

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



Meeting Agenda for Thursday, August 1, 2019
5:30 to 7:35 pm, City Hall, 808 W. Spokane Falls Blvd
Proposed Agenda Subject to Change

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



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 (Councilmember Kinnear)	10 min (5:50)	Oral Reports	n/a
6. City Street Arterial Map Changes (Inga Note).....	10 min (6:00)	Discussion	n/a
7. CA/CD Policies and Procedures (Kathryn Alexander)	25 min (6:10)	Discussion & Vote	5
• Schedule and Timeline			
• District-Wide Vs. City-Wide Projects			
8. Liaison Committee (Paul Kropp)	30 min (6:35)	Discussion	14
• Plan Commission Liaison			
• Liaison Duties & Responsibilities			
• CA Representative for Liaison Committee			
9. Neighborhood & Planning Services Update (Heather Trautman).....	20 min (7:05)	Oral Report	n/a
• North Bank Planning Update (Melissa Wittstruck)			
10. Roundtable Discussion	10 min (7:25)	Open Discussion	

Other Written Reports

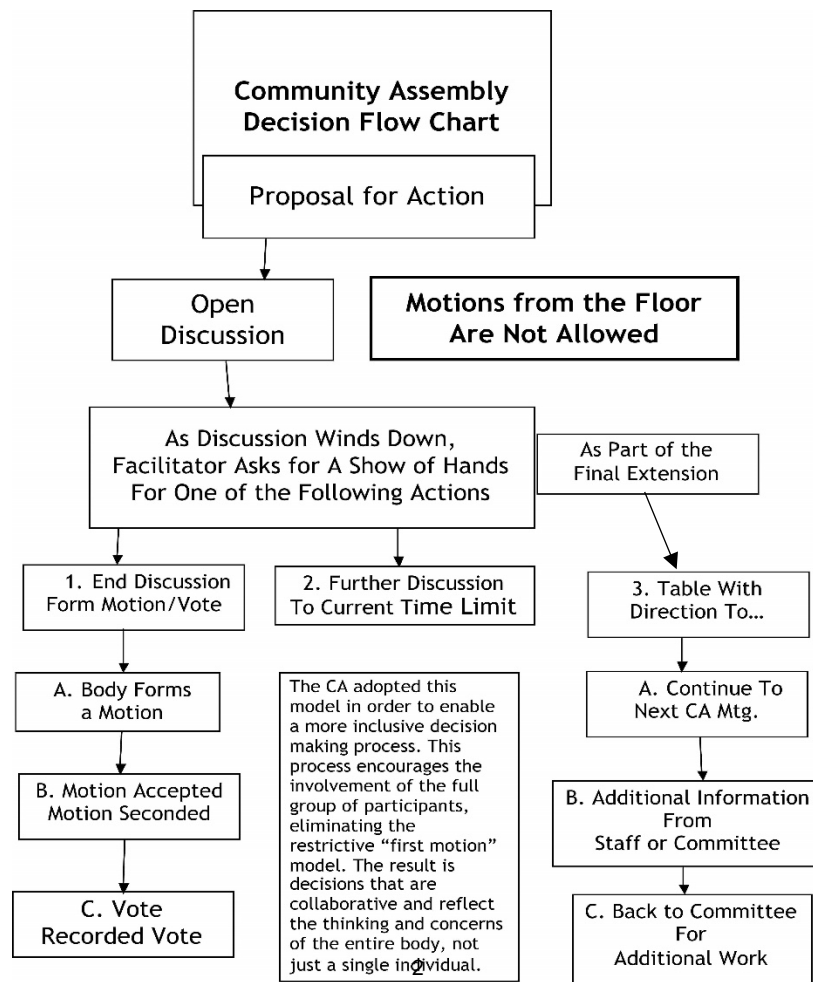
Committee Reports, Agendas, Minutes, etc.	
• Building Stronger Neighborhoods	18
• Citizen Advisory Committee-Urban Forestry Tree Committee	19
• Community Assembly Community Development Committee	20
Liaisons and CA Representation on Outside Boards and Committees Reports (Liaison Committee)	
• Liaison Committee	21
• Design Review Board	22
• Plan Commission	see website

City of Spokane WiFi Access: Login Name: **COS Guest** Password: **V8RnHGcM**

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

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 July Meeting Minutes

In attendance: Audubon/Downriver, Balboa/SIT, Browne's Addition, Chief Garry Park, Cliff/Cannon, East Central, Hillyard, Lincoln Heights, Logan, Manito/Cannon Hill, North Indian Trail, Northwest, Peaceful Valley, Riverside, Rockwood, Shiloh Hills, Southgate, West Central, West Hills, Whitman

Not in attendance: Bemiss, Comstock, Emerson/Garfield, Five Mile Prairie, Grandview Thorpe, Latah/Hangman Valley, Minnehaha, North Hill

1. Introductions

2. Proposed Agenda

Luke requests amending the agenda to remove item #9.

Barbara motioned to approve.

3. Approve/Amend Minutes

June minutes left out Motions from June. They were handed out as paper slips in July meeting.

4. Reports/Updates/Announcements

1. Paul: PeTT committee doesn't meet in July.
2. Greg: 5 comp plan amendments. Public comment open until July 29th. Go to Projects page and look for 18-19 Comp Plan Amendments. Please share with your NC's.
3. Ken: Friday, July 12 @ 11am at Nettleton Triangle, Clancy Memorial Plaque unveiling.
4. Criminal Justice Reform Town Halls – Look at poster for dates

5. City Council

- CM Beggs: Homeless Shelter purchase at Sprague and Havana. Purchase and sale agreement was approved, but 60 days of due diligence to adapt price. Concerns about Project ID location on property, but are working with them. Women's Hearth and Family Promise also received supportive funding for their orgs.
- Initial July opening date is pushed out due to purchase taking longer than anticipated. City of Spokane Valley is contemplating their participation because they can't enforce no encampment policies because they don't have shelter beds.
- Emergency communications system news: in a regional sys already with county dist. Several year contract with them. Can't bail out on contract. CCC Board brought forth a resolution to bring forth penalties for contract breach.
- Approved more police hiring, Kinnear and Beggs are advocating for the return of a downtown precinct.
- Red camera/school radar funding will see a bump with school starting in the fall. Should double the amt of money avail. For school zone project funding. School zone proj applications are accepted year around. Increased police patrols will begin in March 2020.
- Council has reaffirmed their commitment to the addtl. Hiring of 20 LEO's.
- District 2 NCDP (Formerly known as CDBG program) group meets on July 31.

6. BSN Update – NUSA and Fall Retreat

- Introduced the NUSA attendees.
- Discussion of Fall Retreat Dates

Community Assembly July Meeting Minutes

- NUSA Attendees recommended Monday, Oct 14th, motion passed to hold on this date. Time from 9am-1pm. Location TBD, based on availability. Luke suggested a location and will offer resources to choosing a place.
- BSN Mtg location changes often, consult Friday Update for most up-to-date location

7. Spokane Police – Use of Force Policy Update

- Will include the PowerPoint presentation in the July meeting minutes.

8. Introduce/Discuss Online Survey

- Survey will be sent out as a file. Paul is asking for members to gauge which duties and responsibilities are most important in regards to Liaisons. All CA reps and Alt reps will get the link to the survey. Survey will close on Sunday the 21st.
- With resignation of Plan Commission Liaison today, the Liaison Committee is now accepting applications for a new appointee.

9. Liaison Committee's Recommendation

- Removed from Agenda.

10. Neighborhood & Planning Services Update

- Powerpoint presentation will be emailed with minutes.
- Multi Family Tax Exemption- Encourages the development of buildings with 4 or more units.
- Hearing Details: City Council on Aug 12, during its 6pm Legislative agenda in the City Council Chambers, Lower Level City Hall. Open to public for public testimony.

11. Roundtable Discussion

- Mark brought up City Council Attendance at CA concern... it's on Admin Committee's radar. Concern enough to move CA back to WCCC? We will make sure to remind the respective CM when their assigned CA meetings are in advance of the meeting.
- Colleen would like to see some recognition put forth for Ofc. Tracy Ponto in regards to the Mounted Patrol for a future CA mtg. Luke requests that a formalized procedure put forth for recognition of community groups, so that it's standardized.
- Action item: Admin committee add invitation to Ofc. Ponto for Sept. CA mtg. Colleen will bring forth item at Aug. CA for approval. Fran would like to see slides of all the NC flags that were made for the mounted patrol. Mark had an idea to use excess community engagement funding to fund the costs of creating flags for the NCs that haven't created them yet.

Meeting adjourned at 7:15pm.

Motion for July CA Meeting:

Andy Motions to adopt Oct 14 as CA Fall Retreat date, from 9am-1pm. Seconded by Melody. Motion Passes.

Draft CACD Schedule and Process 2019-2020

July 2019

15 – CACD to discuss timeline/process and clarify any issues. Share and explore the Partnerships Handbook provided by WSDOT in preparation for selecting projects.

August 2019

19 - CACD reps chosen by the districts. CACD officers chosen. Discussion of any timeline/process issues/clarification.

September 2019

16 - CACD to review districts funding interests and to see if there are similar/overlapping interests that might provide partnership opportunities.

October 2019

21- CACD meets to share districts' funding interests and to see if there are similar/overlapping interests that might provide partnership opportunities.

18 - Districts submit needs for funding. These are to be general areas (e.g., youth services) that will facilitate CHHS's sending out requests for information. It is also possible for the districts to send in concrete projects, if they have specific projects in mind for CHHS to review for applicability.

November 2019

18- CACD – Meets if there are projects that cross-districts this meeting provides opportunities for discussion and exploration of shared projects.

CHHS to send out funding RFPs

December 2019

16 - CACD – Selects officers for the coming year and can discuss if there are any last-minute issues or concerns.

30 - Menu shared with districts and CACD for discussion and funding allocation.

January 2020

13 – Training by CHHS

February 2020

17 - CACD meets to discuss needs from both city and CHHS for projects to pinpoint similarities and any area of overlap. Monitoring schedule and areas to be defined.

21 - Districts send CHHS, copy to CACD, a letter of intent for those projects funded.

April 2020

3 – All projects submitted to CHHS

May 2020

18 - CACD meets to check-in on project status to see if they are meeting the monitoring schedule.

September 2020

21 - CACD facilitates districts sharing possible areas/projects for October submission. Revisit the Partnering Handbook provided by WSDOT



Community Assembly Community Development Committee Policies & Procedures - District Model August 2019

Purpose: The purpose of CA Community Development Standing Committee (CA/CD) is to preserve the influence of the Community Assembly in the disbursement of Neighborhood Community Development Program (NCDP) funds for Spokane neighborhoods. The CA/CD will facilitate the Districts' discussions regarding NCDP funding and other community development funding, foster collaboration between and among the Districts and/or neighborhoods, coordinate training as needed, monitor projects as needed, and make policy recommendations in regard to District funding, through the Community Assembly, to the CHHS Board.

Membership:

The Committee shall consist of six members: a representative from each of the three District Councils, and their alternates, as well as the non-voting CA Liaison to the CHHS board

Quorum: Consists of three members, one from each district.

Voting: One vote for each District. Proxies are allowed with prior notice to the chair.

Officers and Terms: The Chair, Vice Chair, and Recorder) terms are one year in length and voting representatives may serve in any one position no more than two consecutive terms.

Chair: The Chair is responsible for communicating with the committee, setting and publicizing the agenda, and facilitating Committee meetings unless another team member or independent facilitator is designated. The Chair will send the approved minutes to the Committee's ONS support staff. Support staff will transmit reviewed minutes to all neighborhoods and Committee chairs, and place them in the next available CA Packet. Support staff will also print the minutes for distribution at the next CA meeting if the deadline for the Packet had passed.

Vice Chair: The Vice Chair is responsible for acting as Chair when the Chair is not available. This individual will also ensure that the sign-in sheet is available and that attendees are officially signed in.

Recorder: The Recorder is responsible for taking official minutes for Committee meetings. The Recorder agrees to submit meeting minutes to the Committee Chair for review and distribution within two weeks of the meeting. ~~Reviewed minutes will be sent back to the Recorder. Recorder will then send the approved minutes to the Committee's ONS support staff. Support staff will transmit reviewed minutes to all neighborhoods and Committee chairs, and place them in the next available CA Packet. Support staff will also print the minutes for distribution at the next CA meeting if the deadline for the Packet had passed.~~

Elections: Elections will take place once a year in December. The new officers will take office immediately following their election.

Reports: CA policies and procedures require that standing committees report to the Community Assembly at least once a quarter or as needed along with providing minutes to be included in the Community Assembly meeting packets. When an oral report is to be given, a committee member will be assigned to give the report.

Meeting Schedule: At least quarterly or as needed.

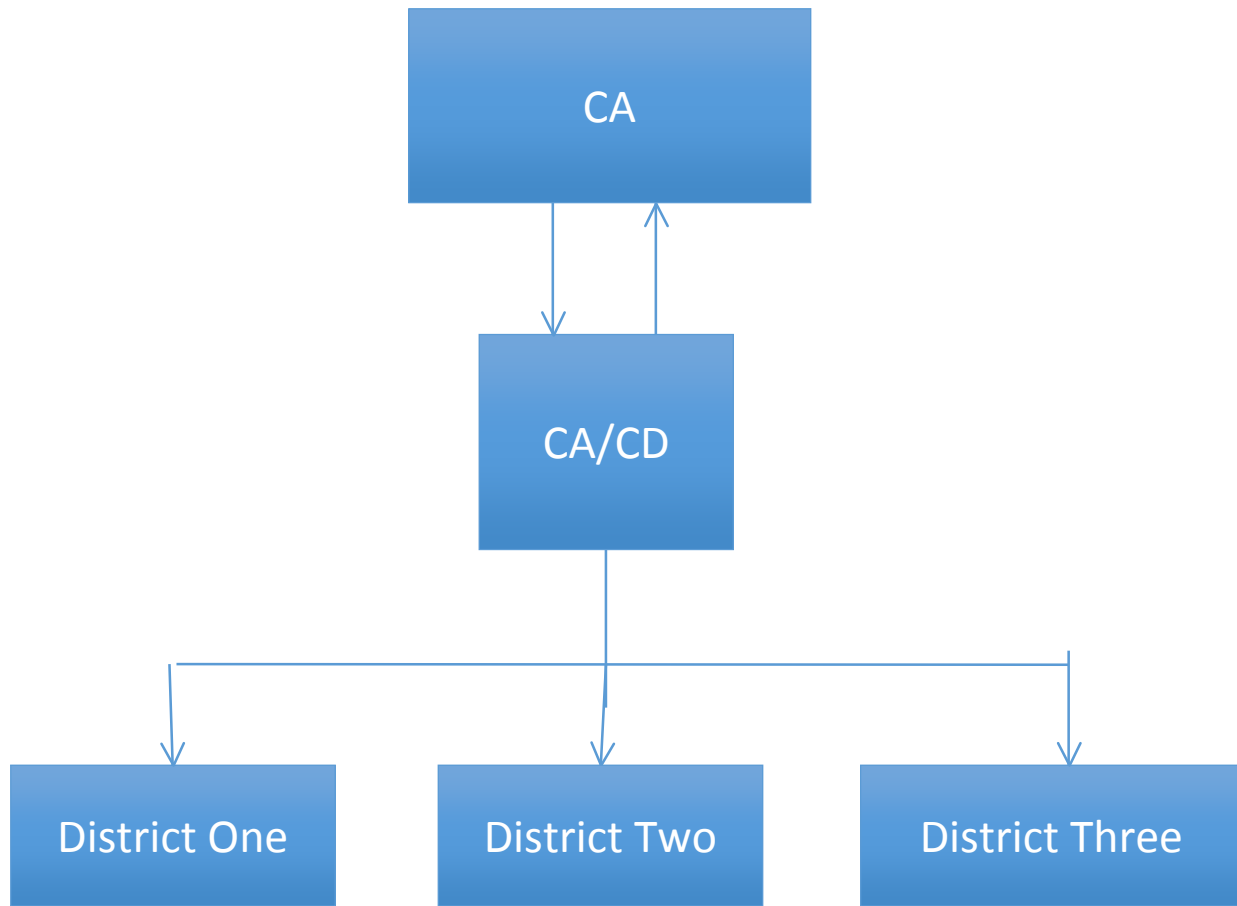
All members of Spokane Neighborhood Councils are welcome to attend and provide input to their District Representative.

The Suggested Process – see diagram below

The various neighborhood councils will choose projects.

Those projects will be brought forward to their respective district meeting. At that meeting a decision will be made on the project(s) to submit for funding.

Those projects will be shared at the CA/CD meeting so any partnerships can be created and inspiration shared, and with CHHS.



Bemiss
Chief Garry Park
Hillyard
Logan
Minnehaha
Nevada Heights
Shiloh Hills
Whitman

Brown's Addition
Cliff /Cannon
Comstock
East Central
Grandview/Thorpe
Latah/Hangman
Lincoln Heights
Manito/Cannon Hill
Peaceful Valley
Rockwood
Southgate
Riverside
West Hills

Audubon/Downriver
Balboa/South Indian Trail
Emerson/Garfield
Five Mile Prairie
North Hill
North Indian Trail
Northwest
West Central



Neighborhood Community Development Program (NCDP)

District Model: Request for Clarification

August 2019

SUBJECT:

Members of the CA/CD Committee seek clarity from the Community Assembly regarding the allocation of NCDP funds.

BACKGROUND:

On February 1, 2018 members of the Community Assembly (CA) voted to approve a proposal from the CA/CD Committee to allocate Neighborhood Community Development Program (NCDP) resources by City Council district. Members of the CA approved Option #2: Allocation divided by City Council districts based on LMI (low/moderate Income) eligibility. The CA requested that no action be taken until the 2020 Program Year as defined by the Community, Housing and Human Services Department (CHHS). The CA did not provide clarity as to how NCDP funds may be allocated to individual projects (within district only, citywide/cross districts).

ALTERNATIVES:

Members of the CA/CD Committee and individual district leadership members are seeking guidance from the CA regarding how NCDP funds may be allocated. The following two alternatives are intended to assist the CA and District leadership with a clear path forward for allocating NCDP funds.

Alternative #1: Within District Only

This alternative will limit funding allocations to individuals and organizations exclusively within district boundaries. This would be a deviation from past practices where neighborhoods have elected to fund organizations outside their geographic boundaries.

Example: District 1, 2, or 3 would not be allowed to allocate funds to an organization, or project outside their geographic boundary. If a senior center applied to receive assistance under this model they would be restricted to funding only within the district where they reside. Additionally, the senior center would only be allowed to serve individuals residing within the district boundaries. Non eligible residents (residential address located outside the district boundary) would be turned away from services provided at the senior center.

- *Pros:*
 - Districts would have specific control over who (organizations & citizens) benefits from NCDP allocations
 - Greater focus on public infrastructure partnerships with the City of Spokane (in eligible areas)
 - Fewer allocation options (limited partner organizations participating)

Cons:

- Most organizations serve the Spokane community and not specific geographic areas and may not be interested in such a restrictive/exclusionary programming
- May be difficult to meet eligibility requirements (exclusionary of individuals based on residential address)
- Rigid process that lacks adaptability over time (inability to respond to changing community needs)

Alternative #2: Citywide

Maintain past practice of allocating funds to organizations and citizens (low/mod income) with the greatest needs. Citywide does not take district boundaries into consideration, community based funding allocations (fund the need and not the location).

Example: District 1, 2, or 3 would be allowed to allocate funds to an organization, or project outside their geographic boundary. If a senior center applied to receive assistance under this model they could receive funding from one, or more districts. The senior center would be able to serve all citizens without the need to monitor/track which district they reside. No seniors seeking services would be turned away based on their residential address.

- *Pros:*
 - Greater focus on community assistance for low/mod income individuals
 - Less restrictive (project eligibility & persons served)
 - Potential to leverage additional resources from all districts (larger, more impactful projects)
- *Cons:*
 - Less district control over who receives services (organizations & citizens)
 - More organizations will want to participate (difficult to decide which proposal to support)
 - Citywide focus based on broad community needs instead of geographic preference

All projects, activities, organizations, and beneficiaries must meet basic eligibility criteria established by CHHS. CHHS will not approve any projects (or activities) that exclude, or limit access to services for qualified (low/moderate, disabled, etc.) individuals. Additional guidance will be provided during mandatory NCDP training the week of January 13th, 2020.

ACTION:

Provide direction to members of the CA/CD Committee regarding the intent of the CA to allocate NCDP funds under the District Model.

- Alternative #1: Within District Only
- Alternative #2: Citywide

TIMELINE:

The formal application period will start on Monday, December 30, 2019 and end on Friday, April 3, 2020. CHHS will provide mandatory training for each District during the week of January 13th 2020.

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

BUDGET:

Funding to support the NCDP is provided through CHHS and is subject to applicable federal regulations. Below is a summary of the total NCDP District allocation as approved by the CA on February 1, 2018.

Allocation Amount*	
District #1	\$200,000.00
District #2	\$100,000.00
District #3	\$100,000.00
Total	\$400,000.00

** Funding to support the NCDP is dependent on federal funding sources received by CHHS and subject to change on an annual basis.*

For more information, please contact George Dahl (CHHS) at gdahl@spokanecity.org.

August 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			
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			
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			
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

Request made by Liaison Committee to CA Admin Committee on July 17:

Upon a vote by email agreement today, the Liaison Committee is hereby asking for 30-45 minutes on the August 1 CA meeting agenda to discuss the Plan Commission liaison matter with several related items, which are:

- 1 - Most importantly, agreeing a term of office for the PC liaison. The suggestion offered for discussion is a three-year term renewable once. [see below]
- 2 - Reviewing a revised “affirmation of responsibilities” for the PC liaison position, for recruitment purposes.
- 3 - Establishing a temporary select committee to vet a draft PC liaison position profile, and to work on identifying the criteria for – and a text to state – a “withdrawal of nomination” by the CA for liaison positions on advisory groups to the city council: Community, Housing, and Human Services (CHHS), Design Review (DRB), and Plan Commission (PC).
- 4 - Reporting on the “duties and responsibilities of liaisons” survey.
- 5 - Requesting a current CA representative volunteer to join the Liaison Committee.

PC Liaison Affirmation of Responsibilities [draft 7/24]

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

I understand the Plan Commission’s city mission is to advise the city council principally as to matters of land use and property development policies and regulations under the comprehensive plan, and of annual capital facilities plan updates (streets, utilities, etc.) consistent with the comprehensive plan.

I understand the Community Assembly’s liaison in a non-voting member of the Plan Commission who may participate as any commission member in commission business except for bringing motions or voting on matters that may be subject to a decision or recommendation by the commission, including participation in deliberations at hearings.

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 duties of the Plan Commission.

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

Appointments to a Term of Volunteer Service for Community Assembly Liaison Positions
Information for discussion – August 1, 2019

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.
-

Community Health and Human Services Board (CHHS)

Term of service provision in SMC at 04.34A.030 Membership

Term and reappointment: a three (3) year term with reappointment for a three (3) year term

Incumbent Liaison Member: Melody Dunn

Date of appointment: March 1, 2019

Current term ends: February 28, 2022

Design Review Board (DRB)

Term of service provision in SMC at 04.13.040 Terms of Office

Term and reappointment: a three (3) year term with reappointment for a three (3) year term

Incumbent Liaison Member: Kathy Lang

Date of appointment: January 1, 2016

Current term ends: December 31, 2019

Plan Commission (PC)

Term of service provision in SMC at 04.12.040 Liaison Members is undefined (see below)

Term and reappointment: [to be determined at the discretion of the Community Assembly] **

Incumbent Liaison Member: vacant

Date of appointment:

Current term ends:

**** *The Liaison Committee recommends the Community Assembly set a term of three years with one renewal for the Plan Commission liaison, the same as is set in the municipal code for the CHHS and DRB liaisons.***

Survey url: <https://www.surveymonkey.com/results/SM-BQGV5TK97/>

[NOT for distribution to anyone else – only for Liaison Committee and staff]

Q1 *Attend regular meetings of commission, board or committee.*

1 Essential	15
2 Important but not essential	3
3 Least important	0

Q2 *Attend Board/Commission/Committee and Community Assembly subcommittee meetings as assigned.*

1 Essential	11
2 Important but not essential	7
3 Least important	0

Q3 *Represent the collective interests of the Community Assembly and not a personal agenda.*

1 Essential	15
2 Important but not essential	3
3 Least important	0

Q4 *Report to individual neighborhood councils on relevant information to their neighborhoods, in a timely manner.*

1 Essential	9
2 Important but not essential	7
3 Least important	2

Q5 *Read all relevant material.*

1 Essential	8
2 Important but not essential	9
3 Least important	1

Q6 *Learn organizational structure, composition and processes of assigned board/commission/committee.*

1 Essential	5
2 Important but not essential	9
3 Least important	4

Q7 *Establish and maintain a working relationship with board members and support staff.*

1 Essential	5
2 Important but not essential	9
3 Least important	4

Q8 *Be an ambassador from the Community Assembly to assigned board/commission/committee.*

1 Essential	13
2 Important but not essential	5
3 Least important	0

Q9 *Be a conduit of information between the Community Assembly and assigned board/commission/committee.*

1 Essential	16
2 Important but not essential	2
3 Least important	0

Q10 *Educate assigned board/commission/committee on roles and responsibilities/capacities of the Community Assembly and Neighborhood Councils.*

1 Essential	4
2 Important but not essential	12
Least important	2

Q11 *Use prudent judgment in personal contact.*

1 Essential	9
2 Important but not essential	8
Least important	1

Q12 *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.*

1 Essential	9
2 Important but not essential	8
3 Least important	1

Please select either CA Representative or CA Alternate [marked optional]

CA Representative	15
CA Alternate	3

DRAFT

DRAFT Community Assembly Committee: Building Stronger Neighborhoods
7/22/19 12:00PM Manito Park Bench Café

Members present: Kelly Lotze (Chair: Browne's Addition), Tina Luerssen (Secretary: Grandview/Thorpe), Christopher Savage (Balboa/South Indian Trail), Abby Walthall (COPS). City staff: Gabby Ryan (ONS)

- Committee Housekeeping
 - June meeting minutes approved.
- Committee Business
 - NUSA Fall Retreat: CA voted to hold the retreat on Indigenous Peoples Day, Monday October 14th 2019. Location TBD, time likely 9-11 but dependent on location.
 1. Location ideas: WSU Extension off Havana, Knox Presbyterian basement, Newton Lounge or gym at WCCC, Philanthropy Center (if we can get it for free).
 2. CA put it on the NUSA attendees to determine topic(s).
 3. Tina will reach out to Mindy, Shae and EJ for an update, to see what this committee can help with.
- Announcements & Upcoming Events:
 - Meeting location: Shadle library, West Central COPS Shop? Kelly will connect with Chris Flanagan to look into locations.
 - ONS update: new Community Programs Coordinator starting next week: Annika.
 - CFTC Fall date: probably end of October, possibly early November. Probably not going with the light bulb idea. ONS needs to find a NC to focus on, probably won't include a mural because of time constraints. Based on Solid Waste reports and Code Enforcement complaints, ONS will notify eligible neighborhoods and ask for letter of intent to select a neighborhood. Planning to work on both Spring and Fall 2020 neighborhoods starting in January 2020, to allow for more time/better planning.
- Education & Outreach:
 - Haven't heard anything further from Neighborhood Safety Committee.
 - Begin work on Neighborhoods Program/Community Assembly/Committees updated brochure.
 - National Night Out coming up August 6th.
- Topics for next meeting:
 - CA Fall Retreat (NUSA)
 - Brochure for CA/Neighborhoods programs
 - CFTC Fall plan
 - Meeting location
 - Neighborhood Safety Committee Theme follow-up?

Next meeting: Next regular meeting will be on Monday, August 26th, 2019. Location: TBD, possibly Shadle library or West Central COPS Shop.



**Citizen Advisory Committee
To the Spokane Urban Forestry Tree Committee
Finch Arboretum, Willow Room.
Woodland Center 3404 W Woodland Blvd
July 2019 meeting July 30Th, 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

- Chapter 17 Ordinance Review
- Arboriculture specification and standards

ADJOURNMENT

Tree of the Month:

Gamble Oak *Quercus gambelii*

Class 1 Street Tree

Mature size 25' x 25'

Attributes

- Excellent city and street tree
- Rounded Pattern
- Green foliage
- No Flowers, produces acorns
- Susceptible to galls and cankers



Draft Minutes - CA/CD Meeting – July 15, 2019 – West Central Community Center

Present: Mary Winkes, Manito-Cannon Hill; Melody Dunn, Northwest and CHHS Liaison; Kathryn Alexander, Chair, Bemiss; George Dahl, City of Spokane

Call to order at 5:42 PM

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

Minutes of the June 11 meeting were approved.

There was a brief discussion of the revised schedule, including dates. The schedule was approved. See Attached.

There was a review of the previous meetings' concerns about Mr. Dahl's concern that limiting the projects to the districts would negatively impact the RFP process. He agreed to supply a briefing paper to be shared at the next CA meeting. Mr. Dahl declined to present it but indicated that someone from his department would. Kathryn agreed to present it, but she does not have the depth of City RFP experience Mr. Dahl does, so he was encouraged to attend the next CA meeting.

We reviewed the CACD District Model Policies & Procedures and they were approved with minor modifications and will be put into the CA packet for a final vote.

Meeting adjourned at 6:05PM.

Minutes submitted by Mary Winkes in the absence of the Recorder, Andrew Hoye

CA Liaison Committee Meeting Notes July 17, 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

Community Assembly Agenda Request

The committee was polled this date by email to approve a request for 30-45 minutes of time on the August 1 Community Assembly agenda to discuss the Plan Commission liaison matter with several related items,

All members are in agreement on the five (5) topics requested to be given consideration, as follows:

1. Most importantly, agreeing a term of office for the PC liaison. The suggestion offered for discussion is a three year term renewable once.
2. Reviewing a revised "affirmation of responsibilities" for the PC liaison position, for recruitment purposes.
3. Establishing a temporary select committee to vet a draft PC liaison position profile, and to work on identifying the criteria for – and a text to state – a "withdrawal of nomination" by the CA for liaison positions on advisory groups to the city council: Community, Housing, and Human Services (CHHS), Design Review (DRB), and Plan Commission (PC).
4. Reporting on the "duties and responsibilities of liaisons" survey.
5. Requesting a current CA representative volunteer to join the Liaison Committee.

Final drafts for the PC liaison "affirmation of responsibilities" and the PC liaison position profile will be reviewed by the committee prior to submission for inclusion in the August 1 Community Assembly packet on or before July 29.

Next Committee Meeting

A committee meeting will be scheduled during the week after the August Community Assembly session, tentatively the afternoon of Friday, August 9.

Design Review Board Report

Submitted by Kathy Lang August 1, 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 (ROW):
 - 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: VOA Hope House

Recommendation Meeting July 24, 2019

Applicants

Chris Weiland, Architecture All Forms

Owner

Volunteers of America

DRB Trigger

Perimeter Downtown Zone and Gateway Zone

Project Description

The project will entail the redevelopment of two parcels and a portion of vacated public ROW to accommodate a 4-story residential and homeless services building. The 60,000 square foot building will house 60 apartments located on the upper three stories and accessed from a main entrance at the corner of Adams and 3rd, and a 102-bed homeless shelter with sundry ancillary and support spaces, accessed from a secured outdoor courtyard located off Adams. The subject site is located at the southwest corner of South Adams Street and West 3rd Avenue. The parcel is bounded on the south by a now vacated alleyway, on the west by a privately-owned parcel (owned by Miller Family Real Estate, LLC), on the north by West 3rd Avenue (a Type III Complete Street, a City-Regional Connector), and on the east by South Adams Street. With the alley ROW vacation, the project's fenced yard will extend an additional 8' into the southern adjacent parcel. The modified site will be bounded on the south by a privately-owned parcel currently used as a parking lot (owned by Miller Family Real Estate, LLC). The parcel rests within the Riverside Neighborhood. The current site rests within the Downtown Perimeter Threshold area and with the alley ROW vacation, the site is partially located within the Downtown Gateway Threshold area.

Upcoming Special Meeting

Because the DRB did not meet quorum at the July 24, 2019 meeting, a vote to ratify the following Recommendations will take place at a Special Meeting of the DRB, Wednesday, July 31, 2019, 5:30PM. The meeting will take place in the Council Briefing Chambers, City Hall, lower level. This meeting is open to the public.

Recommendations

Based on review of the materials submitted by the applicant and discussion during the July 24, 2019 Recommendation Meeting the Design Review Board recommends the approval of the project subject to the following conditions:

1. The applicant shall comply with the Roof Expression design standard by proving variation in the cornice at the northeast corner of the building to accentuate the building entrance at that corner.
2. The applicant shall provide a continuous overhead weather protection along both 3rd Avenue and Adams Street.
3. The applicant should consider the use of durable material for the fence's slat material and provide a more human-scaled entrance gate.

Additional information can be found within the July 24, 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.

Project: Liberty Park Library, Spokane Public Library Collaboration Workshop July 24, 2019

Applicants

Cody Dompier, Integrus Architecture

Owner

Spokane Public Library and Spokane Public Schools

DRB Trigger

Public project

Project Description

As a key component in the 2018 Library Bond, this project brings a new 21st century library to the East Central Neighborhood at Liberty Park. This 12,500sf building is a children and family-focused library that replaces the 6,000sf existing library six blocks away.

The site is the high point of the park and overlooks basalt cliffs to the south and southwest. The surrounding park offers greenspace, views, and recreation opportunities. There are a number of city trees present throughout the park and within the project site. Residential properties border the site to the north and east. The Liberty Aquatic Center is also within Liberty Park, to the south of the proposed library site.

The interior layout of the building is logical and simple. The heart of the project is the market-place, adjacent to the entry and central to the entire building with the rest of the building built around this marketplace: group study space, program room, children's discovery space, adult/teen area, staff/mechanical space.

Design goals are to bring a new 21st century library to the East Central neighborhood at Liberty Park; enhance and create a vibrant neighborhood hub of pool, park, and library; construct a library that serves as a prominent gathering point, launching pad, and porch of the park and neighborhood; Ensure the building fits into the natural context of the park.

Upcoming Special Meeting

Because the DRB did not meet quorum at the July 24, 2019 meeting, a vote to ratify the following Advisory Actions will take place at a Special Meeting of the DRB, Wednesday, July 31, 2019, 5:30PM. The meeting will take place in the Council Briefing Chambers, City Hall, lower level. This meeting is open to the public.

Advisory Actions

Based on review of the materials submitted by the applicant and discussion during the July 24, 2019 Collaborative Workshop the Design Review Board recommends the following advisory actions:

1. The applicant shall provide a more detailed landscape plan that includes the agreed-to tree replacement scheme, and addresses the views of the parking lot, surrounding park, and the street to the north, and incorporates the new library landscaping with the existing park landscaping.
2. The applicant shall address the transition from the building's east elevation to the adjacent neighborhood.
3. The applicant should consider Liberty Park's location as a hub for all the regional trail systems (Ben Burr, Centennial, and Children of the Sun) to gain a more comprehensive understanding of how the trails' proximity may impact the library's location within the park.
4. The applicant shall further consider the internal connectivity from all access points on the site to the library entrance.
5. The applicant shall provide details as to the micro-mobility accommodations on the site.
6. The applicant shall provide a graphic portraying views of the roof from the basalt cliffs.

Additional information can be found within the July 24, 2019 Agenda Packet on the [City's DRB web page](#). Audio recording of this Collaborative Workshop is available; please contact Dean Gunderson at dgunderson@spokanecity.org.

Design Review / Plan Commission Joint Subcommittee Report

Design Review Board Presentation July 10, 2019

The Joint Subcommittee of the Plan Commission (PC) and the Design Review Board (DRB) was created by the respective bodies in order to make recommendations back to the PC and the DRB for procedural and process improvements related to regulations governing the built environment. The Subcommittee's work is limited to the identification of priorities. The work to implement the priorities may involve a much more rigorous planning process that will likely require a broad public engagement effort, the identification and commitment of additional resources, and the involvement of the wide range of technical staff.

Based on the review of the pertinent materials and subsequent discussions by the Subcommittee during meetings held in December 2018 and January 2019, the Subcommittee made the following six recommendations to the full PC and DRB. Staff responses follow each Subcommittee recommendation.

1) A Shared Definition of Design

The Subcommittee recommends to the PC and the DRB that "design" is a subject broader than what is currently contemplated under code. Further, the Subcommittee recommends that there be congruency in how both the PC and DRB understand the term. Currently, the term "design elements" as mentioned in code is not explicitly defined and the Subcommittee recommends that it should include the structures, environment, and full urban context.

Staff response:

- Regarding SMC 17A.020.040, "D" Definitions, the term "design Elements" should be added and defined.
- Regarding SMC 04.13.015, Item E, change all instances of the word "development" to "design".
- Regarding SMC 17G.040.020, Item G, the reference to design elements should be understood within the jurisdictional constraints of the bodies referenced (the PC, Hearing Examiner, and Planning Director).
 - Design proposals generally refers to "development projects", which fall under the authority of the Hearing Examiner and Planning Director, whereas planning studies are generally the responsibility of the Plan Commission.

- Thus, this portion of the code should be understood not as a mechanism by which the PC may review development projects (i.e., design proposals), but rather as a means by which the PC can request the DRB's comment(s) on the design elements of planning studies.

2) Neighborhood Involvement

The Subcommittee recommends that, presently, the current level of neighborhood involvement is adequately addressed for the DRB. There should be an effort to identify opportunities to map out the types of development the PC and DRB sees, the ways in which neighborhoods can become involved, and at what points in the processes this involvement may take place.

Staff response:

- Staff concurs with the Subcommittee recommendation and will work to ensure adequate engagement opportunities for all entities involved.

3) Full-circle Accountability and Enforcement of DRB Recommendations

The Subcommittee recommends that the Action Approving Authorities provide a greater level of feedback to the respective recommending entities when a departure from a recommendation is made. The Subcommittee recognized that there are opportunities to improve the adoptability of recommendations by writing actionable recommendations.

Staff response:

- In situations where project designs are modified after the design review process, there should be a way for the Board to receive feedback regarding the revisions to the project's design.
- If a project comes before the DRB at its recommendation meeting prior to the finalization of the project's budget and scope, it should be the responsibility of the applicant to identify those projects elements which are additive, alternate, or contingent. This should help the Board generate recommendations based on solid information.

4) Improving Communication and Resolution of Issues Between the PC and DRB

The Subcommittee recommends that the PC and DRB explore mutual liaisons/representative.

Staff response:

- We have explored the notion of mutual liaisons and have determined that the necessary changes to City Charter, Spokane Municipal Code, and administrative procedures doesn't appear to warrant the best method of facilitating this type of coordination. Staff recommends that the Secretary of the DRB (i.e., the Senior Urban Designer) reports to the PC on a regular basis or as requested.

5) Modification to Development Standards, Design Standards, and/or Design Guidelines

The Subcommittee recommends that the PC and DRB address these modifications through the present Downtown Plan updates and other Sub-Area planning efforts.

Staff response:

- Long-range planning and the urban design group are currently pursuing the Downtown Plan update, which will result in updates to Downtown design criteria; development standards, design standards, and design guidelines.
- Additionally, long-range planning and the urban design group are pursuing efforts to clarify design criteria outside of the Downtown area, for projects subject to design review and which do not currently have design guidelines.

6) Modification to Design Review Board Triggers and Thresholds

The Subcommittee recommends that the respective bodies identify a set of thresholds, and a process, for projects of significance which may initiate a joint workshop held between the PC and DRB.

Staff response:

- At present, thresholds and triggers are conceptualized as separate and distinct terms which identify when a development and/or project permit application is subject to design review. SMC 17G.040.020 regulates and defines the specific thresholds and triggers utilized by Spokane's design review process. The thresholds and triggers will be addressed in the above-mentioned recommendation for "Modifications to Development Standards, Design Standards, and or Design Guidelines."

Supplementary information, audio recordings, and meeting summaries are on file with the City of Spokane Office Neighborhood and Planning Services.

Upcoming Design Review Board Meetings

The next Design Review Board meetings are scheduled as follows. Meetings begin at 5:30PM and are held in the City Council Briefing Center. DRB meetings are held only if projects have met review requirements. Meeting cancellations are posted on the City's [DRB](#) page.

Monday, August 19, rescheduled date in place of the August 14 regular meeting

- West Havermale Island Playground Recommendation Meeting
- The Hive Collaborative Workshop

Wednesday, August 28, regular meeting

- Downtown Library Remodel Collaborative Workshop
- Shadle Library Remodel Collaborative Workshop