

Spokane Neighborhoods Community Assembly
“Provide a vehicle to empower Neighborhood Councils’ participation in government.”



Meeting Agenda for Thursday, July 11, 2019
5:30 to 7:30 pm, City Hall, 808 W. Spokane Falls Blvd
Proposed Agenda Subject to Change

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



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	1
• Including Core Values, Purpose, Rules of Order			
3. Approve/Amend Minutes (Facilitator)	5 min (5:35)	Approve	3

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. BSN Update – NUSA and Fall Retreat (Tina Luersson).....	20 min (6:00)	Discussion	
7. Spokane Police – Use of Force Policy Update (Major Kevin King)	20 min (6:20)	Oral Report	
8. Introduce/Discuss Online Survey	5 min (6:40)	Discussion	
9. Liaison Committee’s Recommendation.....	15 min (6:45)	Discussion/Vote	
10. Neighborhood & Planning Services Update (Heather Trautman).....	20 min (7:00)	Oral Report	
11. Roundtable Discussion	10 min (7:20)	Open Discussion	

Other Written Reports

Committee Reports, Agendas, Minutes, etc.	
• Building Stronger Neighborhoods	7
• CA/CD Committee	8
• Chief Garry Park Annual Neighborhood day flyer	10
• Citizens Advisory Committee to the Spokane Urban Forestry Tree Committee	11
• Neighborhood Community Development Project July Update	14
Liaisons and CA Representation on Outside Boards and Committees Reports (Liaison Committee)	
• CA Liaison Committee	15
• Design Review Board	20
• Plan Commission	see website

City of Spokane WiFi Access: Login Name: **COS Guest** Password: 97Z85ywm

** IF YOU CAN’T MAKE THE MEETING, PLEASE SEND YOUR ALTERNATE! **

Community Assembly Core Values and Purpose

CORE PURPOSE:

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

BHAG:

Become an equal partner in local government.

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

CORE VALUES:

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

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

Initiative: Being proactive in taking timely, practical action.

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

VIVID DESCRIPTION:

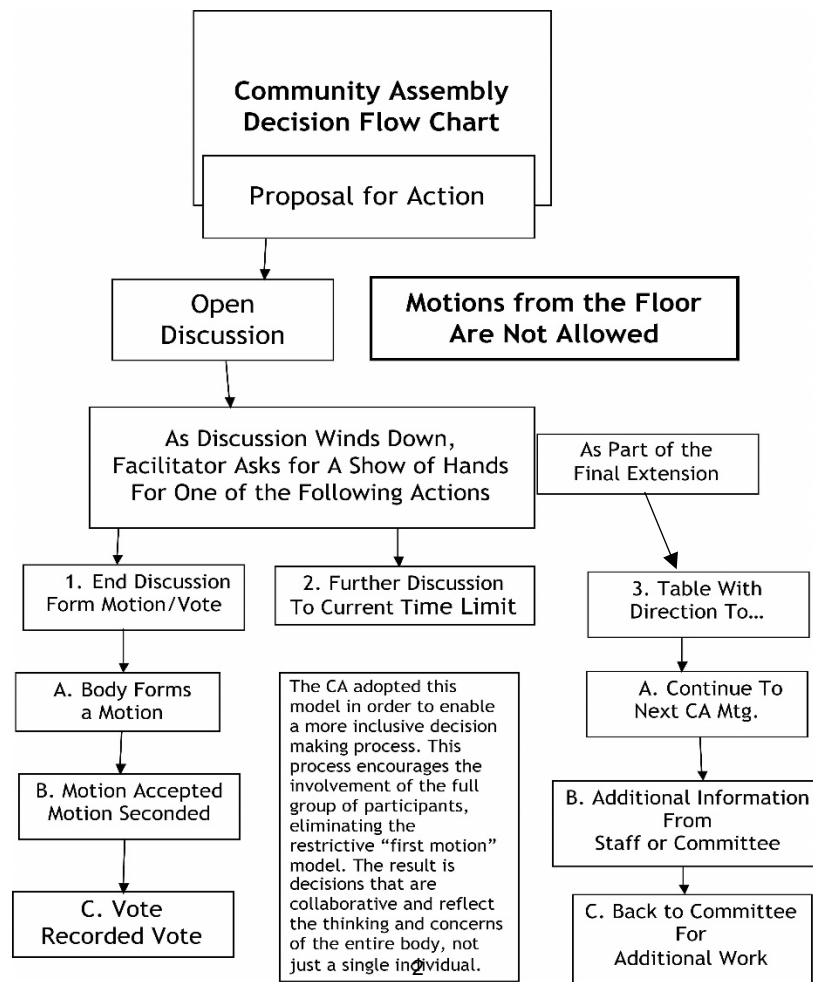
The Community Assembly fulfills its purpose, achieves its goals, and stays true to its core values by its members engaging each other and the community with honest communication and having transparent actions in all of its dealings. Community Assembly representatives are knowledgeable and committed to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

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

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

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 Mtg Minutes

June 6, 2019

1. Introductions (Facilitator)

Present: Fran (ADR), Christopher (B/SIT), Kathryn (Bemiss), Kelly (BA), Colleen (CGP), Seth (CC), Terry (Comstock), Debbie (EC), Tine (GVT), Luke (Hillyard), Carol (LH), Barbara (Logan), Mary (M/CH), Barnetta (Minnehaha), Sandy (NH), Mark (NIT), Melody (NW), Jan (PV), Vickie (Riverside), Ann (Rockwood), Cliff (SH), Andy (Southgate), Ken (WC), Paul (WH), Charles (Whitman)

Absent: Emerson/Garfield, Five Mile Prairie, Latah/Hangman Valley, Nevada Heights

2. Proposed Agenda (Facilitator)

- None. Colleen Motioned, Luke Seconded

3. Approve/Amend Minutes (Facilitator)

- Cliff motions, Melodie seconds

4. Reports/Updates/Announcements

Open Forum:

- Colleen Gardner- PAC flier in CA Packet. June 20th event with Police Department. Please attend the meeting to discuss things related to police/neighborhood.
- Andy – Budget: 23 neighborhoods applied for CE grant money. Make sure to spend your grant money and properly track the money spent, and planned expenditures! If there are cost changes, and you don't have to spend as much money as initially thought, you can spend the excess money on other things, but must consult Budget Committee first.
- Kelly Lotze – New regional marketing & operations person for Lime! Handed out a resource to CA Reps about Low Income program that reduces rates for income-restricted. If there are any issues related to neighborhoods and Lime scooter concerns, contact Kelly. Link to Lime Access: <https://www.li.me/community-impact>
- Fran – Announcement of ADR/NWNC in the planning process for Shadle Park Planning Process. Go to project page on City Website, please attend community meetings to give input on planning process. Mark noted that the hyperlink in the pdf sent out is broken. <https://my.spokanecity.org/projects/northwest-and-audubon-downriver-neighborhood-planning/>
- Ken – Announced Neighbor Days happening on Friday, June 7th. Family friendly event, food, music, activities. 4-7pm.

5. City Council (City Councilmember(s))

- No CM Present.

6. NCDP (Formerly CDBG) Timeline (Kelly Keenan)

- Covers key dates for upcoming PY for NCDP.
- 6 Step Timeline Review in PowerPoint presentation

- If neighborhoods or districts have project proposals that they'd like to submit, send to Kelly because they have to be vetted in order to be a part of project menu.

7. CA/CD Committee Update (Kathryn Alexander)

- Determine need for CA/CD Committee
- ECNC is in favor of continuing CA/CD
- Colleen is in favor of keeping committee but adapting its purpose
- Luke is in favor of CHHS staff returning to serve CA/CD in a more educational and helpful manner.
- Kelly read a letter from Karen Sutula, Dist. 1 leadership team chair. Letter is in support that CA/CD committee should be kept in place, cosigned by Dist. 1 leadership.
- Andy agrees that CA/CD committee should remain in existence.
- Mark questioned the accountability of District Leaders in reporting to the CA and CA/CD
- Melody would like to see the committee adapt, offered to be expand CHHS Liaison relationship development
- Fran, Dist. 3 leader, reported that Dist. 3 believes that CA/CD committee should not exist, because they would like to work directly with CHHS.
- Donna Fagan requests that the CA/CD be a conduit for the neighborhoods, and that they are the ones who seek out answers on project progress and that they report necessary info back to neighborhoods. Letter addressed the neighborhoods have been held accountable for vague timelines, and would request that the CA/CD committee be a clear communicator to neighborhoods on program requirements.
- Luke agrees with Donna on the needs of neighborhoods. Worried about follow through of goals for adapted CA/CD. Speaking from experience, worried that CA/CD committee has historically served the interests of the City and not CA/Neighborhoods.
- Colleen questioning if CA/CD needs to be a standing committee or an ad hoc committee.
- Ken worried that the Districts managing the NCDP decisions without any CA input. Worried that community leaders in CA will not be as active in Dist. Groups and that will negatively impact community projects.
- Cliff is wondering how the CA and neighborhoods will work with Dist. Groups to suggest neighborhood projects. Kelly Keenan will follow-up when details are finalized.
- Kathryn encourages people to attend CA/CD meeting next Tuesday, June 11. 5:30-7pm at WCCC.

8. Liaison Committee Update/PC Liaison (Paul Kropp)

- Varied discussion has questioned intentions of people and processes taken.
- Ken has expressed that since this is the first time he's heard of this, he doesn't feel comfortable in voting about this and would like to learn more about the issue.
- Kathryn would like a deeper look into our processes of addressing roles and responsibilities while experiencing health concerns or other personal concerns.
- Colleen is concerned that this liaison role is being held to standards that other liaisons are not being held to.
- Ann agrees that there needs to be processes in place to address absences and lack of role fulfillment in these roles.
- Mary concerned that lack of fulfillment of role will reflect poorly on the role of the liaison and that it delegitimizes the position in the eyes of the Plan Commission.
- Sandy asked about ability to appoint a substitute rep, but Heather responded that the appointee process with the Council and Mayor & ordinance could prevent ease of a quick substitute appointee.
- Seth noted that information regarding PC is being provided through a link in CA Packets
- Melody stated that the expectations and guidelines for liaisons need to be provided.

- No further extensions available. Andy asked what procedures would be followed such as sending back to committee.
- Mary notes that there may be too much info in the packet and up on the website about the PC liaison and it should be taken down
- Discussion moved to Roundtable.

9. Neighborhood & Planning Services Update

- Please take this presentation to your NC's and gather public comment on comp plan amendments. End of July is deadline for public comment
- Spokanecity.org/projects
- Heather's presentation will also be sent with minutes. Updates on Shadle Area planning, U Dist., North River Bank, Grand Ave Study

10. Roundtable Discussion

- Melody would like to accept suggestions on how to be more engaged as a CHHS Liaison in the NCDP process.
- Kathryn inquired about feasibility of moving the CA/CD meetings to Monday nights to accommodate NC meetings.
- Concerns raised about quality control of what goes into CA packets. Does solution lie in admin committee review or with ONS?
- Kathryn requests that Paul rewrite and submit the adapted policies for roles and responsibilities of liaisons.
- Admin Committee will address concerns related to Plan Commission Liaison and report back in July CA Mtg.

DRAFT

DRAFT Community Assembly Committee: Building Stronger Neighborhoods
6/24/19 12:00PM South Hill Library

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

- Committee Housekeeping
 - May 20th meeting minutes: nothing written (Secretary Tina was absent), but Dave gave a verbal recap of the last meeting. Gabby was also absent, but Maren attended for ONS.
- Committee Business
 - NUSA attendees recap: Mindy spoke about her attendance at the conference, and asked what the next steps are. ABCD: Asset-Based Community Development, utilizing your assets instead of waiting for government funding. Using hashtags. "Rock the Block"—walking the neighborhood to find homes that need repair assistance, partnered with Habitat for Humanity.
 1. Need to set a retreat date soon. Discussion at CA from NUSA attendees to get input for Retreat topics? Last year was on Indigenous Peoples Day (Monday, parking meter holiday) from 9am-1pm, other retreat date options were in place of October CA meeting from 4-8pm, or a Saturday from 9am-1pm. Kelly will request 20 minutes on CA agenda for NUSA attendees to discuss topics and dates.
- Announcements & Upcoming Events:
 - Meeting location: Park Bench Cafe for July 22nd meeting. Chris will try to book Shadle Library for August, maybe meet outside again depending on weather/air quality. Maybe another park? Donut Parade?
 - CFTC Fall date: partnering with Avista for lightbulbs for front porches/alleys? Spring had a lot of calls from residents wanting alley cleanup. Gabby has proposed to work with all NCs for a lightbulb alleyway sweep, instead of just one neighborhood. Small neighborhood cleanup/safety program. Gabby will update next month.
- Education & Outreach:
 - Julie Banks from CA Neighborhood Safety Committee presented the committee's Themes for promoting community safety and build social capital. Looking for help from BSN to get the word out about these Themes. There will be a blurb/link in the CA Packet and the Friday Update, the Safety committee will write a blog on the current Theme. For Facebook: it would be helpful to have a flyer/poster for each Theme that can be shared on NC FB pages.
- Topics for next meeting:
 - CA Fall Retreat (NUSA)
 - CFTC Fall plan
 - Meeting location
 - Neighborhood Safety Cmte Theme: Creating Safe Neighborhoods

Next meeting: Next regular meeting will be on Monday, July 22nd, 2019. Location: Park Bench Cafe.

Draft Minutes - CA/CD Meeting – June 11, 2019 – West Central Community Center

Present: Bonnie McInnis, guest from West Central; Mary Winkes, Manito-Cannon Hill; Cliff Winger, Shilo Hills; Christopher Savage, Balboa-NIT; Melody Dunn, Northwest and CHHS Liaison; Charles Hanson, Whitman; Kathryn Alexander, Chair, Bemiss; Andy Hoye, recorder, Southgate; George Dahl, City of Spokane

Call to order at 5:35 PM

The meeting was recorded by Mr. Dahl, after approval of all those present.

Minutes of the May 7 meeting were approved.

The balance of the Meeting covered a wide variety of topics, with participation by everyone. No formal decisions were made, and there was no voting.

Some of the important topics included:

George felt that some of the providers may not be interested in projects that were limited strictly to Districts in that there would be both geographic limitations and fewer dollars.

We reviewed the timeline for the current year of NCDP funding:

Task	Responsible Parties	Due Date
Districts Organize	All Neighborhood Councils	Spring/Summer 2019
Districts Meet	All Neighborhood Councils	Summer 2019
District Needs, Priorities, Goals Due to CHHS	All Neighborhood Councils	Friday, October 18, 2019
NCDP Menu RFP	CHHS	November/December 2019
District NCDP Application Period Opens	District 1, 2, 3	Monday, December 30, 2019
CHHS Mandatory District Trainings	District 1, 2, 3	Week of January 13th 2020
District Letter of Funding Intent	District 1, 2, 3	Friday, February 21, 2020
NCDP Application Packets Due to CHHS	District 1, 2, 3	Friday, April 3, 2020

We all understood that the source of “needs, priorities and goals” would be Districts, not individual neighborhoods. Mr. Dahl was clear that general projects such as “child care” could be sent to him, or very specific requests that generally served low-moderate income citizens in a District. Mr. Dahl expressed that he felt he could speak to anyone about the NCDP, and was clear that individual formal requests could only come to him from Districts. He was clear that projects funded with NCDP money would have to pay Federal “prevailing wages.”

The purpose, intention and function of the CA/CD Committee were discussed and included concepts like “clearinghouse” and “monitoring.” Many revisions of the Policies and Procedures

for this committee have been prepared and reviewed extensively by CA/CD members and also the CA in the last six months.

Many members of the CA/CD Committee, and visitors felt strongly that presentation of District Needs, Priorities and Goals should be sent also to the CA/CD Committee, simultaneous with their submission to CHHS. There appeared to be a consensus that formal submission of Letters of Intent and Application Packets should also be sent to the Committee, when delivered to the CHHS.

It was also generally agreed that the CA/CD Committee should not be a bottleneck and should not restrict the program development and delivery to Districts. Monitoring of delivery of projects to the Districts is also an important function of the Committee.

It was noted that Councilmembers Breean Beggs and Lori Kinnear would be working with District 2 to facilitate the formation of a group to represent that District for CHHS requests and CA/CD representation. It was noted that a Doodle poll had been sent out to establish timing of the first District meeting.

The Executive Committee of the CA/CD Committee consists of Kathryn Alexander, Charles Hansen, Mary Winkes and Andy Hoyer. That group will meet again soon to work on another draft of the Policies and Procedures. Kathryn agreed to work with Mr. Dahl to formulate a process that flowed with the deadlines needed by Mr. Dahl and the need of the districts to discuss issues or get information from the CACD Committee.

There was general agreement that future meetings of the Committee would be on the 3rd Monday of the month at the WCCC.

Meeting adjourned at 7:15PM.

Join us on July 27th, 2019

Noon-3pm



Chief Garry Park 3rd annual Neighborhood Day

Free Refreshments

Games

Free Raffle

Bouncy Castle

Mounted Patrol

Sponsored by

Happy Laundry, Progressions Credit Union, No-Li Brewery, Safeway on Hamilton, Clarks Fork Eatery, Burrito Loco, McDonalds and Neighborhood Council



**Citizen Advisory Committee
To the Spokane Urban Forestry Tree Committee
Finch Arboretum, Willow Room.
Woodland Center 3404 W Woodland Blvd
July 2019 meeting July 2nd, 2019, at 3 PM**

MEETING AGENDA

CALL TO ORDER

ROLL CALL

CEREMONIES, APPOINTMENTS, ANNOUNCEMENTS

CONSENT AGENDA

COMMITTEE AND REPORTS

- Community Assembly
- Staff Report

OLD BUSINESS

NEW BUSINESS

Draft Arboriculture Manual discussion

ADJOURNMENT

Tree of the Month:

Little Leaf Linden *Tilia Cordata*

Class 1 Street Tree

Mature size 15' x 25'

Attributes

- Excellent city and street tree
- Attracts pollinators
- Yellow to yellow green foliage
- Very fragrant
- Mites and aphids can be a problem



**Citizen Advisory Committee
To the Spokane Urban Forestry Tree Committee
May, 2019
Woodland Center, Finch Arboretum**



Meeting Minutes

Meeting called to order at 15:00 on 30 April by Chairman Matt Ugaldea

Attendees: Matt Ugaldea, Cindy Deffe', Beth LaBar, Karen Carlberg, Cadie Olsen, Dave Obbie, Katie Kosanke, & Angel Spell

Ceremonies, Appointments, Announcements

Dave Obbie has joined the committee representing the Community Assembly. Dave is currently a database administrator, but was previously an arborist in New York state for 20 years.

Matt Ugaldea is the new chairperson of the CAC, taking over from Tim Kohlhauff.

Consent Agenda: The minutes of the April meeting were corrected to include the correct spelling of Nancy MacKerrow's name, and Dave Obbie's attendance at the meeting. Cadie Olsen moved and Guy Gifford seconded that the minutes be approved as corrected. The motion passed

Reports

- **Community Assembly:** Karen Carlberg introduced new CA representative Dave Obbie. Dave's term on the CAC will run through December of 2022.
- **Staff Report:** Katie Kosanke reported
 - **Arbor Day celebration** was Saturday 4/27. The city received its 16th consecutive designation as a "Tree City USA"
 - **Pruning work** on Manito Blvd is largely complete, as is pruning in Wildhorse Park
 - **Spring planting** will take place around the city, including (but not limited to) Wildhorse, Rochester, and Friendship parks as well as near the Hillyard pool in the north-east part of the city where there is currently less canopy coverage. Additional plantings will take place along Rockwood Blvd on the south hill and on the NW part of the city.
 - Katie Kosanke attended the Rockwood Neighborhood council meeting to discuss the plans for planting trees this Spring.
 - Matt Ugaldea asked about the source of the trees the city plants. There was a discussion about how the city orders, holds, and plants trees.
 - **Arboricultural specifications and standards** for work on public trees are being updated. These will be shared with the committee.

**Citizen Advisory Committee
To the Spokane Urban Forestry Tree Committee
May, 2019
Woodland Center, Finch Arboretum**



Old Business

- Cadie Olsen reported on a recent success from the city's Environment & Sustainability department. The city collaborated with Dr. Alex Maxwell of Gonzaga during its survey of greenhouse emissions of both city government and the community. With the help of Dr. Maxwell and his students, agriculture and forestry sectors were included in this most recent survey, and all results were reported to the Mayor's Cabinet. This stimulated a vigorous discussion of the ecosystem services performed by the urban forest. This not only educated other city departments on the value of UF, but also keeps tree benefits in the minds of planners as they move forward.
- The revisions to the Urban Forestry ordinance voted on at the last CAC meeting moved through the Park Board and City Council. The amendments were passed and affect City Municipal Code Title 12 (Public Ways and Property), Article V (Urban Forestry Program).
 - Angel Spell reported further revisions to the code, also affecting trees, will come to the committee later in 2019.

New Business

- **Updated Approved Street Tree List** was handed out by Katie, along with updated contact information of CAC members, as well as the tree permitting process.
- **Field Trip:** After discussing the city's tree planting process, committee members expressed interest in visiting the holding area/tree nursery. The June meeting will be a field trip to the Park Operations building. Directions will be sent with the June agenda
- **Japanese Tree Lilac, *Syringa reticulata*** is the tree of the month. The CAC decided members will take turns choosing the tree of the month, on a volunteer basis.

Adjournment: The committee adjourned at 16:00

July 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	Contracted – construction summer 2019	Hays Park	\$ 28,000.00	Contracted – construction summer 2019	Courtland Park	\$ 30,000.00	Contracted – construction summer 2019
				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	Bidding
	Hays Park	\$ 7,000.00	Contracted – construction summer 2019						
Cliff-Cannon	Cowley Park	\$ 7,080.00	Complete	Sidewalks	\$ 35,700.00	Summer 2019	Polly Judd Park	\$ 25,000.00	Summer/fall 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 Delivered – Bidding summer 2019	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	Contracted – construction summer 2019	N. Monroe Gateway Sign	\$ 32,154.00	Design consultation underway – AHBL	N. Spokane Dental Clinic	\$ 10,000.00	Summer 2019
	Ash St. Station		Complete	HOC Respite Beds	\$ 3,800.00	Complete	WCFR - HVAC Improvements	\$ 20,000.00	Bidding
	WCCC Garage		Complete	24/7 WCCC Library Kiosk	\$ 7,000.00	Complete			
	N. Monroe Gateway Sign		Design consultation underway – AHBL	WCFR Demonstration Kitchen	\$ 7,000.00	Complete			
				WCCC ADA Ramp	\$ 7,000.00	Complete			
Five Mile Prairie	No Allocation	-	-	No Allocation	-	-	No Allocation	-	-
Grandview/Thorpe	No Allocation	-	-	No Allocation	-	-	No Allocation	-	-
Hillyard	Rochester Park	\$ 20,000.00	Complete	NEYC Entry Vestibule	\$ 22,000.00	Complete	NECC - Senior Center Renovation	\$ 40,000.00	Project Complete
	Sidewalks	\$ 38,104.00	Complete	Rochester Park	\$ 10,000.00	Complete			
				Hillyard Senior Center	\$ 18,300.00	Complete			
Latah/Hangman	No Allocation	-	-	MLK Family Outreach Center	\$ 9,600.00	A&E Delivered – Bidding summer 2019	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	Contracted – construction summer 2019			
	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			
	Sidewalks	\$ 29,895.00	Complete						
North Hill	N. Monroe Gateway Sign	\$ 32,154.00	Design consultation underway – AHBL	N. Monroe Gateway Sign	\$ 25,500.00	Design consultation underway – AHBL	Gathering House	\$ 10,000.00	Contractor procured – September 2019
							N. Monroe Gateway	\$ 10,000.00	Design consultation underway – AHBL
North Indian Trail	No Allocation	-	-	No Allocation	-	-	No Allocation	-	-
Northwest	Shadle Park Amphitheater Demolition	\$ 23,693.04	Complete				Women's Hearth Facility Improvements	\$ 10,000.00	Bidding
				Sinto Senior Center	\$ 9,600.00	Complete			
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	Under Construction
	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	Under Construction	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

CA Liaison Committee Meeting Notes

June 27, 2019

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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

Staff Guest

Elise Kuterbach

Introductions

The committee convened at approximately 11:30 AM this date on the mezzanine of the My Fresh Basket market in Kendall Yards, everyone listed above being present. The notice for this meeting was posted on June 25.

Melissa introduced Elise Kuterbach, who is a seasonal planning employee and who is job-shadowing today.

Online Survey on the Duties and Responsibilities of CA Liaisons

Earlier this month the committee agreed to explore updating the 2014 12-point list of liaison duties and responsibilities that was generated by the committee when Jeannette Harras was its chair. Our record of this list is a PDF scan of the printed document, which is attached.

The idea is to begin to establish a baseline of expectations for CA liaisons that reflects the priorities of current Community Assembly representatives and alternates using the SurveyMonkey online tool. In order to get the update consideration started, CA reps and alternates will be asked to rate each of the statements from 2014 as to their importance with an internet web survey.

Planning staff have set up a very preliminary mock-up of the survey for the group to preview. Paul and Melissa will work to get a short survey ready to go live immediately after the July 11 CA meeting.

Plan Commission Liaison

The committee confirmed its intent for a recommendation to the July 11 Community Assembly meeting regarding the tenure of the PC liaison with reference to the 2019 attendance record reported to the June 6 CA meeting. Subsequently a specific text will be agreed to by July 8 and included herein after further conversations, phone calls, and/or email messages. The attendance summary table is updated through June and will be included. The signed Plan Commission liaison affirmation of responsibilities will be attached as Exhibit A.

Next Meeting

- A July committee meeting date will be set after the July 11 meeting of the Community Assembly and noticed appropriately in order to have material ready for the next CA meeting on August 1.
- The committee will review the Survey Monkey results and prepare a report.
- The committee will finalize two discussion documents for additions to the committee's Policies and Procedures: (1) a position profile for the plan commission liaison as a separate appendix to the P&Ps, and (2) an attendance policy for liaisons to be added to the main P&P document.

Attachments

Exhibit A Affirmation of Responsibilities
2014 Duties and Responsibilities of Liaisons

Approval

These notes were reviewed by committee members and approved on July 8, 2019, by email messages.

CA Liaison Committee Meeting Notes

June 27, 2019

Page 2

WHEREAS a liaison member of the Plan Commission nominated by the Community Assembly and appointed by the City Council is established in city code at SMC 04.12.040, as follows:

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.*

WHEREAS Patricia Hansen applied for the Plan Commission liaison member position by signing on March 27, 2018, a standard city volunteer application form and a supplemental application form provided by the Community Assembly's Liaison Committee.

WHEREAS the signed supplemental application form contained an affirmation of responsibilities statement for the Plan Commission liaison member position includes the acknowledgment both of an attendance standard for the Plan Commission ("all Commission activities"), and of a reporting standard on Community Assembly activities to the Plan Commission ("verbal report") that would necessarily be predicated on attendance at Community Assembly meetings. (A copy of the signed affirmation statement is attached as Exhibit A.)

WHEREAS Patricia Hansen was nominated for the Plan Commission liaison member position by the Community Assembly on June 7, 2018, and appointed by the City Council on July 11, 2018, as a participant in all Plan Commission business with the exception of voting.

WHEREAS, according to the public record, in the first six (6) months of 2019 through June, the Community Assembly's Plan Commission liaison was in attendance at one (1) of six (6) Community Assembly meetings and four (4) of eleven (11) Plan Commission meetings; was not in attendance at all three (3) Plan Commission hearings in this time period; and, was not in attendance at the annual joint meeting of the City Council with the Plan Commission to discuss and determine the Plan Commission's annual work program. (A summary, sources list, and attendance table are shown on the following page).

THEREFORE, based on this attendance record, with regret the Liaison Committee advises the Community Assembly to withdraw its nomination of the incumbent Plan Commission liaison and to inform the Mayor and City Council of its intent to seek another nominee in order to reestablish its affiliation with the Plan Commission.

CA Liaison Committee Meeting Notes

June 27, 2019

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The record of the CA's Plan Commission liaison member's 2019 attendance through this date is:

- Plan Commission – 4 of 11 regular meetings
- Community Assembly – 1 of 6 (April only)

<i>Plan Commission</i>		<i>Community Assembly</i>	
<i>Attendance</i>	<i>Verbal Report</i>	<i>Attendance</i>	<i>Written Report</i>
		Jan 3 - N	(Greg Francis)
Jan 9 (no meeting)			
Jan 14 with CC^ – N			
Jan 23 - Y	Y "I'm back" only		
		Feb 7 – N	(PC web site reference only)
Feb 13 – N	N		
Feb 27 – N	N (Greg Francis)		
		Mar 7 – N	(PC web site reference only)
Mar 13 – Y	Y – no CA info		
Mar 27 – Y*	Y		
		Apr 4 – Y	Y – "minutes" as notes
Apr 10 – N	N		
Apr 24 – N	N		
		May 2 – N	(PC web site reference only)
May 8 – N*	N		
May 22 – N	N		
		June 6 – N	(PC web site reference only)
Jun 12 – Y*	Y		
Jun 26 – N	N		

Source list:

PC Jan 23 info = Feb 13 agenda

PC Feb 13 info = Feb 27 agenda

PC Feb 27 info = Mar 13 agenda

PC Mar 13 info = Mar 27 agenda

PC Mar 27 info = Apr 10 agenda

PC Apr 10 info = Apr 24 agenda

PC Apr 24 info = May 8 agenda

PC May 8 info = May 22 agenda

PC May 22 info = Jun 12 agenda

PC Jun 12 info = Jun 26 agenda

PC Jun 26 = [observation]

CA Jan 3 packet

CA Feb 7 packet

CA Mar 7 packet

CA Apr 4 packet

CA May 2 packet

CA June 6 packet

* PC hearings missed:

3/27 Crestline Street classification

5/8 Six Year Comprehensive Street Program

6/12 Browne's Addition Historic District Overlay Zone

^ Joint meeting with the City Council regarding the Plan Commission's 2019-20 work program

Appendix A – Affirmation of Responsibilities is attached next.

PLAN COMMISSION LIAISON APPLICATION SUPPLEMENT

Page 2

Skills and Special Interests

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

PLEASE REFER TO SUPPLEMENTAL PAGES

Neighborhood Council Connection

Which neighborhood council do you relate to? CLIFF CANNON

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

Please supply a neighborhood council reference.

Name: LAURA MINCKS

Phone: 842-6610 Email: LAURACCWC@SISWA.COM

Affirmation

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

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

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

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

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

Signature: Patricia Hansen

Date: 3-27-18

Duties and Responsibilities of Liaisons

- Attend regular meetings of commission, board or committee.
- Attend board/commission/committee and Community Assembly subcommittee meetings as assigned.
- Represent the collective interests of the Community Assembly and not a personal agenda.
- Report to individual neighborhood councils on relevant information to their neighborhoods, in a timely manner.
- Read all relevant material.
- Learn organizational structure, composition and processes of assigned board/commission/committee.
- Establish and maintain a working relationship with board members and support staff.
- Be an ambassador from the Community Assembly to assigned board/commission/committee.
- Be a conduit of information between the Community Assembly and assigned board/commission/committee.
- Educate assigned board/commission/committee on roles and responsibilities/capacities of the Community Assembly and Neighborhood Councils.
- Use prudent judgment in personal contact.
- Notify the Community Assembly Liaison Committee in a timely manner, if unable to attend any meeting(s) or fulfill any of the duties or responsibilities of this position.

January 2014

Design Review Board Report

Submitted by Kathy Lang July 8, 2019

klang@spokanecity.org | 719-338-1632

Design Review Board Members

Steven Meek, Architect, Chair

Kathy Lang, Community Assembly Liaison, Vice Chair

Chuck Horgan, Arts Commission

Mark Brower, Civil Engineer

Grant Keller, Real Estate Developer

Ted Teske, Citizen at Large

Anne Hanenburg, Landscape Architect

*Vacant, Urban Designer

*Applications for the Urban Designer seat are currently under review

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.

Project: West Havermale Island Collaborative Workshop June 12, 2019

Applicants

Anne Hanenburg, SPVV Landscape Architects

Barry Ellison, City of Spokane Parks Department

Project Description

The West Havermale Island project is the last piece of the Riverfront Park redevelopment. The project is located on Havermale Island on the southwest side of Riverfront Park. The project encompasses approximately 3 acres. It is bounded by Post Street to the west and the Spokane River and Avista Upper Falls Powerhouse to the north. The east boundary faces the Bill Fearn Conservation Futures, future 'Step Well' sculpture, and Promenade (under construction). The south boundary borders the Sister Cities Garden (under construction), and east/west vehicular access connecting Post Street and the Promenade (a portion is currently under construction).

Programmatic Goals

- Shane's Inspiration Playground—a new, 15,000 square foot, custom-designed, all-inclusive playground
- Parking for 8 ADA van-accessible stalls and 13 regular parking stalls
- ADA-accessible restroom for the Shane's Inspiration Playground
- Restoration of the Atkinson Theme Stream and Expo '74 Picnic Shelter
- Continuation of the Centennial Trail from the Post Street Bridge to the Promenade
- Limited east/west vehicular access to the Promenade
- Park Maintenance & Operations Yard (8,500 square feet) with vehicular access limited to Parks Maintenance and Avista
- O&M Yard Program includes:
 - Hydraulic compactor
 - Recycling
 - 500 gallon propane tank
 - Dry storage for mulch and topsoil
 - Storage of park's touring train

Recusals

DRB members Anne Hanenburg, Grant Keller, and Mark Brower were recused as they are on the consultant team for this project.

Advisory Actions

Based on review of the materials submitted by the applicant and discussion during the June 12, 2019 Collaborative Workshop the Design Review Board recommends the following advisory actions:

1. The applicant is encouraged to work with the City of Spokane Streets Department to determine the opportunity for a bus loading area on Post Street adjacent to the project.
2. The applicant is encouraged to work with the Bicycle Advisory Board and Friends of the Centennial Trail to determine the optimal route for the Centennial Trail.
3. The applicant is strongly encouraged to improve the aesthetics of the proposed public restroom to match the aesthetics and unique quality of the Riverfront Park.
4. The applicant shall utilize the existing Riverfront Park Wayfinding typology to identify locations for primary, secondary, and possibly tertiary gateways.
5. The applicant shall provide a circulation plan for the project noting pedestrian and vehicular routes. Special attention should be given to the Avista lay-down area and bridge.
6. The board supports the efforts of the applicant to engage local children in the identification of themes for the playground, which could impact the final theme of the overall project.
7. The applicant is encouraged to explore the previously identified alternate locations for the Stepwell Sculpture to avoid aesthetic conflicts with the M&O yard.
8. The applicant is strongly encouraged to submit additional information to the board that will demonstrate how the presence of the M&O Yard operations will be mitigated.

Additional information can be found within the June 12, 2019 Agenda Packet on the [City's DRB web page](#). Audio recording of this Recommendation Meeting is available; please contact Dean Gunderson at dgunderson@spokanecity.org.

Upcoming Design Review Board Meetings

The next Design Review Board meeting is scheduled for July 10, 5:30PM, in the City Council Briefing Center. The DRB has no applications to review at this meeting and instead, will be reviewing the recommendations from the DRB/PC Joint Subcommittee. These recommendations will be included in the August 2019 CA report.

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