

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



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

Please bring the following items:  
\*Community Assembly Minutes: August



### Administrative Agenda

<u>Agenda Item</u>	<u>Time</u>	<u>Action</u>	<u>Page #</u>
1. Introductions (Facilitator) .....	3 min (5:30)	Discussion	
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	4

### Open Forum

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

5. City Council (City Councilmember(s)) .....	10 min (5:50)	Oral Reports	
6. 2020 City Budget (Mayor Condon).....	45 min (6:00)	Oral Report	
7. CHHS Report and NCDP Update (Melody Dunn) .....	10 min (6:45)	Oral Report	7
8. Report on Abandoned Houses Conference (Kathryn Alexander) .....	10 min (6:55)	Oral Report	
9. Status of PC Liaison Open Position (Paul Kropp) .....	10 min (7:05)	Oral Report	13
10. Neighborhood & Planning Services Update .....	20 min (7:15)	Oral Report	
• Comp Plan Amendment Hearing Announcement (Melissa Wittstruck)			
• South University District Planning Update (Chris Green)			
11. Roundtable Discussion.....	10 min (7:35)	Open Discussion	

### Other Written Reports

Plan Commission Agenda Materials See Website at <https://my.spokanecity.org/bcc/commissions/plan-commission/>

Committee Reports, Agendas, Minutes, etc.

• Administration Committee .....	18
• Building Stronger Neighborhoods.....	19
• Community Assembly/Community Development (CA/CD).....	21
• Pedestrian, Traffic, and Transportation (PeTT) .....	24

Liaisons and CA Representation on Outside Boards and Committees Reports (Liaison Committee)

• Community Housing and Human Services.....	31
• Design Review Board Liaison Report .....	34
• Citizen Advisory Committee—Urban Forestry .....	38
• West Quadrant TIF Frequently Asked Questions .....	43
• Announcements.....	47

# **Community Assembly Core Values and Purpose**

## **CORE PURPOSE:**

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

## **BHAG (Big Hairy Audacious Goal):**

Become an equal partner in local government.

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

## **CORE VALUES:**

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

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

**Initiative:** Being proactive in taking timely, practical action.

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

## **VIVID DESCRIPTION:**

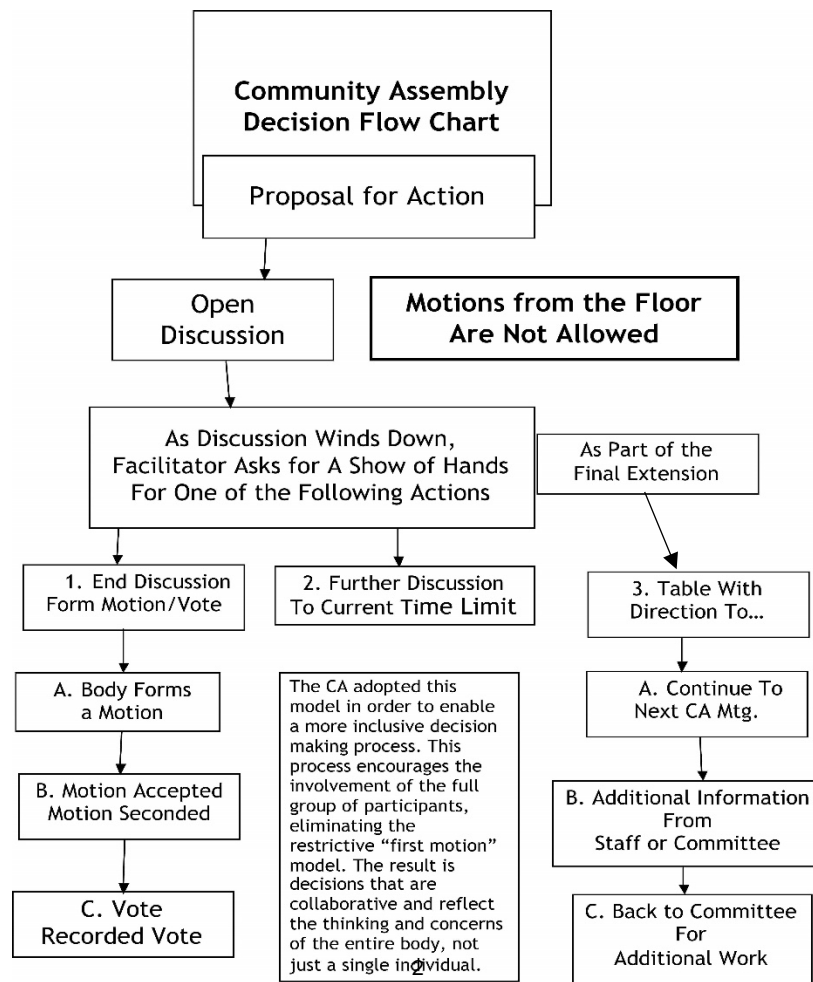
The Community Assembly fulfills its purpose, achieves its goals, and stays true to its core values by its members engaging each other and the community with honest communication and having transparent actions in all of its dealings. Community Assembly representatives are knowledgeable and committed to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

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

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

D. Decision-making process: (See figure below for a graphical depiction of what follows.)

1. An independent facilitator shall preside at CA meetings. In the absence of a facilitator, an Office of Neighborhood Services representative may preside. The facilitator shall act in accordance with the procedures outlined herein.
2. To speak at a meeting, a person must be recognized by the facilitator and only one person can be recognized at a time. Each speaker has two minutes. When all who wish to speak have been allowed their time, the rotation may begin again.
3. When a proposal for action is made, open discussion shall occur before a motion is formed by the group.
4. As part of the final time extension request, the facilitator shall request a show of hands by the representatives to indicate which of the following actions the group wants to take:
  - a. End discussion and move into forming the motion and voting,
  - b. Further discussion,
  - c. Table discussion with direction,
  - d. Request time to continue discussion at next CA meeting,
  - e. Request additional information from staff or CA committee, or
  - f. Send back to the appropriate CA committee for additional work.



**Community Assembly  
Meeting Minutes  
August 1, 2019**

**1. Introductions**

**2. Proposed Agenda**

- Switch agenda item 6 to 5.
  - Approve

**3. Approve/Amend Minutes (Facilitator)**

- Approve

**Open Forum**

**4. Reports/Updates/Announcements**

- Night Out Against Crime – AM Cannon Park
- West Quadrant TIFF – request to discuss at CA
- Strong Towns Group - \$500 contribution from CA
  - Event on September 10, evening at Gonzaga Law School
  - <https://www.strongtowns.org/eventspage/2019/9/10/spokane-wa>
- Plan Commission
  - Hearing on impact fees
  - Hearing on renaming East Central Community Center
  - City is taking applications for Plan Commission membership
    - Clarification – the City is always taking applications for all boards and committees

**5. City Street Arterial Map (Inga Note)**

- Presentation: Update of City arterial street code
  - <https://static.spokanecity.org/documents/neighborhoods/getinvolved/presentations/2019/08/smc-arterial-ca-2019-08-01.pdf>
- CA asked questions and discussed proposed changes

**6. City Council - City Councilmember Lori Kinnear**

- District 1 and 2 – paving streets based on road criteria
- District 2 CDBG meeting – discuss projects for application for February
- Meeting on public shelter on East Sprague – looking for collaboration between County and Spokane Valley, continue to meet with citizens on topic
- Urban density
- Questions
  - Potential shelter along East Sprague – Has the City put money into it that would be lost?
  - How many neighborhoods showed up at the District 2 CA/CD meeting? All but 4
  - CDBG Schedule: December 30<sup>th</sup> – CHHS opens NCDC, Jan 13-17 trainings through CHHS, Feb 21 district letter, April 3 – district packets due
    - Suggestion to review proposal for CA/CC schedule to coordinate
  - No update on opioids lawsuit

**7. CA/CD Policies and Procedures (Kathryn Alexander)**

- Discussed policies and procedures

- Suggestion to make alternates voting members
- Discussed role of committee – already discussed this in great detail at previous CA meetings
- Call for vote
- *Motion: Approve the CA/CC committee policies and procedures as presented.*
  - 13 yay
  - 1 nay
  - 5 abstentions
- CA/CD schedule to align CA/CD and CHHS decision-making
  - Tentative August 19 meeting
    - Concern – half of NCs do not meet in August, so not able to select representatives
- Discussed whether NCDP funds should be spent in their district or anywhere in the City.
  - Important question to bring back to NCs for a vote
  - Clarification – Are NCs asking to determine a different approach?
- George Dahl – Focus of the program is to leverage resources to greatest benefit to community as a whole
  - CA desire to allow funds to be spent anywhere in the city

#### **8. Liaison Committee (Paul Kropp)**

- Discussed liaison committee updates
- Request: Set term of office for Plan Commission liaison
  - Suggestion – 3 years, renewable one time for 3 years
  - Requires a vote for renewal
- Renewal process: Extend recommendation by CA to Administration and City Council
- *Motion: Set term of 3 years for Plan Commission Liaison, renewable one time for 3 years*
  - Yay: passed unanimously
- Suggest development of position profile for each of the liaison positions
- Appointed temporary select committee to draft a Plan Commission liaison position profile: Kathryn Alexander, Andy Hoyer, Melody Dunn
- Requesting current CA representative to join Liaison Committee: Andy Hoyer
- Lessons learned from liaison survey: will make it anonymous next time

#### **9. Neighborhood & Planning Services Update**

- Introduction of Annica Eagle, new Community Programs Coordinator: aeagle@spokanecity.org, 509-625-6156
- Introduction of other new staff: Taylor Berberich, Urban Designer
- Presentation on North Bank Plan Subarea Planning Process – Melissa Wittstruck
  - <https://static.spokanecity.org/documents/neighborhoods/getinvolved/presentations/2019/08/august-ca-presentation.pdf>
  - CA Discussion:
    - Suggest additional focus on history and Tribes, cultural destinations, housing (affordable housing)

#### **10. Roundtable Discussion**

- Sylvia St. Claire – Discussed West Quadrant TIFF purpose and boundaries, and recent project voting process
  - Karen Kearney – suggest CA write a letter of support on behalf of neighborhoods
  - Suggest West Central to request agenda item to Admin Committee

- Vickie Munch – Suggest Community Assembly send a representative to the upcoming West Quadrant TIF meeting(s) before initiating any group action
- Suggest more information be provided about West Quadrant TIF – summary information on TIF purpose and share out to NCs; annual report will be coming out Planning will provide summary of committee to CA in advance of September meeting
- Meeting time: First Wednesday of each month at 4-5:30 p.m. at City Hall, 808 W. Spokane Falls Blvd., First Floor, Tribal Conference Room
- Reminder that primary ballots due next Tuesday, August 6
- Heather Trautman – Transforming Neighborhoods: Strategies for Vacant and Abandoned Properties half day seminar on August 15
  - ONS to send out email out to neighborhoods

**Community Assembly Representatives Roll Call:**

<b>In Attendance:</b>	<b>Not in Attendance:</b>
Audubon/Downriver	Chief Garry Park
Balboa/South Indian Trail	Comstock
Bemiss	Emerson-Garfield
Browne's Addition	Five Mile Prairie
Cliff/Cannon	Latah/Hangman
East Central	Logan
Grandview/Thorpe	Manito/Cannon Hill
Hillyard	Minnehaha
Lincoln Heights	North Hill
Nevada Heights	North Indian Trail
Northwest	
Peaceful Valley	
Riverside	
Rockwood	
Shiloh Hills	
Southgate	
West Central	
West Hills	
Whitman	

## Community, Housing and Human Services August 7, 2019

A reminder for the NCDP to the districts.

As district members we have been putting together our priorities. These need to be put before your neighborhoods and approved to be forwarded to the CHHS by the **October 18th deadline**.

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

The agenda with notes from the last meeting

<https://static.spokanecity.org/documents/bcc/boards/community-housing-services-board/board/agendas/2019/08/chhs-agenda-2019-08-07.pdf>

George Dahl informed the board on **Community Based Development Organizations, (CBDOs)**, a possible resource that is being refound and explored as a prospective tool to be shared with the board as well as the neighborhoods to deal with homeless housing. These (CBDO) organizations are generally nonprofit and have an emphasis on housing and economic development activities within a targeted geographic area, such as a district, these are the only type of organization allowed to construct new housing with CDBG funds. A review of the CBDO requirements can be found in **24 CFR Part 570.204.**

- Generally, new construction of housing is not eligible under the CDBG program. However, the regulations allow for certain eligible entities to carry out this activity on behalf of the grantee (570.204(c)).
- This entity is known as Community Based Development Organization or CBDO.
- The eligible groups include neighborhood-based organizations, section 301(d) Small Business Investment Companies (SBICs), local development corporations (LDCs), and some Community Housing Development Organizations (CHDOs).

- These organizations must be undertaking a neighborhood revitalization, community economic development or energy conservation project in order to use CDBG for new construction. Note that new housing construction carried out by an eligible CBDO must be part of a larger effort to revitalize the neighborhood (i.e., a plan for the community's revitalization efforts based on a comprehensive plan, not just for the sake of the CDBG project).

The CHHS intends to work with local partner agencies to gauge interest in CBDO designations, check to see if they qualify. Those qualifying for CBDO designation will allow the City of Spokane to enhance CDBG investments in affordable housing activities, including new housing construction.

The next topic to be discussed was the **2020 Consolidated Planning Process**, which is designed to help local jurisdictions assess their affordable housing and community development needs and market conditions, and to make data-driven, place-based investment decisions.

Through stakeholder meetings, the priorities of our community's needs are Housing, including affordable rental housing and affordable homeowner housing. Also identified as a community priorities were community services, such as workforce development, food security, and community services. The timeline is currently on hold to include newly elected officials and the Planning Department.

CHHS board director, Kelly Keenan showed the presentation of **Spokane's Envision Center** and a recent trip he'd taken to that he had shown to HUD in Washington, D.C., recently. <https://my.spokanecity.org/news/stories/2019/08/13/envision-center-serves-as-safety-net/>

Paul Trautman gave the report from the **Affordable Housing committee's June 11th meeting** of this year. In regards to the 2019 Washington Legislature, things to note; Landlord-Tenant Act will extend "pay or vacate deadlines from 3-14 days, rent increase notices were changed from 30 - 60 days. The House Bill 1406 funds may be seen in Spokane for affordable housing subcommittee of the Committee recommended and had approved by the Committee changes to locally-created HOME Multifamily Housing Program requirements. Including expanding HOME unit eligibility from 30% AMI and 50% AMI units to include a maximum of 60% AMI units.

Two significant subcommittee recommendations are:

1. Remove Permanent Supportive Housing for homeless as an application priority recognizing that homeless households are equally served by HOME units at 30% AMI.
2. Expand rental housing affordability to include 60% AMI. Historically, CHHS has limited HOME funds to housing affordability to include 30% AMI and 50% AMI. Adding housing at 60% AMI may encourage a broader mix of household incomes in affordable housing projects. Things to note. . .
  - An eligible HOME application will still need to include at least one 30% AMI or 50% AMI HOME-assisted unit. A project can't propose all units at 60% AMI.



- This change will have little effect on HOME rents. Both 50% AMI and 60% AMI studio and 1 bedroom units will have the same rent because they are both capped at Fair Market Rent. The 60% AMI 2 bedroom rent is also capped at Fair Market Rent.
- Rents will be capped at 60% AMI (rather than HUD's allowed 65% AMI) to avoid conflict with federal Project-Based rent exception and administrative burdens of advance rent approvals and Low-HOME unit minimum percentage.
- A new 60% AMI HOME Maximum Subsidy must be adopted (see below)

The 2019 HOME Multifamily Housing Program and the Single Family Rehab Program Manager RFP applications will be reviewed this fall to be ready by January 2020.

	Max HOME Subsidy approved April 2019		New Max HOME Subsidy
	30%	50%	60% NEW
0 Bdrm	\$40,000	*\$15,000	*\$7,000
1 Bdrm	\$55,000	*\$20,000	*\$8,500
2 Bdrm	\$80,000	\$30,000	*\$11,000
3 Bdrm	\$130,000	\$80,000	\$51,000
4 Bdrm	\$160,000	\$100,000	\$65,000

\*indicates rent capped at HUD Fair Market Rent

#### *Modified Locally-Created HOME Multifamily Housing Program Requirements*

#### **REQUIRED AFFORDABILITY**

HUD imposes a 5-20 year minimum Period of Affordability. However the City adds 10 years affordability for all projects requesting loan forgiveness. The Program serves only households with incomes at or below 60% of the Spokane area median family income. Projects are encouraged to include units affordable to 30% AMI. However, the number of 30% AMI units should not exceed ½ of all units in a project to protect financial viability. This limitation supports a program objective of sustainable project cash flow without reliance upon operating subsidy. Projects with units for households with incomes at or below 30% AMI that rely upon

project-based rental subsidy should demonstrate that the project would still be financially viable if the subsidy ends

Changed from 50% previous AMI level and now stating that “This limitation supports a program objective of sustainable project cash flow without reliance upon operating subsidy.

### **ELIGIBLE APPLICANTS**

Owners and developers are expected to prioritize their applications, if they submit more than one application. For less experienced applicants, collaborative efforts with experienced parties and/or experienced development consultants will be considered, however the entire development and operational expertise may not come from consultants. Applicants will not have a voluntary or involuntary petition not dismissed within 90 days after filing under the US Bankruptcy

With no changes

### **ELIGIBLE ACTIVITIES**

Projects that are accessible to public transportation, services, jobs, and amenities are encouraged. Eligible projects must (1) increase the supply of affordable rental housing, (2) preserve existing housing as affordable and quality, and/or (3) rehabilitate properties to improve housing quality and support/extend affordability. Projects must meet at least one of the following priorities of the MHP.

- Housing units affordable to households with incomes at or below 30% of Area Median Income (AMI).
- Housing units that are affordable to households with incomes at or below 50% AMI and are located within Target Investment Areas and/or areas designated as Centers and Corridors in the City’s Comprehensive Land Use Plan;
- Housing units with three or more bedrooms that are affordable to large families with incomes at or below 50% AMI;

Changes shown underlined, showing push for affordability and sustainability.

“CHHS charges HOME Program staff costs to HOME assisted projects. This supplements HUD’s limited HOME admin funding”, and “Housing units that provide Permanent Supportive Housing for chronically homeless. The project must operate under the Housing First model. The project must participate in the Coordinated Assessment System for all housing placements and must enter data into HMIS. “

Wording was recommended by the affordable housing committee and then approved to be removed by the CHHS board.

### **THE APPLICATION**

CHHS charges and application fee of 0.5% of the requested HOME funds for each application. If the loan amount increases, an additional fee for the increased funding will apply. Fees are not refunded if the project is not or if the funding offered is less than the funding that was requested. Projects will be evaluated based on the following factors:

- Project's access to public transit.
- Readiness.
- Cost reasonableness.
- Leverage of other funding sources, including overall leverage of public resources.
- Social services appropriate for the housing. The application **must** identify how the sponsor will pay or partner for the services, if they are offered.
- Performance of team members in managing current and past projects, including (but not limited to) compliance, monitoring, and payment history.
- Market factors such as project location, housing demand, population served, and vacancy absorption rate.

The applicant must have site control of all project sites at the time application. Applications and allocations are site specific. The application and any allocation may be invalidated, if site control is lost

Voted to be added is underlined above and following is to be removed "Full market study and appraisal are not required at the time of application to the City, but including them in the increases an applications's competitiveness." Projects will no longer be evaluated based on the following factors:

- Magnitude of need and compatibility with priorities.
- Compatibility of the project with the neighborhood

## FUNDING

The construction budget should identify and describe any costs paid to the owner or developer. The City may limit its payment of development fees to a portion of committed City HOME funds. The minimum amount of HOME funds to a project is \$75,000. Ten percent of the City's funds will be held as retainage until the project is complete, all prevailing wage requirements are met, building permits are final, and the owner accepts the work. The operating budget should clearly identify property management fees (onsite and offsite) and distinguish them from other operating costs. The operating budget should clearly identify property management fees (onsite and offsite) and distinguish them from other operating costs. If additional project funds are later obtained, the City may reduce the City loan or require additional property improvements.

If you would like more detail you can go here

If you have any further questions, please forward them to a member of the CHHS board staff.

<https://my.spokanecity.org/bcc/boards/community-housing-and-human-services-board/>

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	Fall 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	Fall 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	Fall 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	October 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 fall/winter 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	October 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	Fall 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	October 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	October 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	Fall 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

## Draft Notes - Community Assembly Select Review Committee – August 20, 2019

Present – Kathryn Alexander, Susan Burns, Melody Dunn, Andy Hoyer, Paul Kropp, Bonnie McInnis, Melissa Wittstruck

Location / Time: Tom Sawyer Country Coffee / 2:00PM

Note-taker: Andy Hoyer / Editor: Paul Kropp

3 topics were discussed in relation to the Community Assembly's Plan Commission liaison member's position profile:

A) Performance evaluation of a liaison

B) Formulating the "non-voting" capacity of the Plan Commission liaison for the affirmation of responsibilities in the position profile

C) Withdrawal of the nomination of a liaison

A – The general conclusions regarding performance evaluations are:

- They should be conducted by the CA Liaison Committee
- Input should be requested from the chair of the board or commission (President in the case of the Plan Commission)
- Input should be solicited from CA representatives individually
- A first touch evaluation should be done after three months of an initial term
- Evaluations should be as needed, or annually at a minimum

B – We reviewed Melissa Wittstruck's notes from an audit of a recording of the comments made by James Richman, city attorney, to the Plan Commission on March 27 about the non-voting role of its Community Assembly and city council liaison members.

The group concluded that, although the CA-PC Liaison cannot vote, he or she can participate as any other member, including asking the petitioner questions and deliberating in discussions until the time that a vote is taken. That understanding will appear in the Affirmation of Responsibilities as follows (subject to a review by staff for their comments):

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

C – The wording of withdrawal of a nomination should appear in the Policies and Procedures of the CA Liaison Committee as soon as possible. Several points were made and several attempts at phrasing were made both verbally and in writing in preparatory documents for this meeting.

What appears below is the best understanding of the note-taker at the close of the meeting on this topic.

- 1) The action to withdraw the nomination of a liaison shall be by the Community Assembly at the recommendation of the Liaison Committee
- 2) Grounds for withdrawal of nomination shall be similar to those established for the removal of a Plan Commission member and include:
  - a) Unexcused absence from 3 consecutive regularly-scheduled meetings or hearings or
  - b) Unexcused absence from 6 regularly-scheduled meetings or hearings in a 12-month period. Valid reasons for absence include sickness, personal emergency or temporary and unavoidable conflict of employment. Such reasons shall be presented to the chair of the Liaison Committee as soon as they are known to the liaison member, before the meeting to be missed, or as soon as possible after the meeting.
  - c) Additional grounds for withdrawal of the nomination may include
    - i) undisclosed or unresolved conflicts of interest
    - ii) failure to provide timely and pertinent reports to the CA that emphasize items of interest to the neighborhoods and neighborhood councils that make up the Community Assembly
    - iii) failure to present to the PC items requested by the CA
    - iv) failure to address performance issues identified in performance evaluations
- 3) If sufficient absences have been noted by the chair of the Liaison Committee to trigger consideration of withdrawal of a nomination, or for other reasons noted above, the chair shall call a special meeting of the Liaison Committee, with the liaison member present, to verify that the unexcused absences are correct, and/or discuss other grounds for nomination withdrawal that may have been identified and documented.

After the liaison member has been given an opportunity to speak to the Committee, the liaison shall be excused from the meeting, and deliberations of the Committee shall continue and shall include a decision regarding withdrawal of the nomination.

If withdrawal is the consensus of the Committee, the Chair shall prepare a statement and recommendation to the CA. If the Committee decides against withdrawal, that shall also be reported to the CA.

Paul Kropp stated he would start to draft an amendment to the Liaison Committee's Policies and Procedures to incorporate standards for the withdrawal of the nomination of a Community Assembly liaison.

The chair also will continue to refine the wording of the position profile for the Plan Commission liaison. The current preliminary draft for the PP for the CA-PCL is attached.

The meeting adjourned at 3:10PM.

4  
5 ***[Proposed appendix for the Liaison Committee's Policies and Procedures for this liaison position]***

6  
7 **PLAN COMMISSION LIAISON**

8 POSITION PROFILE

9  
10 **PROVISION IN MUNICIPAL CODE**

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

13  
14 *Title 04 Administrative Agencies and Procedures*

15 *Chapter 04.12 Plan Commission*

16 *Section 04.12.040 Liaison Members*

- 17  
18 *A. The city council shall appoint one city council member to serve as a liaison to the commission*  
19 *and shall also appoint an alternate city council member to serve in the absence of the liaison.*  
20 *B. The community assembly shall nominate a member of the assembly to serve as a liaison to the*  
21 *plan commission, subject to confirmation by the mayor and appointment by the city council*  
22 *C. The liaison members shall be non-voting participants in commission business.*

23  
24 **DUTY OF A LIAISON IN GENERAL**

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

26  
27 "To serve as a channel for communication between groups."  
28

29 **PLAN COMMISSION LIAISON MEMBERS – THE UNIQUE ROLE**

30 The Plan Commission liaison member role for both the Community Assembly liaison and the City Council  
31 liaison is unique in that the municipal code provides for full membership duties and privileges on the  
32 Plan Commission with the limitation that neither of them may propose a motion nor cast a vote  
33 pertaining to any topic or action. This may be termed as having voice but not vote in all Plan Commission  
34 proceedings, including hearings and deliberations on matters being considered for recommendation to  
35 the city council such as subarea plans, comprehensive plan amendments, and revised or new property  
36 development regulations. As such, the liaisons do not count in the determination of a quorum.

37  
38 **DUAL DUTY OF THE COMMUNITY ASSEMBLY PLAN COMMISSION LIAISON**

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

42  
43 **DUTY TO THE COMMUNITY ASSEMBLY**

- 44 • Attendance at Community Assembly meetings and the preparation and submission of written notes  
45 on Plan Commission activities affecting, or of interest to, the neighborhoods in advance of each  
46 meeting.  
47 • Timely prior notice of an expected absence from Community Assembly meetings delivered to the  
48 Administrative Committee chair and the Community Assembly facilitator.  
49 • Attendance when possible at joint Community Assembly/City Council meetings and Community  
50 Assembly "retreat" events.  
51 • Participation with the Land Use Committee on matters related to city planning and development.  
52 • Periodic performance review managed by the Liaison Committee.

**\*\* Draft \*\* August 20, 2019 FOR DISCUSSION ONLY**

#### **DUTY TO THE PLAN COMMISSION**

- Attendance and active participation in regularly scheduled Plan Commission meetings and making verbal reports about the activities of the Community Assembly as may be deemed pertinent and of interest to the commission and its members.
- Participation, optionally, in any of the other activities that from time to time the Plan Commission and its members engage in, for example ad hoc subcommittees, joint agency study groups, planning trainings, workshops, and conferences.
- Conformance with PC standards and practices applicable to all Plan Commission members as provided in the Plan Commission Rules of Procedure, including but not limited to advance notice to the Plan Commission president and/or secretary of an expected absence from scheduled meetings (Rule 8.6) and disclosure of potential conflict of interest.

#### **AFFIRMATION OF RESPONSIBILITIES**

Included in applications for the Plan Commission liaison member position:

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

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

I understand the Plan Commission liaison is expected to submit timely and pertinent written reports for each 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 understand the Community Assembly's Plan Commission liaison is subject to the Plan Commission's Rules of Procedure and Code of Conduct, including standards pertaining to ex parte communications, conflict of interest, and recusal.

I understand it is my obligation to inform the Plan Commission and the Community Assembly's Liaison Committee in advance of any expected absence from scheduled meetings and hearings.

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.



**\*\* Draft \*\* August 20, 2019 FOR DISCUSSION ONLY**

## **TENURE**

### **TERM OF OFFICE**

*Three (3) years, subject to a one-term renewal upon the recommendation of the Liaison Committee during the third year and subject to performance reviews conducted as specified in the Liaison Committee's policies and procedures.*

### **NOMINATION**

[Procedure not drafted this date, requires committee and administration review]

### **ATTENDANCE AND ABSENCES**

*If the Plan Commission liaison member shall be absent from regularly scheduled Commission meetings and/or hearings for three (3) consecutive meetings or six (6) regularly scheduled meetings and/or hearings in any twelve-month period without adequate cause (of which the Liaison Committee chair shall be the judge), the Liaison Committee chair shall schedule a special meeting of the Liaison Committee with the liaison member to ensure the record of unexcused absences is correct and to prepare a report of the absences to Plan Commission meetings by the liaison member to the Community Assembly.*

*Grounds for any absence from a regularly scheduled Commission meeting or hearing to be excused include sickness, personal emergency, or temporary and unavoidable conflict of employment.*

*For an absence to be excused, the liaison member shall notify the Liaison Committee chair and the Commission President and/or Secretary by email before, or as soon as possible after, a scheduled Plan Commission meeting stating the reason for the absence and whether the absence will include a hearing.*

### **WITHDRAWAL OF NOMINATION**

[Procedure not drafted this date, requires committee and administration review]

### **CAUSE FOR WITHDRAWAL OF NOMINATION**

*By vote of the Community Assembly for cause, as recommended by the Liaison Committee.*

[Specific standards are to be incorporated in the Liaison Committee's Policies and Procedures]

CA – Admin Committee  
Meeting Minutes  
8/27/19

- In Attendance:
  - Committee Members: Kelly Lotze, Luke Tolley, Greg Francis, Mindy Muglia.
    - We believe Tom has not attended in over 6 months. Kelly will follow up.
  - Guests: Kevin Freibott (Facilitator)
- Agenda:
  - Requests:
    - Mayor - City Budget - 30 min presentation, 15 minutes of Q & A
    - Melody Dunn wants 10 mins for CHHS Report and NCDP Update, George Dahl & Kevin Freibott are working with her on report format, etc.
    - Abandoned Housing Conference – Kathryn Alexander, 10 mins
    - PC Liaison Open House Position - 15 requested, 10 mins granted
    - NPS: 20 mins
      - ~~West Quadrant TIF (5 min summary)~~ Move to “other written reports”
      - Comp Plan Amendment Hearings (announcement)
      - Update of South University District Sub-Area Plan
  - Follow Up:
    - None
  - Approval: It was moved, seconded and approved to use the agenda as written.

Submitted by:  
Luke Tolley  
Admin Cmte Secretary

## **AGENDA • BUILDING STRONGER NEIGHBORHOODS**

Monday, August 26<sup>th</sup>, 2019 • Noon-1:00pm

Shadle Library 2111 W Wellesley Ave

☐ 12:00-12:05pm

### **COMMITTEE HOUSEKEEPING**

- Approve July meeting minutes
- Sign-in sheet

☐ 12:05-12:25pm

### **COMMITTEE BUSINESS**

- NUSA/ Fall retreat – E.J., Mindy & Shae - Tina

☐ 12:25-12:35pm

### **ANNOUNCEMENTS & UPCOMING EVENTS**

- BSN meeting location – All
- CFTC Fall Plan – Gabby

☐ 12:35-12:55pm

### **EDUCATION & OUTREACH**

- CA/NC Brochure
- Neighborhood Safety Committee “Theme” follow up

☐ 1:00PM

### **MEETING ADJOURN**

- Next meeting: Monday, September 24<sup>th</sup>, at TBD

**\*DRAFT\* Minutes • BUILDING STRONGER NEIGHBORHOODS**

Monday, August 26<sup>th</sup>, 2019 • Noon-1:00pm

Shadle Library 2111 W Wellesley Ave

Members present: Kelly Lotze (Chair: Browne's Addition), Anne Luttrull (Emerson/ Garfield), Chris Flanigan (Manito), Dave Lucas (Rockwood), Abby Walthall (COPS). City staff: Gabby Ryan (ONS), Annica Eagle (ONS).

☐ 12:00-12:05pm

COMMITTEE HOUSEKEEPING

- July meeting minutes – Approved unanimously
- Sign-in sheet

☐ 12:05-12:25pm

COMMITTEE BUSINESS

- NUSA/ Fall retreat – E.J., Mindy & Shae – Tina (Not covered)
  - Need RSVP with food sign up
  - Location: West Central (Newton & Don Kelly rooms)

☐ 12:25-12:35pm

ANNOUNCEMENTS & UPCOMING EVENTS

- BSN meeting location
  - Looking at Grain Shed for Sept 24<sup>th</sup> and South Hill Library for October
- CFTC Fall Plan – Gabby
  - Lincoln Heights – Roll off event at Thorton Murphy Park on Sept Sept 28<sup>th</sup>)

☐ 12:35-12:55pm

EDUCATION & OUTREACH

- CA/NC Brochure
  - Take the current program and look to update
  - Coordinate with Budget Committee for funding at EOY
- Neighborhood Safety Committee “Theme” follow up – Not meeting this month
- Good of the Order:
  - Maren moved to planning and Gabby is taking over Community engagement
  - Annica is new BSN, Town Hall, Traffic calming and neighborhood rep (Cliff cannon, Rockwood, Manito, Grandview/Thorpe, Northwest)
  - Abby is changing roles and may not be BSN

☐ 1:00PM

MEETING ADJOURN

- Next meeting: Monday, September 24<sup>th</sup>, at TBD

## **CACD COMMITTEE REPORT**

THE CACD COMMITTEE WILL BE MEETING OCTOBER 21 AT WEST CENTRAL, 5:30 PM.

AGENDA: SHARING DISTRICTS' FUNDING INTERESTS AND TO SEE IF THERE ARE SIMILAR/OVERLAPPING INTERESTS THAT MIGHT PROVIDE PARTNERSHIP OPPORTUNITIES.

DISTRICT ONE HAS A PASSION FOR OUR NEIGHBORHOODS SO WE ARE EXPLORING THE POSSIBILITY OF USING NCDP MONEY TO HELP SPRUCE UP HOUSES IN OUR NEIGHBORHOODS. WE ARE EXPLORING POSSIBLE PARTNERSHIPS WITH OTHER ENTITIES TO MANAGE THE PROJECT. WE WILL BE WORKING ON HOW TO STRUCTURE THE PROGRAM AND ON HOW TO SELECT PROJECT BENEFICIARIES. WE FEEL THIS COULD GIVE NEIGHBORHOODS THE ABILITY TO MAKE A REAL AND VISIBLE DIFFERENCE. WE ALSO HAVE A NEIGHBORHOOD THAT IS INTERESTED IN USING SOME FUNDS TO DO REPAIRS ON THEIR LOCAL C.O.P. SHOP AND THERE MAYBE OTHER OPTIONS SHOWING UP AS WELL. WE ARE VERY EXCITED TO HAVE THE OPPORTUNITY TO MAKE A REAL AND VISIBLE DIFFERENCE IN OUR OWN COMMUNITY!

THE COMMITTEE LOOKS FORWARD TO HEARING WHAT IS HAPPENING IN THE OTHER DISTRICTS AS WELL.

KATHRYN ALEXANDER ATTENDED THE ABANDONED HOUSING CONFERENCE: VACANT SPACES INTO VIBRANT PLACES, PRESENTED BY THE CENTER FOR COMMUNITY PROGRESS OUT OF FLINT, MICHIGAN AND SPONSORED BY THE SPOKANE ASSOCIATION OF REALTORS. I WAS VERY IMPRESSED WITH THE SYSTEMS-WIDE VIEW THEY TAKE IN TRYING TO UNDERSTAND WHY HOUSES BECOME ABANDONED AND WHAT TO DO ABOUT IT. I LEARNED A LOT AND CAME AWAY WITH THE CERTAINTY WE CAN DO SOMETHING ABOUT THE PROBLEM. JASON RUFFING'S PRESENTATION ON SPOKANE WAS PARTICULARLY INFORMATIVE. I'VE PROVIDED A SKELETON OUTLINE OF THE DAY WORKSHOP. KATHRYN HAS A COPY OF THE HANDOUTS FOR EACH DISTRICT.

CENTER FOR COMMUNITY PROGRESS: VACANT SPACES INTO

VIBRANT PLACES

WORKING IN CITIES USING A SYSTEMS APPROACH

LOOKS AT POLICY (CODE  
ENFORCEMENT/PLANNING/ZONING, ETC.) USING DATA

PREVENTION – ACQUISITION/MAINTENANCE – REUSE

PREVENTION: STANDARDS, RESIDENT EDUCATION,  
RESOURCES, PROPERTY TAX ENFORCEMENT

ACQUISITION/MAINTENANCE: ABATEMENT, TRANSFER  
OF OWNERSHIP, LAND BANKING, PROPERTY TAX  
ENFORCEMENT

REUSE: LAND BANKING, DEVELOPMENT, ZONING,  
PROPERTY TAX ENFORCEMENT

DATA

UNDERSTANDING MARKET FORCES (INCREASE IN  
VALUE)

QUALITY OF LIFE, LANDLORD DATA, HEALTH  
IMPACT

TOLEMI – SPOKANE IS USING

LOOKING FOR PATTERNS

TAX DELINQUENT = LAND BANK POSSIBLE

WHERE TO MAKE THE BEST INVESTMENT –  
STABILIZE, REVITALIZE

SOURCES: PROPERTY RECORDS, TAX RECORDS,  
FORECLOSURE, POLICE, MLS, UTILITY, CENSUS,  
AMERICAN COMMUNITY SURVEY, HOME MORTGAGE  
DISCLOSURE, US POSTAL SERVICE, MAPS

INFORMAL SOURCES EQUALLY IMPORTANT

ANALYZE: TRENDS, PATTERNS, SIMILARITIES, CREATE  
INDEX (STABILIZE/REVITALIZE)

SPOKANE

POPULATION 200,000 – CODE ENFORCEMENT 5,  
NORMALLY 27

75-90% VOLUNTARILY CONFORM

NEED STAFF TO DO COST/BENEFIT ANALYSIS, BECOME  
PROACTIVE, COST OF BLIGHT/VACANCY ANALYSIS

EMPATHY NOT HEAVY-HANDED ENFORCEMENT

DATA FROM PARTNERS – HEALTH, POLICE, FIRE, ETC.

HOW WELL IS MARKETING WORKING?

WHAT AFFECTS THE MARKET? – LEARN TO  
IMPACT.

STRATEGIC CODE ENFORCEMENT

MARKET INFORMED

DIFFERENT STRATEGIES FOR DIFFERENT  
PROBLEMS

CHRONIC NUISANCE ABATEMENT

ACCELERATED TAX FORECLOSURE

RECEIVERSHIP

ELEVATE CODE LIEN PRIORITY

LAND BANKING

GET RESIDENT/NEIGHBORHOOD INPUT

STRATEGICALLY TARGET OUTCOME

ELIMINATE CRIMINAL ENFORCEMENT

SHARED SUCCESS STORIES

CHANGE WITHIN THREE YEARS



## **PEDESTRIAN, TRAFFIC AND TRANSPORTATION (PeTT) COMMITTEE**

\* A Committee of the Community Assembly of Spokane Neighborhood Councils \*

**August 27, 2019**

**West Central Community Center – 1603 N. Belt Street**

**6:00 – 7:30 PM**

### **Committee Notes**

#### **CALL TO ORDER AND INTRODUCTIONS**

- Eleven (11) neighborhood councils represented. Two (2) city staff members present.
- Four (4) guests

#### **PRESENTATION –Neighborhood Parkways**

- Jessica Engelman, Logan resident and recently appointed to the Bicycle Advisory Board, gave the committee an extensive briefing on the concept and nature of bicycle greenways based on her own extensive experience in Portland. A national transportation organization defines them as follows:

*[Greenways] are streets with low motorized traffic volumes and speeds, designated and designed to give bicycle travel priority. [Greenways] use signs, pavement markings, and speed and volume management measures to discourage through trips by motor vehicles and create safe, convenient bicycle crossings of busy arterial streets.*

National Association of City Transportation Officials (NACTO)

#### **REPORT – Current Status of Traffic Calming and School Safety Projects**

- Bob Turner, Street Department, compiled a comprehensive summary of the status of all projects and reviewed printed copies with the committee. The summary which covers all current cycles is attached to these notes.

#### **NOTICE – COMMUNITY ENGAGEMENT GRANT EVENT (poster attached)**

- Tuesday, September 10, 6:00 PM, Gonzaga University Law School
- Strong Towns Book Tour – Charles Marohn

#### **THANK YOU!**

- Colin Quinn-Hurst, the city's bicycle and pedestrian planner, substituted for Louis Mueller this evening.

**NEXT MEETING** – September 24, 2019, West Central Community Center, 6 PM

- "Finding Your Parkway" – The committee will explore in practical terms possible routes for neighborhood bike and pedestrian parkway implementations.

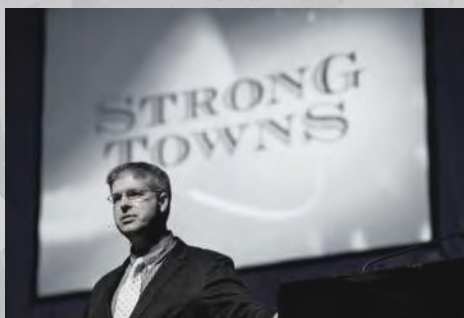


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September 10, 2019

6 - 8 pm

Gonzaga Law School

Moot Court

Thank you to our event sponsors:



# PETT Meeting 8-27-19

## Report on Traffic Calming and School Safety Programs

### **Traffic Calming:**

Cycle 6 (2016) was started in 2018 and completed in 2019

Cycle 7 (2017) was started in 2019 and is anticipated to be fully completed in 2019

Cycle 8 (2018) was approved by City Council and is anticipated to be fully completed in 2020

Cycle 9 (2019) is currently being reviewed by staff and will be presented to City Council in the Fall of 2019. Those projects that will be approved are anticipated to be constructed in 2021. Currently reviewing 21 projects.

Training for the Cycle 0? (2020) Traffic Calming program will occur in late 2019 or early 2020. Application deadline will be in the Spring of 2020.

### **School Safety:**

2018 submittals were approved by City Council and are anticipated to be constructed in 2020.

2019 submittals are being reviewed by staff and are anticipated to be presented to City Council for their review and approval sometime in the later Fall of 2019. Those projects that will be approved are anticipated to be constructed in 2021. Currently reviewing over 80 projects.

School Safety applications will be continuously received and grouped according to staff and City Council capacity. At this time, applications received will likely not be reviewed by staff and presented to City Council until 2020.

## **Cycle 6 Traffic Calming Project Summary**

For Traffic Calming Application Cycle 6 there was a total of 24 Applications received, with a total of 15 arterial and 9 residential applications.

The following is a breakdown per district, per application type:

### ***District 1:***

6 applications

- 5 Arterial
- 1 Residential

### ***District 2:***

7 Applications

- 4 Arterial
- 3 Residential

### ***District 3:***

11 Applications

- 6 Arterial
- 5 Residential

## **Cycle 6 (2016) Approved Traffic Calming Projects**

### **\*Cycle 6 approved projects to be constructed in 2018\***

(Unless otherwise noted)

### **District 1:**

#### **Chief Garry Park**

- Mission/Napa - Install and extend (lengthen existing) raised island for increased safety

#### **East Central**

- Hartson/Rebecca - High pedestrian usage. Install bumpouts ped crosswalk and signing across westerly leg of Hartson.

### **District 2:**

#### **Cliff/Cannon**

- 10<sup>th</sup>/Madison - SW Corner - Install curb ramps all 4 corners and concrete bus stop pad at SW corner along 10<sup>th</sup> Ave. frontage.
- Lewis & Clark High School - Install '20 when flashing' signs. *(Constructed in Fall 2016)*

#### **Comstock**

- 37<sup>th</sup>/Bernard - install ramps and sidewalk, no school crossing striping or signage

## **2017 Neighborhood Council Traffic Calming Approved Projects**

### **(To be constructed in 2019)**

#### District 1

- Minnehaha: Cooper Elementary, Yellow Flashing School Zone Lights (School Related Project), \$36,000.
- Whitman: Helena & Olympic, Sidewalks to be infilled on Helena from Olympic Ave. to Crown Ave (School Related Project), \$110,000.
- Whitman: N. Side of East Sanson (Whitman Elementary) sidewalk project (School Related Project), \$203,000.

#### District 2

- Comstock: 43rd & Arthur traffic circles - from 43rd three Traffic Circles, at the intersections of Garfield Street, Arthur Street and Ivory Street, \$250,000.
- Comstock: 29th & Grand – invest \$40,000 for a traffic study for this corridor, \$40,000.
- Grandview Thorpe: West side of “D” St. from 20th to 21st – Infill sidewalks, \$72,000.
- Lincoln Heights: 11th/17th & Fiske, Greenway Project (wayfinding signage, sharrows on Fiske Street and 17th Ave., marked crosswalk on the east leg of 17th Avenue and Fiske Street), \$24,000.
- Lincoln Heights: 35th Ave & Fiske Rd. – In-fill Sidewalks (School Related Project), \$48,000.
- Manito Cannon Hill: Bernard St. & 18th – Bumpouts for school crossing (School Related Project), \$48,000.
- Manito Cannon Hill: 25th & Manito Blvd – Marked crosswalk on south side of Manito Blvd. and 2 ADA ramps at each end of crossing, \$28,000.
- Rockwood: Rockwood Blvd. /Sherman Ave. – Speed feedback signs, \$22,000.
- Southgate: E. 44th Ave. & S. Freya St. – Speed feedback signs, \$22,000.
- East Central: install a marked crosswalk on the South end of the intersection of 9<sup>th</sup> Ave and Cowley St. and to remove the ADA ramps closer to the intersection of Rockwood Blvd and 10<sup>th</sup> Ave, \$21,000.

#### District 3

- Audubon/Downriver: D St. & G St. on NW Blvd. – Speed Feedback Signs, \$22,000.
- Audubon/Downriver: NW Belt St. at Shadle Center – Bike Lanes & Crosswalk (School Related Project), \$17,000.
- Emerson/Garfield: Public Montessori School – signage, crosswalk & bumpout (School Related Project), \$103,513.
- Five Mile Prairie: Strong Road & 5 Mile Rd., Asphalt Walking Path, \$187,000.
- North Hill: Lacross between Wall & Normandie (Clark Park) – In-Fill Sidewalks, \$80,000.



## RESOLUTION 2019 - 0012

A resolution regarding approval of traffic calming projects from cycle 8 (2018) applications to be paid through the Traffic Calming Measures Fund.

WHEREAS, the City Council has adopted Resolution Nos. 2014-0032 and 2010-0001 regarding the allocation of funds generated from automated traffic safety cameras.

WHEREAS, the funds generated from automated traffic safety cameras are designed for neighborhood traffic calming projects which the neighborhoods themselves apply for; and

WHEREAS, neighborhoods have worked with city staff and City Council to finalize a list from cycle 8 (2018) applications submitted to the City of Spokane. Now, therefore –

BE IT RESOLVED that the list of approved traffic calming projects for cycle 8 (2018) are as follows:

### District 1

- Chief Garry Park: Wandering sidewalk in the west end of Chief Garry Park, from Mission to Sinto, connecting to the proposed new STA City Central Line \$160,000.
- Chief Garry Park: Sidewalks on Cook St., from Nora to Mission, \$175,000.
- Nevada Heights: Interactive speed feedback signs at Nevada & Everett, \$30,000.

Total for District 1: \$365,000.

### District 2

- Browne's Addition: 2nd & Cannon – enhanced pedestrian crossing at Oak, \$20,000.
- Cliff/Cannon: Cedar & 14<sup>th</sup> – pedestrian refuge island, \$60,000.
- Grandview/Thorpe: Infill sidewalk on Milton St. from 14<sup>th</sup> to 15<sup>th</sup> Ave. \$190,000.
- Manito/Cannon Hill: Bernard & 25<sup>th</sup> – bump out and marked crosswalk, \$55,000.

Total for District 2: \$325,000.

### District 3

- Emerson/Garfield: Post St. – Waverly Pl. to Cleveland Ave. – install a marked crosswalk and Rectangular Rapid Flash Pedestrian Crossing Beacon (RRFB), \$50,000.
- Five Mile: Install infill sidewalk on Strong Road, from the proposed new Roundabout to existing pedestrian pathway that leads to Sky Prairie Park., \$100,000.
- North Hill: Post & Gordon intersection – Infill sidewalk and ADA ramps, \$80,000.
- Northwest: Interactive speed feedback signs, on Assembly approximately in front of Dwight Merkel Sports Complex, \$30,000.
- Northwest: Install infill sidewalk on the south end of Loma Vista Park, \$100,000.

Total for District 3: \$360,000.

## **2018 School Safety Program Approved Projects**

### **(To be constructed in 2020)**

#### **City Wide Projects**

- Spokane Public Schools: City wide - store and distribute multi-sport certified helmets for biking and skateboarding, \$5,000.
- GIS Mapping by City forces to add preferred routes to school to the City GIS map, \$50,000.

#### **District 1 Projects**

- Nevada Heights: Rogers High School - Perry St - Infill sidewalks from Empire to Wellesley, \$220,000.
- Whitman Neighborhood Council: Whitman Elementary, Pittsburg - Infill sidewalks from Everett to Queen, \$230,000.
- Integrated Capital Management (ICM): Pride Prep – Install a Rectangular Rapid Flash Pedestrian Crossing Beacon (RRFB) across Sprague just east of Scott Street at the existing pedestrian crossing, \$60,000.
- Spokane Public Schools: Arlington Elementary – Replace existing overhead school crossing lights and existing school 20 MPH speed zone on Francis with a 20 MPH When Flashing device, \$24,000.
- Spokane Public Schools: Arlington Elementary - Install separated sidewalks and street trees on Weile - Pittsburg to Crestline, \$225,000.
- Spokane Public Schools: Arlington Elementary - Install sidewalks and pave Vanetta - Napa to Crestline \$300,000.
- Spokane Public Schools: Rogers High School - Replace existing 20MPH school zone on Wellesley with a 20 MPH When Flashing device, \$22,000.
- Spokane Public Schools: Rogers High School – Install a new RRFB on west leg of Helena & Wellesley, \$60,000.

#### **District 2 Projects**

- Rockwood Neighborhood Council: Hutton Elementary – install a test speed hump at Garfield & 24<sup>th</sup> and perform effectiveness study, \$110,000.
- Spokane Public Schools: Lincoln Heights Elementary, move crosswalk to south leg of Freya and 22<sup>nd</sup>, \$5,000.
- Spokane Public Schools: Lincoln Heights Elementary - Install sidewalks on east side of Thor - 21st to 22nd adjust crosswalks, \$70,000.
- Spokane Public Schools: Lincoln Heights Elementary - Install sidewalks on north side of 23rd - Thor to Freya, \$145,000.
- Spokane Public Schools: Hamblen Elementary - Install sidewalks on one side of Crestline – 34<sup>th</sup> - 37<sup>th</sup>, \$200,000.



## Neighborhood Community Development Program (NCDP)

District Model Timeline - DRAFT

July 2019

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### SUBJECT:

Timeline for Neighborhood Councils to assemble and submit application packets through the District NCDP.

### 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 based on LMI (low/moderate Income) eligibility in each district. The CA requested that no action be taken until the 2020 Program Year as defined by the Community, Housing and Human Services Department (CHHS).

### DISTRICT MODEL TIMELINE:

The timeline below offers recommendations for Neighborhood Councils to assemble and begin discussing needs, priorities and goals for allocating NCDP funds by District. Districts must have their Needs, Priorities and Goals submitted to CHHS no later than Friday, October 18, 2019 (5:00 PM). CHHS will use this information to assemble a request for proposals (RFP) to develop a menu of projects/activities Districts may choose to support during the period of application.

The formal application period will start on Monday, December 30, 2019 and end on Friday, April 3, 2020. CHHS will provide mandatory NCDP training for each District during the week of January 13<sup>th</sup> 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 13 <sup>th</sup> 2020
District Letter of Funding Intent	District 1, 2, 3	Friday, February 21, 2020
<b>NCDP Application Packets Due to CHHS</b>	<b>District 1, 2, 3</b>	<b>Friday, April 3, 2020</b>

**ACTION:**

No action necessary as this briefing is for informational purposes only.

**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 allocations by District.

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

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



## Notice for a Public Hearing and Public Comment Period

**Public Hearing Date:** Wednesday, September 4, 2019  
**Time:** 4:00 P.M. to 6:00 P.M.  
**Location:** City Council Briefing Center - City Hall Lower Level  
808 W. Spokane Falls Blvd.  
Spokane WA, 99201

The City of Spokane's Community, Housing, and Human Services Department (CHHS) will hold a Public Hearing to provide information and invite public comment on the 2018 Consolidated Annual Performance and Evaluation Report (CAPER) of the 2015-2020 Consolidated Plan.

The public may comment at the Public Hearing or may forward their comments to the CHHS Department at the above address, call 625-6325, or email [spokanechhs@spokanecity.org](mailto:spokanechhs@spokanecity.org). An electronic copy of the draft can be obtained at <https://my.spokanecity.org/chhs/documents/>. Paper copies of the draft Plan will be made available upon request.

Public comments will be collected from September 4, 2019 through September 23, 2019.

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

**NON-ENGLISH SPEAKING:** The Consolidated Plan process intends, to the maximum extent feasible, to accommodate the needs of non-English speaking residents. Individuals requesting an interpreter should contact the CHHS Department. All accommodation requests should be made 72 hours prior to the public hearing, however, if a request is made within 72 hours, every reasonable effort will be made to provide an interpreter.

For further information, contact the CHHS Department at 625-6325.

## Design Review Board Report

Submitted by Kathy Lang September 2, 2019

[klang@spokanecity.org](mailto:klang@spokanecity.org) | 719-338-1632

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### 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

### City of Spokane Staff Members

Dean Gunderson

Taylor Berberich

Alex Mann has taken a position elsewhere. Alex had been tasked with staffing the Downtown Plan Update. Nathan Gwinn and Dean Gunderson will now staff the Update.

Four applications have been received for the Urban Designer board position; those applications are currently under review.

The Architect and Community Assembly Liaison positions end their term 12/31/2019. The process for filling these positions will begin soon.

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### Design Review Board Authority - Spokane Municipal Code Chapter 04.13

The design review board was 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) 1) wisely allocate the City's resources and 2) 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 provided to the appropriate decision-making party. 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, Taylor Berberich, 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. The DRB's [webpage](#) has recently been updated to include links to DRB process documentation, listed under Board Member's Manual.

[dgunderson@spokanecity.org](mailto:dgunderson@spokanecity.org)

[tberberich@spokanecity.org](mailto:tberberich@spokanecity.org)

[klang@spokanecity.org](mailto:klang@spokanecity.org)

**Project: Downtown Library**  
Recommendation Meeting August 28, 2019

**Applicants**

Renae Webster, Integrus Architecture  
Caris O'Malley, Deputy Director Spokane Public Library

**DRB Trigger**

Public project

**Project Description**

The site is located within the Riverside neighborhood at 906 W Main Avenue in downtown Spokane. It is bordered to the south by Main Avenue, Spokane Falls Boulevard to the north and west, Monroe Street to the southwest, and Lincoln Street to the east. The new CSO Park is just across Spokane Falls Boulevard to the north and northwest, directly adjacent to the new rear entrance to the library. The site is the western-most anchor to the Main Street shopping area, and has desirable views of the river out the second and third floor windows. A bus stop for multiple frequent routes is located at the northeast corner of the site, and a bus stop is proposed at the island to the south of the site, near the statue of Lincoln. 13 city trees are on the site, several of which have been damaged during construction and have been slated to be replaced. The public right-of-way for the portion of Lincoln Street adjacent to the site is approximately 20-feet east of the portion south the site, providing a long view terminus north (up Lincoln Street) to the Library's primary entrance at the SEC of Lincoln & Main. Currently there is a considerably established pedestrian desire line (rutted foot path) that runs from the subject site near the Library's southwest corner to the grassed island with the Lincoln Sculpture and plans in the future for a future bus shelter located on the island.

**Design Goals**

The new library will:

- serve as a civic anchor for Spokane, and a flagship for Spokane Public Library's shift toward next-generation library functions;
- reinvigorate the already active Library and set it up for future success as a multi-use public resource offering public access to various forms of knowledge, technology, and collaborative space;
- develop an attractive and visible entry sequence for pedestrians, vehicles, and cyclists for each of the public entrances, and connect with new and existing public spaces surrounding the site, including the to-be-built CSO park fronting the Spokane River, and;
- create various use-specific as well as flexible spaces to serve the diverse user groups that frequent the Downtown location.

**Statement of Owner, Spokane Public Library and Spokane Public Schools**

Spokane's main library is a three story, 117,000 sf Downtown Library. Built in 1995, the public library use continues to evolve and change (placing emphasis on a broader variety of learning and literacy methods). Spokane Public Libraries (SPL) considers the Downtown branch a citywide hub for next-generation library services, that reflects its central place within the Spokane community.

The reimagined Downtown Library will create a vast range of opportunities for public use from the first floor up. Key storefront spaces facing downtown streets and riverside plazas will be transformed into public spaces including a large computer lab, classroom, a new street-facing Level-Up space and cafe, along with a gallery and divisible program room with stronger indoor-outdoor connections. These spaces will be connected by an open Collaboration Commons, connecting the existing entrance and stairway to a second entrance and pedestrian plaza facing Spokane Falls Boulevard.

Controlled spaces for library materials will still begin at the second floor, where a robust marketplace will extend the retail experience of River Park Square Mall across the skywalk. A vibrant children's discovery space will overlook the new riverfront plaza. Group meeting spaces will be located on the west side of the second floor, maintaining openness and sight lines through the main area of the floor from the atrium and staff perches.

The third floor will become a special-use destination within the library. The Northwest Room will be relocated to the third floor. In addition to housing the priceless historical documents and materials within the library's collection, it will be redesigned to present the collection in a museum-like atmosphere. A new radio broadcasting station, recording studio, and video recording facility will be located adjacent to the existing lens space which hosts the recurring program "Lilac City Live". These new program spaces will introduce a creative hub for the community.

**Advisory Actions**

Based on review of the materials submitted by the applicant and discussion during the August 28, 2019 Collaborative Workshop the Design Review Board recommends the following advisory actions:

1. The applicant is encouraged to continue discussions with City Engineering to resolve and prioritize pedestrian circulation issues between the site and the CSO Plaza. In keeping with the City's Comprehensive Plan, the Design Review Board is highly in favor of prioritizing pedestrian flow over vehicular flow at this location (up to and including the future elimination of vehicle travel lanes).
2. The applicant shall return to the board a further detailed design for the enhancement of pedestrian realm elements along the building's base, along all sides of the building.
3. The Design Review Board is supportive of the West Bosque and the applicant is encouraged to further develop the concept.
4. The applicant is encouraged to further develop the Primary Building Entry's proposed treatment (located at the facility's southeast corner). The Design Review Board considers this an opportunity to fully realize the creative potential of the existing facility in a fully integrated manner.
5. The applicant is encouraged to continue discussion with City Engineering to resolve bus turning movements (northbound on Lincoln onto westbound Main), and the potential for a widened public realm along Main Street.

Additional information can be found within the August 28, 2019 Agenda Packet on the [City's DRB web page](#).

Supplementary information, summary, and audio recording of this meeting are available; please contact Dean Gunderson at [dgunderson@spokanecity.org](mailto:dgunderson@spokanecity.org).

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**Project: Shadle Library**  
Collaboration Workshop August 28, 2019

**Applicants**

Renae Webster, Integrus Architecture  
Caris O'Malley, Deputy Director Spokane Public Library

**DRB Trigger**

Public project

**Project Description**

The site is located on parcel #25011.0001 in the northwest corner of Shadle Park. The address is 2111 W. Wellesley Avenue, which falls in the Audubon/ Downriver Neighborhood. There is a bus stop on Wellesley and Belt for the STA 33 route, which operates on a 15-minute loop on weekdays, a half-hour loop on Saturdays, and hourly on Sundays. The Shadle Park Reservoir is directly south of the library, and the Shadle Aquatic Center is to the southeast. The parking lot is shared with the aquatic center, baseball fields, tennis courts and park users. Shadle shopping center is directly west of the site across Belt Street. The properties to the north across Wellesley are single family residences. Glover Middle School and Shadle Park High School are located to the southwest and southeast of the site respectively. It should be noted that Glover Middle School is slated for redevelopment in the near future, and the school building's new footprint will be located immediately adjacent to Belt Street.

**Statement of Owner, Spokane Public Library**

At 17,800 square feet, the Shadle Library is undersized for its role serving as a destination library for the north side of Spokane. The site surrounding the Library is property of Spokane Parks and Recreation and granted by agreement to host the Library. There is sufficient space immediately surrounding the existing Shadle library to accommodate an expansion to nearly double the branch's size and meet the identified level of demand for additional and next-generation library spaces and services.

Through later rounds of engagement including a community round table and advisory committee meetings, the "lens" expansion scheme was favored. This scheme relocates the Library entrance to the southern edge of the existing building. The new approach incorporates a high-volume atrium, lined with clerestory windows and opening simultaneously towards the existing park to the east and the Shadle shopping center to the West. To the south of the atrium 'Lens', a new program room and reading room would be located with views to Shadle park and the historic water tower. Within the original building footprint, new interior spaces including meeting rooms, maker/ arts/ partner rooms (A.M.P.), and a dedicated children's area create a range of distinct, age-appropriate spaces for Library patrons. Finally, a 1,000sf expansion on the north side of the existing library increases the street presence along Wellesley Avenue while creating a dedicated children's play and story time area. This new space is in turn separated from the adult area by a series of group study rooms, and a classroom for Spokane Virtual Learning and library patrons. Finally, the existing staff space would be expanded to include a new drive-up book drop at the location of the current library's entrance.

Overall, the renovated, expanded Shadle Library will greatly increase opportunities for individual growth and collaborative discovery for residents. The cumulative effect of the new additions will create distinct and engaging spaces for the range of users that frequent this location. Finally, the reinvigorated Library will transform the current location's architectural and urban character to better align with Spokane Public Library's evolving mission and identity

### **Design Goals**

The expanded library will:

- serve the needs of the broad position of Spokane's urban area;
- instill a sense of identity and community for the entire service area;
- develop a welcoming and visible entry sequence for pedestrians, vehicles, and cyclists;
- improve experiences and usability of the space for each of its distinct user groups;
- seamlessly integrate with the existing park and context, and;
- provide multiple operational modes

### **Advisory Actions**

Based on review of the materials submitted by the applicant and discussion during the August 28, 2019 Collaborative Workshop the Design Review Board recommends the following advisory actions:

1. The applicant shall further develop the idea of a community garden (perhaps at a different location).
2. The applicant shall return with a further developed concept for the landscaping and monument signage along the north and northwest frontage; which should capitalize on the relationship between this outdoor space and the adjacent interior glazed library space.
3. The applicant is encouraged to continue discussions with City Engineering and the Street Department to further pursue the development of a safe pedestrian crossing of Belt Street between the western entrance/exit and the adjacent shopping center (with its continuous sidewalk).
4. The applicant shall further develop the plazas at the east and west entries.
5. The applicant shall further develop the book drop and vehicular queuing to reduce pedestrian circulation conflicts (provide multiple views to demonstrate the refined condition).

Additional information can be found within the August 28, 2019 Agenda Packet on the [City's DRB web page](#).

Supplementary information, summary, and audio recording of this meeting are available; please contact Dean Gunderson at [dgunderson@spokanecity.org](mailto:dgunderson@spokanecity.org).

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### **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.

Wednesday, September 11

- No projects are scheduled for review. Instead, the DRB is tentatively scheduled to meet with members of City of Spokane Streets Department. The goal of this meeting will to discuss the challenges often experienced by the DRB in regard to street design as it relates to a given project. The DRB's purview does not include traffic or streets, and yet the design of a street is often a major component in the project's interaction with the public. This meeting will be to discuss such instances and limitations.

Wednesday, September 25

- Glover Middle School

**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 16<sup>th</sup> 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

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



## **Meeting Minutes**

Meeting called to order at 15:00 on 2 July 2019, by Chairman Matt Ugaldea

Attendees: Matt Ugaldea, Beth LaBar, Karen Carlberg, Cadie Olsen, Dave Obbie, Tim Kohlhauff, Guy Gifford, Katie Kosanke, Angel Spell, Christopher Savage

### **Ceremonies, Appointments, Announcements**

There is an open position on the Urban Forestry Tree Committee (UFTC) for a member-at-large.

The schedule for Park Board committee meetings will be changing in the coming months to reduce the number of meeting dates for Park Board members. Guy Gifford, Karen Carlberg and Matt Ugaldea spoke in favor of changing the CAC meeting time to follow the new UFTC schedule.

**Consent Agenda:** The minutes of the May meeting were approved as submitted

### **Reports**

- **Community Assembly:** no report
- **Staff Report:** Katie Kosanke reported
  - **Pruning work** on Manito Blvd complete, as is pruning in Wildhorse Park
  - **SpoCanopy** spring planting included 27 new trees, mostly in the NE part of town where there is much less canopy cover. Trees were also planted in the Rockwood neighborhood on the south hill.
  - Work in Wildhorse, including 11 new trees has been completed, with thanks from neighbors who appreciate the attention paid to the area. Camping under the lower limbs of the spruce trees stopped when they were pruned. Work in Rochester Heights will begin soon.
  - All 500 free trees given away this Spring were claimed by city residents
  - 56 courtesy notices were sent to residents with trees out of compliance.
  - for work on public trees are being updated. These will be shared with the committee.

**Old Business** none

**New Business**



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



- **Urban Forest Pest Readiness:** Guy Gifford and Katie Kosanke gave a short summary of a meeting they attended on 6-28, with representatives of several agencies on Urban Forest Pest Readiness. The meeting objective was to prepare a work book for communities to increase readiness for urban forest pests, such as the Emerald ash borer. Attendees felt areas with professional staff would be much better prepared for pest outbreaks, while those which lack formal programs (the county, smaller cities) would be unprepared.
  - Cadie Olsen asked if city and county “Continuity of Operations” channels might be a way to introduce this topic to the county.
  - Angel Spell said the county office of Emergency Management might be a venue, but they would likely not have the technical foundation for this type of emergency.
  - Guy Gifford reported that the current work book will address exotic pests, but not expanding populations of native pests (such as native bark beetles) or damage of unknown cause like Bigleaf maple decline occurring west of the Cascades.
- **Arboricultural specifications and standards:** This manual was last updated in 2002. It is being revised now to include updates in best practices and to make it easier for arborists contracting with the city to identify standards they must meet. Davey Resource Group worked with the city to produce this draft.
  - Matt Ugaldea asked if some parts of the manual might be too specific and interfere with the efficiency of arborists. He gave the example of requiring clean-up at the end of every day, when a several-day-job might be more efficiently cleaned up at the end of the project. Angel Spell responded that this is an attempt at balancing the needs of arborists with the safety issue of debris in rights-of-way and citizens concerned about seemingly abandoned brush piles.
  - Guy Gifford brought up language that might mislead property owners into thinking they could prune trees. Angel said the manual was aimed at contractors. Cadie suggested clarification of this in the introduction. There was discussion of how homeowners might access appropriate information.
  - Matt Ugaldea suggested putting technical definitions at the beginning instead of the end of the manual. Beth LaBar reported some technical terms appeared only in the definitions section and not in the manual.
  - Cadie Olsen suggested city utility workers would benefit from knowing these specifications as they don’t always meet these standards. With high staff turnover it would need to be done regularly for the benefit of new employees.
  - Katie Kosanke will investigate the possibility of emailing the committee a marked-up copy of the manual with proposed additions and edits from other sources.

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



- **Tree of the month:** Littleleaf linden. Matt Ugaldea shared a recent encounter with blooming lindens (also called lime trees) while taking his first trip on a Lime scooter. The committee shared locations of linden plantings for attendees to visit and experience.

**Adjournment:** The committee adjourned at 16:11



**PLANNING SERVICES**

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TO: The Community Assembly

FROM: Kevin Freibott, Planner II

DATE: September 3, 2019

RE: Information regarding the West Quadrant TIF

Dear Representatives,

At our last Community Assembly meeting the topic of the West Quadrant TIF was raised and many representatives asked that we provide some background information on the TIF. Please see the attached Frequently Asked Questions (FAQ) for some basic information about Tax Increment Financing (TIF), and the West Quadrant TIF in particular. I've also included a large map of the TIF district and the various project areas to which the TIF can contribute funds.

If you have any questions regarding the TIF, please don't hesitate to ask. My contact information is included in the attached FAQ. I've also included web links to the West Quadrant TIF page and the Neighborhood Project Advisory Committee page. Lots of good information is available there as well. Thanks and have a great day!

Sincerely,

Kevin Freibott  
Planner II, City of Spokane



## West Quadrant Tax-Increment Financing Frequently Asked Questions

### **What is Tax Increment Financing?**

Tax Increment Financing, often referred to as a “TIF”, is an economic development tool authorized under Washington State’s Community Revitalization Financing law, [RCW 39.89](#). It allows cities and counties to direct portions of future property taxes from a defined area towards payment of the costs of publicly-owned infrastructure, including streets, sewers, sidewalks, parks, and similar public improvements within that area. The public improvements are expected to encourage private development within the increment area and to increase the fair market value of real property within the increment area, leading to increased property tax revenues which are then used partly to repay the costs of those same improvements.

### **Why did the City create the West Quadrant TIF?**

The “West Quadrant Tax Increment Financing (WQTIF) District” was created by the Spokane City Council in 2007 to help finance certain public infrastructure projects within the Kendall Yards development and in the nearby neighborhoods. Some of the tax generated in the TIF district is used to fund certain public improvements in the Kendall Yards area and some is used to fund neighborhood projects outside that area. Some projects around the County Courthouse are also to be funded in part with TIF funds. The primary benefit of the TIF district is that increased property tax revenue stays within the district and funds public improvements in the same area that generated the tax revenue.

### **What kinds of projects can be funded by the TIF?**

First and foremost, TIF funds can only be spent on “[public improvements](#).” These are defined by [RCW 39.89.020\(4\)](#) and are generally limited to infrastructure (streets, roads, water, sewer, trails, parks, etc.). In order to create a TIF, the City must describe the kinds of improvements to be funded, the general location of those improvements, and the expected costs of those improvements. In the case of the WQTIF, 27 locations/types of public improvements were identified. Most of those concern improvements in the Kendall Yards developments. However, 14 are located outside Kendall Yards in the surrounding neighborhoods. Funding for those projects is recommended to the City Council by the Neighborhood Project Advisory Committee (NPAC) when those projects are made ready for development by the City. The “neighborhood projects,” those under the consideration of the NPAC, are shown in the attached map.

### **Do the neighborhoods have a voice in how TIF funds are spent?**

Absolutely! When the TIF was created, the City Council created the NPAC to provide an avenue through which neighborhood residents would be represented in the allocation of funds. The NPAC includes one primary and one alternate member from each of the three neighborhoods containing the TIF (West Central, Emerson Garfield, and Riverside). Also included are two at-large members with experience in economic development, finance, or real estate. The NPAC’s primary responsibility is to recommend to the City Council those projects that should be developed and funded in part by the TIF.

Also, residents of the City are welcome to attend NPAC meetings, currently held monthly at City Hall, and to provide written comment and testimony to the Council when NPAC recommendations are considered. Please contact the staff liaison if you have questions on the various ways you can participate.

**The TIF describes over \$15 million in neighborhood projects. Is the TIF going to fund all of those project costs?**

The TIF won't likely generate that much in funding through the life of the TIF (set to end in 2033). The TIF was never intended to fund 100 percent of all possible public improvements in the district. Rather, the TIF can provide partial funding to projects, leaving the City to secure the remaining funding from other sources. For example, the TIF recently provided \$77,000 to update Dutch Jake's Park. However, that project will cost much more than \$77,000. Additional funds were provided by the neighborhood, the State, and a large donation from the Trust for Public Land. The TIF funds were used in coordination with other funds to make that project a reality.

**What if the neighborhood wants the TIF to fund a project outside the project areas described by the TIF?**

While there are worthwhile projects that could be funded within the three neighborhoods, TIF funding can only be expended in the areas and on those types of improvements described in the [TIF Ordinance](#) (known as project areas "j" through "w"). Fortunately, the project areas described for the TIF are relatively broad and can often provide funding for unique projects in those areas that may not have been understood or thought of when the TIF was created. See the attached map for the areas the TIF can fund and the kinds of improvements in each area.

**Where can we go for more information or with questions?**

As public interest in the TIF has increased lately, City staff is working hard to update the TIF website with additional information. New materials are being added all the time. To see this site, please visit:

<https://my.spokanecity.org/projects/west-quadrant-tax-increment-finance-district/>

The Neighborhood Project Advisory Committee also has an information website, available at the following address:

<https://my.spokanecity.org/bcc/committees/west-quadrant-tax-increment-financing-neighborhood-project-advisory-committee/>

Also, the City provides a staff liaison to the NPAC. He's happy to answer your questions and can provide more detailed information on the TIF. His contact information is as follows:

Kevin Freibott, Planner II  
Department of Neighborhood and Planning Services  
**City of Spokane**  
808 W. Spokane Falls Blvd  
Spokane, WA 99201  
[kfreibott@spokanecity.org](mailto:kfreibott@spokanecity.org)  
509-625-6184

**THIS MAP WAS TOO LARGE TO EMAIL WITH THE AGENDA**

**You can access the map on the web here:**

<https://static.spokanecity.org/documents/projects/west-quadrant-tax-increment-finance-district/west-quadrant-tax-increment-financing-district-map.pdf>



AUDUBON-DOWNRIVER AND NORTHWEST  
NEIGHBORHOOD COUNCILS PRESENT

# SHADLE AREA DRAFT PLAN JOINT NEIGHBORHOOD COUNCIL MEETING

**Tuesday, September 10**  
**7:00 pm - 8:00 pm**

Shadle Public Library  
2110 W. Wellesley Ave.

**MORE INFO:**  
**[TINYURL.COM/NWADPLANNING](https://tinyurl.com/nwadplanning)**  
**[NWADPLANNING@SPOKANECITY.ORG](mailto:nwadplanning@spokanecity.org)**

**HELP SHAPE  
THE FUTURE  
OF YOUR  
NEIGHBORHOOD!**

Join the  
Audubon-Downriver and  
Northwest Neighborhood  
Councils for a special  
joint meeting to review  
the draft plan vision for  
the Shadle area. Share  
your feedback to further  
refine the concepts and  
be a part of the  
community vision.





**Please join us**  
**Sept. 19<sup>th</sup>, 5:30pm**  
**West Central Community Center**  
**Police Advisory Committee**  
**Quarterly Public Forum**

**Mission Statement/Purpose:** To act as an Advisory Board representing various community client groups to the office of the Chief of Police. To function as a sounding board for the Chief of Police regarding community needs and concerns, as well as community response to proposed police programs and procedures.





**Please join us**

**Tues. Oct 1st, 2019**

**NRO/Community Workshop  
Northeast Community Center  
4001 N Cook  
6pm-7:30pm**



# **Protecting Leaves and Adding New Trees (PLANT) Ordinance Notice of Public Meetings**



\*\*\*\*\*

**Location: West Central Community Center (1603 N. Belt St.)**

**Date: Tuesday, September 10<sup>th</sup> 2019**

**Time: 5:30pm – 7:00 pm**

**Location: South Hill Public Library (3324 S. Perry St.)**

**Date: Thursday, September 26<sup>th</sup> 2019**

**Time: 4:30pm – 6:00pm**

## **Description:**

Spokane's urban forest is a unique environmental asset to the City. Trees within the City limits produce oxygen and filter airborne pollutants, save energy costs, and reduce storm water runoff, among other benefits. The PLANT Ordinance, sponsored by Council Member Lori Kinnear, seeks to help the City achieve its goal of reaching 30% canopy by 2030 by amending Title 17 of the Spokane Municipal Code to:

- 1. Create new street tree planting requirements for RSF new construction homes abutting City planting strips**
- 2. Allow the City to undertake street tree maintenance work and charge unresponsive abutting property owners**
- 3. Require the installation of auto-irrigation systems (if not installed already) in planting strips when a property undergoes new construction**
- 4. Implement fees in lieu of planting street trees in certain circumstances**
- 5. Emphasize and clarify regulations to protect trees during construction of new or renovated buildings**
- 6. Create a new incentive-based tree retention City utility bill credit program**

**Come learn more about PLANT and provide feedback by attending one of the public meetings listed above!**

**Call 509.625.6715 with any questions.**