



Meeting Agenda for Thursday, April 4, 2019
5:30 to 8:00 pm, City Hall, 808 W. Spokane Falls Blvd
Proposed Agenda Subject to Change

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



Administrative Agenda

<u>Agenda Item</u>	<u>Time</u>	<u>Action</u>	<u>Page #</u>
1. Introductions (Facilitator)	3 min (5:30)	Discussion	n/a
2. Proposed Agenda (Facilitator)	2 min (5:33)	Approve	2
• Including core values, purpose, rules of order			
3. Approve/Amend Minutes (Facilitator)	5 min (5:35)	Approve	4

Open Forum

4. Reports/Updates/Announcements.....	10 min (5:40)	Oral Reports	n/a
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Legislative Agenda

5. City Council (City Councilmember(s))	10 min (5:50)	Oral Reports	n/a
6. Urban Forestry Advisory Committee Candidate (Paul Kropp)	10 min (6:00)	Discussion	8
7. Liaison Committee Position Profiles (Paul Kropp)	5 min (6:10)	Discussion	9
8. CA/CD Policies and Procedures (Kathryn Alexander)	10 min (6:15)	Discussion & Potential Vote	11
9. Community Assembly Retreat Update (Tina Luerssen)	5 min (6:25)	Discussion	
10. Neighborhood & Planning Services Update (Heather Trautman)	20 min (6:30)	Oral Report	
11. Roundtable Discussion	10 min (6:50)	Open Discussion	

Other Written Reports

Plan Commission Materials	13
• https://my.spokanecity.org/bcc/commissions/plan-commission/	
Liaison Reports & Documents – Liaison, Urban Forestry CAC, etc.	
• CA Budget Committee	24
• Citizen Advisory Committee.....	25
• Community Assembly Committee: Building Stronger Neighborhoods.....	29
• CA Liaison Committee Meeting Notes.....	31
• Neighborhood Community Development Program Report.....	32

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:

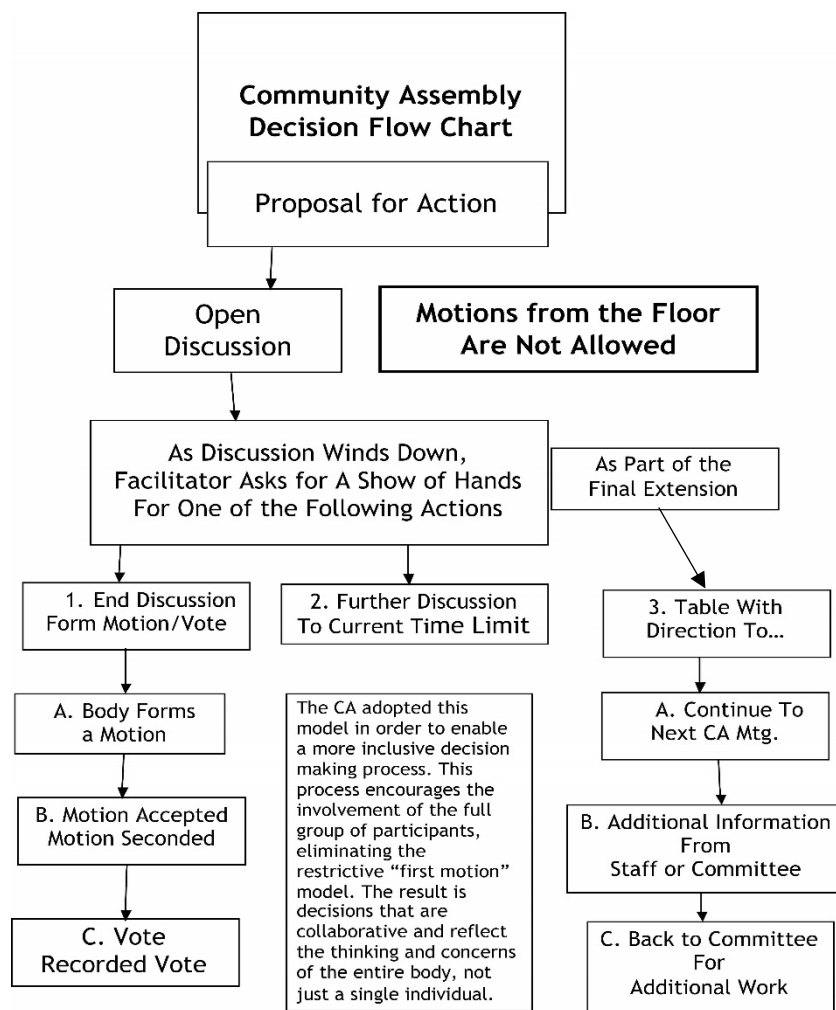
The Community Assembly fulfills its purpose, achieves its goals, and stays true to its core values by its members engaging each other and the community with honest communication and having transparent actions in all of its dealings. Community Assembly representatives are knowledgeable and committed to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

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.



Community Assembly Meeting Minutes

March 7, 2019

1. Proposed Agenda

- a. Amend agenda: Kathryn Alexander is requesting time to discuss the updated CA/CD Policy & Procedure with the CA body.
 - i. Approved as amended.

2. Approve/Amend Meeting Minutes

- a. Approved

3. Open Forum

- a. Greg Francis, Plan Commission updates
 - i. Crestline update: emergency map amendment currently be considered - Workshop on this on March 13th from 2-4pm and a hearing on March 23rd at 4pm in the Council Chambers. This will go from Plan Commission to City Council.
- b. Andy Hoye, Budget Committee
 - i. 26 out of 29 neighborhoods utilized the engagement grant last year. This year the deadline is May 23rd. For the reallocation round please do not ask for cost overruns, it does not work. Can ad-hoc committees ask for funding? Please think about this.
- c. Cliff Winger, Shiloh Hills
 - i. The book 'How to Kill a City' – the author may come to Spokane to speak sometime. More details hopefully coming soon on this topic.
- d. Fran Papenleur, CHHS Board Update
 - i. Melody Dunn is officially the CA liaison. CHHS has gone to a 5 year funding cycle and 62 project proposals came in December 2018 with an estimate of around 32 million dollars available. Please reach out to Fran Papenleur with additional questions.
- e. Paul Kropp, Liaison Committee Report
 - i. Urban Forestry advisory committee – Paul will be back at the next CA for a recommendation to the CA body.

4. City Council Updates

- a. Councilmember Breean Beggs, District 2
 - i. Library School Bond – projects are getting underway, expanding options for all.
 - ii. Tax payers approved Prop 1 for public safety, some of this funding will be used for pairing Social Workers with Police Officers.
 - iii. Parking study coming to an end.
 - iv. Coming back in May will be the bike share and scooters. You will not be allowed to ride your scooter on sidewalks in the downtown area.
 - v. Councilmember Beggs has been working on a new partnership with Spokane COPS in identifying broken sidewalks and other obstructions for preferred routes to school and reporting them to Code Enforcement.
 - vi. Speed zone resolution coming to City Council on Monday to address speed zones around schools and parks.
 - vii. Discussions around parking limit changes are happening with City Council now.
 - viii. Gonzaga Leadership Program: Gonzaga is interested in this work with the neighborhoods, more details coming soon.

5. Admin Committee

- a. Kelly Lotz and Heather Trautman
 - i. CA Facilitator: Shauna Harshman has left the City and will no longer be facilitating the CA meetings. Bart Logue has volunteered to fill in this month. Kevin Freibott in Planning will be the new Facilitator for the CA going forward.
 - ii. Land Use committee Goals Vote:

Land Use Committee Goals can be found in the [February 2019 CA Packet on page 93](#).

Motion: Approve the Land Use Committee 2019 goals as written in the February CA packet:

Approve: 25

Abstentions: 1

Oppose: 0

- iii. CA Packet and Timeline: discussion around packet and timeline. Packet has been coming out on the Tuesday before the CA. The Admin committee feels like this has been working but sometimes it has been too large to digest two days prior to the CA meeting. Going forward the large attachments will not be included in the packet but will now be a link that takes you to the City webpage with the content. The Admin committee will continue this discussion at the next Admin meeting.
- iv. Committee Liaison Reports - Open Discussion: Are draft meeting minutes acceptable to have in the packets going forward? Some CA reps support draft minutes and some support final voted on minutes.

6. Building Stronger Neighborhoods (BSN) Updates

- a. Tina Luerssen, BSN Committee
 - i. NUSA Applications: Ad Hoc committee met and received 6 applications. Dist. 1 had 3 applicants, district 2 had 2 applications and district 3 had 1 applicant. The committee had three top choices (one from each district).

Discussion:

Participants for NUSA from each of the 3 city council districts

6 applicants – able to have a primary for each district and an alternate

Motion:

District 1- Mindy Muglia, Alt. Lindsey Shaw

District 2: Shae Blackwell, Alt. Kelly Lotze

District 3: EJ Iannelli, Alt. Alexander Knox (dist. 1)*

*Note: Because there was only 1 application received from Dist. 3, we are unable to choose an alt. from that District. We chose to assign an applicant from Dist. 1 as the alt. for Dist. 3.

Approve: Audubon, Bemiss, Chief Garry Park, Cliff Cannon, Comstock, East Central, Emerson Garfield, Five Mile Prairie, Grandview Thorpe, Hillyard, Logan, Manito Cannon Hill, Minnehaha, North Hill, Northwest, Peaceful Valley, Riverside, Rockwood, Shiloh Hills, Southgate, West Hills, Whitman.

Oppose:

Abstention: Browne's Addition, Lincoln Heights, Nevada Heights, North Indian Trail, West Central.

Motion Passes.

- ii. Spring Retreat Date Options at the West Central Community Center - BSN will be back with a solid date and also send out the date via email after the March BSN meeting. The topic of the retreat will be the BSN Toolkit.

Straw Poll vote results:

Thursday April 30th 6:30-8:30pm (18 votes)

Tuesday April 25th 6:30-8:30pm (18 votes)

Saturday April 20th 1-3pm (14 votes)

7. CA Procedural Review

- a. Luke Tully, Hillyard
 - i. Please review PowerPoint presentation here:
<https://static.spokanecity.org/documents/neighborhoods/councils/ca-101-revisited-2019-03-07.pdf>

8. Neighborhood & Planning Services Updates

- a. Heather Trautman, Neighborhood & Planning Services
 - i. Please review PowerPoint presentation here:
<https://static.spokanecity.org/documents/neighborhoods/councils/ca-101-revisited-2019-03-07.pdf>

9. CA/CD Committee Policy & Procedure Discussion

- a. Kathryn Alexander, CA/CD Committee
 - i. The committee is requesting that the CA vote to approve the amended/updated CA/CD committee Policy and Procedure document that has been included in the April CA Packet. This would need to be brought back next month for a final vote. After an open discussion it was identified that the final version document was not in the March CA packet. ONS will send out/email the final version to the CA and the CA/CD committee and then a vote will take place at the April CA to approve or oppose the updated CA/CD Policy and Procedure.

10. Roundtable Discussion

- a. Colleen Gardner, Chief Garry Park
 - i. Thanks to Gabby Ryan for getting Colleen's email in the Friday Update.
- b. Andy Hoye, Southgate

- i. Will the Admin committee be reviewing the contents of the CA packet going forward? The admin will be having this conversation at their next meeting on this topic.
- c. Ken Cruz, West Central
 - i. If your neighborhood council is a non-profit you can utilize the postage benefit when doing neighborhood mailers. Please reach out to Ken for more information.
- d. Luke Tully, Hillyard & Admin Committee
 - i. How does the group want to receive the CA Committees meeting notes? Good conversation for the Admin committee to have going forward.
- e. Carol Thomson, Lincoln Heights
 - i. PeTT has done a great job with the committee notes that are submitted for the packet.
- f. Kathryn Alexander, Bemiss
 - i. Meeting minutes do not need to be standardized for all committees.

26 Reps Present

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

Not in Attendance: Balboa/SIT, Latah/Hangman Valley.

Date: March 22, 2019

To: Community Assembly Neighborhood Council Representatives

From: Liaison Committee

Susan Burns (Peaceful Valley)
Paul Kropp, chair (Southgate)
Bonnie McInnis (West Central)

Re: Selection of Urban Forestry Citizen Advisory Committee Member

Liaison Committee has selected David Obbie of the North Indian Trail Neighborhood Council to join Karen Carlberg of the West Hills NC as the Community Assembly's second member of the Urban Forestry Citizen Advisory Committee and requests the Community Assembly forward the selection to the interim director of the Parks and Recreation Department.

The Spokane Municipal Code at SMC 12.02.904 and 04.28 establishes the Urban Forestry Citizen Advisory Committee to advise and make recommendations to the City's Urban Forestry Tree Committee, which in turn is advisory to the Park Board and the City Council. The composition of the Citizen Advisory Committee is specified at SMC 04.28.060 and two positions are allocated to the Community Assembly for direct appointment with a term of four (4) years.

The members of the Liaison Committee met with David Obbie and two other applicants on March 21 and unanimously agreed to present David's name and application material to the Community Assembly at its meeting on April 4. David Obbie is a New York native (Rochester NY) who trained and worked as an arborist in upstate New York. A local connection led him and his family to Spokane after a stop in northern Virginia. He is currently the database administrator for the City of Spokane.

Please note the CAC position application contains the following affirmation by the applicant:

I am aware of the role and 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 regular monthly participation commitment expected, and of the particular 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 reports to the Community Assembly generally once every quarter.

Suggested message for an Administrative Committee transmittal:

Garrett Jones, Interim Director, Parks and Recreation Department:

Per SMC 04.28.060, the Community Assembly has selected David Obbie, a member of the North Indian Trail Neighborhood Council, as its second member on the Urban Forestry Citizen Advisory Committee and requests you acknowledge the appointment by letter for a term of four (4) years. The application material reviewed by the Community Assembly's Liaison Committee is herewith included.

This is the FIRST TOUCH on a proposed appendix for the Liaison Committee's Policies and Procedures

POSITION PROFILE

Plan Commission Liaison

PROVISION IN MUNICIPAL CODE

SMC 04.12.040 provides a non-voting liaison membership on the Plan Commission to both the city council and the Community Assembly:

Title 04 Administrative Agencies and Procedures

Chapter 04.12 Plan Commission

Section 04.12.040 Liaison Members

- A. The city council shall appoint one city council member to serve as a liaison to the commission and shall also appoint an alternate city council member to serve in the absence of the liaison.*
- B. The community assembly shall nominate a member of the assembly to serve as a liaison to the plan commission, subject to confirmation by the mayor and appointment by the city council*
- C. The liaison members shall be non-voting participants in commission business.*

DUTY OF A LIAISON IN GENERAL

The Community Assembly subscribes to this general definition of the role and function of a liaison:

To serve as a channel for communication between groups.

PLAN COMMISSION LIAISON MEMBER – THE UNIQUE ROLE

The Plan Commission liaison member role for both the City Council liaison and the Community Assembly liaison is unique in that the municipal code provides for full membership duties and privileges on the Plan Commission with the limitation that neither one of them may propose a motion or cast a vote pertaining to any topic. This may be termed as having voice but not vote in all Plan Commission proceedings, including hearings and deliberations on matters being considered for recommendation to the city council such as subarea plans, comprehensive plan amendments, and revised or new property development regulations. As such, the liaisons do not count in the determination of a quorum.

DUAL DUTY OF THE COMMUNITY ASSEMBLY PLAN COMMISSION LIAISON

The Plan Commission liaison attends all meetings of the Community Assembly and of the Plan Commission in order to have a sufficient basis in fact and experience to carry out the liaison function of communication on behalf of each body as herein described.

DUTY TO THE COMMUNITY ASSEMBLY

Attendance at regularly scheduled Community Assembly meetings and the submission of written notes on Plan Commission activities for the previous month prepared and submitted in advance for each CA meeting packet.

Timely prior notice of an expected absence from regularly scheduled meetings delivered to the Administrative Committee chair and the Community Assembly facilitator.

Attendance at joint Community Assembly/City Council meetings and Community Assembly “retreat” events.

Participation with the Land Use Committee on matters related to city planning and development.

Periodic performance review managed by the Liaison Committee.

DUTY TO THE PLAN COMMISSION

Attendance at and active participation in regularly scheduled PC meetings and the submission of verbal reports at Plan Commission meetings about the activities of the Community Assembly.

Participation, optionally and at their own discretion, in any of the other activities that from time to time the Plan Commission and its members engage in, for example ad hoc subcommittees, joint agency study groups, planning trainings, workshops, and conferences.

Conformance with PC standards and practices applicable to all PC members as provided in the Plan Commission Rules of Procedure, including but not limited to advance notice to PC support staff of expected absence from any regular PC meetings (Rule 8.6) and disclosure of potential conflict of interest.

AFFIRMATION OF RESPONSIBILITIES

Included in applications for the Plan Commission liaison member position:

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

I understand the Plan Commission's city charter mission is to advise the mayor and city council principally as to matters of land use and property development policy under the comprehensive plan, and that the Community Assembly's liaison is ~~an ex-officio (non-voting)~~ a non-voting member of the Commission who participates in all Commission activities ~~other than~~ including deliberations on recommendations to the city council and on any other matter that may be brought to a vote.

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

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

TERM OF OFFICE

A total of six (6) years renewed each second year subject to performance reviews.

The initial appointment of an individual to the Plan Commission liaison member position initiates a six (6) year term of office.

REMOVAL

By the Community Assembly for cause, as recommended by the Liaison Committee and confirmed by vote of the Community Assembly. Examples of grounds for removal are non-fulfillment of the terms of the Affirmation of Responsibilities, absence from Community Assembly or Plan Commission meetings for three (3) consecutive meetings or six (6) regularly scheduled meetings in any twelve-month period without adequate cause, unresolved conflicts of interest, and **[to be determined]**

By the Plan Commission per Rule 8.6 of the Plan Commission Rules of Procedure for absence from commission meetings for three (3) consecutive meetings or six (6) regularly scheduled meetings in any twelve-month period without adequate cause.

Cause to excuse any absence includes sickness, personal emergency or temporary and unavoidable conflict of employment.

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 and the city's neighborhoods, and to support 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 posted on the committee's page on the city's web site within fifteen (15) days of committee approval.



Spokane Plan Commission Agenda

March 27, 2019

2:00 PM to 5:00 PM

City Council Chambers

808 W. Spokane Falls Blvd., Spokane WA 99201

TIMES GIVEN ARE AN ESTIMATE AND ARE SUBJECT TO CHANGE

Public Comment Period:

3 minutes each Citizens are invited to address the Plan Commission on any topic not on the agenda.

Commission Briefing Session:

2:00 – 2:30	1) Approve <u>March 13, 2019 Meeting Minutes</u>	All
	2) City Council Report	Kate Burke
	3) Community Assembly Liaison Report	Patricia Hansen
	4) President Report	Todd Beyreuther
	5) Transportation Sub-Committee Report	John Dietzman
	6) Secretary Report	Heather Trautman

Workshops:

2:30 – 2:45	1) <u>Comprehensive Plan Policy LU 1.8 Review</u>	Tirrell Black
2:45 – 3:15	2) <u>University District Master Plan Update</u>	Chris Green

Hearings:

4:00 – 5:00	3) <u>Proposed Amendment to Map TR12, Comprehensive Plan</u>	Tirrell Black
	<u>Chapter 4, Relating to section of Crestline Street,</u> <u>File Z19-070COMP</u>	

Adjournment:

Next Plan Commission meeting will be on April 10, 2019

The password for City of Spokane Guest Wireless access has been changed: Username: COS Guest Password: fuP25Cqp

AMERICANS WITH DISABILITIES ACT (ADA) INFORMATION: The City of Spokane is committed to providing equal access to its facilities, programs and services for persons with disabilities. The Spokane City Council Chamber and the City Council Briefing Center in the lower level of Spokane City Hall, 808 W. Spokane Falls Blvd., is wheelchair accessible and also is equipped with an infrared assistive listening system for persons with hearing loss. Headsets may be checked out (upon presentation of picture I.D.) at the City Cable 5 Production Booth located on the First Floor of the Municipal Building, directly above the Chase Gallery or through the meeting organizer. Individuals requesting reasonable accommodations or further information may call, write, or email Human Resources at 509.625.6363, 808 W. Spokane Falls Blvd, Spokane, WA, 99201; or msteinolfson@spokane.gov. Persons who are deaf or hard of hearing may contact Human Resources through the Washington Relay Service at 7-1-1. Please contact us forty-eight (48) hours before the meeting date.



Spokane Plan Commission Agenda

March 13, 2019

2:00 PM to 5:00 PM

City Council Briefing Center

808 W. Spokane Falls Blvd., Spokane WA 99201

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Public Comment Period:

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Commission Briefing Session:

2:00 – 2:30	1) Approve <u>February 13 & February 27</u> meeting minutes	All
	2) City Council Report	Kate Burke
	3) Community Assembly Liaison Report	Patricia Hansen
	4) President Report	Todd Beyreuther
	5) Transportation Sub-Committee Report	John Dietzman
	6) <u>Secretary Report</u>	Heather Trautman

Workshops:

2:30 – 2:45	1) Interview Asher Ernst	
2:45 – 3:00	2) Interview Andrew Butler	
3:00 – 3:15	3) Interview Darin Watkins	
3:15 – 3:45	4) <u>Comprehensive Plan Amendments Overview 2018/2019</u>	Nathan Gwinn
3:45 – 4:30	5) <u>TR12 Emergency Amendment (Z19-070COMP)</u>	Tirrell Black

Adjournment:

Next Plan Commission meeting will be on March 27, 2019 at 2:00 pm

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

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Spokane Plan Commission - Minutes

March 13, 2019

Meeting Minutes: Meeting called to order at 2:00 PM

Attendance:

- Board Members Present: Todd Beyreuther, Greg Francis, Christopher Batten, Michael Baker, Carole Shook, Diana Painter, Kate Burke (City Council Liaison); Patricia Hansen (Community Assembly Liaison)
- Board Members Not Present: John Dietzman, Sylvia St. Clair
- Staff Members Present: James Richman, Amanda Winchell, Heather Trautman, Kevin Freibott, Tirrell Black, Inga Note, Nathan Gwinn, Melissa Wittstruck

Public Comment:

None

Briefing Session:

1. Commission President Report - Todd Beyreuther

- Three additional applications have been received by the Plan Commission, all three applicants will be interviewed during the workshop portion of the meeting today. The Commission will formulate a recommendation to the Mayor at the end of the workshops.
- A hearing is scheduled for the March 27th meeting. This will require a quorum. Due to several commission vacancies it's important everyone that is available attend.

2. Transportation Subcommittee Report - John Dietzman

- None

3. Community Assembly Liaison Report - Patricia Hansen

- Expressed interest in participating in the Plan Commission Transportation Subcommittee
- Suggested that the Community Assembly and the Plan Commission coordinate a joint meeting.
- Noted that the Plan Commission website hasn't had meeting materials uploaded since 2016. Patricia was advised that meeting materials have been combined with the agenda's and are now uploaded as agenda packets since 2016. Clerks in the Planning department have been working merging old meeting materials with agendas so that there is consistency on the website.
- Confirmed that the Plan Commission Transportation Subcommittee meets on the 1st Tuesday of every month at 9:00 am and expressed interest in participating on the committee.

4. City Council Liaison- Kate Burke

- Conducted a soft launch of the Envision Center on 3rd and Arthur. This center will be a good resource for the City of Spokane homeless community.
- Passed additional funding to provide bus passes to the homeless population so that they can utilize the resources the City has available to them.
- Hired Eric Paulson as the City Council Government Relations Director.

5. Secretary Report- Heather Trautman

- Requests that commission members communicate with staff as to whether or not they can attend the March 27th meeting. A quorum of the commission will be required at the March 27th meeting because there will be a hearing at 4pm on the TR12 Emergency Amendment.
- The March 27th meeting will also include the University District Master Plan Update.
- Presented the Agenda Management tool to the board and discussed the upcoming projects that the Commission members will be hearing in workshops in the next couple months.
- Chris Batten confirms he will not be present during the March 27th hearing.
- Plan Commission will not be consistently meeting in the briefing center this year. Meeting locations will be indicated on the agenda when it is distributed. The Council Chambers is managed by Channel 5 and thus limits our access to certain technology.

Minutes from the February 13, 2019 approved unanimously with one abstention and the minutes from the February 27, 2019 meeting approved unanimously.

Workshops:

1. Interview Plan Commission Applicants
 - Interviewed Asher Ernst, Andrew Butler, Darin Watkins.
 - Questions asked and answered
2. Comprehensive Plan Amendments Overview 2018/2019
 - Kevin Freibott presented an overview of the Comprehensive Plan Amendment procedures.
 - Questions asked and answered
3. TR12 Emergency Amendment (Z19-020COMP)
 - Tirrell Black and Inga Note presented the proposed emergency Comprehensive Plan Amendment.
 - Questions asked and answered

Board Business

Board members discussed the five applicants and their experience and qualifications.

Greg Francis made a motion to recommend Asher Ernst, Darren Butler, and Eric Cultum for consideration by the Mayor. Motion seconded by Michael baker. Motion passed unanimously.

Meeting Adjourned at 5:02 PM

Next Plan Commission Meeting is scheduled for March 27, 2019

**City of Spokane Plan Commission
Meeting Minutes
March 27, 2019
City Council Chambers**

Agenda and Packet: <https://static.spokanecity.org/documents/bcc/commissions/plan-commission/agendas/2019/03/plan-agenda-2019-03-27.pdf>

Plan Commission Business

Commission Briefing Session:

- City Council Liaison included information from the current Legislative session (See attached summary)
- James Richman, City Legal, presented a reinterpretation of existing policy (?) regarding CA Liaison and PC Hearings. Previous information directed the CA Liaison to leave the room once PC hearings had convened to avoid the CA Liaison from unduly influencing PC deliberations and votes. New interpretation of policy (?) permits CA Liaison to remain in the room until PC votes. CA Liaison is not allowed to vote.
- Transportation Sub-Committee: The PCTS requested new membership. CA Liaison expressed interest in joining PCTS and will be considered at PC 4-10-19 meeting.

Workshops

Comprehensive Plan Policy LU 1.8: Tirrell Black

<https://static.spokanecity.org/documents/bcc/commissions/plan-commission/agendas/2019/03/plan-agenda-2019-03-27.pdf>

Plan Commission Requested Action

The 2019 Comprehensive Plan Annual Amendment Work Program includes review of Policy LU 1.8. As provided for in Plan Commission Rules of Procedure, Rule 8.5, staff has recommended that the Plan Commission create a temporary committee to help facilitate the Commission's review of Policy LU 1.8.

Staff suggestions on the committee:

- Members should be Plan Commissioners (3) and One (1) City Council Member.
- Three meetings are suggested; with work completed by mid-May to report back to Plan Commission and stay in alignment with other applications.
- Recommend that these be open public meetings, even though a quorum will not be present
- Clearly identify that this process is a relook at Policy LU 1.8, which is guided by Goal LU 1 Citywide Land Use.

University District Master Plan Update: Chris Green

Subject

University District Strategic Master Plan Update 2019

Background

"With significant progress made on the original plan's goals, continued growth and change expected for anchor institutions, and ongoing revitalization of surrounding neighborhoods, the UDDA and UDPDA embarked on an update of the *Strategic Master Plan* in 2018."

Action

In April 2019, City Council will consider adoption of the *University District Strategic Master Plan Update* by resolution.

CA Liaison Questions for Mr. Green:

1. How many Neighborhoods Councils have you presented to? How many members, approximately, were present? Do you have copies of Meeting Agendas indicating a presentation was made to the Neighborhood Council?
 - Mr. Green reported he did not have Meeting Agendas showing he presented.
 - Mr. Green reported the Logan Neighborhood was "very excited" about the Master Plan but did not name who he had spoken to. Mr. Green was not clear who he spoke with outside of the Neighborhood Council.
 - Mr. Green reported when he contacted the Logan Neighborhood "they did not think it was necessary" to make a formal presentation to the Neighborhood Council.
 - CA Liaison requested that Mr. Green contact the Neighborhood Councils surrounding the U District, including the Logan Neighborhood, and request time on their meeting agendas.
 - Note: In addition to the Logan Neighborhood, the U District is also bordered by East Central and Chief Garry Park Neighborhoods. If the U District includes transportation via the Central City Line and the North-South Freeway, Mr. Green should contact additional Neighborhoods that are impacted by these transportation developments.

BRIEFING PAPER
City of Spokane
Plan Commission Workshop
Establishing a subcommittee to review/rewrite Policy LU 1.8
File Z19-020COMP
March 27, 2019

Plan Commission Requested Action

The 2019 Comprehensive Plan Annual Amendment Work Program includes review of Policy LU 1.8. As provided for in Plan Commission Rules of Procedure, Rule 8.5, staff has recommended that the Plan Commission create a temporary committee to help facilitate the Commission's review of Policy LU 1.8.

Staff suggestions on the committee:

- Members should be Plan Commissioners (3) and One (1) City Council Member.
- Three meetings are suggested; with work completed by mid-May to report back to Plan Commission and stay in alignment with other applications.
- Recommend that these be open public meetings, even though a quorum will not be present
- Clearly identify that this process is a relook at Policy LU 1.8, which is guided by Goal LU 1 Citywide Land Use.

Subject

During deliberations on November 19, 2018, the City Council directed staff bring forth a proposal to amend Policy LU 1.8 General Commercial in the City's Comprehensive Plan, Land Use Chapter. This policy was significantly amended in 2003 (ORD C33287) to add references to specific situations and traffic count numbers and is at times unclear.

This policy was significantly amended in 2003 (ORD C33287) to add references to specific situations and traffic count numbers and can be a challenge to interpret and apply. Two applications during the 2017/2018 amendment cycle implicated LU 1.8 and required the Plan Commission to interpret the policy as applied to those applications.

Council Member Mumm is the sponsor of this proposed amendment. During the docketing stage, staff recommended that, if review of LU 1.8 was included in the Comprehensive Plan Annual Amendment Work Program for 2019, the Plan Commission should establish a process, potentially involving a working group, to consider possible amendment to the text of policy LU 1.8.

Background

In Chapter 3, Land Use, policies exist which describe the land use plan map categories. Under *Goal LU1 Citywide Land Use*, there are policies describing several commercial land use plan map designations. These designations include: General Commercial, Neighborhood Mini-Center, Neighborhood Retail, and Office. These policy descriptions provide guidance when evaluating proposed changes to the Land Use Plan Map.

Policy LU 1.8 General Commercial describes the General Commercial land use category and describes some circumstances in which this category can be expanded while recognizing that the City's adopted focused growth strategy encourages and should incentivize growth toward the centers. Similar policies exist for other commercial land use categories, such as "Office" or "Neighborhood Retail".

Historic, pre-Centers & Corridors adoption, land use patterns of commercial are recognized under the General Commercial Land Use category. The zoning categories of Community Business (CB) Zone and General Commercial (GC) zone are applied to this land use plan map category. Additionally, some Centers & Corridors (CC) zoning is applied over this land use category where "center's land use planning" has not occurred. When the City adopted the Centers & Corridors focused growth concept, new areas designated for commercial expansion were designated as "centers", not "general commercial".

Impact

This policy is important because it provides guidance to the Plan Commission and staff when reviewing proposed amendments to amend the Land Use Plan Map to expand a "General Commercial" Land Use Plan Map designation. Clarifying the policy will be useful when there is interest in pursuing a land use plan map change.

Policy LU 1.8 in current version (2018) of Comprehensive Plan, Land Use Chapter 3

LU 1.8 General Commercial Uses

Contain General Commercial areas within the boundaries occupied by existing business designations and within the boundaries of designated Centers and Corridors.

Discussion: General Commercial areas provide locations for a wide range of commercial uses. Typical development in these areas includes freestanding business sites and larger grouped businesses (shopping centers). Commercial uses that are auto-oriented and include outdoor sales and warehousing are also allowed in this designation. Land designated for General Commercial use is usually located at the intersection of or in strips along principal arterial streets. In many areas such as along Northwest Boulevard, this designation is located near residential neighborhoods.

To address conflicts that may occur in these areas, zoning categories should be implemented that limit the range of uses, and site development standards should be adopted to minimize detrimental impacts on the residential area. Existing commercial strips should be contained within their current boundaries with no further extension along arterial streets allowed.

Recognizing existing investments by both the City of Spokane and private parties, and given deference to existing land use patterns, an exception to the containment policy may be allowed by means of a comprehensive plan amendment to expand an existing commercial designation, (Neighborhood Retail, Neighborhood Mini-Center, or General Commercial) at the intersection of two principal arterial streets or onto properties which are not designated for residential use at a signalized intersection of at least one principal arterial street which as of September 2, 2003, has traffic at volumes greater than 20,000 vehicular trips a day. Expansion of the commercial designation under this exception shall be limited to property immediately adjacent to the arterial street and the subject intersection and may not extend more than 250 feet from the center of the intersection unless a single lot, immediately adjacent to the subject intersection and in existence at the time this comprehensive plan was initially adopted, extends beyond 250 feet from the center of the intersection. In this case the commercial designation may extend the length of that lot but in no event should it extend farther than 500 feet or have an area greater than three acres.

If a commercial designation (Neighborhood Retail, Neighborhood Mini-Center, or General Commercial) exists at the intersection of two principal arterials, a zone change to allow the commercial use to be extended to the next street that runs parallel to the principal arterial street may be allowed. If there is not a street that runs parallel to the principal arterial, the maximum depth of commercial development extending from the arterial street shall not exceed 250 feet.

Areas designated General Commercial within Centers and Corridors are encouraged to be developed in accordance with the policies for Centers and Corridors. Through a neighborhood planning process for the Center, these General Commercial areas will be designated in a land use category that is appropriate in the context of a Center and to meet the needs of the neighborhood.

Residential uses are permitted in these areas. Residences may be in the form of single-family homes on individual lots, upper-floor apartments above business establishments, or other higher density residential uses.

(end)

[Return to Agenda](#)

BRIEFING PAPER
City of Spokane
Plan Commission Briefing
March 27, 2019

Subject

University District Strategic Master Plan Update 2019

Background

In 2004, the City of Spokane Office of Economic Development and a consultant team developed the *University District Strategic Master Plan*, which identified a list of infrastructure, capacity building, and policy initiatives to catalyze revitalization of the 770-acre University District area. Amongst these key projects, the plan prioritized construction of a pedestrian bridge near the eventual location of the University District Gateway Bridge. Most of the projects identified in the 2004 plan are now either completed or well underway.

- *University District Strategic Master Plan (2004):*
https://www.spokaneudistrict.org/uploads/publication/files/object/UNIVERSITY_DISTRICT_Master_Plan-1.pdf

Since adoption of the 2004 plan, two organizations, the University District Development Authority (UDDA) and University District Public Development Authority (UDPDA) (www.spokaneudistrict.org) have been founded in order to further revitalization of the University District, taking direction in part from the 2004 *Strategic Master Plan*. With significant progress made on the original plan's goals, continued growth and change expected for anchor institutions, and ongoing revitalization of surrounding neighborhoods, the UDDA and UDPDA embarked on an update of the *Strategic Master Plan* in 2018.

In 2018, UDDA and UDPDA hired a team of consultants led by Community Attributes, Inc. to assist with the plan update. Outreach to business, community, and institutional stakeholders in the district included interviews, a two-day charrette/design workshop, and an online survey with 413 responses.

The plan update envisions the University District as a globally-recognized "innovation district" focused on emerging strengths in education, research, and health care. The plan considers development feasibility, based on an analysis of existing market conditions in the district, projected demand under low, medium, and high growth scenarios and pro-forma modeling of several development typologies ranging from lab/office space to live/work townhouses.

The plan also includes a section focusing on South University District subarea, identifying barriers to possible development within the subarea and goal areas and action items needed to implement the "Innovation District" vision.

For further information contact: Chris Green, Neighborhood and Planning Services, 625-6194 or cgreen@spokanecity.org.

- *University District Strategic Master Plan Update – Summary (2019):*
https://www.spokaneudistrict.org/uploads/publication/files/object/2019_UDSMP-U_Summary_WEB_03.22.19.pdf
- *University District Strategic Master Plan Update – Full Document (2019):*
https://www.spokaneudistrict.org/uploads/publication/files/object/2019_University_District_Strategic_Master_Plan_Update_UDSMP-U_3.22.19.pdf

Planning staff will engage with a consultant and begin work on the South University District Subarea Planning in May 2019. Any land use changes or development code changes identified in this process will come before the Plan Commission.

Action

In April 2019, City Council will consider adoption of the *University District Strategic Master Plan Update* by resolution.

No action is required – this workshop has been provided for informational purposes only.

Draft Minutes – CA Budget Committee – April 1, 2019

Location: Firehouse #4

Present: Andy Hoye, Southgate (Chair), Kelly Lotze, Browne's Addition, Mary Winkes, Manito-Cannon Hill, Maren Murphy, ONS; guest: Greg Francis, Rockwood

Call To Order - 6:45PM

No review of minutes of March meeting, but no one recalled any errors. Will ratify at May meeting.

Discussion of a request by Greg Francis to assist in funding speaker Charles Marohn from Strong Towns – consensus was that he should apply through some standing Committee like PeTT. It was made clear to Greg that the \$5,000 set-aside for Committees was essentially all spoken for by ONS for NUSA. However, $29 \times \$650 = \$18,850$ plus \$5,000 for NUSA leaves \$1,150 from the original \$25,000. Some thought that the intention of City Council was that the Engagement Grant be spent by neighborhoods, and that the \$1,150 should be reserved for them. We asked Greg to seek funding elsewhere such as professional organizations, and to speak with Heather.

The following Neighborhood applications were received and approved unanimously: Southgate as revised, Manito-Cannon Hill, North Indian Trail, Cliff-Cannon.

West Central was approved pending receipt of minutes of their next Neighborhood Council meeting showing the specifically requested amounts of \$650 and \$176 (re-allocation). Those amounts were correctly entered on the application, but the meeting minutes had other numbers. Specific neighborhood approval of \$650 and \$176 needs to occur at the next Council meeting, and appear in their minutes.

Shilo Hills' application was tabled until the next Budget Committee meeting, pending corrected minutes to show \$650 and \$300, and to plan a more specific and effective method of tracking the use of the engagement grant money. Maren planned to contact them to assist.

There was a consensus that Budget Committee members should contact their assigned liaison neighborhoods to urge that they get their applications in before the May 3 deadline. Only seven total neighborhoods have applied for grant money.

There was a discussion of the Bemiss Neighborhood request for printing T-shirts and re-selling them, raffling them or giving them away. The general consensus was that those activities were prohibited, but we encouraged them to speak to Heather.

Next Budget Committee meeting is May 6. Adjourned at 7:24.

Respectfully submitted, Andy Hoye, Secretary Pro-tem



Citizen Advisory Committee
To the Spokane Urban Forestry Tree Committee
Finch Arboretum, Willow Room.
Woodland Center 3404 W Woodland Blvd
April 2019 meeting March 26, 2019, at 3 PM

MEETING AGENDA

CALL TO ORDER

ROLL CALL

CEREMONIES, APPOINTMENTS, ANNOUNCEMENTS

CONSENT AGENDA

Urban Forestry Ordinance Revisions

COMMITTEE AND REPORTS

- Community Assembly
- Staff Report

OLD BUSINESS

Vote on Urban Forestry Ordinance Revision

NEW BUSINESS

ADJOURNMENT

Tree of the Month:

Carolina silverbell *Halesia carolina*

Class 1 Street Tree

Mature size 30' x 25'

Attributes

- Showy fragrant flowers in Spring
- Tolerates partial shade -understory plant
- Can be grown as multi-stemmed shrub
- Can be grown under power lines
- Few, if any, pest problems

Problems:

- Can be difficult to establish from B & B stock
- Prefers slightly acidic soil



Meeting Minutes

Meeting called to order at 3:01 pm March 5th, 2019, by Tim Kohlhauff, committee chair.

Attendees: Joe Zubaly, Karen Carlberg, Hilary Nickerson, Katie Kosanke, Matt Ugaldea, Jake Miller, Larry Lee, Tim Kohlhauff, Cadie Olson, Angel Spell, Cindy Deffe', Beth LaBar, Nancy MacKerrow, Toni Sharkey

Ceremonies, Appointments, Announcements Matt Ugaldea of Avista Corporation has joined the committee representing utilities. Matt will fill the spot vacated by the retirement of Larry Lee.

Consent Agenda: The minutes of the February meeting were approved.

Reports

- **Urban Forestry Tree committee:** Tim Kohlhauff reported that Peter Sanburn attended the February to survey member interest in adding sculptures to Finch Arboretum. UFTC members responded positively to the idea; Tim wanted CAC members to be aware of the possible project. Angel Spell added that a preliminary meeting had taken place with Melissa Huggins Executive Director of Spokane Arts, as the first step in the process. Karen Carlberg, Cadie Olson, and Matt Ugaldea all spoke in support of the project.
- **Community Assembly:** March 15th is the deadline for Community Assembly members to apply for the open seat on the CAC.
- **Staff Report:** given by Katie Kosanke
 - Snow cover has delayed planned shrub pruning training by Urban Forestry
 - Partnering with the DNR and the Washington Conservation Corps program of the Dept. of Ecology, fuels reduction thinning and pruning was performed on 11.8 acres of Wyakin park and 22.5 acres of Upper Lincoln park.
 - The revised list of approved street trees will be completed soon.
 - UF presented at the Mayor's quarterly report and generated interest in the idea of trees as green infrastructure.
 - UF consulted with Urban Planning on a "Living Wall" project for the south side of I-90 east of the Maple off-ramp. The city is partnering with Deaconess Hospital and the project should be finished by this fall.
 - **SpoCanopy**
 - A seedling planting in a post-fire restoration area is schedule for 3/30 on High Drive Bluff (snow permitting).

- Other plantings are planned off Rockwood Blvd., and in north-east Spokane.
- **Susie Stephens Trail:** Currently in the design phase, there is no firm timeline or finish date. Fall of 2019 is the hoped for completion date.
- **Wildhorse Park project:** Karen Carlberg asked if there was a role for Community Assembly. Current plans are for Katie to go directly to the neighborhood to talk about the project and to ask if there are residents interested in helping.

Old Business

- **Downtown Street Trees:** Joe Zubaly reported on meetings he had regarding care of downtown street trees. He met with city asset management as well as the Downtown Spokane Partnership (DSP). DSP recently raised member dues for other reasons, and cannot raise dues again to provide additional tree care funding. They currently contribute \$25,000 annually from parking revenue, and the city provides \$25-50,000 in removal/replacement of trees.
 - Angel Spell added that the city is working on partnerships to provide improved care, and that the redevelopment of Riverside will include tree infrastructure. Other redevelopment projects will continue to address small areas. Some private property owners do invest in tree care, citing examples like the Greater Hillyard Business Association, Walt Worthy Enterprises, the Perry Business District and others.
 - Matt Ugaldea asked if there was a white paper summarizing the situation. There is not one yet but may be soon.
 - Joe Zubaly reviewed the advantages of a thriving downtown forest as well as the obstacles, which are financial, and physical (irrigation, structural support, soil volume). Not all property owners see the value of investing in trees, despite research showing the benefits.
 - Cadie Olson added that additional help could come from the city's integrated capital finance initiatives as well as other resources.
- **April Meeting:** Tim Kohlhauff and Karen Carlberg will be absent from the April meeting, and because several other members could not make it either, the meeting was rescheduled for March 26th at 3pm in the Finch Arboretum. Matt Ugaldea & Joe Zubaly will run the meeting, which will include a review and vote on the Urban Forestry Ordinance revision.

New Business

- **Urban Forestry Ordinance Revision:** Angel Spell has been working with Councilwoman Lori Kinnear to update the ordinance. This is the first part of planned work to update ordinances surrounding vegetation management. Cadie Olson provided a (much appreciated) review of the legislative process at the city level, and recent process improvements to make sure language is aligned across departments. Katie presented the committee with the proposed updates in the ordinance. Significant changes include:
 - **Canopy Coverage goal:** A proposed goal of 30% canopy coverage (average across the city) by 2030. Angel described this as aspirational rather than calculated. Current canopy coverage is approximately 22-23%.
 - **Violation of tree ordinance:** Changed to include appraised value of the tree, plus treble damages. Washington state law allows injured parties to collect treble damages, so this change is to align with state laws.
 - **Definition of major pruning:** Change from 3" to 2" diameter branches.
 - **Tree decision appeals:** Appeals of decisions made by urban forestry will now be heard by the city hearing examiner rather than the Urban Forestry Tree committee. Other city appeals are heard by the hearing examiner, so this change will bring Urban Forestry into alignment with the rest of the city procedures.
 - **Tree risk evaluation:** Language changed to current International Society of Arboriculture Best Management Practices, rather than being spelled out in the ordinance. This means BMPs will be automatically updated to current standards without having to change the ordinance itself.
 - **Questions and discussion:**
 - Katie and Angel requested that draft copies be returned at the end of the meeting to prevent multiple versions of the revisions from circulating and causing confusion. CAC members asked for draft copies to review.
 - Angel answered that there will be no change in the process for utility pruning of public trees.
 - Joe asked for clarity about who can prune and when. He suggested that if homeowners read they can perform minor pruning, they may mistakenly prune a tree energized by power lines in or near the canopy.
 - Cadie asked for a timeline and a process to suggest changes.

Adjournment: The committee adjourned at 4:15 pm.

Community Assembly Committee: Building Stronger Neighborhoods
3/25/19 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), Abby Walthall (Spokane COPS), Barbara Ann Bonner (Logan).

City staff: Gabby Ryan (ONS)

- Committee Housekeeping
 - February 25th meeting minutes approved. Tina has added DRAFT to the minutes template and will change it to APPROVED when those minutes have been approved by committee. Discussion on adding committee minutes to the City website for accessibility.
- Committee Business
 - 2019 BSN Retreat:
 1. The CA voted on the 3 dates BSN proposed for the Retreat.
 - Tuesday, April 30th 6:30-8:30 had the most votes at CA and in this committee, so that will be the date for the Retreat. Gabby will book the room at WCCC from 6-9pm.
 - The training website is not live yet. Gabby is going to edit the PowerPoints to make them easier to read. The website needs to be live by our next meeting, which is April 22nd.
 - Gabby has a printed booklet planned, with a listing of all the information on the website. The priority right now is to have the webpage live and accessible, and any printed booklets may be handy in the future, but not necessary right now.
 - Should links include a "contact" for someone who has experience? Better to include a listing of Neighborhoods which have participated in or planned those type of events.
 - 2019 NUSA Update:
 1. CA approved the NUSA ad-hoc committee's recommendation for attendees:
 - District 1 Mindy Muglia, Nevada Heights (alternate Lindsey Shaw, Logan)
 - District 2 Shae Blackwell, Riverside (alternate Kelly Lotze, Browne's Addition)
 - District 3 EJ Iannelli, Emerson-Garfield (alternate Alex Knox, Shiloh Hills-from Dist.1)
 2. Dave suggested inviting the NUSA attendees to a BSN meeting after the conference, to help them with planning the fall retreat.
- Announcements & Upcoming Events:
 - Meeting location: The MAC is closed on Mondays, so that is not an option. Next month we will meet at the South Hill library so that we have a projector and screen to plan the Retreat while looking at the

website live. Kelly has contacted Chris to ask him to book the room for April 22nd.

- CFTC Spring date: Saturday, April 27th, 2019. Location will be in District 1, in Logan neighborhood. Gabby brought posters to help advertise the event, with the VolunteerSpokane.org link to sign up to help. Rebuilding Together is looking to rehab 6 homes, currently they have about 250 homes that qualify to choose from.
- Education & Outreach
 - Resources for Building Stronger Neighborhoods Retreat. How to promote?
 1. Email to Neighborhoods and CA Reps
 2. Share on FB pages
 3. Friday Update
 4. NextDoor post
 5. Banner on the City website
- Topics for next meeting:
 - Resources for Building Stronger Neighborhoods Retreat: April 30th 6:30-8:30pm. Finalize agenda.
 - CFTC Recap
 - Meeting location
- Next meeting: Next regular meeting will be on Monday, April 22nd, 2019. Location: South Hill Library

CA Liaison Committee Meeting Notes

March 15, 2019

Committee Roster

Susan Burns - Peaceful Valley NC
susaniburns@comcast.net / 509.701.0888
Paul Kropp, Chair - Southgate NC
pkropp@fastmail.fm / 509.638.5854
Bonnie McInnis - West Central NC
bonniemci@comcast.net / 509.327.0369

Staff Liaison

Melissa Wittstruck - Assistant Planner II
mwittstruck@spokanecity.org
509.625-6087

The committee convened at 2:30 PM this date in the conference room of Tom Sawyer Coffee in Kendall Yards, everyone listed above being present.

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

The application period for the urban forestry position ended this date, so the committee reviewed the five applications and decided to interview three of the applicants next Thursday or Friday (March 21 or 22), depending on their availability. The committee expects to make its selection for this position the day of the interviews and communicate that to the Community Assembly for its April 4 meeting.

It is of special note that these applicants represent five neighborhood councils across the city: Audubon-Downriver, Cliff-Cannon, North Indian Trail, Rockwood, and West Central.

The committee considers all application material to be confidential between the applicants and ourselves. The application form submitted by the individual the committee selects for appointment will be included in the information submitted to the Community Assembly.

Position Status: Design Review Board Member

The term of the Community Assembly's appointed member of the Design Review Board, Kathy Lang, ends in December of this year. Kathy has informed the committee that she does not intend to seek a second term and will continue to participate in all DRB activities for the remainder of the year.

The committee suggested the outgoing DRB member do a 20-minute verbal report or "exit interview" for the Community Assembly in conjunction with recruitment for a successor. Kathy Lang has agreed to do that at the CA meeting on October 4.

Because of an increased work and education schedule, Kathy also suggested she attend CA meetings only as needed, which the chair approved on behalf of the committee. The responsibility of the CA's DRB member is principally to the neighborhoods and the neighborhood councils, so regular written reports on the DRB's activities for the monthly CA packet are sufficient to maintain an adequate connection.

Position Status: Plan Commission Liaison

The committee asked Patricia Hansen to join us to survey the situation with the Plan Commission liaison member position. There seemed the need to clarify the channels for direct communication to both the Community Assembly and the Plan Commission in case the PC liaison is not able to attend a regular meeting of either body. In the case of the Plan Commission this is clear per the PC Handbook, which is that a member anticipating absence contacts by cc: email the PC president, PC secretary, and the main PC staff support person, or to at least one of them by phone. In addition, if call-in participation is being requested for a PC meeting, that should be made by mid-morning so arrangements can be made for meetings in the briefing center only. The case of the CA is not definite, so the Liaison Committee chair will confirm some specifics with the CA's Administration Committee later this month. Presumably, the PC liaison, if unable to attend a CA meeting, would contact at least both the Administration Committee chair and the CA facilitator.

The committee also registered its expectation that the CA's PC liaison member use the official city email address in all communications with and among other PC members and city staff.

NEIGHBORHOOD COMMUNITY DEVELOPMENT PROGRAM

Application Briefing

Community, Housing and Human Services Department

April 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

APRIL UPDATE

The Neighborhood Community Development Program (NCDP) application process came to a close on Monday, April 1, 2019 at 5:00 PM. CHHS/ONS partnered to send reminder emails to all neighborhood councils. Reminder emails started as broad outreach efforts, then shifted to targeted outreach to individual neighborhood councils. CHHS included all contacts provided on the ONS website (<https://my.spokanecity.org/neighborhoods/councils/>) to reach neighborhood representatives. CHHS included appropriate ONS/Planning liaison staff and City Council representatives as well.

CHHS sent reminder emails on the following dates:

Date Email Sent	Subject Line
January 30, 2019	Neighborhood Community Development Program Reminder
March 4, 2019	Neighborhood Community Development Program Reminder
March 13, 2019	Neighborhood Community Development Program Reminder
March 22, 2019	11 Days Remaining-Neighborhood Community Development Program Application Reminder
March 26, 2019	7 Days Remaining-Neighborhood Community Development Program Application Reminder
March 28, 2019	5 Days Remaining - Neighborhood Community Development Program Application Reminder
April 1, 2019	Final Day - Neighborhood Community Development Program Application Reminder

CHHS also provided reminders in the following CA packets:

CA Packet Date	Packet Page Number
January 3, 2019	Page 51
February 7, 2019	Pages 14-17
March 7, 2019	Pages 19-21

Final Neighborhood Allocations:

CHHS received complete NCDP application packets (application, meeting minutes, & signed COI certifications) from the following neighborhood councils:

Neighborhood Council	Project	Allocation Amount
Audubon/Downriver	WCFR Volunteer Center Improvements	\$10,000
Bemiss	Rogers HS Clinic	\$15,000
Bemiss	Hays Park	\$10,000
Browne's Addition	Reallocated to Peaceful Valley	-
Chief Garry Park	NECC HVAC Improvements	\$25,000
Chief Garry Park	Corbin Senior Center Improvements	\$5,000
Cliff-Cannon	MLK Sign and Window Repairs	\$20,000
Hillyard	Rogers HS Clinic	\$30,000
Lincoln Heights	Excelsior Gym Roof Repair	\$15,000
Logan	Rogers HS Clinic	\$20,000
Minnehaha	Rogers HS Clinic	\$10,000
Nevada Heights	Rogers HS Clinic	\$27,500
Nevada Heights	HOC Shelter Beds	\$10,000
Nevada Heights	NECC HVAC Improvements	\$2,500
North Hill	WCFR Volunteer Center Improvements	\$8,000
North Hill	Corbin Senior Center Improvements	\$7,000
Northwest	WCFR Volunteer Center Improvements	\$10,000
Peaceful Valley	Redband Park Improvements	\$20,000
Riverside	HOC Shelter Beds	\$10,000
Shiloh Hills	Rogers HS Clinic	\$30,000
Whitman	NECC HVAC Improvements	\$10,000

The following neighborhood councils did not submit a complete NCDP application packet by the due date of Monday, April 1, 2019 at 5:00 PM:

Neighborhood Council	Allocation
East Central	\$40,000
West Central	\$35,000

Allocations from these neighborhood councils will go toward other priority community projects that benefit low and moderate income individuals and families.

Next Steps:

CHHS will begin working with members of the CA/CD Committee to prepare for the next NCDP application process. All neighborhood councils are encouraged to join the discussion as it will address the shift to a District Model in future years.

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

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			
	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