



Meeting Agenda for Thursday, November 7, 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: October



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	
• Including Core Values, Purpose, Rules of Order			2
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. Census Complete Count (Rachelle Bradley)	15 min (6:00)	Presentation	8
7. Engagement Grants, Final Allocations, Awards (Andy Hoyer).....	15 min (6:15)	Report/Poss. Vote	12
8. DRB Liaison Report (Kathy Lang)	20 min (6:30)	Presentation	-
9. DRB Liaison Recommendation (Paul Kropp)	10 min (6:50)	Report/Poss. Vote	13
10. PC Liaison Status (Paul Kropp)	10 min (7:00)	Report/Poss. Vote	14
11. Admin Committee Reports			
a. Nominating Committee Appointments.....	10 min (7:10)	Vote	-
b. Call for Policies and Procedures Committee (Ad Hoc?)	10 min (7:20)	Vote	-
c. Call for Subcommittee Goals	5 min (7:30)	Announcement	-
12. Neighborhood & Planning Services Update	20 min (7:35)	Oral Reports	-
• CA Meeting Location for 2020			
• Comp Plan Amendment Applications for 2020			
13. Roundtable Discussion	10 min (7:55)	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.

• CA Liaison Committee Report	16
• Neighborhood Community Development Program Application Briefing	28
• Police Advisory Committee (PAC)	30
• CA Budget Committee	31
• Admin Committee Minutes	33
• 6i Xing Stronger Neighborhoods Minutes	35
Liaisons and CA Representation on Outside Boards and Committees Reports (Liaison Committee)	
• CAC Urban Forestry Agenda/ Minutes	37
• DRBLiaison Report	41

City of Spokane WiFi Access: Login Name: **COS Guest** Password: **P7EugcFq**

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

Community Assembly Core Values and Purpose

CORE PURPOSE:

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

BHAG (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:

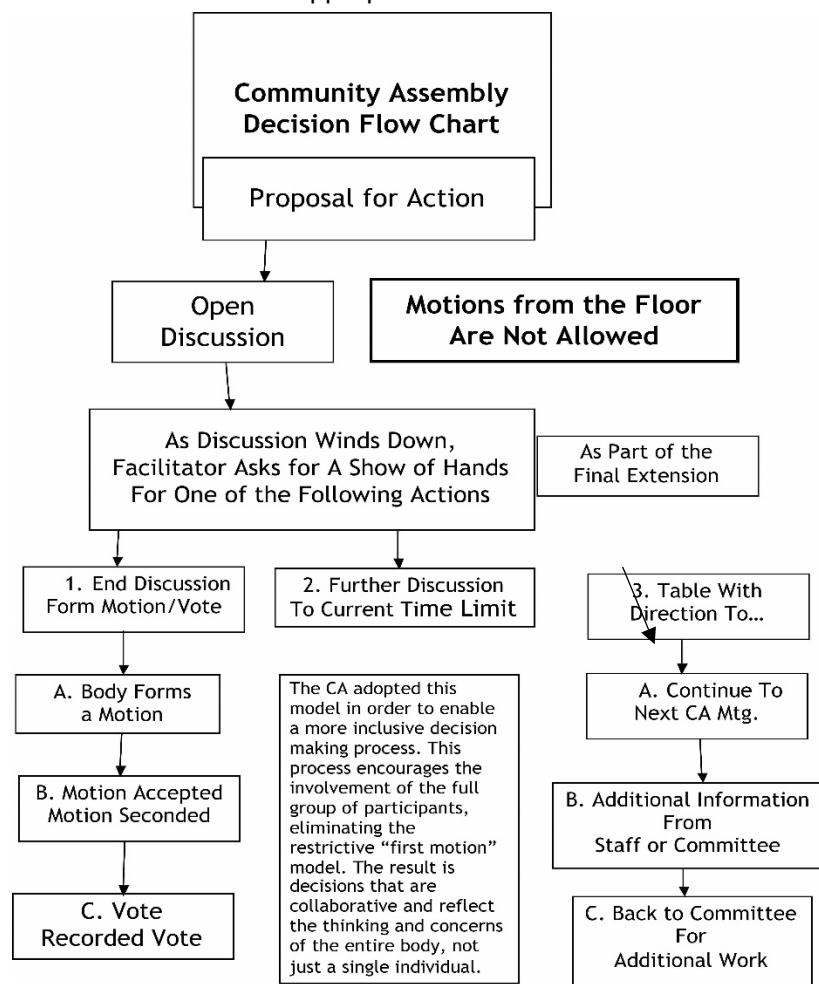
The Community Assembly fulfills its purpose, achieves its goals, and stays true to its core values by its members engaging each other and the community with honest communication and having transparent actions in all of its dealings. Community Assembly representatives are knowledgeable and committed to 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
October 3, 2019**

1. Introductions (Facilitator)**2. Proposed Agenda**

- Kelly proposed postponing Nominating Committee report until next month
- Approved as amended; unanimous

3. Approve/Amend Minutes (Facilitator)

- Approved; Bemiss abstained

Open Forum**4. Reports/Updates/Announcements**

- Community Engagement Grant: 87% of reallocation funds available. Further questions—contact Andy (ahoye@comcast.net) or Gabby (gryan@spokanecity.org)
- Emerson/Garfield Farmers Market looking for a new volunteer director (EJ is stepping down)
- Building Stronger Neighborhoods (BSN) has put together Community Assembly handbook binders over the past year with info and history. BSN plans to schedule a training for some of these resources—email coming soon.

5. City Council - City Councilmember (Scheduled: Candace Mumm; Breean Beggs attended)

- Councilmember (CM) Mumm is out of town, so CM Beggs came in her stead
- Gonzaga's leadership school: idea of designing a leadership plan for CA and commissions and boards. New GU dean has applied for grant funding. This training would include how to make an agenda, run a meeting, etc.
- Homelessness: Council passed a resolution on warming centers—they will be 24/7. Some storage and some shower access (might be off-site). Salvation Army will run a referral shelter for ~60 folks. Jewels Helping Hands will be opening a couple additional shelters—locations TBD. Also noted: CHHS's Kelly Keenan resigned.
- Co-deployed officer team police cars. Grant funding allows 2-4 more teams, which would double what we have. They divert 72% of folks from going to a mental hospital or jail.
- Sportsplex: Monday 10/7/19 is a hearing regarding vacating Cataldo Avenue.
- Saturday's [pop-up cycle track](#) (10/5/19—10/11/19).
- School Safety update—brainstorming stage. We're exploring ways to leverage money more effectively (ex: arterials can qualify for matching grants from state and federal levels).
 - Not meant to replace current program—meant to expand the options.
 - It is about the neighborhoods—their priorities and neighborhood-driven.

6. Downtown Plan Update (Nathan Gwinn)

- Andrew Rowles (Downtown Spokane Partnership) and Nathan Gwinn (City) presented
- Currently drafting up existing conditions, having public meetings, and will submit final existing conditions report, concluding in November. Final draft plan for May 2020.
- There will be multiple upcoming briefings to Plan Commission and Design Review Board.
- Oct 22, 6-8 pm: Downtown plan workshop at the Riverfront Park Pavilion interior meeting space. Will conclude with light show. Meeting information will be posted to Nextdoor.

7. Nominating Committee (Kelly Lotze)

- Postponed until next month

8. Plan Commission Liaison Applications Update (Paul Kropp)

- PC Liaison Application: deadline is next Friday (10/11/19). The Liaison Committee will interview the one applicant so far (Mary Winkes) on Thursday (10/10/19). Rachelle Bradley (previously interested) did not pursue an application due to scheduling conflicts.
- Design Review Board (DRB) position— next month Kathy Lang, the incumbent Community Assembly member on the Design Review Board will report on her experience serving on the DRB over the past three years. Kathy is interested in continuing with a 2nd term.

9. PeTT Committee—Possible Name Change (Paul Kropp)

- Name change—Committee focus. *PeTT has been exploring the concept of “greenways,” and in particular neighborhood greenways which are continuous, bike- and pedestrian-friendly routes on local access streets between and among local destinations such as schools and parks. This has led to wondering if the label, “pedestrian,” for the committee might be reconsidered because in fact the focus of the committee’s work is on what planners call “active transportation,” which are the self-powered modes of getting around on the ground by foot or by pedal-powered vehicle and that provide health and other social benefits. This initial committee discussion of this resulted in the group favoring a potential name change involving the phrase “multi-modal” not “active transportation.”*
- Car tab fees—the \$20 vehicle registration fees levied by the city fund the repair of residential streets, for which they are the only current source in the city’s budget. Initiative 976 would repeal the ability of all jurisdictions to impose such charges. It would also reduce the state’s support of public transit agencies.

10. “Putting a Face on Homelessness” (Barbara Brock)

- Presentation on homelessness and the importance of remembering people’s humanity.
- Discussion:
 - Housing vouchers—cannot go towards renting a room—it must be a whole apartment or house.
 - EnVision Center: staff shortages. 16 providers listed, but they are not always there (it is volunteer-run).
- Main themes:
 - Homeless people are people.
 - Brutal conditions.
 - Security and bathrooms are needed and critical.

11. CA Retreat Update and NUSA Budget Request

- Monday, October 14th, 9:00 AM—1:00 PM, West Central Community Center. Lunch provided
- Theme: Finding your assets and getting to work!
- Open to neighborhood folks and chairs

12. Neighborhood & Planning Services Update

- **P&P Committee Announcement (Heather Trautman)**
 - Kirsten Davis is a new employee: Business and Developer Services (BDS), 311, Neighborhood Services, and Historic Preservation.
 - New CPC will start on Oct. 21—Annie Deasy. Taking over the Community Engagement Grant

- Policies and Procedures: if you have any suggestions, send those to Kevin Freibott (kfreibott@spokanecity.org). The committee will be forming soon.
- **School Safety Program (Annica Eagle and Colin Quinn-Hurst)**
 - Really neighborhood-driven
 - Leveraging funds into larger projects
 - Neighborhood needs, school needs, and the City's needs will be layered together by a consultant to see what potential routes would look like
 - Then return to neighborhoods, school communities—anything missed?
 - Neighborhood engagement: walk audits, open houses, community workshops
 - This concept is one strategy that might make sense.
 - Discussion:
 - Children of the Sun trail—and the Walking School Bus. The CDBG funds, NCDP funds, could be other sources of partnership.
 - Bus stops included in School Safety/School Radar program
 - Existing work that the neighborhoods have done would still be part of the process.
- **[Shadle Area Plan](#) (Maren Murphy)**
 - Started in 2017 when Northwest and Audubon Downriver combined their funds
 - Project is looking at the area as a district center and how to enhance connectivity
 - Big focus on bike and pedestrian improvements. Exploring opportunities related to parks and schools and traffic calming.
 - SCJ alliance worked as consultant
 - Lots of neighborhood outreach.
 - Discussion

13. Roundtable Discussion

- Neighborhood priorities list. Those who have turned in priority lists—thank you. If they're "shovel-ready," some bureaucracy can be reduced—they can be sent on to committee.
- 2nd round of CEG starts now and ends in November. Andy is terming out, so he will need to be replaced.
- Paul Kropp, on behalf of the Liaison Committee, asked for a sense from the assembly on whether the committee should conduct an open application period or not, if Kathy Lange formally requests a reappointment to a second term on the Design Review Board. By verbal comments without dissent, the sense of the assembly was the committee should not.

Community Assembly Representatives Roll Call:

In Attendance: Northwest Minnehaha Bemiss Manito/Cannon Hill Grandview/Thorpe Hillyard Browne's Addition	Not in Attendance: Five Mile Prairie Latah/Hangman Audubon/Downriver Nevada Heights East Central Chief Garry Park Comstock
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Balboa/South Indian Trail Logan Lincoln Heights Peaceful Valley Rockwood Shiloh Hills Southgate Whitman Riverside Cliff/Cannon North Hill Emerson-Garfield West Hills West Central North Indian Trail	
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Census 2020

What Community Groups Need to Know



There is a lot at stake!

- How tax dollars are spent
- Who gets roads, schools & services
- Who is represented in government



The census takes place in Spring 2020.

The goal is to count every person living in the US wherever they are living on April 1, 2020 (all ages, regardless of immigration status).



For the first time, most people will respond online.

The census will be available in 13 languages.

CENSO
人口调查
điều tra dân số
перепись



There are fewer public resources for outreach this time, so communities need to work together to ensure a good count.



Many communities have concerns about what data is being collected and how it will be used. Learn more at the link below.

Join us in preparing for Census 2020, so we can ensure a fair, accurate and safe count.



Learn more at www.washingtonnonprofits.org/2020Census





**Census
2020**

SPOKANE COUNTY COMPLETE COUNT COMMITTEE

Census 2020 will determine how billions of Federal funds are distributed, the number of seats we have in Congress, where critical infrastructure is provided and much more. Learn more at:

[SPOKANECENSUS.ORG](https://spokanecensus.org)

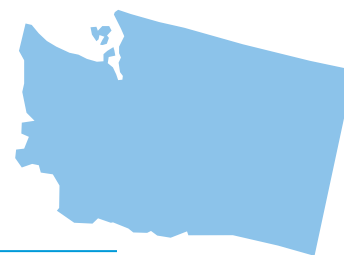


WASHINGTON

In FY2016, Washington received

\$16,676,186,274

through 55 federal spending programs
guided by data derived from the 2010 Census.



The **Counting for Dollars 2020 Project** aims to understand 1) the extent to which the federal government will rely on data from the 2020 Census to guide the distribution of federal funding to states, localities, and households across the nation and 2) the impact of the accuracy of the 2020 Census on the fair, equitable distribution of these funds.

The project has analyzed spending by state for 55 federal programs (\$883,094,826,042 in FY2016). Three types of programs are analyzed:

- **Domestic financial assistance programs** provide financial assistance – including direct payments to individuals, grants, loans, and loan guarantees – to non-federal entities within the U.S. – such as individuals and families, state and local governments, companies, and nonprofits – in order to fulfill a public purpose.
- **Tax credit programs** allow a special exclusion, exemption, or deduction from gross income or provide a special credit, a preferential rate of tax, or a deferral of tax liability.
- **Procurement programs** award a portion of Federal prime contract dollars to small businesses located in areas selected on the basis of census-derived data.

The four uses of census-derived datasets to geographically allocate funding are:

- **Define eligibility criteria** – that is, identify which organizations or individuals can receive funds.
- **Compute formulas** that geographically allocate funds to eligible recipients.
- **Rank project applications** based on priorities (e.g., smaller towns, poorer neighborhoods).
- **Set interest rates** for federal loan programs.

The two categories of census-derived datasets are:

- **Geographic classifications** – the characterization (e.g., rural), delineation (e.g., Metropolitan Areas), or designation (e.g., Opportunity Zones) of specific geographic areas.
- **Variable datasets**
 - **Annual updates** of population and housing variables collected in the Decennial Census.
 - **Household surveys** collecting new data elements (e.g., income, occupation) by using the Decennial Census to design representative samples and interpret results.



Reports of the Counting for Dollars 2020 Project:

- **Report #1:** Initial Analysis: 16 Large Census-guided Financial Assistance Programs (August 2017)*
- **Report #2:** Estimating Fiscal Costs of a Census Undercount to States (March 2018)*
- **Report #3:** Role of the Decennial Census in Distributing Federal Funds to Rural America (December 2018)*
- **Report #4:** Census-derived Datasets Used to Distribute Federal Funds (December 2018)
- **Report #5:** Analysis of 55 Large Census-guided Federal Spending Programs (forthcoming)*
- **Report #6:** An Inventory of 320 Census-guided Federal Spending Programs (forthcoming)

* Data available by state

+ Source for this state sheet

The Role of the Decennial Census in the Geographic Distribution of Federal Funds

REPORT

COUNTING FOR DOLLARS 2020:

WASHINGTON

Allocation of Funds from 55 Large Federal Spending Programs Guided by Data Derived from the 2010 Census (Fiscal Year 2016)

Total Program Obligations: **\$16,676,186,274**

Program	Dept.	Obligations	Program	Dept.	Obligations
Financial Assistance Programs		\$16,345,272,960			
Medical Assistance Program (Medicaid)	HHS	\$7,062,048,000	Community Facilities Loans/Grants	USDA	\$38,033,528
Federal Direct Student Loans	ED	\$1,336,191,946	Supporting Effective Instruction State Grants	ED	\$36,823,489
Supplemental Nutrition Assistance Program	USDA	\$1,452,893,518	Crime Victim Assistance	DOJ	\$48,821,061
Medicare Suppl. Medical Insurance (Part B)	HHS	\$1,125,500,538	CDBG Entitlement Grants	HUD	\$40,136,072
Highway Planning and Construction	DOT	\$682,958,983	Public Housing Capital Fund	HUD	\$25,002,000
Federal Pell Grant Program	ED	\$399,700,000	Block Grants for the Prevention and Treatment of Substance Abuse	HHS	\$37,784,663
Section 8 Housing Choice Vouchers	HUD	\$509,706,000	Water and Waste Disposal Systems for Rural Communities	USDA	\$15,081,100
Temporary Assistance for Needy Families	HHS	\$450,396,098	Social Services Block Grant	HHS	\$34,892,677
Very Low to Moderate Income Housing Loans	USDA	\$446,692,303	Rural Rental Assistance Payments	USDA	\$35,857,764
Title I Grants to LEAs	ED	\$242,701,346	Business and Industry Loans	USDA	\$20,180,000
State Children's Health Insurance Program	HHS	\$215,289,000	Career and Technical Education - Basic Grants to States	ED	\$20,522,876
National School Lunch Program	USDA	\$201,584,000	Homeland Security Grant Program	DHS	\$13,015,974
Special Education Grants	ED	\$230,436,683	WIOA Dislocated Worker Grants	DOL	\$20,083,489
Section 8 Housing Assistance Payments Program	HUD	\$94,646,688	HOME	HUD	\$18,607,152
Federal Transit Formula Grants	DOT	\$264,325,000	State CDBG	HUD	\$11,319,386
Head Start	HHS	\$185,682,699	WIOA Youth Activities	DOL	\$19,035,891
WIC	USDA	\$149,191,000	WIOA Adult Activities	DOL	\$16,336,037
Title IV-E Foster Care	HHS	\$86,876,649	Employment Service/Wagner-Peyser	DOL	\$14,981,703
Health Care Centers	HHS	\$125,908,671	Community Services Block Grant	HHS	\$8,957,923
School Breakfast Program	USDA	\$55,763,000	Special Programs for the Aging, Title III, Part C, Nutrition Services	HHS	\$13,844,851
Rural Electrification Loans and Loan Guarantees	USDA	\$30,782,000	Cooperative Extension Service	USDA	\$6,812,636
Public and Indian Housing	HUD	\$45,835,000	Native Amer. Employment & Training	DOL	\$1,863,823
Low Income Home Energy Assistance	HHS	\$58,728,879			
Child and Adult Care Food Program	USDA	\$47,468,000	Federal Tax Expenditures		\$288,882,613
Vocational Rehabilitation Grants to the States	ED	\$55,616,244	Low Income Housing Tax Credit	Treas	\$192,277,754
Child Care Mandatory and Matching Funds	HHS	\$78,400,000	New Markets Tax Credit	Treas	\$96,604,859
Unemployment Insurance Administration	DOL	\$92,408,000			
Federal Transit - Capital Investment Grants	DOT	\$31,610,379	Federal Procurement Programs		\$42,030,701
Child Care and Development Block Grant	HHS	\$48,074,000	HUBZones Program	SBA	\$42,030,701
Adoption Assistance	HHS	\$39,864,241			

Prepared by Andrew Reamer, the George Washington Institute of Public Policy, the George Washington University. Spending data analysis provided by Sean Moulton, Open Government Program Manager, Project on Government Oversight. | January 30, 2019

Note: The sequence of the above programs is consistent with U.S. rank order by program expenditures. (See U.S. sheet in series.)

Counting for Dollars 2020 publications and spreadsheet with above data available at <https://gwipp.gwu.edu/counting-dollars-2020-role-decennial-census-geographic-distribution-federal-funds>

For Discussion on November 7 – CA Budget Committee Items

- 1) Status of Second Round requests and disbursements - Annie**
- 2) Performance Measurements for 2019 due 3-1-2020, template forthcoming**
- 3) Final Expense Items for discussion if \$\$ remains.**
 - a. Awards?**
 - b. More tables and chairs needed?**
 - c. Safety Vests labelled “Neighborhood Council Volunteer”?**
- 4) 2020 Engagement Grant Application training will be February 10, 6:30PM West Central CC**
- 5) We need a new Budget Committee Member (I am termed out)**

Draft Minutes of the October 24, 2019 Meeting of the CA Liaison Committee

Location: Tom Sawyer Coffee

Present: Paul Kropp, Chair; Susan Burns, Kathy Lang, Melody Dunn, Andy Hoyer, Bonnie McInnis

There was a brief review of Kathy Lang's written request for another three-year term as CA Liaison to the Design Review Board, and an approving note from DRB Chair, Steven Meek. (See attached.)

We chatted with Kathy over a variety of subjects, finally unanimously endorsing her service for a second term as a member in full standing on the Design Review Board, acting as the Liaison from the Community Assembly to that board. We noted that the DRB webpage is updated on the Friday before the first Wednesday meeting of each month. Each proposed project receives two meetings, a "Collaborative Workshop" and a "Recommendation Meeting." PUDs do trigger a DRB review. Three public schools will also go through the DRB soon. Kathy will speak at the November CA meeting to review her tenure on the DRB and update on current projects. She always plans to visit or contact affected Neighborhoods.

The draft texts below were reviewed for CA presentation to the appropriate authorities for ratification and approval.

Design Review Board Liaison

The Liaison Committee recommends the Community Assembly to

- (a) continue the nomination of Kathy Lang (West Hills Neighborhood Council) for an additional term of three years to the liaison member position on the Design Review Board (DRB) provided in the Spokane Municipal Code at 04.13.025, and to*
- (b) direct the Administration Committee to inform the offices of the mayor and city council of this continued nomination and its term in an appropriate manner;*

Plan Commission Liaison

The Liaison Committee recommends the Community Assembly to

- (a) nominate Mary Winkes (Manito-Cannon Hill Neighborhood Council) for a term of three years to the liaison member position on the Plan Commission provided in the Spokane Municipal Code at 04.12.040, and to*
- (b) direct the Administration Committee to inform the offices of the mayor and city council of this nomination and of its term in an appropriate manner along with its accompanying application material.*

Respectfully submitted,

Andy Hoyer

Subject: RE: Second Term: CA Liaison to the DRB

From: "Steven Meek" <steve@stevenmeekarchitects.com>

Date: 10/23/2019 3:30 PM

To: "'Kathy Lang'" <klang0132@gmail.com>, "'Paul Kropp'" <pkropp@fastmail.fm>, "'Freibott, Kevin'" <kfreibott@spokanecity.org>, "'Gunderson, Dean'" <dgunderson@spokanecity.org>

Kathy,

That is great news! With all the new faces that have/will come on the board, it will be nice to have some experienced consistency remain on the board. DRB is lucky to have you.

Steven Meek, AIA

Phone: 509-456-2524

Website: www.stevenmeekarchitects.com



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steve@stevenmeekarchitects.com
www.stevenmeekarchitects.com

From: Kathy Lang <klang0132@gmail.com>

Sent: Wednesday, October 23, 2019 3:09 PM

To: Paul Kropp <pkropp@fastmail.fm>; Freibott, Kevin <kfreibott@spokanecity.org>; Gunderson, Dean <dgunderson@spokanecity.org>; Steven Meek <steve@stevenmeekarchitects.com>

Subject: Second Term: CA Liaison to the DRB

Hello Paul, Kevin, Dean, and Steve:

I am herewith expressing my desire to extend my service to the City of Spokane for a second 3-year term as the Community Assembly Liaison to the Design Review Board. I have given this much consideration and have landed on this decision due to my interest in Spokane's growth and development and my sincere commitment to support the neighborhoods in their engagement opportunities.

Serving the DRB, the CA, the city, and the neighborhoods has been as much an honor as it has been a challenge. Without a technical background, the learning curve has been significant. With each application, a new set of learning opportunities presents itself. More importantly, however, a new opportunity to support the neighborhoods also presents itself. I recognize what I have offered this position and can look back on points in time when I have positively affected the neighborhood's experience. Likewise, I recognize where I have room to improve and am welcome to input from the neighborhoods, the CA, and the DRB as to how the liaison position can best serve its intent.

Thank you for the opportunity I have received over the past two-plus years and for your consideration in my request to complete another three years in this role. I look forward to further conversations with you all. Please let me know what steps I need to take to move forward in this process.

Thank you,
Kathy Lang
719-338-1632

CA Liaison Committee Meeting Notes – October 10, 2019**Committee Roster**

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

Staff Liaison

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

CA Rep Select Committee Member

Andy Hoyer - Southgate
 ahoey@comcast.net / 509.536.3233

Interview – Plan Commission Liaison Position

The three committee members and Andy Hoyer convened at 9 AM in Tom Sawyer Country Coffee in the West Central neighborhood to conduct an interview with Mary Winkes, the one person to date who submitted an application for the Community Assembly's Plan Commission liaison member position. Mary Winkes is a member of the Manito-Cannon Hill neighborhood council and serves as its interim chair.

The application package includes two application forms: the standard city board and commission form and the Liaison Committee's supplementary form with its affirmation of responsibilities, plus two narrative attachments for each form. These are provided as an attachment to these notes, along with the municipal code provision for the position at SMC 04.12.040.

The chair reviewed the affirmation of responsibilities statements for the Community Assembly's Plan Commission liaison 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 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.

The succeeding discussion explored the "non-partisan" character of the Plan Commission liaison member position – the emphasis being on connection and communication about the issues that pertain to land use and development regulations that arise on an ongoing basis.

By unanimous consent the committee agreed to recommend the Community Assembly nominate Mary Winkes for the Plan Commission liaison member position to the mayor and city council at its November meeting.



MySpokane – City Hall
808 W. Spokane Falls Blvd, Spokane, WA 99201
509-625-6250

Application For Committees/Boards/Commissions

The information provided on this questionnaire will be used by the Mayor and City Council in considering your appointment.
Please complete each section, if applicable.

Date Stamp

POSITION APPLYING FOR: Plan Commission Liaison Member
Applicant's Name: Mary M. Winkes
Residence Address: 119 E. 17th Ave., Spokane, WA 99203
Mailing Address: same as above
Email: mmcspe@yahoo.com Home Phone: 509-747-3264 Cell Phone: 509-710-1918
How long have you been a continuous resident of the City of Spokane? 46 yrs.
Are you registered to vote in the City of Spokane? yes
Have you ever used or been known by any other name? Mary M. Carr

EDUCATIONAL HISTORY See attached.

High School: _____ Diploma Earned: _____
Address: _____
College/University: _____ Degree Earned: _____
Address: _____

EMPLOYMENT HISTORY See attached.

Present or Last Employer: _____ Position: _____ Dates: _____
Address: _____ Phone: _____
Previous Employer: _____ Position: _____ Dates: _____
Address: _____ Phone: _____

REFERENCES

The following individuals are qualified to comment on my capabilities. Please identify one personal and one professional reference.

Name: Claudia Parkins Relationship: retired faculty Phone: 509-924-1108
Spokane Community College
Name: Mary Ann McCurdy Relationship: friend Phone: 509-954-7143



MySpokane – City Hall
808 W. Spokane Falls Blvd, Spokane, WA 99201
509-625-6250

Application For Committees/Boards/Commissions

The information provided on this questionnaire will be used by the Mayor and City Council in considering your appointment.

Please complete each section, if applicable.

BACKGROUND INFORMATION

Describe your civic involvement in the Spokane community. See attached.

Describe why you are interested in serving on this Committee/Board/Commission. See attached.

Describe how your specific experience makes you qualified for this particular Committee/Board/Commission. See attached

UNDERSTANDING OF APPLICATION

I, Mary M. Winkes, certify that I have read and understand all questions and statements contained in this application, further, that all statements I have made herein are true and correct to the best of my knowledge and belief.

I understand that if selected for a position to serve on a Committee, Board, or Commission, that I will be required to attend a majority of the meetings held.

I understand that if selected for a position to serve, that I will be subject to the City's Code of Ethics set forth in Chapter 1.04 of the Spokane Municipal Code.

I understand that applications are subject to the Washington State Public Records Act, which provides an exemption from public inspection and copying of certain personal information as set forth in the Act.

I understand this application authorizes a reference check and hereby authorize any individual, company, or institution with whom I have been associated to furnish the City of Spokane any pertinent information concerning my employability which they may have on record or otherwise. I do hereby release the individual, company, or institution and all individuals connected therewith from all liability for any damages whatsoever incurred in furnishing such information.

NOTE: Information contrary to State laws against discrimination is not sought or utilized.

SIGNATURE OF APPLICANT: Mary M Winkes DATE: 10/2/2019

PLEASE RETURN A HARD COPY OF THIS FORM TO THE MY SPOKANE SERVICE DESK

Mary M. Winkes (formerly Carr)

119 E. 17th Ave., Spokane, WA 99203

509-747-3264 (home); 509-710-1918 (cell)

mmcsपो@yahoo.com

Educational History

B.A. Latin, with a minor in Greek, University of Washington

MA in Librarianship, University of Washington

MS in Business, Human Resources Management, Gonzaga University

Sustainable Building Advisor, National Certification

LEED Accredited Professional, Building, Design and Construction

Washington Executive Leadership Academy, Washington State Community and Technical Colleges

Librarian's Life-Time Certificate, State of Washington

Provisional Certificate, Secondary Education, State of Washington, 1972

Employment History

Faculty, Gonzaga Prep, 1973-74

Faculty, Gonzaga University, 1974-1989

Director of Learning Resources and Executive Producer of the North Idaho College Public Forum, North Idaho College, 1989-1996

Dean, Spokane Community College, 1996-2012

Executive Director, Community Colleges of Spokane District, 2012-2015

Adjunct Faculty, Sustainable Building Advisory Program, co-taught with Jim Wavada, 2012

Selected Publications

Jay Fox: Anarchist of Home, Columbia Magazine, Spring 1990: Vol. 4, No. 1, p. 3-10.

The Margin of Victory: How the Idaho Library Association Defeated an Antigay Initiative, co-authored with Barbara Greever. Library Journal, September 1, 1995, p. 136-139.

"Alphabet Soup, What Does it Spell?" *It's All About Learning: Managing Community and Other College Libraries in the 21st Century*. Libraries Unlimited, Westport, CT, 2006, p. 157-184.

The Greening of America's Libraries: LEEDing the Way, e-edition, American Library Association, 2012, co-authored with Steven Carr.

The Green Library Planner: What Every Librarian Needs to Know before Starting to Build or Renovate, Scarecrow Press, 2013.

Sustainable Design, a chapter in the book, *Creating the High Functioning Library*, edited by Marta Deyrup, ABC-Clio, published in November 2016.

Professional Organization Experience (Selected)

Washington Library Association, President, 1989-1991

Idaho Library Association, President, 1996-1997

American Library Association, Association of College and Research Libraries Board, 2006-2010

American Association of Community Colleges, member of the Board of Directors, 2004-2007

U.S. Green Building Council, Special Sets Conference Programs Committee, 2011-2013

Civic Organization Experience

KPBX Volunteer, 10 years on the Board of Directors; Bookshelf Task Force, current-

Family Promise, 2018-

Manito/Cannon Hill Neighborhood Council, Vice-Chair and Community Assembly Representative, 2015-; Interim Chair, 2016- ; *Ad Hoc* Community Assembly Policies and Procedures Committee, 2016, 2018; Community Assembly Budget Committee, 2016-

State Democratic Party Platform Committee, 3rd District representative, 2016

Warren G. Magnuson Club, Treasurer, 2016-

State Committee Member, Spokane County Democrats, 2016-

Democratic Precinct Committee Officer, 2015-

Spokane Alliance, St. Ann's Parish Representative, 2015-2017

Humanities Washington Board of Trustees, 2011-2018

St. Ann's Parish Council, 2011-2014; volunteer St. Ann's Sunday Lunch program, 2011-

Main Market Coop, Board of Directors, Treasurer, 2010-2013

Spokane Mayor's Task Force on Sustainability, 2008-2011

Shalom Feeding Program, 2008-2012

Spokane Sister Cities Association, 2008-2010

Describe why you are interested in serving on this Committee/Board/Commission.

I enjoy making a difference. In a small way, I have contributed to improving our city, and I would like to do more. For example, I have worked with Spokane city planners on traffic calming in my neighborhood over the last several years. Particularly, I have worked with the city to re-design Bernard (14th-29th), which bisects our neighborhood. When completed the street will accommodate multi-modal types of transportation and will be safer for those who walk and bike within our neighborhood.

As we look toward continued growth within the city, I would like to be a part of a commission that provides "advice and makes recommendations on broad planning goals and policies and on whichever plans for the physical development of the City" that the City Council may request by ordinance or resolution.

As a member of the Community Assembly (CA) for four years, I am willing to be a liaison to that group, bringing pertinent information to the CA from the Commission and reporting the recommendations of the Assembly to the Commission.

Describe how your specific experience makes you qualified for this particular Committee/Board/Commission.

In my long and varied career in education, I helped design several library buildings (Gonzaga University and North Idaho College). While working on my master's degree in Business, I studied strategic planning, which I used in my positions as Director/Dean/Executive Director at both North Idaho College and the Community Colleges of Spokane. I also have an interest and credentials in sustainable building and design for the future. I used these credentials to teach classes on the topic. Furthermore, I have written several books and a chapter of another book on sustainable design.

I would like to put my experience and expertise to work representing the Community Assembly on this Commission.



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Application For Committees/Boards/Commissions

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Please complete each section, if applicable.

EQUAL EMPLOYMENT OPPORTUNITY INFORMATION

(This information is voluntary and in no way affects the outcome of your application.)

POSITION APPLYING FOR: Community Assembly - Plan Commission Liaison Position

Applicant's Name: Mary M. Winkes

Sex: ☒ Female ☐ Male Date of Birth: 1/4/1950

Ethnic Origin (please select one of the following):

☐ Hispanic / Latino (Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race)

☒ White (having origins in any of the original peoples of Europe, the Middle East, or North Africa)

☐ Black / African American (having origins in any of the black racial groups of Africa)

☐ Native Hawaiian / Other Pacific Islander (having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands)

☐ Asian (having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam)

☐ American Indian / Alaska Native (having origins in any of the original peoples of North, Central, and South America, and who maintain tribal affiliation or community attachment)

☐ Two or More Races (all persons who identify with more than one of the above)

Veteran Status:

☒ Not a veteran ☐ Vietnam-era veteran

☐ Disabled veteran ☐ Any other veteran

Disability Status:

☐ Disabled ☐ Non-Disabled

COMMUNITY ASSEMBLY

Application Supplement — Plan Commission Liaison Member Position

Send city application forms and this supplement to: Office of Neighborhood Services
Attn: CA Liaison Committee / Melissa Wittstruck
808 W. Spokane Falls Blvd, Spokane WA 99201
or email applications to: mwittstruck@spokanecity.org

APPLICATION DEADLINE: October 11, 2019

PLEASE USE A SEPARATE DOCUMENT FOR LISTS AND NARRATIVES.

Name: Mary M. Winkes

Residence Address: 119 E. 17th Ave., Spokane, WA

Zip Code: 99203

Best Contact Phone: 509-747-3264 Email: mmcspe@yahoo.com

Educational Background

Higher Education: Major(s) and Degree(s): See attached.

Other Education: See attached.

Experience and Employment History

Present Employer: retired

Employment positions held and skills used or gained that relate to the PC liaison position:

See attached.

Civic and Organization Experience

List any community project, and/or community, civic, trade or professional organization in which you have been active.

Organization(s), and any skills or experiences gained that relate to the PC liaison position:

See attached.

Community project(s), and any skills or experiences gained that relate to the PC liaison position:

See attached.

PLAN COMMISSION LIAISON APPLICATION SUPPLEMENT

Page 2

Skills and Special Interests

Skills, interests and/or any other experiences gained that relate to the PC liaison position:

See attached.Neighborhood Council ConnectionWhich neighborhood council do you relate to? Manito/Cannon Hill (Interim Chair)Do you maintain voting member status in this neighborhood council? Yes ☒ No ☐

Please supply a neighborhood council reference.

Name: Wilma FlanaganPhone: 509-280-6245 Email: wilmaflanagan@gmail.comAffirmation

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 an official 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, to attend Community Assembly meetings, 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 three-year term of office, and of the time commitment required.

Signature: Mary M. WinkesDate: October 2, 2019

Title 04 Administrative Agencies and Procedures

Chapter 04.12 Plan Commission

Section 04.12.040 Liaison Members

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

Date Passed: Monday, March 2, 2009

Effective Date: Wednesday, April 8, 2009

ORD C34403 Section 4

PLAN COMMISSION LIAISON APPLICATION SUPPLEMENT

Page 2

Skills and Special Interests

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Signature: Mary M. WinkesDate: October 2, 2019

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ORD C34403 Section 4



Neighborhood Community Development Program (NCDP)

Application Briefing

November 2019

SUBJECT:

Districts 1, 2, & 3 have submitted their funding priorities for the 2020 NCDP Project Menu.

BACKGROUND:

Neighborhood councils were asked to assemble into district leadership groups during spring/summer 2019. Districts were to finalize and communicate funding needs and priorities to the Community, Housing and Human Services Department (CHHS) by October 18, 2019. CHHS received the following funding priorities from each District prior to the October 18th deadline:

- **District 1:** Housing improvements
- **District 2:** Pedestrian safety improvements and public facility disposal systems
- **District 3:** Housing, Child Care, and Senior Services

NEXT STEPS:

CHHS will issue a Request for Proposals (RFP) for partner agencies and City Departments to submit proposals to address the funding priorities listed above. The result of this partner agency RFP will be the NCDP Project Menu Application which will be made available on December 30, 2019 when the NCDP application process begins.

TIMELINE:

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

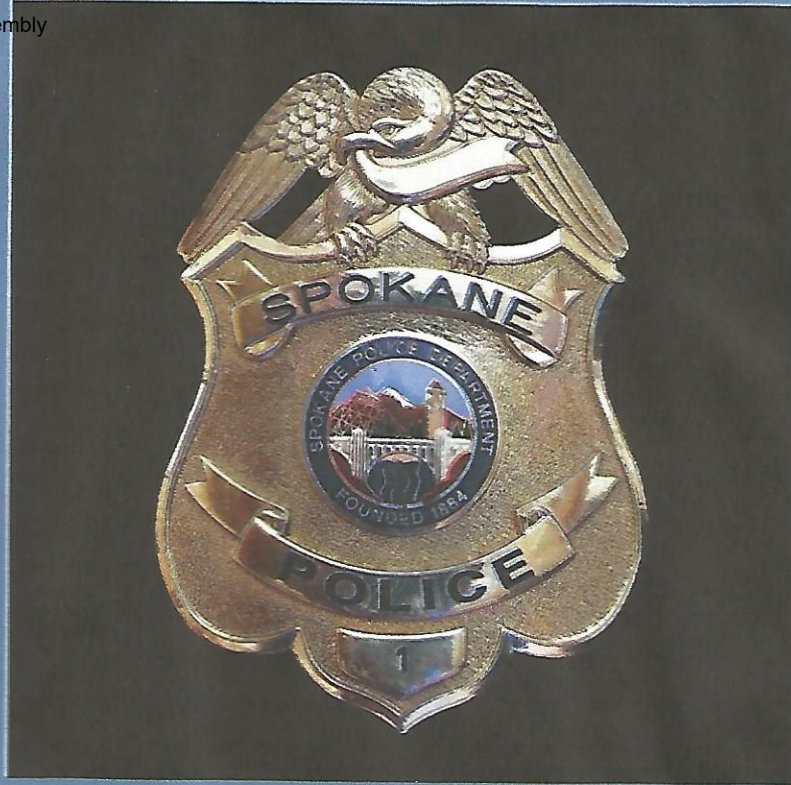
Task	Responsible Parties	Due Date
Districts Organize	All Neighborhood Councils	Spring/Summer 2019
Districts Meet	All Neighborhood Councils	Summer 2019
District Needs, Priorities, Goals Due to CHHS	All Neighborhood Councils	Friday, October 18, 2019
NCDP Menu RFP	CHHS	November/December 2019
District NCDP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

BUDGET:

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

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

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



**The Police Advisory Committee (PAC)
will be hosting a public meeting
November 21st, 2019**

5:30pm

**East Central Community Center
500 S Stone**

**A chance to have first hand engagement with
SPD**

Please Join us

***DRAFT* Community Assembly Committee Minutes: Budget Committee**
10/28/19 2:00pm, Fire Station #4

Members present: Andy Hoyer (Chair: Southgate), Mary Winkes (Manito/Cannon Hill), Mark Davies (North Indian Trail), Tina Luerssen (Secretary: Grandview-Thorpe). ONS staff liaison: Gabby Ryan, Annie Deasy (new ONS liaison for this committee).

Agenda:

1. Review/approve September 30 committee minutes. Approved by consensus.
2. Status of reallocation requests and payments: there has been very little movement here, just a few Reprographics orders placed with Gabby. Annie will send out a deadline reminder email to the NCs with a template for Performance Measure reports. No extensions past Nov. 15 deadline.
 - a. Performance Measure reports from CE Grant expenditures need to be turned in by NCs. Discussion on the most effective deadline for this report. March 1st, 2020 will be deadline for this 2019 expense cycle.
3. Last-minute allocations for December CA. Annika and Annie will be checking out the CA Checkout storage at NECC soon and will report on replacement status. Has Rosel run into any issues where there wasn't enough to grant all NC requests for equipment? Should we order Safety Vests printed with "Neighborhood Council Volunteer"?
4. Guideline Edits:
 - a. Special Event & Block Party Permit waivers: Kris Becker is the head of Neighborhood & Business Services, and our understanding is that this question is waiting on more information from her. There is "form review" needed for these forms to make them more user-friendly and clearer. Andy will call Heather again to ask her to negotiate this program with Kris.
 - i. District 1 has approval to implement Seattle-based "Play Streets" as a pilot program. Less formal than a Block Party, only for a couple of hours, in cooperation with the Streets Department which will take care of the barricades.
 - b. Facebook Ads: The Facebook Training document on the Neighborhood Resources webpage is not specific enough for this program. If CE Grant funds are to be used for Facebook advertising, the post must include the NC meeting schedule. Can Kelly work on this while he's recovering from his injury?
 - c. D&O Insurance policy wording: expense can occur anytime during the year; reimbursement must follow application & reimbursement schedule.
 - d. Postage can only be paid via Engagement Grant funds if it is mailed through the City Bulk Mail system.
 - e. T-Shirts: opinion from City Legal is that if there is an event with Volunteer "Staff", NC Volunteer shirts can be purchased for this use as long as they "draw engagement". Include NC meeting and/or contact information. Perhaps "Ask me about your Neighborhood Council"?
 - f. Schools and janitor fees: Heather's solution is to find another meeting location without a cost. Not a Grant option.

5. Andy will have 15 minutes at the November CA meeting to discuss status of second round, ideas for final expenses, 2020 Training, Budget committee member, Awards.
6. Andy and Mary are both unavailable to meet on November 25th. To have committee quorum and give ONS enough time to get final numbers together, we will meet a week later on Monday December 2nd at 6:30pm at the fire station. December meeting will be committee elections and potential approval of final CA budget requests. Andy has termed out on this committee, but the other 4 members are still available to serve in 2020. January 27th will be our first meeting of 2020, and elections will take place then.
7. 2020 Budget Training meetings: abridged training before CA on Feb. 6th, and full training at 6:30pm possibly at WCCC on Monday Feb. 17th (President's Day). Annie will investigate availability of Newton Lounge at WCCC for both dates.
8. Guidelines document will be found by Andy and/or ONS to be brought to the December 2nd meeting to be edited.
9. Meeting adjourned at 3:20pm.

DRAFT Minutes for 10/22/19 CA Admin Committee

Admin Committee Members Present: Greg Francis (Rockwood)

Others Present: Fran Papenleur (Audubon/Downriver), Chris (Balboa/South Indian Trail), Paul Kropp (Southgate)

City Staff: Kevin Freibott, Heather Trautman, Annie Deasy

--

Meeting started 12pm

Discussion of potential agenda items

- DRB, Kathy Lang (20min)

- Paul Kropp (10min each for PC & DRB Liaisons)

- Budget Committee, Andy Hoyer (15min)

- Census Count Discussion, Rachelle Bradley (15min)

- Admin Items - Nominating Committee, Policies & Procedures, Subcommittee Goals

Fran Papenleur brought up several items

- Discussion of role of the CA (e.g., supporting individual NCs on local issues, homelessness in parks, etc)

- Improving the role of the CA, including potential official positions on major topics.

- Role of CA Admin Committee (CA AC has sent letters to mayor/CC on behalf of CA in the past)

- CA taking role in creating/clarifying/reviewing ordinances

Paul Kropp had question to Heather Trautman about minutes

- Q: Does speaker get to select what the minutes say? Does city filter minutes as part of the minutes taking?

- A: Minutes are not verbatim; not intended to be

- Heather: Minutes that Paul asked for from the last CA meeting will be included in the draft minutes

- There was further discussion about CA minutes and their role

- Paul asked if draft minutes could be distributed in editable format (e.g., Word)

- Paul mentioned that CA meeting is not recorded asked if recording was possible

- Kevin ended conversation with suggestion that perhaps this could be part of policies and procedures update

CA/CC tentatively scheduled for 10/30/19

- No confirmation from any CC members yet or any CC items

- Decision was to tentatively cancel if no CC members could attend

A general request was made to ask Kathryn Alexander to report on the projects selected by the three districts in the NCDP process.

Policies & Procedures

Currently no items for changes that have come from CA members (Kevin)

Some guidance/shape to the round table discussion. There is currently no guidance in the policies. (Kevin)

Consideration of restoring/updating a grievance process. The grievance process was removed last October. (Kevin)

Clarity as to the role of the Administration Committee. A number of CA reps seems to think it operates as an executive committee while it only approves agendas.

Need to update the handbook because it's out of date

Adjourned at 1:10pm

DRAFT Community Assembly Committee: Building Stronger Neighborhoods
10/28/19 12:00PM Forza Coffee, Hamilton.

Members present: Tina Luerssen (Secretary: Grandview/Thorpe), Anne Luttrull (Emerson Garfield), Chris Flanagan (Manito/Cannon Hill), Marlene Maurer (Bemiss).
City staff: Annica Eagle, Annie Deasy (ONS).

- Committee Housekeeping
 - September meeting minutes approved.
- Committee Business
 - Neighborhood Safety Committee has updated their blog on the City website for their current theme. Gabby Ryan is the ONS liaison to that committee.
 - Annie Deasy is the new ONS CDC, liaison to West Hills, Balboa/South Indian Trail, Peaceful Valley, and Chief Garry Park. She'll be overseeing the Community Engagement Grant liaising with Budget Committee. Been with the City for 13 years, and happy to be working with people now instead of "shuffling paperwork"!
 - Brochures: The most recent ONS brochure is 2 years old, Annika would like to send out each NC's brochure to contacts and ask for input to update these. From there, this committee can work to edit the ONS/NC Programs brochure.
 - NUSA Fall Retreat was held on Monday October 14th, 2019. Attendance was around 20 people from the NCs, plus ONS staff.
 1. Discussion on other potential regional conferences for 2020, instead of sending representatives to NUSA in Little Rock, AR: Annika found Pacific Northwest Neighborhood Coordinators list and contacted folks to ask this question. People are very interested in a regional conference but concerned about cost and planning workload of hosting such an event. No regular events in this area broadly for "Neighborhoods", lots of area-specific events in Seattle/Bellevue area. When Spokane hosted NUSA around 10 years ago, we lost over \$40k on the event.
 - Topics to search for: Community Engagement, Diversity Equity & Inclusion, Increasing Attendance/Involvement. Possibly a topic for Budget Committee to discuss.
 - In the past, Neighborhoods have asked for BSN to publicize a list of NC events at the beginning of the summer. How to increase NC awareness? At the top of the Friday Update, maybe there could be a link to "Find Your NC".
 - EOY Expenses for Budget: National Barricades is the only company that has the Type 3 barricades needed for street closure for block parties. Storage is an issue, if CA were to purchase these items. Unsure if any items in storage need replacement at this moment. Annika will check this out before next BSN.
 - 2020 Committee Goals discussion:
 1. Looking into possible conference options to request funding from CA Budget for attendees. Chris suggested perhaps area

universities might have trainings on some of these topics. We could talk with Gabby Ryan and former ONS employee Abby Martin (now working in Community Engagement at GU) about what trainings they are aware of.

2. Compiling the NC Brochure info into a broader ONS Programs brochure
 3. Handbook training: possibly tagged onto the beginning or end of CA meeting, as a refresher for current reps and training for new reps.
 4. Toolkit: unable to track usage from the website. Could send out a survey to NCs to ask if/how they have used the Resources page. Add to 2020 goals: SurveyMonkey.
 5. Budget request for Neighborhood events promotion? It is simpler to do free promotion, since budget expenses need to have a performance-tracking measure and “call to action” included. Even just a flyer for CA distribution/Friday Update would be helpful to promote events between NCs. Should we have an Events “Point Person” on this committee, who can compile information from the NCs?
- Announcements & Upcoming Events:
 - Meeting location: November 25th, Chris will try for Shadle library meeting room.
 - Education & Outreach:
 - Tina will gauge interest at CA for holding a Handbook Training session during/before/after a regular CA meeting.
 - Topics for next meeting:
 - 2020 BSN Committee Goals
 - Brochure for CA/Neighborhoods programs
 - Meeting location
 - Discuss potential regional conferences to request CA Budget funds.

Next meeting: Next regular meeting will be on Monday, November 25th, 2019.

Location: Shadle Library.



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

MEETING AGENDA

CALL TO ORDER

ROLL CALL

CEREMONIES, APPOINTMENTS, ANNOUNCEMENTS

CONSENT AGENDA

COMMITTEE AND REPORTS

- Community Assembly
- Staff Report

OLD BUSINESS

NEW BUSINESS

- PLANT ordinance re-schedule date
- Heritage tree nomination
- Tree stewardship guide

ADJOURNMENT

Tree of the Month:

Paperbark Maple *Acer griseum*

Mature height 20-30'

Mature Spread 15-25'

Class 1 street tree

Attributes

- Intense red fall color
- Red exfoliating bark
- Oval or rounded form
- No serious pest problems
- Full sun to partial shade tree



Meeting Minutes

Meeting was called to order at 15:06 on 2 October, 2019 by Chairman Matt Ugaldea

Attendees: Matt Ugaldea, Cindy Deffe', Beth LaBar, Karen Carlberg, Dave Obbie, Joe Zubaly, Guy Gifford, Tim Kohlhauff, & Katie Kosanke. Guests: Toni Sharkey, Jake Miller, & Gary Jewell

Ceremonies, Appointments, Announcements

The Fall Leaf Festival will be celebrated at Finch Arboretum on October 26, from 11am -2pm.

Thank you to Bartlett Tree Experts for sponsoring the event with Spokane Urban Forestry.

Consent Agenda: Karen Carlberg moved and Cindy Deffe' seconded that the minutes be approved. The motion passed

Reports

- **Community Assembly:** no report
- **Staff Report:** Katie Kosanke reported
 - **Golf courses:**
 - Urban Forestry (UF) is consulting on the irrigation project at Esmeralda. Newer pipes are more flexible for avoiding tree root zones more easily.
 - Joe Zubaly asked for specifics on the type of product used; Katie Kosanke will follow up with the information
 - UF is working with the Golf division on a tree master plan for golf courses. The courses will then be able to prioritize and plan tree work to be done.
 - Matt Ugaldea pointed out that many golf course trees were of a similar age cohort, and this cooperative effort is needed.
 - **Pruning work** was done at Hayes, Emerson, and Rochester parks with trail installation; Rochester had a full prune. New trails were designed to 'meander' allowing for construction to avoid tree root zones. Pruning and removals were also done at Riverfront Park. Low limbs in Cowley park were pruned as well.
 - **Fall planting** schedule is packed thanks to donations and funding streams.
 - **Reforest Spokane**, 10/12/19 at two locations. The Lands Council has recruited volunteers to help plant seedlings along the Spokane river, and this year trees will be planted in downtown (Washington and 1st) where Avista Utilities has done extensive work to update utilities, renovate the area and remove unhealthy plants.

- **CAC & UFTC** each have a vacancy. Interested individuals are encouraged to apply by contacting Urban Forestry urbanforestry@spokanecity.org.

Old Business none

New Business

- **PLANTS Ordinance** Link: <https://my.spokanecity.org/projects/protecting-leaves-and-adding-new-trees-plant-ordinance/> Katie Kosanke summarized the proposed changes to the city's title 17 ordinance governing new development. The goal is to move toward the desired 30% canopy coverage of the city, by 2030. Changes include: street trees and parking strip irrigation be added to development of single-family residences; the ordinance already requires landscaping in other types of development. Parts of the public tree care ordinance (title 12) would be copied into title 17, so developers only have to look in one place. Regulations around tree protection during construction are clarified, and a new incentive program is proposed for preserving existing trees during development.
 - Cindy Deffe' asked if there were maintenance requirements for the newly planted trees. Katie answered that already existing requirements are in title 12
 - Gary Jewell asked if there were fines or penalties for letting trees die and brought up examples of dead or dying trees. Joe Zubaly answered that it's hard to determine the cause of death because of multiple contributing factors including vandalism, neglect, construction, infrastructure conflicts, environmental damage, or pests. Katie Kosanke added that UF follows an educational model rather than enforcement model. They send notifications to property owners, hoping that will improve tree care. Enforcing tree care is (prohibitively) expensive and complex. With many struggling trees in the core, the city has talked to Downtown Spokane Partnership about a way of monitoring trees to scout for drought stress or other problems before they become life-threatening.
 - Gary Jewell asked about tree species selection, referencing 6 of 9 trees planted in Peaceful Valley that died within a year. Katie Kosanke answered that there is an approved street tree list, populated with trees known to grow in this area and tolerate urban conditions. The Peaceful Valley issue had to do with poor quality trees being installed; they were replaced under warranty. Toni Starkey asked if there were any small evergreens on the street tree list. Katie replied that many smaller evergreens lack tolerance for urban conditions, like ice melt or heavy snow load, however the list is not absolute; species selection can be negotiated with Urban Forestry.

- Gary Jewell asked about the London plane trees along Spokane Falls Blvd near the Bloomsday Runners sculpture. Cindy Deffe' answered that two in the middle of the line had poor leaf color in late summer and defoliated early. Katie

Adjournment: The committee adjourned at 15:46

Design Review Board Report

Submitted by Kathy Lang November 4, 2019

klang@spokanecity.org | 719-338-1632

Design Review Board Members

Steven Meek, Architect, Chair

Kathy Lang, Community Assembly Liaison, Vice Chair

Mark Brower, Civil Engineer

Anne Hanenburg, Landscape Architect

Chuck Horgan, Arts Commission

Grant Keller, Real Estate Developer

Ted Teske, Citizen at Large

Chad Schmidt, Urban Designer

City of Spokane Staff Members

Dean Gunderson

Taylor Berberich

The Mayor nominated and the City Council appointed Chad Schmidt as the DRB's new Urban Designer. Chad will fill the remainder of the Urban Designer vacancy through 12/31/2020. His full term will then run through 12/31/2023. Chad will begin attending DRB meetings November 13.

The Architect and Community Assembly Liaison positions end their terms 12/31/2019. The process for filling these positions has begun. With the Architect position ending, the Chair position also becomes vacant. At the first meeting in January 2020, the Board will vote on a new Chair.

Design Review Board Authority - Spokane Municipal Code Chapter [04.13.015](#)

The design review board is hereby established to:

1. improve communication and participation among developers, neighbors and the City early in the design and siting of new development subject to design review under the Spokane Municipal Code;
2. ensure that projects subject to design review under the Spokane Municipal Code are consistent with adopted design guidelines and help implement the City's Comprehensive Plan;
3. advocate for the aesthetic quality of Spokane's public realm;
4. encourage design and site planning that responds to context, enhances pedestrian characteristics, considers sustainable design practices, and helps make Spokane a desirable place to live, work and visit;
5. provide flexibility in the application of development standards as allowed through development standard departures; and
6. ensure that public facilities and projects within the City's right of way (ROW) 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](#) includes links to DRB documentation and process descriptions; look under Board Member's Manual.

dgunderson@spokanecity.org

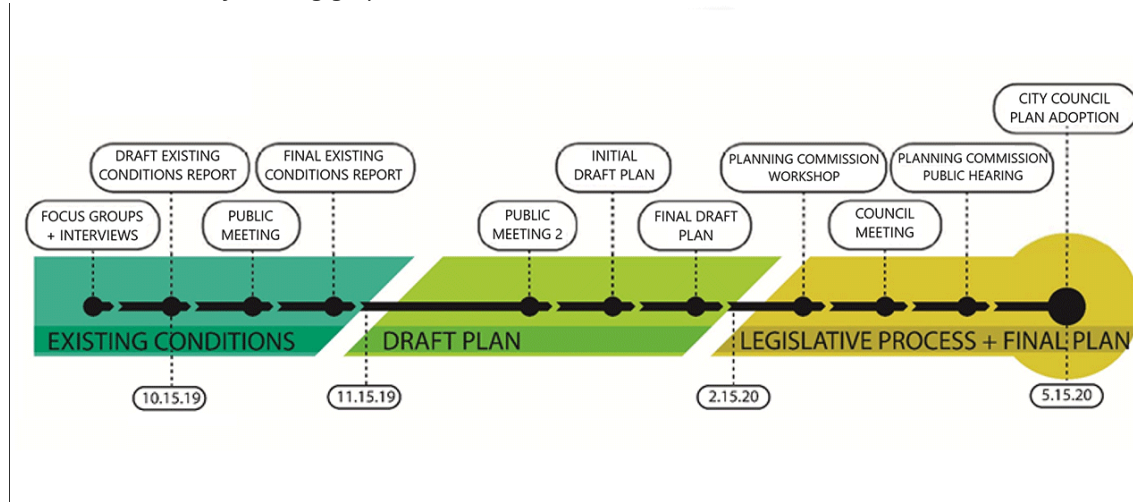
tberberich@spokanecity.org

klang@spokanecity.org

New Business

Framework, the consultant who is leading the initial public engagement effort on the [Downtown Plan Update](#), provided an overview of their work. The following is taken from the city's project page:

The new plan will fully update and replace the City's existing plan for Downtown, the Fast Forward Spokane Downtown Plan Update (2008). The existing plan is a subarea plan of the Comprehensive Plan. The City adopted the existing plan as a work in progress, with an intent to update it after about ten years. The updated plan is expected to result in a series of actions that will guide new improvements for the next ten years. The team's consultant, Framework, will lead the initial public engagement effort through spring 2020. This effort will reach a broad segment of the community and target identified groups who participate in city life Downtown, such as residents, business owners, organizations, and employees. See the proposed timeline in the following graphic.



Secretary's Report

The informal RFP for consultants for new design guidelines for public projects and structures, skywalks over public rights-of-way, and citywide or base guidelines has been finalized. It will also include the public engagement process regarding design review for Planning & Development mutual use agreements. The department will begin reaching out to consultants in the next week, and DRB members were offered the chance to participate in the scoring of chosen consultants. Kathy Lang volunteered to serve on the proposal review committee.

Project: Spokane SportsPlex

Recommendation Meeting #2: October 9, 2019

Recommendation Meeting #3: October 23, 2019

Note - This project returned to the DRB for a total of three Recommendation Meetings. The last two were in back-to-back DRB meetings, Oct 9 and Oct 23. Both meetings are represented below.

Applicant

Colin Anderson, Integrus Architecture

Project Description

The Spokane Sportsplex is a 135,000 square foot 3-story sports and event facility with a capacity to seat 3,500 spectators and built to accommodate a variety of sports and events. The facility will be owned and operated by the Spokane Public Facilities District.

The Site is located at 444 West Cataldo within the North Central area of the Riverside Neighborhood. The Sportsplex site is located adjacent to the north edge of Riverfront Park, east of Howard Street and the Spokane Arena, south of Dean Avenue and the existing Public Facilities District parking facilities, and west of Washington Street. The site is located on a 20-foot bluff of basalt overlooking the North Bank Riverfront Park playground.

Recommendations

Recommendations #2: Based on review of the materials submitted by the applicant and discussion during the October 9, 2019 Recommendation Meeting, the Design Review Board recommends the approval of the project subject to the following conditions:

1. Regarding the design departure, the applicant shall return to the board a design departure alternative that provides:
 - a. Further development of the north façade connection to the ground plane
 - b. Further development of the landscaping between the building façade and the sidewalk illustrating how it will break down the scale of the building
 - c. Proposed art installation locations and approximate sizes
 - d. A full material and color palette
2. Building Elevation Elements
 - a. The applicant shall provide renderings of the north, east, and south elevations that incorporate the articulation of the metal panels
3. Pedestrian Engagement Elements
 - a. The Design Review Board strongly supports the proposed design of the southwest corner connection to the playground, and encourages the applicant to continue to work with various parties to secure funding

Recommendations #3: Based on review of the materials submitted by the applicant and discussion during the October 23, 2019 Recommendation Meeting, the Design Review Board recommends the approval of the project subject to the following conditions:

1. The board recommends approval of the design departure as submitted.
2. As regards to meeting the Downtown Design Guidelines, the board recommends approval of the final design as submitted.

Additional information from each review of this project can be found on the [City's DRB web page](#) within the following DRB agenda packets and their corresponding meeting minutes.

- Collaborative Workshop, February 27, 2019
- Recommendation Meeting #1, April 10, 2019
- Recommendation Meeting #2, October 9, 2019
- Recommendation Meeting #3, October 23, 2019

Audio recording of this Recommendation Meeting is available; please contact Dean Gunderson at dgunderson@spokanecity.org.

Project: Central City Line

Recommendation Meeting: October 9, 2019

Applicant

Spokane Transit Authority
Daniel Wells, Dep. Dir. Capital Development

Project Description

The submitted application for the HPT describes the modular elements of the HPT network of stations, and approach to which these stations will be incorporated in to the surrounding streetscape. Additional information was submitted showing the preliminary stops and guideway improvements for the length of the Central City Line, which is the first of the HPT network lines to be constructed. The applicant submitted updated versions of the Central City Line Station Kit of Parts and CCL Station Amenity Matrix on May 10, 2018.

Location and Context

The Connect Spokane HPT Network encompasses Bus Rapid Transit Lines and HPT bus lines that provide service to most of the City of Spokane with additional routes serving Cheney, Airway Heights, Spokane Valley, and Liberty Lake.

Character Assets

The HPT station lines extend through many different types of context areas, streetscape configurations, and character areas in the downtown and historic districts. The local context should be taken into account for each stations and adjusted accordingly. The submitted application discusses proposed ideas about how the HPT stations can adapt to their local context. These ideas and other concepts voiced by the community and historic preservation officer should be considered as this project progresses.

The Central City Line (CCL) extends from Browne's Addition through downtown, Gonzaga University and north to Spokane Falls Community College. Staff has provided a table indicating what types of design

Recommendations

Based on review of the materials submitted by the applicant and discussion during the October 9, 2019 Recommendation Meeting the Design Review Board finds:

The applicant should be congratulated on their exemplary efforts to engage Spokane's neighborhoods in the planning process for the Central City Line, and should be held up as a model for future projects.

1. The Design Review Board recommends the approval of the project as submitted.

Additional information from each review of this project can be found on the [City's DRB web page](#) within the following DRB agenda packets and their corresponding meeting minutes.

- Collaborative Workshop, May 23, 2018
- Recommendation Meeting, October 9, 2019

Audio recording of this Recommendation Meeting is available; please contact Dean Gunderson at dgunderson@spokanecity.org.

Upcoming Design Review Board Meetings

The next Design Review Board 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, October 9

- Sportsplex, *tentatively scheduled - please refer to the City's Design Review Board page to confirm meeting plans*
- Central City Line, *tentatively schedule - please refer to the City's Design Review Board page to confirm meeting plans*

Wednesday, October 23

- Shaw Middle School, *tentatively scheduled - please refer to the City's Design Review Board page to confirm meeting plans*
- Central City Line (conclusion of October 9 meeting, if needed), *tentatively schedule - please refer to the City's Design Review Board page to confirm meeting plans*