goals, communication, information on making policy recommendations, form of alternates. Need to ensure collaboration across districts. Suggestion to develop infographic for procedure. Need to ensure member is elected by district as a formal connection.

11. Office of Neighborhood & Planning Services

- a. Introduce Gabby Ryan, new Community Programs Coordinator. Gabby Ryan will be taking over the Friday Update, Clean-up Program, and Building Stronger Neighborhoods Committee.
- b. ONS updated liaison list.
- c. Send packet information to eranscap@spokanecity.org. Work with neighborhood liaison for all other information requests.

12. Roundtable

- a. NUSA ad-hoc committee
 - i. District 1 – Colleen Gardner
 - ii. District 2 – Tina Luerssen (Chair)
 - iii. District 3 – Melodie Kaltenbaugh
- b. CA Discussion: CA Admin Committee will work to reduce size of packet. Discussed process for agendas and packet creation.
 - i. Request to move up submission date to Thursday the week before CA.
 - ii. Other suggestions: Packet should provide consolidation of information. Hyperlink information from Plan Commission. Break up CDBG information into smaller page sizes. Send links if available for packet items

Community Assembly Representatives Roll Call:

In Attendance:

Audubon/Downriver	Hillyard	Riverside
Balboa/South Indian Trails	Lincoln Heights	Rockwood
Bemiss	Manito/Cannon Hill	Shiloh Hills
Chief Garry Park	Nevada Heights	Southgate
Cliff/Cannon	Northwest	West Central
Comstock	North Hill	West Hills
East Central	North Indian Trail	Whitman
Grandview/Thorpe	Peaceful Valley	

Not in Attendance:

Browne's Addition
Emerson-Garfield
Five Mile Prairie
Latah/Hangman
Logan
Minnehaha

CA – Admin Committee
Meeting Minutes
2/26/19

- Transition:
 - Shawna took a job with the SRTC so Heather was with us to facilitate our meeting.
 - The packet isn't going to include huge packets, instead things like a big planning commission packet. It will be included as a link.
 - We've asked Bart to facilitate the March meeting as our backup.
 - Packet: Draft goes out right after the admin meeting and then the full packet goes out Tuesday prior to the meeting. It came in Wednesday morning last month because of large, last-minute additions. The committee felt Tuesday works, as long as the packet isn't too long.
 - Should only approved minutes go in the packet? Draft is troublesome.
 - Luke asked if ONS could keep track of attendance. Heather said they could.
- Agenda:
 - Admin (20 mins) -Kelly & Greg
 - CA Facilitator
 - City Asst. Planner, Kevin Freibott, is interested in facilitating. We will invite him in March and trial facilitate in April.
 - Land Use Committee Goals
 - CA packet contents & timeline - Greg
 - Committee & liaison reports - Greg
 - BSN needs to vote on the committee's nominations (20 mins) – Tina
 - Spring Retreat Update
 - CA Procedural Review (20 mins) – Luke
 - I will freshen up my old presentation
 - Neighborhood & Planning Services (20 mins) – Heather
 - Traffic Calming
 - Comp Plan Amendments and associated policies
 - Transit oriented development policy update
 - Commercial containment policy update
 - Roundtable (10 mins)
- Other:
 - ONS isn't sending anyone to the NUSA Conference this year. They have chosen other opportunities.
 - Meeting at City Hall:
 - No complaints about the new location
 - People are super excited about being able to park in the closest RFP lot.

Community Assembly of Spokane Neighborhood Councils Community Development Committee (CA/CD)

Policies and Procedures 2019

A. Committee Charge

The CA Community Development Committee (CA/CD) will serve to preserve the influence of the Community Assembly in the allocation of Spokane's Community Development Block Grant (CDBG) funds for the benefit of the people of Spokane the city's neighborhoods and the "district model" for CDBG project selection.

B. Mission Statement

The committee will

- Facilitate the District's discussions regarding CDBG funding and other community development partnering.
- Foster collaboration between and among the neighborhood councils of the city council districts in the operation of the "district model" for CDBG project selection.
- Coordinate training as needed.
- Review policies and make recommendations to the CA regarding the "district model" of CDBG project selection as well as the allocation of other CDBG and partner resources.
- Be a forum to resolve issues among the Districts and Neighborhoods regarding CDBG funding activities.

C. Membership and Selection

The committee shall consist of three members, one representative and one alternate from each district. The selection of district representatives is made annually in October. There are no term limits.

D. Meetings, Schedule, and Notice

The committee meets quarterly and more frequently as needed. Meeting can be called by the chair, or two of its members. Meetings are to be scheduled with no fewer than ten (10) calendar days' notice to the leadership of all neighborhood councils. Meetings are open to all members of the community, full participation by the member neighborhood councils is encouraged.

E. Quorum and Decisions

Quorum: One representative or alternates from each of the three Districts.

Voting: One vote for each District in attendance.

Email Procedure: Email can be used to facilitate the work of the committee between meetings.

E. Officer Appointment and Terms

The Committee will meet in October to appoint the officers.

Officer appointments are a year's commitment and no member should serve in the same officer role more than two (2) years in a row.

Members representing each city council district are encouraged to take an officer role at least once every two (2) years.

F. Officer Responsibilities

The committee's officers are chair and recorder.

The chair prepares meeting agendas, schedules meetings and provides due meeting notice to committee members, the various district CDBG committees and district neighborhoods. The chair conducts meetings, and submits reports of committee activities to the Community Assembly.

The recorder is responsible for the records of the committee.

The recorder prepares a record of committee meetings, maintains committee documents for appropriate distribution, and ensures all documents are archived at ONS.

The recorder submits draft meeting minutes to the chair within seven (7) calendar days after each meeting. The draft meeting minutes are then sent to the CA and the other committee members. Final, approved minutes along with any supporting material or documentation, are then posted on the committee's city web site within fifteen (15) days of approval.

Community Assembly Committee: Building Stronger Neighborhoods
2/25/19 12:00PM West Central COPS Shop, 1901 W. Boone

Members present: Kelly Lotze (Chair: Browne's Addition), Tina Luerssen (Secretary: Grandview/Thorpe), Dave Lucas (Vice Chair: Rockwood), Anne Luttrull (Emerson-Garfield), Chris Flanagan (Manito/Cannon Hill), Abby Walthall (Spokane COPS).
City staff: Gabby Ryan (ONS)

- Committee Housekeeping
 - January 28th meeting minutes approved.
- Committee Business
 - 2019 BSN Retreat:
 1. At January CA meeting, it was motioned and approved for BSN to take over planning the Spring retreat, focused on the BSN Resources for Building Stronger Neighborhoods (aka Toolkit), sharing best practices and helping to lead that communication between neighborhoods.
 - Discussion on dates/location. Offer CA at least one weekday/one weekend to choose. Preferred location is fairly central, with WiFi so attendees can bring their own laptops/tablets, and have a screen to show the webpage.
 - WCCC location preferred, Gabby will check availability.
 - Thursday, April 25th 6:30-8:30
 - Tuesday, April 30th 6:30-8:30
 - Saturday, April 20th 1-3pm
 - 2019 NUSA Update:
 1. CA approved BSN request to send 3 representatives to NUSA, 1 from each council district, for a maximum cost of \$5000.
 - Deadline for applications was Friday 2/22, extended to 5pm Monday 2/25 because there have been 3 applications received from district 1, 1 application from district 2, and 0 from district 3.
 2. ONS has not committed to sending anyone from the office to NUSA because the cost is more than other programs. Maren is attending a week-long conference soon, as they are looking to update policies within the City.
 - Budget Update:
 1. CA approved \$650 per NC, plus \$300 for reallocation applications this year, and the \$5000 for NUSA. This should use up most/all of the funds for 2019, if there are other requests for budget usage by committees we will consider this at the end of the summer.
- Announcements & Upcoming Events:
 - Meeting location: The Gathering House could still be an option, if we just pull tables together but it wouldn't be a private room.
 1. WiFi and a screen would be nice to have for the next few months, as we plan the outline for Retreat. South Hill library is difficult for Abby, since she's coming from the north side.

2. West Central COPS has a screen, and ONS has a projector so we could continue to meet here for a bit. We will meet here for March 25th meeting, but Abby will be out of town for the April meeting. Possibly meet at SH Library in April.
 3. The MAC? Kelly will look into availability and whether there is a cost.
- CFTC Spring date: Saturday, April 27th 2019. Location will be in District 1, in Logan neighborhood. Iron Bridge Park triangle will be the focus for cleanup, hoping for extensive art installations in the area. Exploring options for the wall at Trent/Hamilton for a large mural. Mission Park will be the central check-in. Katie is working on marketing outreach, Maren is working on the Arts, Gabby is working on volunteer coordination.
 - ONS/Planning Update: Shauna Harshman has left the department, so liaisons to NCs/committees will be updated again soon. Heather will be liaising to CA/Admin for the time being.
- Education & Outreach
 - Resources for Building Stronger Neighborhoods: Gabby has been swamped with other work, so hasn't been able to get the updates completed. Hopefully soon. Currently, most documents are in PowerPoint format, which is great for training but Gabby would like to change those documents to a more user-friendly book manual. Microsoft OneNote is user-friendly and would work well for this application.
 - Heather gave Gabby a few pamphlets from the City of Boise neighborhoods/community development department. They're pretty great resources, and possibly something that we can modify for our local use.
 - Topics for next meeting:
 - Resources for Building Stronger Neighborhoods Retreat: Selected date and outline agenda
 - CFTC Update
 - NUSA Update
 - Meeting location
 - Next meeting: Next regular meeting will be on Monday, March 25th 2019. 12pm at **1901 West Boone, West Central COPS Shop**. Parking is available in the lot, but do not park in the spot Reserved for NRO.

Design Review Board Report

Submitted by Kathy Lang March 4, 2019

klang0132@gmail.com | 719-338-1632

Design Review Board Members

Steven Meek, Architect, Chair

*Chuck Horgan, Arts Commission

*Mark Brower, Civil Engineer

*Grant Keller, Real Estate Developer

Ted Teske, Citizen at Large

Anne Hanenburg, Landscape Architect

**Alex Maxwell, Urban Designer

Kathy Lang, Community Assembly Liaison

*Three seats have recently been filled: Arts Commission, Civil Engineer, and Real Estate Developer

** The Urban Designer seat will become vacant 4/1/2019; applications are currently under review to fill this seat

Design Review Board Authority - Spokane Municipal Code [Chapter 04.13](#)

Purpose. The design review board is hereby established to:

1. improve communication and participation among developers, neighbors and the City early in the design and siting of new development subject to design review under the Spokane Municipal Code;
2. ensure that projects subject to design review under the Spokane Municipal Code are consistent with adopted design guidelines and help implement the City's Comprehensive Plan.
3. advocate for the aesthetic quality of Spokane's public realm;
4. encourage design and site planning that responds to context, enhances pedestrian characteristics, considers sustainable design practices, and helps make Spokane a desirable place to live, work and visit.
5. provide flexibility in the application of development standards as allowed through development standard departures; and
6. ensure that public facilities and projects within the City's right of way:
 - a. wisely allocate the City's resources,
 - b. serve as models of design quality

The DRB process involves a minimum of two reviews for each project: a Collaborative Workshop and a Recommendation Meeting. From the Collaborative Workshop, the applicant receives Advisory Items to which they are to respond at their subsequent Recommendation Meeting. At the Recommendation Meeting, the applicant receives Recommendations that are also provided to the appropriate decision-making party(ies). DRB meetings are open to the public. Public comments are entered into record via public testimony at the meeting or via email to Dean Gunderson, Alex Mann, or Kathy Lang. Neighborhood engagement is highly welcomed and encouraged by the City and the DRB. Neighborhoods can contact Kathy Lang for questions, assistance, and representation.

Joint Subcommittee of the Plan Commission and Design Review Board

A subcommittee comprised of representatives from the Plan Commission and the Design Review Board met in December and January to discuss procedural and process improvements related to regulations governing the built environment. The Subcommittee's task was limited to the creation of a list of recommendations to submit to the Plan Commission and the Design Review Board. Below is that list of the recommendations. Please note, the following recommendations are in Draft form and are currently in the process of being annotated by City staff. The annotated version will be provided at a future date.

1. A Shared Definition of Design
 - The Subcommittee recommends to the Plan Commission and the Design Review Board that “design” is a subject broader than what is currently contemplated under code. Further, the Subcommittee recommends that there be congruency in how both the Plan Commission and Design Review Board understand the term.
 - Currently, the term “design elements” as mentioned in code, is not explicitly defined and the Subcommittee recommends that it should include the structures, environment, and full urban context.
 2. Neighborhood Involvement
 - The Subcommittee recommends that, presently, the current level of neighborhood involvement is adequately addressed for the Design Review Board.
 - There should be an effort to identify opportunities to map out the types of development the Plan Commission and Design Review Board sees, the ways in which neighborhoods can become involved, and at what points in the processes this involvement may take place.
 3. “Full circle” Accountability and Enforcement of Design Review Board Recommendations
 - The Subcommittee recommends that the Action Approving Authorities provide a greater level of feedback to the respective recommending entities when a departure from a recommendation is made.
 - The Subcommittee recognizes that there are opportunities to improve the adoptability of recommendations by writing actionable recommendations.
 4. Improving Communication and Resolution of Issues between the Plan Commission and Design Review Board
 - The Subcommittee recommends that the Plan Commission and Design Review Board explore mutual liaisons/representatives.
 5. Modifications to Development Standards, Design Standards, and/or Design Guidelines
 - The Subcommittee recommends that the Plan Commission and Design Review Board address these modifications through the present Downtown Plan updates and other Sub-Area planning efforts.
 6. Modifications to Design Review Board Triggers and Thresholds
 - The Subcommittee recommends that the respective bodies identify a set of thresholds, and a process, for projects of significance which may initiate a joint workshop held between the Plan Commission and Design Review Board.
-

Project: Deep Pine Overlook
Collaborative Workshop: February 27, 2019

Applicant

Taodd Hume, JRP LLC

Project Description

The applicant is seeking permission to develop a Planned Unit Development for 90-94 lots on approximately 48 acres of land located between Latah Creek and High Drive Bluff Park; which will also require a Shoreline Conditional Use Permit. Located at 3515 South Inland Empire Way, the site is within in the Latah/Hangman Neighborhood. The property is isolated with no immediately adjacent residential or commercial development. However, it may be visible from certain vantage points in the surrounding area including High Drive Bluff Park, Latah Creek, Grandview/Thorpe Neighborhood and SR 195.

The Subject Site consists of three parcels: Parcel A (25361.0006), Parcel B (25361.0007), and Parcel C (35312.0002) – for a total surveyed Subject Site size of 47.71 acres. Latah Creek runs through the western edge of the relatively flat portions of Parcels A and B. The eastern portion of Parcel C (abutting High Drive Bluff Park), and the northern portion of Parcel A have steep slopes ranging between 16% to over 30%. (see Figure 1)

Adjacent properties include High Drive Bluff Park to the east. SR 195 and the BNSF Railroad are immediately west of Latah/Hangman Creek. Avista owns the property immediately north with a substation; which accesses the site through the applicant’s property. The creek’s natural character in this area may be described as a tributary creek in a sharply incised valley composed of essentially rural,

public open space, and a small amount of commercial uses. Recreational uses along the shoreline and High Drive Bluff Park include hiking, mountain biking, and viewing wildlife. Latah Creek is navigable by canoe and kayak for several months in the Spring. While there are informal bike & hiking trails in the immediately adjacent High Drive Bluff Park, the site is not serviced by transit nor are there any bus stops located within a quarter-mile radius.

The Subject Site is located approximately half-way between the Qualchan Golf Course and Qualchan Hills Park and the older Vinegar Flats village, and approximately 1/8-mile north of the Cheney Spokane Road / SR 195 overpass; which provides vehicular, bicycle, and pedestrian connection to the neighborhood commercial mini-center located on the west side of SR 195.

While the Subject Site is not located within any pre-existing Character Area or Historic District, the general character of the existing site and surrounding land is predominantly semi-rural. The steep slopes to the immediate east of the site support mountain bike & hiking trails and a generous spread of Ponderosa Pine. The land forms and built fabric on the flatter portions of the site and the surrounding areas are consistent with the agricultural history of Latah Valley.

Perhaps the most significant character asset in the vicinity of the Subject Site are the informal Latah Valley Hangman Creek Trails that run north/south through the High Drive Bluff Park, located immediately east of the site. In October of 2017 the National Park Service and the Washington Chapter of the American Society of Landscape Architects convened a charrette of key stakeholders in Latah Valley to design conceptual trail improvements and possible alignments that would connect the informal trails in High Drive Bluff Park to a set of trails along Latah Creek. The efforts of that charrette were published by the City of Spokane Department of Parks & Recreation in June of 2018 as a Concept Study, and include proposed improvements to the Subject Site.

Advisory Actions

1. The applicant shall provide additional information on the proposed treatment of site fencing with attention paid to the site constraints and opportunities.
2. The applicant shall provide additional information on trail access, connectivity, site amenities, and materiality.
3. The applicant shall further articulate the proposed solution for a vehicular turn-around provided outside of the main gate, including the aesthetics and materiality of the turn-around and gate.
4. The applicant is encouraged to explore how the site's agricultural history and vernacular may inform the architectural aesthetics of the proposed development.
5. The applicant is encouraged to explore opportunities for sensitive site design.
6. The applicant shall articulate the proposed development's relationship to its surrounding landscape, with particular attention paid to the development's perimeter and incorporation of indigenous vegetation.
7. The applicant shall submit the completed Habitat Management Plan as a component of their next application package.
8. The applicant is encouraged to continue their engagement and cooperation with The Friends of the Bluff.

Additional information can be found within the February 27, 2019 Agenda Packet on the [City's DRB web page](#). Audio recording of this Collaborative Workshop is available; please contact Dean Gunderson at dgunderson@spokanecity.org.

Project: Spokane Sportsplex Collaborative Workshop: February 27, 2019

Applicants

Colin Anderson, Integrus Architecture

Project Description

The Spokane Sportsplex is a 135,000 square foot 3-story sports and event facility with a capacity to seat 3,500 spectators and built to accommodate a variety of sports and events. The facility will be owned and operated by the Spokane Public Facilities District. The Site is located at 444 West Cataldo within the North Central area of the Riverside Neighborhood. The Sportsplex site is located adjacent to the north edge of Riverfront Park, east of Howard Street and the Spokane Arena, south of Dean Avenue and the existing Public Facilities District parking facilities, and west of Washington Street. The site is located on a 20-foot bluff of basalt overlooking the North Bank Riverfront Park playground.

Advisory Actions

1. The applicant shall provide clarity on how the proposed design departure addresses the purpose statement for “Windows – Building Design, 17C.124.510”.
2. The applicant is encouraged to continue working with the parks architect to resolve the pedestrian connection between the Riverfront Park North Bank project and the SportsPlex.
3. The applicant is encouraged to incorporate the indigenous basalt rock outcrop on the northeast corner of the site into the site design.
4. The applicant shall continue investigating stronger north-south pedestrian connections across Dean Avenue.
5. The applicant is encouraged to pursue the potential full vacation of Dean Avenue and transference of east-west vehicular connectivity to a redeveloped Gardner Avenue (currently Boy Scout Way).
6. The applicant shall provide clarity on site landscaping, lighting, site furnishings, and a materials palette.
7. The applicant shall provide clarity on the articulation and design of facades over 50’ in length, per “Building Articulation, 17C.124.530” and “Treating Blank Wall, 17C.124.570”.

Additional information can be found within the February 27, 2019 Agenda Packet on the [City's DRB web page](#). Audio recording of this Collaborative Workshop is available; please contact Dean Gunderson at dgunderson@spokanecity.org.

Future Design Review Board Meetings

The next Design Review Board meeting is scheduled for March 13, 5:30PM, in the City Council Briefing Center. The project(s) anticipated for this meeting have not yet been announced. Project information for this meeting will be posted to the City's [DRB](#) page.

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

NEIGHBORHOOD COMMUNITY DEVELOPMENT PROGRAM

Application Briefing

Community, Housing and Human Services Department

March 2019 Update



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

MARCH UPDATE

On March 4, 2019, ONS/CHHS sent a reminder email to all neighborhood councils with a NCDP allocation. Below is a copy of the email that was sent reminding neighborhood councils of the April 1, 2019 due date

Hello Neighborhood Councils,

The Community, Housing and Human Services Department (CHHS) would like to remind Neighborhood Councils that the application period for the Neighborhood Community Development Program ([NCDP](https://my.spokanecity.org/neighborhoods/programs/ncdp/)) ends on April 1, 2019. CHHS must receive complete application packets no later than 5:00 PM on April 1st. **CHHS will not accept late applications.**

Complete application packets will include the following materials:

1. Completed Application (Menu, New, or Sidewalk)
2. Approved Meeting Minutes
3. Signed Conflict of Interest Certification forms for all members who voted to approved the funding recommendations

For more information related to the NCDP, please refer to the following webpage:

[\(https://my.spokanecity.org/neighborhoods/programs/ncdp/\)](https://my.spokanecity.org/neighborhoods/programs/ncdp/). This webpage contains a variety of information intended to assist Neighborhood Councils with their application process.

Please communicate with CHHS what activities your Neighborhood Council wishes to support. Doing so will allow CHHS communicate with Neighborhood Councils regarding funding gaps in [Menu](#) projects. At this time, CHHS has received (partial/complete) applications from the following Neighborhood Councils:

- Audubon/Downriver

- *Women & Children's Volunteer Center & Restroom Improvements - \$10,000*

- Chief Garry Park

- *NECC HVAC Improvements - \$25,000*

- *Corbin Senior Center Security Improvements - \$5,000*

- Lincoln Heights

- *Excelsior Youth Center Gym Roof Replacement - \$15,000*

- Riverside

- *Catholic Charities House of Charity Shelter Beds - \$10,000*

- Whitman

- *NECC HVAC Improvements - \$10,000*

Please contact me with any questions you may have related to the NCDP application process.

This email only applies to the following Neighborhood Councils:

1. Audubon/Downriver
2. Bemiss
3. Browne's Addition
4. Chief Garry Park
5. Cliff-Cannon
6. East Central
7. Emerson\Garfield
8. Hillyard
9. Lincoln Heights
10. Logan
11. Minnehaha
12. Nevada Heights
13. North Hill
14. Northwest
15. Peaceful Valley
16. Riverside
17. Shiloh Hills
18. West Central
19. Whitman

See pages 6 & 7 of the [Application Guide](#) for allocation estimates by Neighborhood Council.

At the time of this briefing (Monday, March 04, 2019), CHHS has received notice from the following neighborhood council:

- **Audubon/Downriver (ADNC)**
 - *Women & Children's Volunteer Center & Restroom Improvements - \$10,000*
- **Chief Garry Park (CGPNC)**
 - *NECC HVAC Improvements - \$25,000*
 - *Corbin Senior Center Security Improvements - \$5,000*
- **Lincoln Heights (LHNC)**
 - *Excelsior Youth Center Gym Roof Replacement - \$15,000*
- **Riverside (RNC)**
 - *Catholic Charities House of Charity Shelter Beds - \$10,000*
- **Whitman (WNC)**
 - *NECC HVAC Improvements - \$10,000*

The following table provides a funding summary of projects listed on the Menu Application. The table shows which neighborhoods are supporting menu projects, total allocation (all neighborhoods) and funding gap remaining. Please review and see if there would be interest in funding projects with a funding gap. Most projects require 100% funding to move forward. Partial allocation in the past have resulted in a reallocation of funds.

Agency	Project	Request	Neighborhood Council					Total Allocations	% Funded	Gap
			ADNC	CGPNC	LHNC	RNC	WNC			
Catholic Charities	Myrtle Woldson Institute Roof	\$ 50,000.00		\$ -	\$ -			\$ -	0.0%	\$ (50,000.00)
Catholic Charities	House of Charity Shelter Beds	\$ 20,000.00		\$ -	\$ -	\$10,000.00		\$ 10,000.00	50.0%	\$ (10,000.00)
Excelsior Youth Center	Gym Roof Replacement	\$ 125,000.00		\$ -	\$15,000.00			\$ 15,000.00	12.0%	\$ (110,000.00)
Northeast Community Center	HVAC Improvements	\$ 37,500.00		\$25,000.00	\$ -		\$10,000.00	\$ 35,000.00	93.3%	\$ (2,500.00)
Northeast Community Center	Security Improvements	\$ 50,000.00		\$ -	\$ -			\$ -	0.0%	\$ (50,000.00)
Northeast Public Development Authority	Rowan Avenue Improvements	\$ 650,000.00		\$ -	\$ -			\$ -	0.0%	\$ (650,000.00)
Corbin Senior Center	Security Improvements	\$ 12,000.00		\$ 5,000.00	\$ -			\$ 5,000.00	41.7%	\$ (7,000.00)
MLK Family Outreach Center	Sign and Window Improvements	\$ 40,000.00		\$ -	\$ -			\$ -	0.0%	\$ (40,000.00)
Women & Children Free Restaurant	Volunteer Center & Restroom Improvements	\$ 27,066.00	\$10,000.00	\$ -	\$ -			\$ 10,000.00	36.9%	\$ (17,066.00)

Please consult with CHHS (gdahl@spokanecity.org) for questions related to the NCDP.

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.

January 2019 Update

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	Rochester Park	\$ 15,000.00	Complete	TLC - Flooring Improvements	\$ 11,000.00	Contracting
	Hays Park	\$ 7,000.00	Partially 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
	SPEAR	\$ 29,900.00	Complete	MLK Family Outreach Center	\$ 40,000.00	A&E consultant procured - should be ready for bid in May/June	Napa Street Gateway	\$ 14,000.00	Not enough funding to complete project—reallocation to other neighborhood projects
	Fresh Soul	\$ 15,000.00	Complete	Rochester Park	\$ 5,100.00	Complete	Pacific Apt Play Equipment	\$ 22,000.00	Complete
Emerson\Garfield	Emerson Park	\$ 22,100.00	Parks Dept. working with NC	N. Monroe Gateway Sign	\$ 32,154.00	Architect Procured – AHBL (working with NC's to select design team)	N. Spokane Dental Clinic	\$ 10,000.00	Summer 2019
				HOC Respite Beds	\$ 3,800.00	Complete	WCFR - HVAC Improvements	\$ 20,000.00	Under construction
	WCCC Garage		Complete	24/7 WCCC Library Kiosk	\$ 7,000.00	Complete			
	N. Monroe Gateway Sign		Architect Procured – AHBL (working with NC's to select design team)	WCFR Demonstration Kitchen	\$ 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	A&E consultant procured - should be ready for bid in May/June	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	St. Anne's Roof	\$ 45,000.00	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			
	Next Gen. Zone	\$ 10,000.00	Complete	HOC Respite Beds	\$ 10,000.00	Complete			
	Ash St. Station	\$ 25,000.00	Complete	WCFR Demonstration Kitchen	\$ 11,000.00	Complete			
				SNAP Alexandria Apartments	\$ 10,000.00	Complete			
North Hill	N. Monroe Gateway Sign	\$ 32,154.00	Architect Procured – AHBL (working with NC's to select design team)	N. Monroe Gateway Sign	\$ 25,500.00	Architect Procured – AHBL (working with NC's to select design team)	Gathering House	\$ 10,000.00	Project Bidding
							N. Monroe Gateway	\$ 10,000.00	Architect Procured – AHBL (working with NC's to select design team)
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	Dutch Jake's Park	\$ 45,000.00	In design bidding in September 2018 construction fall 2018-Spring 19
	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	\$ 15,000.00	In design bidding in September 2018 construction fall 2018-Spring 19	WCCC 24/7 Library Kiosk	\$ 10,000.00	Complete			
				Sinto Senior Center	\$ 15,000.00	Complete			
	Sidewalks	\$ 5,545.00	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



**Citizen Advisory Committee
To the Spokane Urban Forestry Tree Committee
Finch Arboretum, Willow Room.
Woodland Center 3404 W Woodland Blvd
March 2019 meeting March 5, 2019, at 3 PM**

MEETING AGENDA

CALL TO ORDER

ROLL CALL

CEREMONIES, APPOINTMENTS, ANNOUNCEMENTS

CONSENT AGENDA

COMMITTEE AND REPORTS

- UFTC report: (Tim)
- Community Assembly (Karen)
- Staff Report (Katie)

OLD BUSINESS

- April meeting leader (Tim)

NEW BUSINESS

- Urban Forestry Ordinance Revisions (discussion/review) (Katie)

ADJOURNMENT

Tree of the Month:

Yoshino cherry *Prunus x yedoensis*

Class 1 Street Tree

Mature size 25' x 20'

Attributes

- Showy fragrant flowers in Spring
- Fruit attracts birds
- Yellow fall color

Problems:

- Vulnerable to pests of cherry trees
 - Aphids, scale, borers
 - Leaf curl, leaf spot, twig dieback



Meeting Minutes

The meeting was called to order at 3:02 pm February 5th, by Chairperson Tim Kohlhauff.

Attendees: Beth LaBar, Karen Carlberg, Nancy MacKerrow, Guy Gifford, Joe Zubaly, Tim Kohlhauff, Vicki Munch (Riverside Neighborhood), Jake Miller (West Central Neighborhood), Angel Spell, Katie Kosanke, Cadie Olsen, Larry Lee, Matt Ugaldea

Ceremonies, Appointments, Announcements: none

Consent Agenda: The minutes of the December meeting were corrected. Instead of “No report” from Community Assembly, it should have included an emailed report sent by Karen Carlberg that the Community Assembly was currently looking for new representatives to the CAC. The December minutes were approved as corrected

Reports

- **Community Assembly:** None, but Jake Miller and Vicki Munch representing West Central and Riverside Neighborhoods respectively were in attendance.
- **Staff Report:** Urban Forester Katie Kosanke presented UF’s plan of work for 2019. Highlights included the following:
 - **Construction projects:** Construction of the Susie Stephens trail linking Finch Arboretum to the Fish Lake trail. Bridge replacement in Finch Arboretum, and landscape improvements at the entrance to Finch.
 - **Field Operations:** Forest health/fuels reduction projects at upper Lincoln park, Wyakin park, High Bridge Disc Golf course, and Conservation Futures land. Pruning, removal of failing trees, and replacement trees are planned for Rochester, Ben Burr, & Wildhorse parks, as well as Hillyard Aquatic center. Installation enlargement of mulch rings at Woldson park.
 - Wildhorse Park in Hillyard will be an opportunity for neighborhood partnership. See full project description attached.
 - **SpoCanopy:** Neighborhood trees will again be distributed via the Arbor Day Foundation. Street tree pruning is tentatively planned in the Manito, Logan, Emerson-Garfield, and West Central Neighborhoods.
 - **Finch:** Arbor Day celebration on 4/27, and Fall Leaf Festival on 10/26. Plant signs using Plants Map inventory for easier public access that include QR codes
 - **Outreach:** Revising street tree list, tree stewardship guide for residents and arborist specifications and standards for arborists performing work on public trees.

Three events are scheduled for the High Drive bluffs including a tree planting, noxious weed talk/abatement, and fire education walk.

- **Questions/Feedback from committee:**
 - Karen Carlberg asked about the signage for Finch and if that included any way-finding ideas from the Finch Master Plan. Carol Bryan suggested that way-finding was a greater need than plant identification. Guy Gifford asked for a definition of way-finding in this context. Angel Spell responded that current plans at Finch are for plant identification signs, and that for the Parks dept., most way-finding is in the form of signage. There is currently a county-wide initiative to build a comprehensive way-finding plan. Cadie Olsen added that this initiative is closer than ever before on improved way-finding, even if visible progress is slow. She will keep the CAC aware of progress.
 - Cadie Olsen suggested partnering with city media productions to create and educational piece about turf reduction and mulching using the Wildhorse project.
- **Old Business**
 - **New CAC Chair:** No news to report. Tim Kohlhauff asked for volunteers to run the meeting during his absences in April, May, & June.
- **New Business**
 - **Planning for 2019:** Suggested field trips for the year include: Camp Sekani to see post-burn restoration progress; the Susie Stephens trail (during and/or after construction); a demonstration of air-spading (possibly needed along Susie Stephens trail); and a before and after visit to a city park to see the impact of Urban Forestry work in the area.
 - **Recruiting CAC/UFTC members:** Angel Spell asked committee members to recruit for members of both committees among colleagues and friends. The CAC currently needs representatives for Historic Preservation, Downtown Street trees, and Community Assembly. At-large positions are currently filled on the CAC.

Adjournment:

The committee adjourned at 4:09 pm.

Wildhorse Park Project Schedule (tree work / mulch areas)

3717 N Ralph Street

Project Overview: Routine maintenance of all park trees, pruning and root treatments as needed. Some tree removals/replacements of declining trees. Large mulch areas will be installed around evergreen trees with surface roots. This project provides many educational opportunities.

Winter 2019 (Jan-Feb)

- Parks Planning review (Nick Hamad) to discuss tree work, mulch areas and general UF recommendations (*completed*).
- Parks Operations review (Al and Carl) to discuss tree work and mulch areas (*completed*). They would like to assist with this project – removing turf, spreading chips, etc.
- Routine pruning & root treatments - Many trees at this park are in need of routine pruning, mainly to remove dead/dying small branches. A number of trees at this site were planted too deeply and require root treatments. Surface rooting out into the turf areas will be mitigated by strategic placement of mulch areas and root treatment/root pruning.
- Remove / Replace Declining Trees - There are many trees declining at this site due to improper planting. Many are honeylocust trees (*Gleditsia sp.*) along the street frontage, which will continue to fail and require replacement. The remaining trees to be removed are volunteer trees (2), poor condition plums (3), and evergreens (2 or 3?) in poor condition due to crowding with other trees.

Spring (April-May?)

- Establish mulch areas around evergreen trees - Remove areas of struggling or nonexistent turf due to the competition for water (trees/turf) and replace with mulch.
 - Meet with Parks Planning & Parks Operations onsite to review design/outline of proposed mulch areas. Mulch areas are located at perimeter sites of low/no public use. Design will be optimal for tree health, maintenance and aesthetics.

- Work with Parks Operations to remove turf (combination of spraying and sod cutting)
- Place mulch chips (UF/parks/volunteers?). UF has a supply of wood chips.
- Plant replacement trees along the street frontage, many species choices available at UF nursery. Nick will put together a design for the replacement trees.

Public Outreach Opportunities

- Include surrounding neighbors, Neighborhood Council so they are aware of the tree work and other park improvements. Also let them know about other upcoming park improvements (playground/path)?
- Educational Opportunities (messages)
 - Water conservation / turf replacement / low maintenance options
 - Best management practices (ease of maintenance (around surface roots), less turf to water/mow, prevents mechanical damage to trees, mulch benefits, etc.
- Partners:
 - Water Stewardship Program (Hilary)
 - Master Gardeners (Tim)
 - Video with Cable 5 (Fianna)
 - CAC and UFTC
 - UF / Parks Ops

Possible Volunteer Tasks:

- Spreading mulch
- Planting trees
- Providing educational information re: water conservation, mulch areas, etc. (CAC, Master Gardeners)
- Susie Forest donation tree(s) possible

Other site considerations:

- Recreation uses, including soccer, consider tree placement with current uses
- N/S freeway adjacent to the property (future)

Connection opportunity to new trail (Children of the Sun) (future) / school /