



Meeting Agenda for Thursday, February 6, 2020  
 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: January 2, 2020

**Administrative Agenda**

<u>Agenda Item</u>	<u>Time</u>	<u>Action</u>	<u>Page</u>
1. Introductions (Facilitator).....	3 min (5:30)	Discussion	-
2. <a href="#">Proposed Agenda (Facilitator)</a> .....	2 min (5:33)	Approve	2
• Including Core Values, Purpose, Rules of Order			
3. <a href="#">Approve/Amend Minutes (Facilitator)</a> .....	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 Kinnear).....	10 min (5:50)	Oral Reports	-
6. Community, Housing, and Human Services (Melody Dunn).....	5 min (6:00)	Present	-
7. Administrative Committee Report (Greg Francis).....	15 min (6:05)	Discussion	-
8. <a href="#">Committee Goals Review and Approval (Kathryn Alexander)</a> .....	30 min (6:20)	Vote	7
9. <a href="#">Liaison Committee (Paul Kropp)</a> .....	15 min (6:50)	Discussion	13
10. <a href="#">Policies and Procedures (Greg Francis)</a> .....	15 min (7:05)	Discussion	15
11. Budget Committee (Mark Davies).....	5 min (7:20)	Present	-
12. Building Stronger Neighborhoods (Kelly Lotze).....	5 min (7:25)	Discussion	-
13. Neighborhood and Planning Services Update			
• Announcements.....	5 min (7:30)	Present	-
• South University District (Christopher Green).....	10 min (7:35)	Present	-
14. Roundtable Discussion.....	10 min (7:45)	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.

• <a href="#">Administration Committee</a> .....	66
• <a href="#">Budget Committee</a> .....	67
• <a href="#">Building Stronger Neighborhoods Committee (BSN)</a> .....	71
• <a href="#">Liaison Committee</a> .....	73

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

• <a href="#">Community Housing and Human Services (CHHS) Liaison Report</a> .....	77
• <a href="#">City Council Committee and Board Appointments</a> .....	79
• <a href="#">Design Review Board Liaison Report</a> .....	81
• <a href="#">Neighborhood Planning CENSUS</a> .....	86
• <a href="#">Neighborhood Planning Report/Overview</a> .....	88
• <a href="#">Plan Commission Liaison Report</a> .....	106
• <a href="#">Citizen Advisory Committee</a> .....	107
• <a href="#">Urban Forestry-Citizen Advisory Committee Liaison Report</a> .....	108

# 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:**

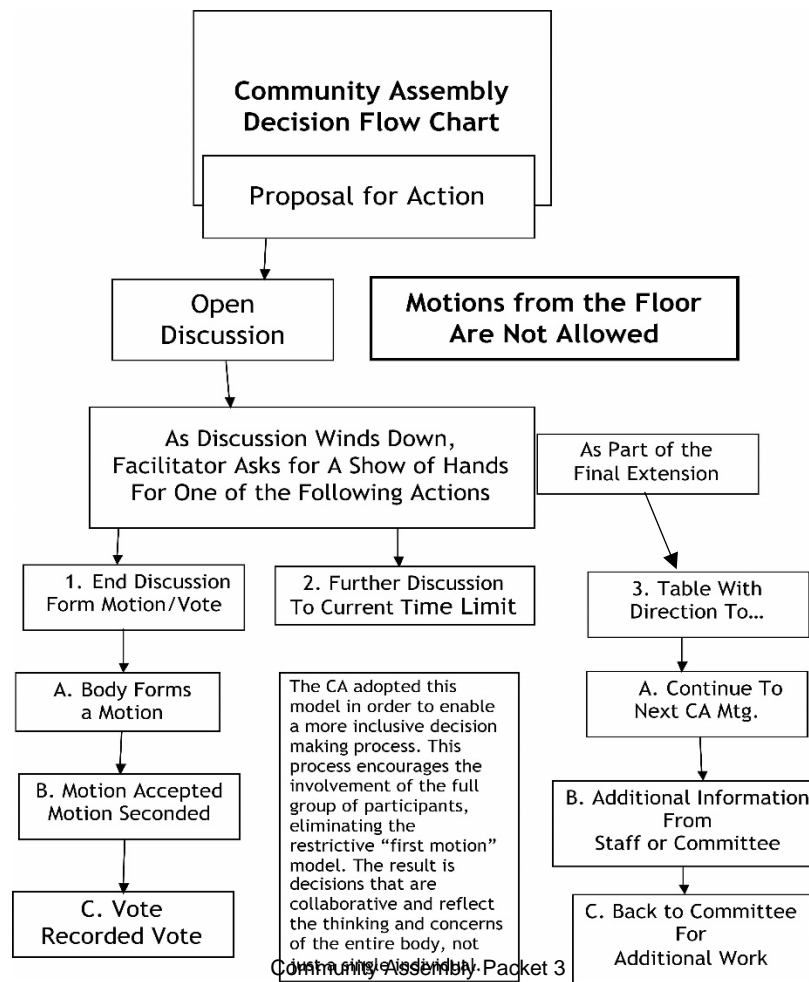
The Community Assembly fulfills its purpose, achieves its goals, and stays true to its core values by its members engaging each other and the community with honest communication and having transparent actions in all of its dealings. Community Assembly representatives are knowledgeable and committed to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

January 2, 2019

#### 1. Introductions

#### 2. Proposed Agenda

- Approved

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

- 20 approved, 1 abstention

#### 4. Reports/Updates/Announcements

##### Announcements:

- Melody Dunn:
  - There is a correction to Community Housing and Human Services (CHHS) Workshops; related to Neighborhood Community Development Program (NCDP). Those workshops are on Jan. 13 (8:30-9:30a.m.), Jan. 14 (11:30a.m.-12:30p.m.) and Jan. 15 (5:30-6:30p.m.) in the City Council Briefing Center.
  - CHHS also is seeking comment on Fair Housing Choice. Barriers to fair housing tend to impact the disabled community and the black community disproportionately; both groups are predominately tenants and not homeowners. Public comments are being accepted by George Dahl until Friday, Jan. 24 at 5p.m. The Draft Analysis of Impediments to Fair Housing can be found at this link: <https://static.spokanecity.org/documents/chhs/plans-reports/planning/draft-analysis-of-impediments-to-fair-housing-2019-11-27.pdf>.
- Paul Kropp:
  - Handed out 1 page document to the CA representatives to preview an amendment to the CA Policies and Procedures for adding a Liaison section. The Liaison Committee will propose adding this into the CA Policies and Procedures for discussion at the February CA meeting. Additionally, Paul wants CA members to review it and give him feedback before the next CA meeting.

#### 5. City Council (City Council President Beggs)

- City Council is currently reviewing applications for the District 2 City Councilmember vacancy. There were about 32 applicants who applied for the vacancy. Council will interview 5-6 applicants on Monday, Jan. 13, from 10a.m.-12p.m. in the City Council Briefing Center.
- Council President met with Mayor Woodward and one of her top priorities is to have a good relationship with City Council. Another priority that Mayor Woodward has been working on is relocating the Police Precinct from the Intermodal Center to a more centrally located spot downtown.
- Homelessness always is a top priority for the City. The City has been able to fund operating a warming center and most all of the shelters are at capacity at night in the winter. He stated that a more sustainable solution is to fund a shelter, not just a warming center.
- City Council continues to work with Neighborhood Services, Engineering, Integrated Capital Management and Streets to explore reimagining how we fund bigger traffic calming projects. Combining small projects into larger ones or looking at bigger scope projects often save the most money.
- Council Member Karen Stratton will take over as Chair for the Urban Experience Committee since Former Council President Stuckart is no longer with the City. Sustainability Action Subcommittee led by Kara Odegard and Melissa Morrison will be leading Council's stakeholder efforts related to housing issues.
- Mary Winkes (Manito/Cannon Hill) requested that the Plan Commission to intersect with housing related decisions. CP Beggs said City Council is working with Plan Commission to do that.

#### 6. Design Review Board

- Dean Gunderson, Senior Urban Designer for the Neighborhood and Planning Services Department gave a presentation on how to find the Design Review Board (DRB) materials online. Google “Design Review Board Spokane” and it will pull right up.
- There is an open position on DRB for an architect and applications are being accepted. DRB meet the same days as Plan Commission the 2<sup>nd</sup> and 4<sup>th</sup> Wednesdays of the month, starting at 5:30p.m. Meetings this year will either be in the Tribal Conference Room in the lobby of City Hall or in the Council Briefing Center.
- Whenever DRB has a project to review, they meet with each project team at least twice. The first meeting is a collaborative workshop to discuss the project with the applicant at a very early phase of design. The second meeting is review the more complete project design and to write final recommendations for the action approving authority with the city.
- Greg Francis, Rockwood: he reported that he submitted letters to the Mayor to have CA reps appointed to the Plan Commission and DRB.

## 7. Committee Goals

- Kathryn Alexander: All CA Committee goals need to be submitted before 8:30a.m. on Monday, Feb. 3, to be included in February CA packet for review/adoption.

## 8. Policies and Procedures

- Kathryn Alexander: how minutes are taken. Liaison committee and how they interact with CA. They should be in the February packet. Possibly sending out policies and procedures separately from the CA packet would be helpful.

## 9. BSN Leadership Training

- Tina Luerssen: direction related to future leadership training for CA/NC's needed from the CA.
  - Options include:
    - Send representatives to NUSA
    - Other conferences related to neighborhoods that are affordable/local
    - Leadership training program pilot offered through ONS
  - Discussion about Leadership Training and CA Fall Retreat
- Gabby Ryan:
  - Leadership Development training funded by the Community Engagement Grant is an option (Tier 1, 2, and 3 copies of slides are in this month's agenda packet). Questions and suggestions:
    - Shea Blackwell: There may some ideas for training that could be taken from the recent conferences held in Nashville or Virginia statewide.
    - Mary Winkes, Mark Davies, Luke Tolley, Tina Luerssen, and others discussed funding for training. Typically, \$4,000 from the CE Grant is set aside to send representatives to NUSA.
    - Mark, Luke, Fran Papenleur, Tina, and others: Is there money from the \$25K (that City Council plans to use as matching funds for Gonzaga's partnership) that could be used for CA or Neighborhood Leadership training? Gonzaga and City Council is still working to envision what leadership training looks like for Boards/Commissions/Committees/Neighborhood Councils/CA.
    - Fran mentioned Boise held a training that was a one day event with difference topics covered. She said it took a year to plan this program to fruition.
    - Greg liked the Tiers and topics listed, but suggested we work with BSN in case there are some things missing on the proposed workshops that NUSA covers.
    - Luke wants the potential speakers and content researched beforehand because some workshops are hit and miss.
- **MOTION:** Vote for leadership training: Motion made by Kathryn Alexander and seconded by another CA member to earmark \$4,000 from the Community Engagement Grant for the purpose of training/education for the Community Assembly and Neighborhood Councils to be determined by recommendation of BSN. In

the case that no training/education is identified in round 1 of the CE Grant funding cycle, the \$4,000 will be added to the reallocation dollars. Motion Approved: 16, Not Approved: 2, Abstention: 3

#### 10. Budget Committee Membership

- Update from Tina Luerssen: Andy's term expired in December, so Budget Committee needs one or two more volunteers. Scot Webb said he may be interested in serving and Ken Cruz from West Central also may have interest.
- The 2020 Community Engagement Grant application and training will be finalized at the next Budget Committee meeting.

#### 11. Neighborhood & Planning Services Update

- Gabby Ryan, there are three upcoming trainings and she suggested that at least one Neighborhood Council representative attend each training. The three trainings are:
  - Traffic Calming, Wednesday, Jan. 29, 6 to 7p.m. (*rescheduled from previously listed date*)
  - Community Engagement Grant, Monday, Feb. 10, 6:30 to 7:30p.m. at West Central Community Center
  - Clean-Up, City Hall Briefing Center, Thursday, Feb. 27, 6 to 7p.m. at City Hall Briefing Center.
    - Andy Hoyer requested the changes to guidelines be published prior to training.
- Dean Gunderson, design guidelines update (in the agenda packet)—the City has hired a consultant to help craft design guidelines for various projects like planned unit developments, skywalks, and public projects outside the downtown as well as city wide design guidelines.
  - Carol asked if traffic will be involved with those guideline. Dean replied that the scope was more about building and site design and not vehicle traffic, but that it was a good question.
  - Kathryn Alexander, asked if this was just for the downtown core. Dean replied that the city already has guidelines for downtown, this is for certain projects *outside* the downtown.

#### Round Table Discussion:

- Shae Blackwell (Riverside CA Rep) accepted a position as CM Cathcart's Legislative Assistant and can no longer serve as the Riverside CA Rep.
- East Central will be switching to meeting on even months only during the year.

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

**Absent:** Balboa/SIT, Chief Garry Park, Comstock, Five Mile Prairie, Latah/Hangman Valley, Minnehaha, Nevada Heights, and West Central.

**Guests:** Scot Webb, North Hill and Paul Kropp, Southgate

## CA Budget Committee

### 2020 Goals

- A. Continue to refine our process/application and timeline procedures
- B. Prepare a year-end report for the CA, Mayor and City Council to include a summary chart of all neighborhood financial activities, and several examples of expenditures. This will be delivered by April 1 of the following year.
- C. Provide a mid-year report, in July or August with the status of requests and spending.
- D. Maintain and increase neighborhood grant participation wherever possible.

## CA Building Stronger Neighborhoods Committee 2020 Goals

1. Look into possible Northwest or Spokane-based training options to request funding from CA Budget for attendees (instead of NUSA conference).
2. Compile updated NC and CA Committees Brochures into a broader ONS Programs brochure.
3. Help NCs to increase participation at the Neighborhood level, through the CA Retreat planning.
4. Hold a Handbook Training for new CA reps/NC leadership.
5. Continue discussion with ONS on having an Events Point Person to gather information from NCs on Neighborhood Events for free promotion.
6. Update the CA Handbook and request Budget funds as-needed for printing.



### **CA/CD Committee Goals 2020**

The CA/CD Committee will provide a forum for educating neighborhoods regarding Community Development and NCDP funding and make policy and other recommendations in regard to neighborhood funding, through the Community Assembly, to the CHHS Board.

1. Recommend collaboration between the neighborhoods and provide support for the 2020 funding cycle; and for the new district service delivery model.
2. Educate neighborhood councils about project goals to bring families out of poverty and revitalize low income neighborhoods.
  - Provide the CA/CD Committee and neighborhood councils Community Development Grant Funding 101 Training, if needed beyond CHHS training.
  - Tie education to sharable resources and information for neighborhood councils.
  - Provide information on district organization and project choice by district.
3. Provide information on grants or other funding sources to the neighborhood councils and districts.

DRAFT

Land Use Committee - Draft Minutes

January 16, 2020, West Central Community Center, 5:30 - 7:30

**Introductions:**

**Tirrell Black - City Planning, Kevin Freibott - City Planning, Chuck Milani - Lincoln Heights, Rachelle Bradley - Emerson Garfield, Doug Tompkins - Logan, Nicola Payette - Cliff Cannon, Antonia Sharkey - Rockwood, Terryl Black - Comstock**

Facilitator: Doug Tompkins  
Recording Secretary: Terryl Black

Agenda approved.

November 21, 2019 Minutes were approved with revisions:

The addition of attendees to the November 21, 2019 meeting. The additions are: Cliff Winga - Shiloh Hills, Katie Kosanke -City , Christopher Savage - Balboa, Chuck Milani - Lincoln Heights, Charles Hanson - Whitman, Laura Mincks - CCNC, Greg Francis - Rockwood, Robynn Sleep - Cliff Cannon, Giacobbe Byrd - City,

**Presentations:**

1. Tirrell Black, City Planning

Melissa Wittstruck has done the training for Comprehensive Plan Amendment General Training. She will present on February 13 at 6:00 - 7:30 at WCC in the Newton Lounge. A motion was made to change the February Land Use meeting to February 13, 2020 to hear Melissa's training. Motion seconded and approved.

CA will discuss Goals for the upcoming year at the next meeting.

2. Kevin Freibott, City Planning

Presentation on Private Comprehensive Plan Amendments

Kevin discussed the Annual Amendment Process:

6 private applications submitted. An ad hoc committee decides if the applications are appropriate for Comp Plan Amend, and decides if the city has the resources to make them happen. The City does not have to accept any applications. No legal requirement. Some take more than a year. CC may not accept for some reason...want a change, or applicant has not done the neighborhood notification correctly. They can tell them to come back and try again. City has only been doing this docketed CPA for private applications for a couple of years. It is continually evolving. After the application, there is a time for agency comment. Then it is sent for a 60 day public comment period. Workshops are also held during this 60 days with the Planning Commission. They look at Code and the Comp Plan as it exists. There

are open public meetings but no comment. Can write letters that are presented. Finally, hearings are held for public comment. The Planning Commission makes the recommendations to City Council. Written comments are always submitted. When CC approves, Mayor has 30 days to sign or the applications can go back to Committees. For more details please see:

2020 Applications in: Bemiss (Next to Minehaha so must give them notice), Nevada Heights, Lincoln Heights, Southgate, West Hills, Cliff-Cannon

1. 3001, 3011 & 3207 E. Liberty Ave. .85 acres Requesting change to GC. Bounded on both sides by GC
2. 6204 N. Nevada and 1015 E. Decatur want to change to General Commercial
3. 3203 & 3207 E. 29th Ave. .38 acres. Contains a house. Intersections have medians. Mostly surrounded by SF. Want to change to Office zone.
4. 3227 E 53rd Ave. 5.48 Acres. Southgate. SFR to Multi Family. 15 -30 Between 2 Centers.
5. 3004 W 8th Ave SFR - Multi Family
6. 1117 W 10th Ave, Cliff-Cannon. SFR - Multi 15 - 30. No historical value left. It has been remodeled too many times.

<https://my.spokanecity.org/projects/2019-2020-proposed-comprehensive-plan-amendments/>

There are two City Sponsored Amendments to maps

1. Proposed Amendments to the Bike Master Plan. There are approximately 15 changes. Contact Colin Quinhurst for information or comment.
2. Proposed changes to the arterial map.

### **Old Business:**

Land Use Committee Goals:

1. Continue to invite all departments with an effect on land use to present to the Land Use Committee.
2. Continue reaching out to other neighborhoods to participate on the Land Use Committee.
3. Continue 2020 Comp Plan review
4. Attend Comprehensive Plan trainings

### **New Business:**

No other rooms are available for Land Use Committee meetings. We will continue to meet in the Don Kelly room at the WCC on the 3rd Thursday of each month, 5:30 - 7:30.

Next meeting : February 13, 5:30 - 7:30.

Agenda: The Land Use Committee will attend Comprehensive Plan Training presented by Mellissa Wittstruck.

A Motion was made to add Greg Francis to the Executive Board communications. Seconded. Passed.

DATE: January 22, 2020

TO: Community Assembly Administration Committee  
communityassemblyagenda@spokanecity.org

FROM: Paul Kropp, chair  
CA Liaison Committee and CA Liaison Committee

RE: Committee Goals – Liaison and PeTT

Following instructions in an email from Kevin Friebott on Jan 7, as chair of these committees I am submitting the 2020 goal statements for the Liaison Committee and the PeTT Committee.

Preliminary note #1:

The Liaison Committee revised its 2020 goal statements as previously submitted at its monthly meeting on January 14. The revised LC 2020 goal list is below, for the information of the Community Assembly.

Preliminary note #2:

The Pedestrian, Traffic and Transportation Committee (PeTT) did not address the matter of 2020 goals or focus areas in 2019 and will not until its regular meeting on February 25. Thus the CA may consider the 2019 PeTT focus areas as continuing until the committee proposes 2020 goals – which are recited below – or set some other interim condition it may deem appropriate.

Liaison Committee 2020 Goals (1/14/2020)

- Establish a regular monthly meeting day/time
- Complete position profiles for the Community Housing & Human Services, Design Review, and Plan Commission liaison positions for approval by the Community Assembly
- Perform 3-month and annual evaluations for CA liaison appointees (CHHS, DRB, PC, Urban Forestry CAC)
- Establish reporting expectations for PeTT appointees (CTAB, PCTS)

PeTT Committee 2019 Focus Areas

- Revision of the traffic calming policy
- Speed limit modifications in certain areas
- Street standards revision process
- All-city sidewalk repair and infill program

**XI. Community Assembly Liaisons [draft proposal - 1/17]**

- A. The city council has allocated the Community Assembly (CA), in the municipal code and by resolution, membership positions on four (4) city advisory boards, commissions or committees, and two (2) to the Community Assembly's Pedestrian, Traffic and Transportation (PeTT) Committee.

These positions are considered collectively as Community Assembly liaisons. The holders of these memberships are expected to serve as communication links between their advisory panel and the Community Assembly, including the neighborhood councils affected.

B. Liaison List:

1. City Council Appointees:

a. Community Housing and Human Services Board (CHHS) Liaison Member

- Established at SMC 04.34A.030
- Voting membership Two (2) terms of three (3) years

b. Design Review Board (DRB) Member

- Established at SMC 04.13.025
- Voting membership Two (2) terms of three (3) years

c. Plan Commission (PC) Liaison Member

- Established at SMC 04.12.040
- Non-voting membership One (1) term of three (3) years, renewable once if Liaison Committee recommends

2. Community Assembly Appointees:

a. Urban Forestry Citizen Advisory Committee (UF-CAC) Members

- Established at SMC 04.28.060
- Two (2) voting memberships Two (2) terms of four (4) years each

3. PeTT Committee Appointees:

a. Citizens Transportation Advisory Committee (CTAB) Member

- Established by city council resolution TBD-RES 2010-002
- Voting membership Two (2) terms of three (3) years

b. Plan Commission Transportation Subcommittee (PCTS) Member

- Established by city council resolution RES 2014-0078
- Voting membership Three (3) year terms, renewable no limit

- C. Liaisons shall be members in good standing of a recognized neighborhood council in good standing with the CA.
- D. Liaisons shall perform the following basic responsibilities to the best of their abilities:
  - 4. Represent the neighborhoods and the Community Assembly.
  - 5. Provide a conduit for two-way communication between the CA (or PeTT Committee) and the board, commission or committee they serve on.
  - 6. Inform the CA (or PeTT Committee) of specific issues on which it may want to consider taking action.
  - 7. Make an in-person annual report at a CA meeting and monthly provide information for inclusion in the CA agenda packet.
  - 8. Any additional responsibilities are detailed in specific liaison position descriptions or profiles maintained by the Liaison Committee.
- E. Role of the Liaison Committee:
  - 1. The Liaison Committee supports and evaluates the five (5) liaisons serving on city advisory boards, commissions or committees. See the Liaison Committee's policies and procedures.
  - 2. Candidates to fill liaison positions are recommended by the Liaison Committee for selection by the Community Assembly for nomination by the mayor and appointment by the city council.
  - 3. The Liaison Committee also, upon due and timely consideration of facts and circumstances, may recommend the Community Assembly withdraw the nomination of a liaison.
- F. Role of the PeTT Committee:
  - 1. The Pedestrian, Traffic and Transportation Committee selects appointees to the two (2) board and committee memberships established by city council resolution from its own regularly-attending members who are also members in good standing of their neighborhood council. See the PeTT Committee's policies and procedures.

## Summary of Draft Changes to CA Policies and Procedures

Note: Order is by order of change through document

Note: Most significant changes are in **bold**

- Updated date of revision
- Reformatted document throughout to create more consistent structure
- Minor revisions to words throughout document (marked in color in draft)
- **Added III.F (Meetings) regarding maintenance of email list by ONS**
- **Changed order of items in Section IV (Meetings) to make more logical sense**
  - There were some minor changes of wording here but mostly changing order
- IV.D.5 modified most (now IV.E.4) – Intent is the same
- Under IV.F.5 (Quorum and Attendance), clarified it include alternates
- **Added IV.G (Minutes) to define how minutes are taken and drafts distributed**
- Corrected formatting error in V.D&E (types of committees)
- Clarified language and cleaned up VI.D (Nominations and Elections)
- **Changed start of new Admin Committee (VI.D.3) to next regular meeting of committee**
  - This was done to prevent a gap of Admin Chair in case communications are required (this occurred in 2019)
- **Deleted Section XI (Committee Policies and Procedures document)**
  - This was redundant with Section V.J. (CA Committees)
- **New Section XI (Community Assembly Liaisons) – To be discussed by Liaison Committee**
- Updated Budget Committee P&P with their submitted changes
- Updated Building Stronger Neighborhoods P&P with their submitted changes
- Reformatted all other standing committees with new format

### What wasn't changed that was brought to ad hoc committee's attention?

- Role of Administrative Committee (should its role be expanded?)
- Adding a grievance procedure back into the P&P
- Guidance on the intent/role of the roundtable discussion in the agenda
- Maintenance of the committee email lists by ONS

**Two versions of draft policies and procedures are included in packet:  
Version 1 - Shows all changes made from December 2018 version  
Version 2 - How the document appears with all changes accepted**



# Community Assembly Policies and Procedures

Amended February 2020

Approved by CA:

Deleted: Revised Dec. 2018

I. **Purpose:** The Community Assembly (CA) is a mandated coalition of recognized independent neighborhood council representatives or designated alternates (hereinafter referred to as “representatives”), recognized in Article VIII, Section 75 of the City Charter, and serves as a forum for the discussion of issues of broad interest to the neighborhoods and City.

II. **Duties and Responsibilities:** As outlined in the City Charter, the CA shall:

- A. Review and recommend an action, policy or plan to the City Council, neighborhood committees, the mayor, and any City agency, commission, or board on any matter affecting the City;
- B. Support and promote citizen participation and neighborhood enhancement;
- C. Promote and facilitate open communication between the City and neighborhood councils and provide a primary means of communication between individual neighborhood councils;
- D. Take action on items when member neighborhood councils request assistance with specific problems, or if the membership feels that a common problem requires common action;
- E. Consider all sides of issues before the Community Assembly and engage in thoughtful dialogue.

III. **Membership**

- A. Membership in the Community Assembly is available to neighborhood councils, as recognized in Article VIII, Section 73 of the City Charter.
- B. Each neighborhood council shall have one representative and an assigned alternate to participate in the absence of the representative.
- C. Each neighborhood council shall submit in writing or by email, the names of their representative and alternate to the Office of Neighborhood Services as changes occur.
- D. Each neighborhood council representative has one vote.
- E. A representative may only vote on behalf of one neighborhood at a CA meeting.
- F. The Office of Neighborhood Services shall maintain an email distribution list for communicating to the CA. The distribution list shall include, at minimum, the current email addresses for each neighborhood council’s CA representative and alternate, chair, vice-chair, and all CA committee chairs.

Deleted: :

Deleted: operate

Deleted: must



#### IV. Meetings

- A. A minimum of ten regular meetings shall be held annually.
- B. Meetings with the City Council shall be held a minimum of three times annually.
- C. Electronic recording of Community Assembly and Community Assembly committee meetings shall be allowed. If a recording is to take place, it shall be disclosed by the recorder, including members of the media, and announced by the meeting facilitator prior to the beginning of that meeting's business.
- D. 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.

#### E. Presentation and decision-making process (figure on page 3):

- 1. 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.
- 2. When a proposal for action is made, open discussion shall occur before a motion is formed by the group.

#### 3. Presentation timetable protocol:

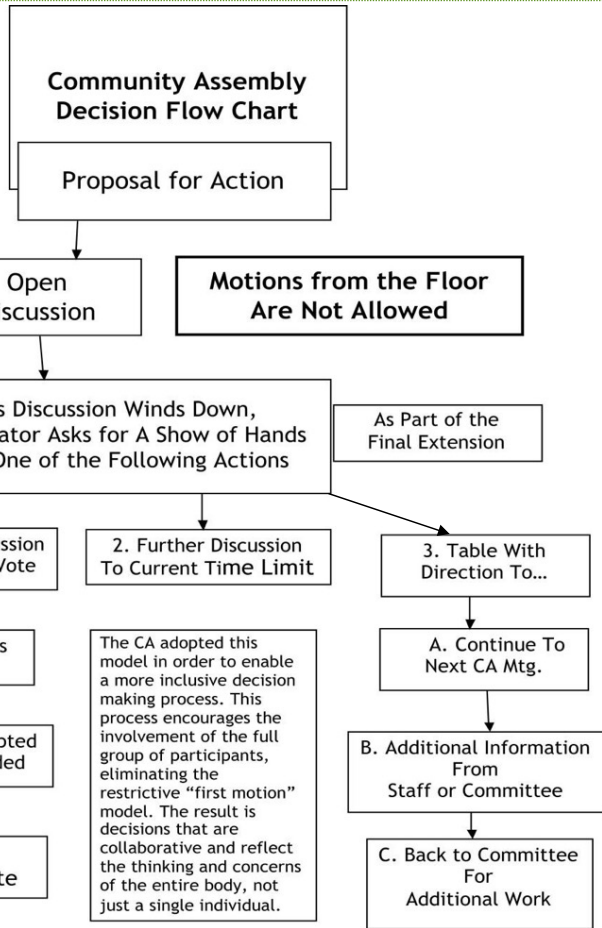
- a. When a presenter has one minute left in the time allotted, the facilitator shall raise a yellow card and indicate a verbal notice.
- b. Should any representative wish to extend the time of the presentation or comment/question period, they may make a motion to extend the time by five (5) minutes.
- c. An immediate call shall be made for a show of hands in support of the extension of time. With a simple majority (50% plus 1) concurring, the time shall be reset by the amount of time requested.
- d. Extensions shall be limited to two (2) or until a request fails to show a simple majority approval.
- e. When the allotted time has expired, a red card and verbal notice shall be given.
- f. As part of a 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:
  - 1) End discussion and move into forming the motion and voting,
  - 2) Further discussion,
  - 3) Table discussion with direction,
  - 4) Request time to continue discussion at next CA meeting,
  - 5) Request additional information from staff or CA committee, or
  - 6) Send back to the appropriate CA committee for additional work.

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4. Other questions regarding the conduct of the meeting shall be decided by the facilitator. If someone speaks out of turn or disrupts the meeting, the facilitator shall rule that person out of order. If anyone objects to any decision by the facilitator, that person may challenge the ruling of the facilitator. When this occurs, each representative and the facilitator may speak to the challenge once and for only one minute. Debate is then ended and a vote is taken immediately to either uphold or reject the decision of the facilitator.

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F. Quorum and attendance:

1. A quorum is defined as a simple majority (50 percent + 1) of those neighborhood representatives that have attended regularly. If the neighborhood representative has been absent for two or more consecutive meetings, they are not counted in the quorum. Once the representative attends again, he/she is added to the number on which a quorum is established.
2. An abstention records a member's attendance but neither a "yes" or a "no" vote.
3. Attendance is defined as the representative's or alternate's presence for the duration of the agenda.
4. Absent neighborhood council representatives shall be noted in the CA minutes.
5. If neither a neighborhood council's representative or alternate is present for two consecutive meetings, the Administrative Committee shall notify that neighborhood council's executive committee of the absences. (See Section VI.A.3.)

G. Minutes

1. Minutes of the CA meetings, which are the official record of the CA proceedings, shall be prepared by the Office of Neighborhood Services.
2. All discussions and actions by the CA shall be documented in the minutes, with all motions and votes documented verbatim.
3. As soon as practical, allowing time for adjustment, a draft of the minutes shall be distributed to the CA email distribution list as information to the neighborhood councils and for review and comment by attendees. A final draft shall be included in the next CA packet for approval at the next monthly meeting.
4. The approved minutes shall be published on the Office of Neighborhood Services website for use by the CA neighborhood council representatives, the neighborhood councils, and the public.

V. CA Committees

- A. The function of CA committees shall be to research or address issues that may impact neighborhoods or those designated by the CA and report their findings and proposed recommendations to the CA for appropriate action.
- B. All committees must include a minimum of three (3) assigned representatives in order to have standing.
- C. When a committee is initially established by the CA, one of the representatives shall be appointed the interim chairperson by the CA. At the first committee meeting, there must be an election of officers.
- D. Types of committees:

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<#>When a presenter has one minute left in the time allotted, the facilitator shall raise a yellow card and indicate a verbal notice. ¶  
<#>Should any representative wish to extend the time of the presentation or comment/question period, they may make a motion to extend the time by five (5) minutes. ¶  
<#>An immediate call shall be made for a show of hands in support of the extension of time. With a simple majority (50% plus 1) concurring, the time shall be reset by the amount of time requested. ¶  
<#>Extensions shall be limited to two (2) or until a request fails to show a simple majority approval. ¶

**Deleted:** <#>After two (2) extensions, if a motion is on the table, the facilitator shall call for a vote on the motion. The CA can approve, not approve, or table the discussion. ¶  
<#>If there is no motion on the table, a request may be made to either reschedule the presenter to a later meeting, or ask the presenter to stay and finish at the end of the agenda. ¶  
<#>When the allotted time has expired, a red card and verbal notice shall be given. ¶

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<#>Council of his/her absence. (See Section VI.3.) ¶

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V. CA Committees ¶  
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1. Standing committees are established by the CA for ongoing work to address citywide neighborhood issues.
2. *Ad hoc* committees are established by the CA to address specific issues that do not fit within the charge of any standing committee. An *ad hoc* committee, e.g. a grievance committee, shall sunset after its work has been completed.

E. The CA shall have the following standing committees:

1. Administrative
2. Budget
3. Building Stronger Neighborhoods (BSN)
4. Community Assembly/Community Development (CA/CD)
5. Land Use (LUC)
6. Liaison
7. Pedestrian, Traffic and Transportation (PeTT)
8. Neighborhood Safety

F. Membership and Officers/Terms

1. In addition to the CA representative, committee membership shall be open to all interested Spokane residents and representatives of agencies, businesses, government, organizations and property owners.
2. Each committee shall have a minimum of two (2) elected officers. These officers shall be a chairperson and secretary.
3. Officers shall be elected at the first meeting of the committee and as determined by the committee thereafter.
4. Each officer of the committees must be a member of a neighborhood council.

G. Committees shall follow the CA's decision-making process. (See Section IV.E.)

H. Committees shall present a report to the CA on a quarterly basis or more often if requested by the CA. Each standing committee shall be encouraged to present a report in person to the CA at least once a year.

I. Recommendations from a committee shall be presented to the CA for the CA to determine appropriate action.

J. Standing Committee Policies and Procedures:

1. Each committee will complete/review/modify a Policy and Procedures Committee document in accordance with the Committee Policies and Procedures Template prior to the November CA meeting and submit the revised

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document to the *ad hoc* Policies and Procedures Committee for inclusion in the main document.

2. The document shall include its charge, goals, membership, meeting times, officers and terms, reporting, decision-making process and calendar. (See addendum titled "Committee Policies and Procedures Template.")

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## VI. Administrative Committee

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### A. Duties: The Administrative Committee shall:

1. Set CA meeting agendas. In the time between an Administrative Committee meeting and the next scheduled CA meeting, the Administrative Committee may adjust the draft agenda through email discussion and vote.
2. Sign CA communications.
3. Notify neighborhood council executive committees of the absences of a representative at regular CA meetings. (See Section IV.F.3.)
4. Keep and maintain a yearly calendar of recurring CA business and events.
5. Manage the use of the City Council placeholder position.

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### B. Positions:

1. There shall be five positions. An individual may serve only two terms in any one position.
2. The Chairperson shall serve as the contact person, spokesperson and signatory for the CA.
3. The Vice Chairperson shall act as the Chairperson in the absence of the chairperson.
4. The Secretary shall record minutes and keep attendance of Administrative Committee meetings.

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### C. Qualifications: Members of the CA Administrative Committee must:

1. Be a currently serving CA representative
2. Have attended at least six (6) regular CA meetings within the last two (2) years.
3. Agree to serving at least one full term.

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### D. Nominations and Elections:

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1. An *ad hoc* Nominating Committee shall be formed each September and be composed of three (3) representatives selected by the CA.
2. Representatives serving on the Nominating Committee are not eligible to be nominated for the Administrative Committee.

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3. Assumption of duties: The newly elected Administrative Committee members will assume office and duties at the next regular meeting of the Administrative Committee.

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4. Nominating Election Time Frame:

a. ~~September~~ – ~~Form~~ Nominating Committee.

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b. ~~October~~ – Bring back a qualified pool of potential candidates.

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c. ~~November~~ – Vote by CA for Administrative Committee members.

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E. Term Limits:

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1. An Administrative Committee member may serve for a maximum of three (3) consecutive one-year terms.

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2. A one-year break in service from the Administrative Committee will allow qualified candidates to be nominated.

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F. Replacement of Administrative Committee members:

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1. In the case of a vacancy, the CA shall elect a replacement at the earliest convenience from a qualified pool of candidates. (See Section VI. D.)

2. If the vacated position is the chairperson, the vice chairperson shall assume the chairperson’s position and a replacement vice chairperson will be appointed by the Administrative Committee.

**VII. Use of Community Assembly Logo,**

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A. The Community Assembly logo is only to be used under the following circumstances:

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1. By the chair of the Administrative Committee for official CA business,

2. By a vote of the CA,

3. By Office of Neighborhood Services, on behalf of the CA, for official CA communications and publication, or

4. By CA committee chairs and secretaries for CA committee minutes and agendas.

B. Committee proposals not yet approved by the CA may use the logo accompanied by a “DRAFT” watermark on the document.

C. Use of the logo otherwise is not allowed without permission of the CA membership or Administrative Committee.

**VIII. CA Placeholder on the City Council agenda**

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A. The Community Assembly placeholder on the City Council agenda shall be used for reports and statements that have received majority approval of the CA.

B. Any committee or group of neighborhoods who has prepared a position paper on behalf of the CA, may request of the Administrative Committee time on the CA

agenda in order to present the paper, seeking feedback and approval. Once approved, the committee or group may represent the CA at a City Council meeting, when appropriate.

- C. The Administrative Committee will notify the City Council of the use of the placeholder.
- D. In the case of time-sensitive issues, the Administrative Committee may approve a position paper/report by four (4) affirmative votes and allow the use of the placeholder position at a City Council meeting. In this instance, the report will not be considered to be representative of the entire CA, and such will be stated to the City Council. This action will be reported at the next CA meeting.

**IX. Boundary Changes:** The affected neighborhoods shall reach a mutually agreeable resolution to any proposed boundary change(s). No recommendation shall be presented to the CA without an agreement between or among the respective neighborhoods.

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**X. Amendments**

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- A. Establish an *ad hoc* CA Policies and Procedures Review Committee in November of each year.
- B. Present a written report including any amendments to the approved policies and procedures to the CA in February of each year.
- C. A vote to approve any amendments will occur at the following regularly scheduled meeting.
- D. Amendments require a 2/3 affirmative vote.
- E. The formal amendment process described herein does not apply to the Committee Policies and Procedures documents.

**XI. Community Assembly Liaisons**

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A. The city council has allocated the Community Assembly (CA), in the municipal code and by resolution, membership positions on four (4) city advisory boards, commissions or committees, and two (2) to the Community Assembly's Pedestrian, Traffic and Transportation (PeTT) Committee.

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These positions are considered collectively as Community Assembly liaisons. The holders of these memberships are expected to serve as communication links between their advisory panel and the Community Assembly, including the neighborhood councils affected.

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B. Liaison List:

1. City Council Appointees:

a. Community Housing and Human Services Board (CHHS) Liaison Member

1) Established By: SMC 04.34A.030

2) Term: Up to two (2) terms of three (3) years each

Deleted: , reporting, decision-making process and calendar. (...)

**Section XI to be discussed by Liaison Committee**

- 3) Voting Status: Voting
  - b. Design Review Board (DRB) Member
    - 1) Established By: SMC 04.13.025
    - 2) Term: Up to two (2) terms of three (3) years each
    - 3) Voting Status: Voting
  - c. Plan Commission (PC) Liaison Member
    - 1) Established at SMC 04.12.040
    - 2) Term: Up to two (2) terms of three (3) years each
    - 3) Voting Status: Non-Voting
- 2. Community Assembly Appointees:
  - a. Urban Forestry Citizen Advisory Committee (UF-CAC) Members
    - 1) Established By: SMC 04.28.060
    - 2) Term: Two (2) voting memberships of up to two (2) terms of four (4) years each
    - 3) Voting Status: Voting
- 3. PeTT Committee Appointees:
  - a. Citizens Transportation Advisory Committee (CTAB) Member
    - 1) Established By: city council resolution TBD-RES 2010-002
    - 2) Term: Up to two (2) terms of three (3) years each
    - 3) Voting Status: Voting
  - b. Plan Commission Transportation Subcommittee (PCTS) Member
    - 1) Established By: city council resolution TBD-RES 2014-0078
    - 2) Term: Three (3) year terms, renewable indefinitely
    - 3) Voting Status: Voting
- C. Liaisons shall be members in good standing of a recognized neighborhood council in good standing with the CA.
- D. Liaisons shall perform the following basic responsibilities to the best of their abilities:
  - 1. Represent the neighborhoods and the Community Assembly.
  - 2. Provide a conduit for two-way communication between the CA (or PeTT Committee) and the board, commission or committee they serve on.
  - 3. Inform the CA (or PeTT Committee) of specific issues on which it may want to consider taking action.



4. Make an in-person annual report at a CA meeting and monthly provide information for inclusion in the CA agenda packet.
5. Any additional responsibilities are detailed in specific liaison position descriptions or profiles maintained by the Liaison Committee.

E. Role of the Liaison Committee:

1. The Liaison Committee supports and evaluates the five (5) liaisons serving on city advisory boards, commissions or committees. See the Liaison Committee's policies and procedures.
2. Candidates to fill liaison positions are recommended by the Liaison Committee for selection by the Community Assembly for nomination by the mayor and appointment by the city council.
3. The Liaison Committee also, upon due and timely consideration of facts and circumstances, may recommend the Community Assembly withdraw the nomination of a liaison.

F. Role of the PeTT Committee:

1. The Pedestrian, Traffic and Transportation Committee selects appointees to the two (2) board and committee memberships established by city council resolution from its own regularly-attending members who are also members in good standing of their neighborhood council. See the PeTT Committee's policies and procedures.

**Addendum - Committee Policies and Procedures Template**

- I. Charge:**
  - II. Goals:**
  - III. Membership:**
  - IV. Meeting Times:**
  - V. Officers and Terms:**
  - VI. Reporting:**
  - VII. Decision-Making Process:** Refer to the CA Policies and Procedures.
  - VIII. Calendar:**
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Addendum-Template

Addendum – Standing Committees Policies and Procedures

Administrative – Defined in Section VI of CA Policies and Procedures

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**A. Budget Committee Policy and Procedures (January 2020)**

1. **Our Mission/Charge:** To assist Neighborhood councils financially through the budget process and by doing so to support and develop themselves to better serve their neighborhoods.

2. **Duties:**

a. The fundamental responsibility of the Committee is to encourage and assist the Neighborhoods in applying to the Office of Neighborhood Services (ONS) for Engagement Grant funds allocated by the City Council for neighborhood use in building capacity and participation in Neighborhood activities. Final approval for specific uses of individual neighborhood funds is decided by the ONS. Members of the Committee shall keep in contact with their assigned neighborhoods to encourage completing applications and spending their approved allocations.

b. The Committee encourages independent neighborhood funding, in addition to the ONS grants of all Neighborhood Council activities. However, the Budget Committee shall not be responsible for independently funded programs wholly generated within a neighborhood.

c. Each neighborhood shall be assigned to a Committee member as liaison. Each Committee member shall be assigned no fewer than five neighborhoods, unless the Committee has more than five members. Support shall include monitoring the budget-related activities of each neighborhood. Each neighborhood shall be instructed to assign a single individual as a contact point for all grant communications.

d. The Committee shall design and revise the Application and Budget Calendar as needed.

e. The Committee shall review and advise on the preparation of the "Neighborhood Council & Community Assembly Grant Program Guidelines," and provide training as needed.

f. All applications for funding shall be sent to the ONS. ONS will forward the applications to the chair for distribution to the committee before the next monthly meeting. Final and formal approval or rejection or modification of a planned expenditure and all applications shall not reside with this Committee, but rather with the Office of Neighborhood Services.

g. At an appropriate time, the Committee shall prepare a set of goals for the following year and share those goals with the CA.

3. **Membership and Decision-Making Process:**

The Committee shall maintain a minimum of three members who are members of different Neighborhood Councils. Membership of committees shall be open to all interested citizens and representatives of agencies, businesses, government,

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<#>Encourage

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institutions and property owners, in addition to Community Assembly Representatives and Alternates. Each member shall have one vote.

If possible, the Committee will have at least five members, each representing a different neighborhood. Proxies are not allowed -- members must be present to vote. A majority of the members shall constitute a quorum. Consensus is not required for action in the Committee – a simple majority is sufficient for action. For actions resulting in a tie with no abstentions (if only four members are present), the vote of the fifth member shall be solicited by phone. If an abstention or other event (such as a resignation and unfilled position) results in a tie, the unresolved action shall be taken to the next CA meeting for action. Actions taken between meetings shall be kept to a minimum; however, for actions required to be taken between scheduled meetings, an effort shall be made by the Chair to contact all members and achieve a majority. Any interim actions shall be ratified at the next meeting and included in the minutes.

#### 4. Officers and Terms:

Two officers shall be determined by vote or consensus or appointment by the Chair. These shall be Chair and Secretary.

Duties of the Secretary shall be to take notes at meetings and send the minutes to the Chair, so that committee members have them before the next meeting, in time to review. Also, the Secretary shall send a draft copy of the Minutes to the ONS for inclusion in the next CA meeting packet. The Secretary shall keep a copy of all meeting minutes.

Duties of the Chair shall be to review and certify all distributions, working closely with the ONS and the assigned oversight liaisons. Additional duties of the Chair consist of sending out the agenda and submitted minutes for each meeting in a timely manner and managing the meetings and other administrative duties.

Elections of officers shall occur annually in December for terms beginning the following year. The term of office as a member of the Committee shall be two years, with a maximum of two consecutive terms. Terms shall be staggered which means that two of the five membership terms shall expire one year after the inception of the Committee in January, 2016, thereby assuring that at least two members from the previous year are present at the beginning of each year.

#### 5. Meeting Schedule:

The Committee shall meet monthly on the 4<sup>th</sup> Monday, 6:30pm at Fire Station #4, or as needed, but no fewer than three times per year.

#### 6. Reports:

Written reports: The Secretary shall provide to the ONS (as detailed above), and to the members of this Committee, the minutes from the most recent meeting within one week.

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A report limited to the account status of each individual neighborhood will be sent to the Chair of that neighborhood, monthly by the committee member having oversight for that neighborhood.

A yearly summary of the budget committee activities, along with the goals for the coming year will be submitted to the Community Assembly in December.

Oral reports: The Committee shall approve presentations and presenters reporting on behalf of the Committee to the CA or other forum.

7. **ONS Staff Support:** Annie Deasy

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## B. Building Stronger Neighborhoods (January 2020)

1. **Mission Statement:** Build stronger neighborhoods by promoting the growth of Neighborhood Councils through training, education, and opportunities, with input from the Neighborhood Councils.

### 2. Membership:

**Note:** Same for all standing committees – see Section V - CA Committees

- a. Committees shall maintain a minimum of three members who are members of separate Neighborhood Councils.
- b. Membership on committees shall be open to all interested citizens and representatives of agencies, businesses, government, institutions, and property owners, in addition to Community Assembly Reps and alternates.

3. **Voting & Quorum:** At minimum representation from 3 separate Neighborhood Councils and 2/3 of the executive team (members or which can also count toward the representative of the three separate Neighborhood Councils required) will constitute a quorum for voting purposes. When there is no consensus, the committee members present will vote and a 2/3 majority vote is needed to pass a recommendation on to the Community Assembly.

4. **Officers and Terms:** Calendar year term with elections in January.

5. **Meeting Schedule:** 4<sup>th</sup> Monday of each month at 12:00pm to 1:00pm at Forza Coffee, 1028 N Hamilton.

6. **Reports:** Committee procedures require minimum of once per quarter or more often if requested by the Community Assembly; written minutes to be included in CA packets each month.

7. **ONS Staff Support:** TBD

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**C. Community Assembly Community Development Committee (CA/CD)  
Policies & Procedures (December 2018)**

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1. **Purpose:** The CA Community Development Standing Committee will provide a forum for educating neighborhoods regarding CDBG funding and make policy and other recommendations in regard to neighborhood funding, through the Community Assembly, to the CHHS Board.
2. **Membership:** Same as Community Assembly Policies & Procedures for Standing Committees, which are as follows:
  - a. Committee shall maintain a minimum of three members who are members of separate Neighborhood Councils with maintained voting status on the Community Assembly.
  - b. Membership on committees shall be open to all interested citizens and representatives of agencies, businesses, government, institutions in addition to Community Assembly Representatives and Alternates. CA-CHHS Liaison
3. **Voting:** One vote for each Neighborhood Council in attendance.
4. **Quorum:** At minimum, representatives from three separate Neighborhood Councils and 2/3 of the committee's executive team (members of which also count toward the representation of the three separate Neighborhood Councils required), will constitute a quorum for voting purposes.
5. **Email Polling Procedure:** To facilitate the work of the committee that needs to be completed between meetings
  - a. In order to qualify for email polling a matter must have been discussed at a regular meeting of the committee
  - b. The committee must agree to the poll being used.
  - c. A quorum must respond to the survey and approve the action
  - d. The action taken will be noted in the minutes of the next regular committee meeting.
6. **Officers and Terms:** Terms are one year in length and voting representatives may serve in any one position no more than two consecutive terms.

There will be a minimum of three and up to 5 voting representatives serving on the Executive Team.

  - a. **Chair:** The Chair is responsible for communicating with the committee, setting the agenda with the approval of the Executive Team and facilitating Committee meetings unless another team member or independent facilitator is designated. The Chair may also call Executive meetings.
  - b. **Vice Chair:** The Vice Chair is responsible for acting as Chair when the Chair is not available. This individual will also ensure that the sign-in sheet is available and



that attendees are signed in for voting purposes. During votes, this individual is responsible for counting and identifying official votes.

- c. **Recorder:** The Recorder is responsible for taking official minutes for Committee meetings and Executive Team meetings. The Executive Team may request a ONS/CE or CHHS staff member to take minutes at a regular committee meeting. The minutes will be submitted to the Chair for approval. Approved minutes will be sent ONS/CHHS support staff to be sent to the committee members in advance of the scheduled meetings, as well as a copy for the Community Assembly monthly meeting packet and the committee's record book located in the ONS/CE office.
- 7. **Reports:** The chair will prepare and deliver in person a report to the Community Assembly at least twice a year or more often if needed. Ideally all minutes will be forwarded to ONS for inclusion in the CA packet
- 8. **Elections:** Elections for the executive team will be held annually in the month of December. The Executive Team and officers take office immediately upon election.
- 9. **City Liaisons:** Support will be offered by CHHS for HUD content and expertise, and by ONS for city department and policy expertise.

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## **D. CA Land Use Committee Policies and Procedures (December 2018)**

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### **1. Mission Statement**

As a standing Committee of the Community Assembly (CA), the Land Use Committee (LUC) seeks opportunities to interact with Neighborhood Councils (NC), citizen groups and individuals within the boundaries of the City of Spokane to serve as a resource for land use resolutions; to propose changes to policies, regulations actions and plans to the Community Assembly.

### **2. Purpose**

The LUC provides education, information and resources through outreach to City Departments including the Office of Neighborhood Services, Code Enforcement, Planning and Development and the collected wisdom of our Neighborhood Councils. The CA-LUC will take inquiries as directed by the City and/or assigned by the CA and/or from other Committees and/or Subcommittees in addition to Neighborhood Councils.

### **3. Membership**

As per CA Policies and Procedures for standing committees, LUC membership is defined as follows:

- a. The LUC shall maintain a minimum of three members who are members of separate NCs with maintained voting status on the Community Assembly, which represents a quorum.
- b. Membership on the LUC shall be open to all interested citizens and representatives of agencies, businesses, government, institutions and property owners, in addition to CA representatives.

### **4. Voting**

Voting members of the CA-LUC are defined as follows:

- a. A single official representative or alternate from each NC may vote as long as the neighborhood has been represented at two meetings of the last four meetings convened.
- b. Anyone attending the meeting has standing to discuss the issue/motion on the table. However, the official vote shall be represented and recorded by only the NC representatives with standing.

### **5. Emergency Voting**

In case of emergency, the Chair may call for a vote between scheduled meetings of the CA-LUC. The pending question or vote will be sent via email format to the Executive Board members, who are required to vote via email.

### **6. Leadership**

An Executive Board serves as the leadership of the CA-LUC and is defined as follows:

- a. Executive Board members must maintain voting eligibility.
- b. Terms of one year in length. Qualified individuals may serve in any one position for no more than two terms. Term limits may be waived if there are no other persons available to serve on the Executive Board.
- c. There may be up to five members serving on the Executive Board. The Board members will determine which members will serve in the various defined positions or the Board may choose to rotate leadership positions as it sees fit.
- d. **Chair.** The Chair is responsible for communicating with the LUC, setting the agenda with the approval of the Executive Board, and facilitating LUC meetings. In the absence of designated positions, the Executive Committee shall set the meeting agenda. A member will be designated to report to the CA after such report is approved by the LUC. The Chair may also call and serve as facilitator of Executive Board meetings.
- e. **Vice Chair.** The Vice Chair is responsible for acting as Chair when the Chair is not available. This individual will also ensure that the sign-in sheet is available and attendees are signed in for voting purposes. During votes, the Vice Chair is responsible for counting and identifying the official votes. Note: Eligible voting member neighborhoods will be identified on the previous minutes and current agenda.
- f. **Recorder.** The Recorder is responsible for keeping official minutes for all LUC and Executive Board meetings. The Recorder will forward the minutes to ONS to distribute to LUC members one week in advance of the regularly scheduled LUC meetings.
- g. **Other Executive Board Positions.** Other positions may be appointed by the Chair and by vote of the Executive Board.

## 7. Elections

Elections for the LUC Executive Board leadership will take place annually in December. A review of eligible members who are qualified voting members shall be reviewed each November prior to elections.

**E. Community Assembly of Spokane Neighborhood Councils Liaison Committee Policies and Procedures (December 2018)**

**1. Committee Charge**

Maintain the city-established positions on advisory boards and commissions related to the Community Assembly.

**2. Functions**

The committee will (1) keep up to date a profile of basic information for each liaison and representative board and commission membership position related to the Community Assembly, including a position-specific statement of duties and responsibilities; (2) manage and recommend as necessary liaison and representative member appointments and reappointments according to term limit provisions; (3) engage in periodic evaluations of liaison and representative activities; and (4) monitor their timely reporting to the Community Assembly.

**3. Membership**

The committee operates with a minimum of three individuals who are members of different neighborhood councils.

**4. Meetings**

The committee meets as needed to accomplish its functions at the call of the chair or of two members. For the convening of a meeting, a quorum is a majority of members.

**5. Officers and Terms**

The committee will operate with a chair and secretary or, in the absence of a secretary, with a chair who agrees to prepare agendas, provide meeting notices and submit a meeting report to the Community Assembly after every committee meeting. The committee does not operate unless one member agrees to the duties of committee chair. The chair and secretary responsibilities are calendar year commitments, ordinarily agreed to toward the end of the calendar year for the succeeding twelve-month period.

**6. Decisions**

For matters requiring a decision at a meeting convened with notice and a quorum being present, the committee will make its determination by the consensus of members or by agreement without objection. An affirmative vote on a matter submitted to all committee members by e-mail requires unanimous consent to the text of a resolution.

**7. Selection Standards**

Selections for nomination by the Community Assembly to liaison and membership positions allocated to the Community Assembly by city code will be neighborhood

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council members in good standing who are qualified for the positions and acknowledge the responsibilities the positions entail.

**8. ONS Staff Support: TBD**

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**F. Community Assembly of Spokane Neighborhood Councils Pedestrian, Transportation and Traffic Committee (PeTT) Policies and Procedures (December, 2018)**

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**1. Committee Charge:**

Support the Community Assembly and neighborhood councils in promoting active, livable neighborhoods with multi-functional streets and a balanced transportation system.

**2. Committee Function:**

The committee receives the concerns and issues of the neighborhood councils related to streets, traffic safety, active living and transportation issues in general, and works with the Community Assembly, city staff and city council to evolve solutions and make recommendations.

**3. Focus Areas:**

The committee from time to time may identify, or the Community Assembly may suggest, topics of specific interest for the committee's continuing attention. The committee's focus area topics will be reviewed and restated by the committee in January of each year and may be reduced to four or fewer.

**4. Participation and Attendance:**

Committee participation is open to any and all individual members of neighborhood councils in good standing with the Community Assembly. The names of individuals attending committee meetings will be recorded according to their neighborhood council and as either self-identified neighborhood council representative, neighborhood council alternate representative, or other.

**5. Meetings and Notice:**

The committee will establish a monthly meeting schedule to minimize conflicts with neighborhood council monthly meetings. Notice of monthly committee meetings and meeting agendas will be distributed to an email list maintained by Neighborhood Services no later than the day prior to the monthly meeting date, or any day of the prior week if possible. Committee meetings may not convene without there being present neighborhood council representatives or alternates of three different neighborhood councils in good standing with the Community Assembly.

**6. Quorum and Decisions:**

A quorum for the purpose of reaching a decision is six (6) neighborhood council representatives or alternates of neighborhood councils that have been represented at three (3) of the past six (6) regular committee meetings. For matters requiring a decision at a meeting convened with notice and a quorum being present, the committee will make its determination by the consensus of members or by agreement without objection. Voting by means of e-mail is not available.

**7. Officers and Terms:**

The committee will operate with a chair and secretary or, in the absence of a secretary, with a chair who agrees to prepare agendas, provide meeting notices and submit a meeting report to the Community Assembly after every committee meeting. The committee does not operate unless one member agrees to the duties of committee chair. The chair and secretary responsibilities are calendar year commitments, ordinarily agreed to toward the end of the calendar year for the succeeding twelve-month period.

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**8. Advisory Position Selection**

The committee holds membership positions on the Citizens Transportation Advisory Committee (CTAB) and the Plan Commission Transportation Subcommittee (PCTS) per respectively Transportation Benefit District Resolution 2010-02 and City Council Resolution 2014-0078. The committee will work in conjunction with the Liaison Committee as from time to time may become necessary to nominate individuals to occupy these positions who are members of neighborhood councils in good standing and who agree to regularly report to the committee and the Community Assembly.

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**G. Neighborhood Safety Committee Policy and Procedures (December 2018)**

1. **Mission / Purpose Statement:** The Community Assembly Public Safety Committee will research issues involving public safety as directed by the Community Assembly, as requested by City Departments or Committee Members and provide recommendations on these issues to the Community Assembly.
2. **Membership:** Same as Community Assembly Policies & Procedures for standing committees which are as follows
  - a. Committees shall maintain a minimum of three members who are members of separate Neighborhood Councils with maintained voting status on the Community Assembly.
  - b. Membership on committees shall be open to all interested citizens and representatives of agencies, businesses, government, institutions, and property owners, in addition to Community Assembly Representatives and Alternates.
3. **Voting and Quorum:** At minimum, representation from three separate Neighborhood Councils and 2/3 of the executive team (members of which can also count toward the representation of the three separate Neighborhood Councils required) will constitute a quorum for voting purposes. When there is no consensus, the committee members present will vote and a 2/3 majority vote is needed to pass a recommendation on to the Community Assembly.
4. **Officers and Terms:** The committee will have a minimum of three officers. Chairperson, Vice-Chairperson and Secretary. Elections will be in November for a term of one year.
5. **Meeting Schedule:** The committee meets the 4th Tuesday of each month, January through November. Additional meetings may be called as necessary.
6. **Reports:** Community Assembly Policy and Procedures require a report from standing committee once per quarter or more often if requested by the Community Assembly.

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# Community Assembly Policies and Procedures

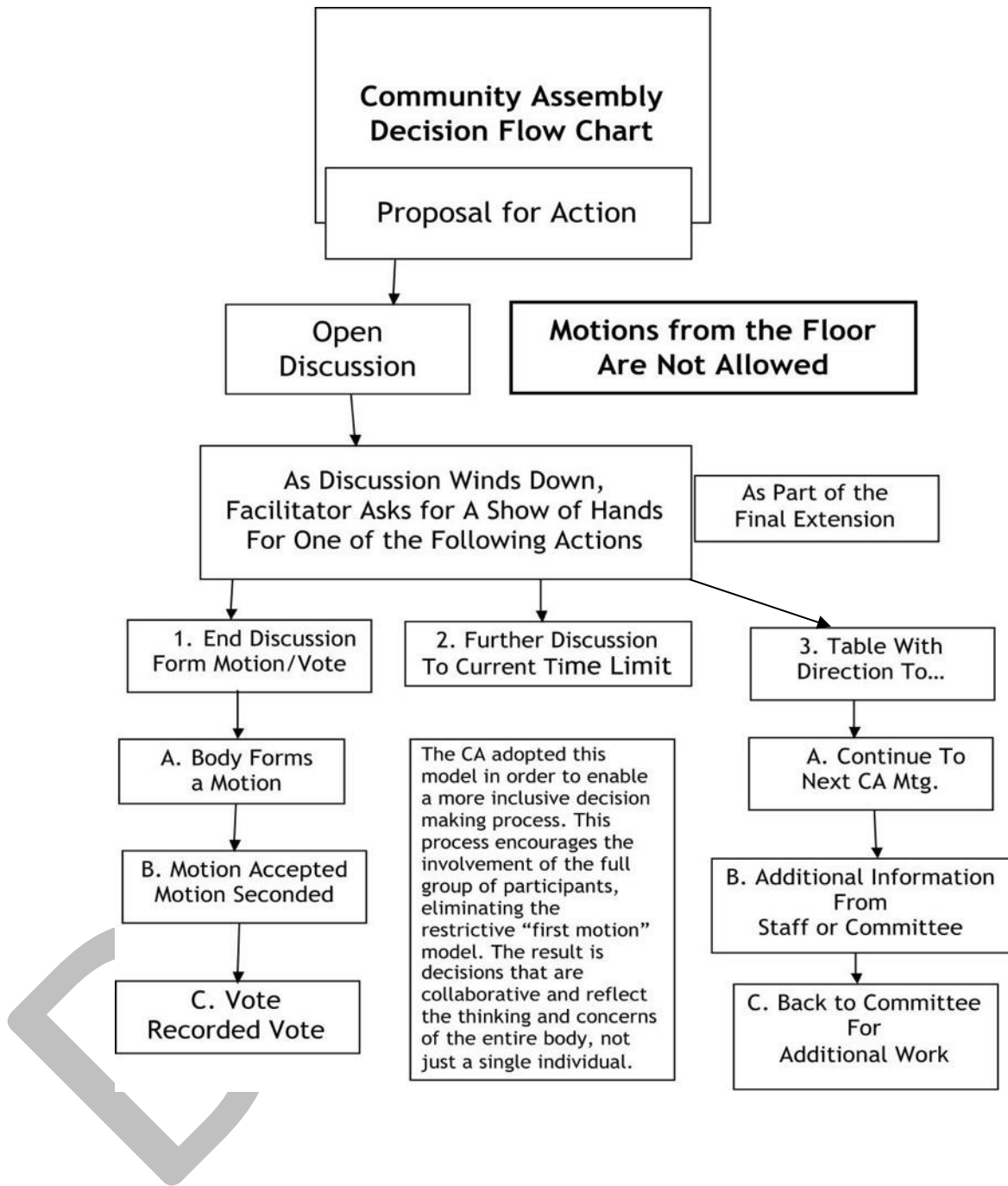
Amended February 2020

Approved by CA: \_\_\_\_\_

- I. **Purpose:** The Community Assembly (CA) is a mandated coalition of recognized independent neighborhood council representatives or designated alternates (hereinafter referred to as “representatives”), recognized in Article VIII, Section 75 of the City Charter, and serves as a forum for the discussion of issues of broad interest to the neighborhoods and City.
- II. **Duties and Responsibilities:** As outlined in the City Charter, the CA shall:
  - A. Review and recommend an action, policy or plan to the City Council, neighborhood committees, the mayor, and any City agency, commission, or board on any matter affecting the City;
  - B. Support and promote citizen participation and neighborhood enhancement;
  - C. Promote and facilitate open communication between the City and neighborhood councils and provide a primary means of communication between individual neighborhood councils;
  - D. Take action on items when member neighborhood councils request assistance with specific problems, or if the membership feels that a common problem requires common action;
  - E. Consider all sides of issues before the Community Assembly and engage in thoughtful dialogue.
- III. **Membership**
  - A. Membership in the Community Assembly is available to neighborhood councils, as recognized in Article VIII, Section 73 of the City Charter.
  - B. Each neighborhood council shall have one representative and an assigned alternate to participate in the absence of the representative.
  - C. Each neighborhood council shall submit in writing or by email, the names of their representative and alternate to the Office of Neighborhood Services as changes occur.
  - D. Each neighborhood council representative has one vote.
  - E. A representative may only vote on behalf of one neighborhood at a CA meeting.
  - F. The Office of Neighborhood Services shall maintain an email distribution list for communicating to the CA. The distribution list shall include, at minimum, the current email addresses for each neighborhood council’s CA representative and alternate, chair, vice-chair, and all CA committee chairs.

#### IV. Meetings

- A. A minimum of ten regular meetings shall be held annually.
- B. Meetings with the City Council shall be held a minimum of three times annually.
- C. Electronic recording of Community Assembly and Community Assembly committee meetings shall be allowed. If a recording is to take place, it shall be disclosed by the recorder, including members of the media, and announced by the meeting facilitator prior to the beginning of that meeting's business.
- D. 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.
- E. Presentation and decision-making process (figure on page 3):
  1. 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.
  2. When a proposal for action is made, open discussion shall occur before a motion is formed by the group.
  3. Presentation timetable protocol:
    - a. When a presenter has one minute left in the time allotted, the facilitator shall raise a yellow card and indicate a verbal notice.
    - b. Should any representative wish to extend the time of the presentation or comment/question period, they may make a motion to extend the time by five (5) minutes.
    - c. An immediate call shall be made for a show of hands in support of the extension of time. With a simple majority (50% plus 1) concurring, the time shall be reset by the amount of time requested.
    - d. Extensions shall be limited to two (2) or until a request fails to show a simple majority approval.
    - e. When the allotted time has expired, a red card and verbal notice shall be given.
    - f. As part of a 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:
      - 1) End discussion and move into forming the motion and voting,
      - 2) Further discussion,
      - 3) Table discussion with direction,
      - 4) Request time to continue discussion at next CA meeting,
      - 5) Request additional information from staff or CA committee, or
      - 6) Send back to the appropriate CA committee for additional work.



4. Other questions regarding the conduct of the meeting shall be decided by the facilitator. If someone speaks out of turn or disrupts the meeting, the facilitator shall rule that person out of order. If anyone objects to any decision by the facilitator, that person may challenge the ruling of the facilitator. When this occurs, each representative and the facilitator may speak to the challenge once and for only one minute. Debate is then ended and a vote is taken immediately to either uphold or reject the decision of the facilitator.

F. Quorum and attendance:

1. A quorum is defined as a simple majority (50 percent + 1) of those neighborhood representatives that have attended regularly. If the neighborhood representative has been absent for two or more consecutive meetings, they are not counted in the quorum. Once the representative attends again, he/she is added to the number on which a quorum is established.
2. An abstention records a member's attendance but neither a "yes" or a "no" vote.
3. Attendance is defined as the representative's or alternate's presence for the duration of the agenda.
4. Absent neighborhood council representatives shall be noted in the CA minutes.
5. If neither a neighborhood council's representative or alternate is present for two consecutive meetings, the Administrative Committee shall notify that neighborhood council's executive committee of the absences. (See Section VI.A.3.)

G. Minutes

1. Minutes of the CA meetings, which are the official record of the CA proceedings, shall be prepared by the Office of Neighborhood Services.
2. All discussions and actions by the CA shall be documented in the minutes, with all motions and votes documented verbatim.
3. As soon as practical, allowing time for adjustment, a draft of the minutes shall be distributed to the CA email distribution list as information to the neighborhood councils and for review and comment by attendees. A final draft shall be included in the next CA packet for approval at the next monthly meeting.
4. The approved minutes shall be published on the Office of Neighborhood Services website for use by the CA neighborhood council representatives, the neighborhood councils, and the public.

V. **CA Committees**

- A. The function of CA committees shall be to research or address issues that may impact neighborhoods or those designated by the CA and report their findings and proposed recommendations to the CA for appropriate action.
- B. All committees must include a minimum of three (3) assigned representatives in order to have standing.
- C. When a committee is initially established by the CA, one of the representatives shall be appointed the interim chairperson by the CA. At the first committee meeting, there must be an election of officers.
- D. Types of committees:

1. Standing committees are established by the CA for ongoing work to address citywide neighborhood issues.
  2. *Ad hoc* committees are established by the CA to address specific issues that do not fit within the charge of any standing committee. An *ad hoc* committee, e.g. a grievance committee, shall sunset after its work has been completed.
- E. The CA shall have the following standing committees:
1. Administrative
  2. Budget
  3. Building Stronger Neighborhoods (BSN)
  4. Community Assembly/Community Development (CA/CD)
  5. Land Use (LUC)
  6. Liaison
  7. Pedestrian, Traffic and Transportation (PeTT)
  8. Neighborhood Safety
- F. Membership and Officers/Terms
1. In addition to the CA representative, committee membership shall be open to all interested Spokane residents and representatives of agencies, businesses, government, organizations and property owners.
  2. Each committee shall have a minimum of two (2) elected officers. These officers shall be a chairperson and secretary.
  3. Officers shall be elected at the first meeting of the committee and as determined by the committee thereafter.
  4. Each officer of the committees must be a member of a neighborhood council.
- G. Committees shall follow the CA's decision-making process. (See Section IV.E.)
- H. Committees shall present a report to the CA on a quarterly basis or more often if requested by the CA. Each standing committee shall be encouraged to present a report in person to the CA at least once a year.
- I. Recommendations from a committee shall be presented to the CA for the CA to determine appropriate action.
- J. Standing Committee Policies and Procedures:
1. Each committee will complete/review/modify a Policy and Procedures Committee document in accordance with the Committee Policies and Procedures Template prior to the November CA meeting and submit the revised

document to the *ad hoc* Policies and Procedures Committee for inclusion in the main document.

2. The document shall include its charge, goals, membership, meeting times, officers and terms, reporting, decision-making process and calendar. (See addendum titled "Committee Policies and Procedures Template.")

## **VI. Administrative Committee**

### **A. Duties: The Administrative Committee shall:**

1. Set CA meeting agendas. In the time between an Administrative Committee meeting and the next scheduled CA meeting, the Administrative Committee may adjust the draft agenda through email discussion and vote.
2. Sign CA communications.
3. Notify neighborhood council executive committees of the absences of a representative at regular CA meetings. (See Section IV.F.3.)
4. Keep and maintain a yearly calendar of recurring CA business and events.
5. Manage the use of the City Council placeholder position.

### **B. Positions:**

1. There shall be five positions. An individual may serve only two terms in any one position.
2. The Chairperson shall serve as the contact person, spokesperson and signatory for the CA.
3. The Vice Chairperson shall act as the Chairperson in the absence of the chairperson.
4. The Secretary shall record minutes and keep attendance of Administrative Committee meetings.

### **C. Qualifications: Members of the CA Administrative Committee must:**

1. Be a currently serving CA representative
2. Have attended at least six (6) regular CA meetings within the last two (2) years.
3. Agree to serving at least one full term.

### **D. Nominations and Elections:**

1. An *ad hoc* Nominating Committee shall be formed each September and be composed of three (3) representatives selected by the CA.
2. Representatives serving on the Nominating Committee are not eligible to be nominated for the Administrative Committee.

3. Assumption of duties: The newly elected Administrative Committee members will assume office and duties at the next regular meeting of the Administrative Committee.
4. Nominating Election Time Frame:
  - a. September – Form Nominating Committee.
  - b. October – Bring back a qualified pool of potential candidates.
  - c. November – Vote by CA for Administrative Committee members.
- E. Term Limits:
  1. An Administrative Committee member may serve for a maximum of three (3) consecutive one-year terms.
  2. A one-year break in service from the Administrative Committee will allow qualified candidates to be nominated.
- F. Replacement of Administrative Committee members:
  1. In the case of a vacancy, the CA shall elect a replacement at the earliest convenience from a qualified pool of candidates. (See Section VI. D.)
  2. If the vacated position is the chairperson, the vice chairperson shall assume the chairperson's position and a replacement vice chairperson will be appointed by the Administrative Committee.

## **VII. Use of Community Assembly Logo**

- A. The Community Assembly logo is only to be used under the following circumstances:
  1. By the chair of the Administrative Committee for official CA business,
  2. By a vote of the CA,
  3. By Office of Neighborhood Services, on behalf of the CA, for official CA communications and publication, or
  4. By CA committee chairs and secretaries for CA committee minutes and agendas.
- B. Committee proposals not yet approved by the CA may use the logo accompanied by a "DRAFT" watermark on the document.
- C. Use of the logo otherwise is not allowed without permission of the CA membership or Administrative Committee.

## **VIII. CA Placeholder on the City Council agenda**

- A. The Community Assembly placeholder on the City Council agenda shall be used for reports and statements that have received majority approval of the CA.
- B. Any committee or group of neighborhoods who has prepared a position paper on behalf of the CA, may request of the Administrative Committee time on the CA

agenda in order to present the paper, seeking feedback and approval. Once approved, the committee or group may represent the CA at a City Council meeting, when appropriate.

- C. The Administrative Committee will notify the City Council of the use of the placeholder.
- D. In the case of time-sensitive issues, the Administrative Committee may approve a position paper/report by four (4) affirmative votes and allow the use of the placeholder position at a City Council meeting. In this instance, the report will not be considered to be representative of the entire CA, and such will be stated to the City Council. This action will be reported at the next CA meeting.

**IX. Boundary Changes:** The affected neighborhoods shall reach a mutually agreeable resolution to any proposed boundary change(s). No recommendation shall be presented to the CA without an agreement between or among the respective neighborhoods.

**X. Amendments**

- A. Establish an *ad hoc* CA Policies and Procedures Review Committee in November of each year.
- B. Present a written report including any amendments to the approved policies and procedures to the CA in February of each year.
- C. A vote to approve any amendments will occur at the following regularly scheduled meeting.
- D. Amendments require a 2/3 affirmative vote.
- E. The formal amendment process described herein does not apply to the Committee Policies and Procedures documents.

**XI. Community Assembly Liaisons**

- A. The city council has allocated the Community Assembly (CA), in the municipal code and by resolution, membership positions on four (4) city advisory boards, commissions or committees, and two (2) to the Community Assembly's Pedestrian, Traffic and Transportation (PeTT) Committee.

These positions are considered collectively as Community Assembly liaisons. The holders of these memberships are expected to serve as communication links between their advisory panel and the Community Assembly, including the neighborhood councils affected.

B. Liaison List:

1. City Council Appointees:

- a. Community Housing and Human Services Board (CHHS) Liaison Member

1) Established By: SMC 04.34A.030

2) Term: Up to two (2) terms of three (3) years each

**Section XI to be discussed by Liaison Committee**



- 3) Voting Status: Voting
  - b. Design Review Board (DRB) Member
    - 1) Established By: SMC 04.13.025
    - 2) Term: Up to two (2) terms of three (3) years each
    - 3) Voting Status: Voting
  - c. Plan Commission (PC) Liaison Member
    - 1) Established at SMC 04.12.040
    - 2) Term: Up to two (2) terms of three (3) years each
    - 3) Voting Status: Non-Voting
2. Community Assembly Appointees:
- a. Urban Forestry Citizen Advisory Committee (UF-CAC) Members
    - 1) Established By: SMC 04.28.060
    - 2) Term: Two (2) voting memberships of up to two (2) terms of four (4) years each
    - 3) Voting Status: Voting
3. PeTT Committee Appointees:
- a. Citizens Transportation Advisory Committee (CTAB) Member
    - 1) Established By: city council resolution TBD-RES 2010-002
    - 2) Term: Up to two (2) terms of three (3) years each
    - 3) Voting Status: Voting
  - b. Plan Commission Transportation Subcommittee (PCTS) Member
    - 1) Established By: city council resolution TBD-RES 2014-0078
    - 2) Term: Three (3) year terms, renewable indefinitely
    - 3) Voting Status: Voting
- C. Liaisons shall be members in good standing of a recognized neighborhood council in good standing with the CA.
- D. Liaisons shall perform the following basic responsibilities to the best of their abilities:
1. Represent the neighborhoods and the Community Assembly.
  2. Provide a conduit for two-way communication between the CA (or PeTT Committee) and the board, commission or committee they serve on.
  3. Inform the CA (or PeTT Committee) of specific issues on which it may want to consider taking action.

4. Make an in-person annual report at a CA meeting and monthly provide information for inclusion in the CA agenda packet.
  5. Any additional responsibilities are detailed in specific liaison position descriptions or profiles maintained by the Liaison Committee.
- E. Role of the Liaison Committee:
1. The Liaison Committee supports and evaluates the five (5) liaisons serving on city advisory boards, commissions or committees. See the Liaison Committee's policies and procedures.
  2. Candidates to fill liaison positions are recommended by the Liaison Committee for selection by the Community Assembly for nomination by the mayor and appointment by the city council.
  3. The Liaison Committee also, upon due and timely consideration of facts and circumstances, may recommend the Community Assembly withdraw the nomination of a liaison.
- F. Role of the PeTT Committee:
1. The Pedestrian, Traffic and Transportation Committee selects appointees to the two (2) board and committee memberships established by city council resolution from its own regularly-attending members who are also members in good standing of their neighborhood council. See the PeTT Committee's policies and procedures.

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## **Addendum - Committee Policies and Procedures Template**

- I. Charge:**
  - II. Goals:**
  - III. Membership:**
  - IV. Meeting Times:**
  - V. Officers and Terms:**
  - VI. Reporting:**
  - VII. Decision-Making Process:** Refer to the CA Policies and Procedures.
  - VIII. Calendar:**
- 

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Addendum – Standing Committees Policies and Procedures

**Administrative – Defined in Section VI of CA Policies and Procedures**

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## **A. Budget Committee Policy and Procedures (January 2020)**

1. **Our Mission/Charge:** To assist Neighborhood councils financially through the budget process and by doing so to support and develop themselves to better serve their neighborhoods.
2. **Duties:**
  - a. The fundamental responsibility of the Committee is to encourage and assist the Neighborhoods in applying to the Office of Neighborhood Services (ONS) for Engagement Grant funds allocated by the City Council for neighborhood use in building capacity and participation in Neighborhood activities. Final approval for specific uses of individual neighborhood funds is decided by the ONS. Members of the Committee shall keep in contact with their assigned neighborhoods to encourage completing applications and spending their approved allocations.
  - b. The Committee encourages independent neighborhood funding, in addition to the ONS grants of all Neighborhood Council activities. However, the Budget Committee shall not be responsible for independently funded programs wholly generated within a neighborhood.
  - c. Each neighborhood shall be assigned to a Committee member as liaison. Each Committee member shall be assigned no fewer than five neighborhoods, unless the Committee has more than five members. Support shall include monitoring the budget-related activities of each neighborhood. Each neighborhood shall be instructed to assign a single individual as a contact point for all grant communications.
  - d. The Committee shall design and revise the Application and Budget Calendar as needed.
  - e. The Committee shall review and advise on the preparation of the "Neighborhood Council & Community Assembly Grant Program Guidelines," and provide training as needed.
  - f. All applications for funding shall be sent to the ONS. ONS will forward the applications to the chair for distribution to the committee before the next monthly meeting. Final and formal approval or rejection or modification of a planned expenditure and all applications shall not reside with this Committee, but rather with the Office of Neighborhood Services.
  - g. At an appropriate time, the Committee shall prepare a set of goals for the following year and share those goals with the CA.

### **3. Membership and Decision-Making Process:**

The Committee shall maintain a minimum of three members who are members of different Neighborhood Councils. Membership of committees shall be open to all interested citizens and representatives of agencies, businesses, government,

institutions and property owners, in addition to Community Assembly Representatives and Alternates. Each member shall have one vote.

If possible, the Committee will have at least five members, each representing a different neighborhood. Proxies are not allowed -- members must be present to vote. A majority of the members shall constitute a quorum. Consensus is not required for action in the Committee – a simple majority is sufficient for action. For actions resulting in a tie with no abstentions (if only four members are present), the vote of the fifth member shall be solicited by phone. If an abstention or other event (such as a resignation and unfilled position) results in a tie, the unresolved action shall be taken to the next CA meeting for action. Actions taken between meetings shall be kept to a minimum; however, for actions required to be taken between scheduled meetings, an effort shall be made by the Chair to contact all members and achieve a majority. Any interim actions shall be ratified at the next meeting and included in the minutes.

**4. Officers and Terms:**

Two officers shall be determined by vote or consensus or appointment by the Chair. These shall be Chair and Secretary.

Duties of the Secretary shall be to take notes at meetings and send the minutes to the Chair, so that committee members have them before the next meeting, in time to review. Also, the Secretary shall send a draft copy of the Minutes to the ONS for inclusion in the next CA meeting packet. The Secretary shall keep a copy of all meeting minutes.

Duties of the Chair shall be to review and certify all distributions, working closely with the ONS and the assigned oversight liaisons. Additional duties of the Chair consist of sending out the agenda and submitted minutes for each meeting in a timely manner and managing the meetings and other administrative duties.

Elections of officers shall occur annually in December for terms beginning the following year. The term of office as a member of the Committee shall be two years, with a maximum of two consecutive terms. Terms shall be staggered which means that two of the five membership terms shall expire one year after the inception of the Committee in January, 2016, thereby assuring that at least two members from the previous year are present at the beginning of each year.

**5. Meeting Schedule:**

The Committee shall meet monthly on the 4<sup>th</sup> Monday, 6:30pm at Fire Station #4, or as needed, but no fewer than three times per year.

**6. Reports:**

Written reports: The Secretary shall provide to the ONS (as detailed above), and to the members of this Committee, the minutes from the most recent meeting within one week.

A report limited to the account status of each individual neighborhood will be sent to the Chair of that neighborhood, monthly by the committee member having oversight for that neighborhood.

A yearly summary of the budget committee activities, along with the goals for the coming year will be submitted to the Community Assembly in December.

Oral reports: The Committee shall approve presentations and presenters reporting on behalf of the Committee to the CA or other forum.

**7. ONS Staff Support: Annie Deasy**

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## **B. Building Stronger Neighborhoods (January 2020)**

- 1. Mission Statement: Build stronger neighborhoods by promoting the growth of Neighborhood Councils through training, education, and opportunities, with input from the Neighborhood Councils.**
- 2. Membership:**
  - Note:** Same for all standing committees – see Section V - CA Committees
  - a. Committees shall maintain a minimum of three members who are members of separate Neighborhood Councils.
  - b. Membership on committees shall be open to all interested citizens and representatives of agencies, businesses, government, institutions, and property owners, in addition to Community Assembly Reps and alternates.
- 3. Voting & Quorum:** At minimum representation from 3 separate Neighborhood Councils and 2/3 of the executive team (members or which can also count toward the representative of the three separate Neighborhood Councils required) will constitute a quorum for voting purposes. When there is no consensus, the committee members present will vote and a 2/3 majority vote is needed to pass a recommendation on to the Community Assembly.
- 4. Officers and Terms: Calendar year term with elections in January.**
- 5. Meeting Schedule: 4<sup>th</sup> Monday of each month at 12:00pm to 1:00pm at Forza Coffee, 1028 N Hamilton.**
- 6. Reports:** Committee procedures require minimum of once per quarter or more often if requested by the Community Assembly; written minutes to be included in CA packets each month.
- 7. ONS Staff Support: TBD**



## **C. Community Assembly Community Development Committee (CA/CD) Policies & Procedures (December 2018)**

- 1. Purpose:** The CA Community Development Standing Committee will provide a forum for educating neighborhoods regarding CDBG funding and make policy and other recommendations in regard to neighborhood funding, through the Community Assembly, to the CHHS Board.
- 2. Membership:** Same as Community Assembly Policies & Procedures for Standing Committees, which are as follows:
  - a. Committee shall maintain a minimum of three members who are members of separate Neighborhood Councils with maintained voting status on the Community Assembly.
  - b. Membership on committees shall be open to all interested citizens and representatives of agencies, businesses, government, institutions in addition to Community Assembly Representatives and Alternates. CA-CHHS Liaison
- 3. Voting:** One vote for each Neighborhood Council in attendance.
- 4. Quorum:** At minimum, representatives from three separate Neighborhood Councils and 2/3 of the committee's executive team (members of which also count toward the representation of the three separate Neighborhood Councils required), will constitute a quorum for voting purposes.
- 5. Email Polling Procedure:** To facilitate the work of the committee that needs to be completed between meetings
  - a. In order to qualify for email polling a matter must have been discussed at a regular meeting of the committee
  - b. The committee must agree to the poll being used.
  - c. A quorum must respond to the survey and approve the action
  - d. The action taken will be noted in the minutes of the next regular committee meeting.
- 6. Officers and Terms:** Terms are one year in length and voting representatives may serve in any one position no more than two consecutive terms.

There will be a minimum of three and up to 5 voting representatives serving on the Executive Team.

  - a. **Chair:** The Chair is responsible for communicating with the committee, setting the agenda with the approval of the Executive Team and facilitating Committee meetings unless another team member or independent facilitator is designated. The Chair may also call Executive meetings.
  - b. **Vice Chair:** The Vice Chair is responsible for acting as Chair when the Chair is not available. This individual will also ensure that the sign-in sheet is available and

that attendees are signed in for voting purposes. During votes, this individual is responsible for counting and identifying official votes.

- c. **Recorder:** The Recorder is responsible for taking official minutes for Committee meetings and Executive Team meetings. The Executive Team may request a ONS/CE or CHHS staff member to take minutes at a regular committee meeting. The minutes will be submitted to the Chair for approval. Approved minutes will be sent ONS/CHHS support staff to be sent to the committee members in advance of the scheduled meetings, as well as a copy for the Community Assembly monthly meeting packet and the committee's record book located in the ONS/CE office.
7. **Reports:** The chair will prepare and deliver in person a report to the Community Assembly at least twice a year or more often if needed. Ideally all minutes will be forwarded to ONS for inclusion in the CA packet
8. **Elections:** Elections for the executive team will be held annually in the month of December. The Executive Team and officers take office immediately upon election.
9. **City Liaisons:** Support will be offered by CHHS for HUD content and expertise, and by ONS for city department and policy expertise.

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## **D. CA Land Use Committee Policies and Procedures (December 2018)**

### **1. Mission Statement**

As a standing Committee of the Community Assembly (CA), the Land Use Committee (LUC) seeks opportunities to interact with Neighborhood Councils (NC), citizen groups and individuals within the boundaries of the City of Spokane to serve as a resource for land use resolutions; to propose changes to policies, regulations actions and plans to the Community Assembly.

### **2. Purpose**

The LUC provides education, information and resources through outreach to City Departments including the Office of Neighborhood Services, Code Enforcement, Planning and Development and the collected wisdom of our Neighborhood Councils. The CA-LUC will take inquiries as directed by the City and/or assigned by the CA and/or from other Committees and/or Subcommittees in addition to Neighborhood Councils.

### **3. Membership**

As per CA Policies and Procedures for standing committees, LUC membership is defined as follows:

- a. The LUC shall maintain a minimum of three members who are members of separate NCs with maintained voting status on the Community Assembly, which represents a quorum.
- b. Membership on the LUC shall be open to all interested citizens and representatives of agencies, businesses, government, institutions and property owners, in addition to CA representatives.

### **4. Voting**

Voting members of the CA-LUC are defined as follows:

- a. A single official representative or alternate from each NC may vote as long as the neighborhood has been represented at two meetings of the last four meetings convened.
- b. Anyone attending the meeting has standing to discuss the issue/motion on the table. However, the official vote shall be represented and recorded by only the NC representatives with standing.

### **5. Emergency Voting**

In case of emergency, the Chair may call for a vote between scheduled meetings of the CA-LUC. The pending question or vote will be sent via email format to the Executive Board members, who are required to vote via email.

### **6. Leadership**

An Executive Board serves as the leadership of the CA-LUC and is defined as follows:

- a. Executive Board members must maintain voting eligibility.
- b. Terms of one year in length. Qualified individuals may serve in any one position for no more than two terms. Term limits may be waived if there are no other persons available to serve on the Executive Board.
- c. There may be up to five members serving on the Executive Board. The Board members will determine which members will serve in the various defined positions or the Board may choose to rotate leadership positions as it sees fit.
- d. **Chair.** The Chair is responsible for communicating with the LUC, setting the agenda with the approval of the Executive Board, and facilitating LUC meetings. In the absence of designated positions, the Executive Committee shall set the meeting agenda. A member will be designated to report to the CA after such report is approved by the LUC. The Chair may also call and serve as facilitator of Executive Board meetings.
- e. **Vice Chair.** The Vice Chair is responsible for acting as Chair when the Chair is not available. This individual will also ensure that the sign-in sheet is available and attendees are signed in for voting purposes. During votes, the Vice Chair is responsible for counting and identifying the official votes. Note: Eligible voting member neighborhoods will be identified on the previous minutes and current agenda.
- f. **Recorder.** The Recorder is responsible for keeping official minutes for all LUC and Executive Board meetings. The Recorder will forward the minutes to ONS to distribute to LUC members one week in advance of the regularly scheduled LUC meetings.
- g. **Other Executive Board Positions.** Other positions may be appointed by the Chair and by vote of the Executive Board.

## 7. Elections

Elections for the LUC Executive Board leadership will take place annually in December. A review of eligible members who are qualified voting members shall be reviewed each November prior to elections.

## **E. Community Assembly of Spokane Neighborhood Councils Liaison Committee Policies and Procedures (December 2018)**

### **1. Committee Charge**

Maintain the city-established positions on advisory boards and commissions related to the Community Assembly.

### **2. Functions**

The committee will (1) keep up to date a profile of basic information for each liaison and representative board and commission membership position related to the Community Assembly, including a position-specific statement of duties and responsibilities; (2) manage and recommend as necessary liaison and representative member appointments and reappointments according to term limit provisions; (3) engage in periodic evaluations of liaison and representative activities; and (4) monitor their timely reporting to the Community Assembly.

### **3. Membership**

The committee operates with a minimum of three individuals who are members of different neighborhood councils.

### **4. Meetings**

The committee meets as needed to accomplish its functions at the call of the chair or of two members. For the convening of a meeting, a quorum is a majority of members.

### **5. Officers and Terms**

The committee will operate with a chair and secretary or, in the absence of a secretary, with a chair who agrees to prepare agendas, provide meeting notices and submit a meeting report to the Community Assembly after every committee meeting. The committee does not operate unless one member agrees to the duties of committee chair. The chair and secretary responsibilities are calendar year commitments, ordinarily agreed to toward the end of the calendar year for the succeeding twelve-month period.

### **6. Decisions**

For matters requiring a decision at a meeting convened with notice and a quorum being present, the committee will make its determination by the consensus of members or by agreement without objection. An affirmative vote on a matter submitted to all committee members by e-mail requires unanimous consent to the text of a resolution.

### **7. Selection Standards**

Selections for nomination by the Community Assembly to liaison and membership positions allocated to the Community Assembly by city code will be neighborhood

council members in good standing who are qualified for the positions and acknowledge the responsibilities the positions entail.

**8. ONS Staff Support: TBD**

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## **F. Community Assembly of Spokane Neighborhood Councils Pedestrian, Transportation and Traffic Committee (PeTT) Policies and Procedures (December 2018)**

### **1. Committee Charge:**

Support the Community Assembly and neighborhood councils in promoting active, livable neighborhoods with multi-functional streets and a balanced transportation system.

### **2. Committee Function:**

The committee receives the concerns and issues of the neighborhood councils related to streets, traffic safety, active living and transportation issues in general, and works with the Community Assembly, city staff and city council to evolve solutions and make recommendations.

### **3. Focus Areas:**

The committee from time to time may identify, or the Community Assembly may suggest, topics of specific interest for the committee's continuing attention. The committee's focus area topics will be reviewed and restated by the committee in January of each year and may be reduced to four or fewer.

### **4. Participation and Attendance:**

Committee participation is open to any and all individual members of neighborhood councils in good standing with the Community Assembly. The names of individuals attending committee meetings will be recorded according to their neighborhood council and as either self-identified neighborhood council representative, neighborhood council alternate representative, or other.

### **5. Meetings and Notice:**

The committee will establish a monthly meeting schedule to minimize conflicts with neighborhood council monthly meetings. Notice of monthly committee meetings and meeting agendas will be distributed to an email list maintained by Neighborhood Services no later than the day prior to the monthly meeting date, or any day of the prior week if possible. Committee meetings may not convene without there being present neighborhood council representatives or alternates of three different neighborhood councils in good standing with the Community Assembly.

### **6. Quorum and Decisions:**

A quorum for the purpose of reaching a decision is six (6) neighborhood council representatives or alternates of neighborhood councils that have been represented at three (3) of the past six (6) regular committee meetings. For matters requiring a decision at a meeting convened with notice and a quorum being present, the committee will make its determination by the consensus of members or by agreement without objection. Voting by means of e-mail is not available.

**7. Officers and Terms:**

The committee will operate with a chair and secretary or, in the absence of a secretary, with a chair who agrees to prepare agendas, provide meeting notices and submit a meeting report to the Community Assembly after every committee meeting. The committee does not operate unless one member agrees to the duties of committee chair. The chair and secretary responsibilities are calendar year commitments, ordinarily agreed to toward the end of the calendar year for the succeeding twelve-month period.

**8. Advisory Position Selection**

The committee holds membership positions on the Citizens Transportation Advisory Committee (CTAB) and the Plan Commission Transportation Subcommittee (PCTS) per respectively Transportation Benefit District Resolution 2010-02 and City Council Resolution 2014-0078. The committee will work in conjunction with the Liaison Committee as from time to time may become necessary to nominate individuals to occupy these positions who are members of neighborhood councils in good standing and who agree to regularly report to the committee and the Community Assembly.

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## **G. Neighborhood Safety Committee Policy and Procedures (December 2018)**

- 1. Mission / Purpose Statement:** The Community Assembly Public Safety Committee will research issues involving public safety as directed by the Community Assembly, as requested by City Departments or Committee Members and provide recommendations on these issues to the Community Assembly.
- 2. Membership:** Same as Community Assembly Policies & Procedures for standing committees which are as follows
  - a. Committees shall maintain a minimum of three members who are members of separate Neighborhood Councils with maintained voting status on the Community Assembly.
  - b. Membership on committees shall be open to all interested citizens and representatives of agencies, businesses, government, institutions, and property owners, in addition to Community Assembly Representatives and Alternates.
- 3. Voting and Quorum:** At minimum, representation from three separate Neighborhood Councils and 2/3 of the executive team (members of which can also count toward the representation of the three separate Neighborhood Councils required) will constitute a quorum for voting purposes. When there is no consensus, the committee members present will vote and a 2/3 majority vote is needed to pass a recommendation on to the Community Assembly.
- 4. Officers and Terms:** The committee will have a minimum of three officers. Chairperson, Vice-Chairperson and Secretary. Elections will be in November for a term of one year.
- 5. Meeting Schedule:** The committee meets the 4th Tuesday of each month, January through November. Additional meetings may be called as necessary.
- 6. Reports:** Community Assembly Policy and Procedures require a report from standing committee once per quarter or more often if requested by the Community Assembly.

**\*DRAFT\* Minutes for Community Assembly Administrative Committee. January 28, 2020. 12pm at City Hall**

**Attendees: Committee members:** Tina Luerssen (Secretary), Greg Francis (Chair), Kathryn Alexander.  
**City Staff:** Annie Deasy, Kevin Freibott, Gabby Ryan. **Guests:** Fran Papenleur (Audubon/Downriver), Tom Powell (Emerson-Garfield). **Absent Committee Members:** Seth Knutson, Mindy Muglia.

**February 6<sup>th</sup> CA Meeting Agenda:**

City Council: 10 minute placeholder for update. Lori Kinnear is scheduled to attend.

CHHS Liaison: 5 minutes for Melody Dunn to report.

Admin Committee: 15 minutes for Greg to discuss Neighborhood Safety Committee.

Committee Goals: 30 minutes to present and discuss Goals (Kathryn will lead, approx. 5 min/committee)

Liaison Committee: 15 minutes for Paul Kropp to discuss request to include Liaison cmte in CA P&P.

P&P Update: 15 minutes to present and discuss proposed changes (Greg)

Budget Committee: 5 minutes for Mark Davies to update on Training and 2020 committee/NC liaisons

BSN Committee: 5 minutes for Kelly Lotze to straw poll on assisting NCs with increasing capacity.

Neighborhood & Planning Services Update: 10 minutes for Christopher Green to present on the South University District (going to Plan Commission)

Roundtable: 10 minutes.

**Admin Committee Discussion:**

December minutes approved by consensus. February proposed agenda approved by consensus.

Neighborhood Safety Committee has emailed ONS that they “have nothing to do” and the committee is now inactive. This was never brought to CA for discussion. \* Should Admin committee have goals? Include this question in Goals discussion at CA. \* Council President Beggs has asked to reschedule 1/30 CA/CC meeting, as only 2 Councilmembers are available to attend. Committee consensus to cancel this week’s CA/CC meeting, no reschedule date yet. \* Gabby has received some input from NCs about what type of training is desired. She will be working with city staff and BSN to get trainings scheduled.

2020 CA/CC meetings 5<sup>th</sup> Thursdays: ~~January 30<sup>th</sup>~~, April 30<sup>th</sup>, July 30<sup>th</sup>, October 29<sup>th</sup>. Kevin won’t be here to facilitate CA meeting in March, will ask Bart to cover.

**Topics for Admin follow-up:** Committee Goals review/approval. P&P Update/Vote. Website information. Remaining NCs for Neighborhood Planning.

**Next Admin meeting:** Tuesday February 25<sup>th</sup>, 12 Noon in first floor conference room.

**\*DRAFT\* Community Assembly Committee Minutes: Budget Committee**  
1/27/20 6:30pm, Fire Station #4

Members present: Andy Hoyer (Termed Out: Southgate), Mary Winkes (outgoing member: Manito/Cannon Hill), Mark Davies (Chair: North Indian Trail), Tina Luerssen (Secretary: Grandview-Thorpe), Scot Webb (North Hill), Ken Cruz (West Central), Latesha Wood (East Central-new resident/Guest). ONS staff liaison: absent. Committee member Kelly Lotze (Browne's Addition): absent.

**Agenda:**

1. Election of 2020 committee members/officers. Mark Davies: Chair. Tina Luerssen: Secretary. Approved by consensus.
2. Guideline Edits:
  - a. Page 1. Paragraph 1: Add (NC) abbreviation after Neighborhood Council; write out full name for Office of Neighborhood & Planning Services (ONS). Edit whole document for consistency for abbreviations. Paragraph 1 under Council or CA Committee Grant Coordinator: spell out Community Engagement (CE). Remove last sentence for redundancy.
  - b. Page 2. Edit to "their" respective liaison. Funding: Paragraph 1: edit to NCs, CA Committees, and CA. Paragraph 2: Up to \$700 in first round. Same \$300 for reallocation. No additional application will be \*submitted\* (replace "required"). Edit last paragraph for committees eligible for \$700.
    - i. Dates: 2/10/20 Training
    - ii. 2/14/20 begin submitting applications.
    - iii. 2/24/20 begin reviewing applications.
    - iv. 5/4/20 deadline. Committee will meet 5/11 (not 5/25-Memorial Day). 5/18/20 correction deadline, committee will meet again this day if needed.
    - v. 9/21/20 receipts due
    - vi. 9/28/20 reallocation determined
    - vii. 9/28-11/13 spend reallocation funds.
  - c. Page 3. D&O: add to the end of the last paragraph: Liability insurance for the current calendar year can be submitted during the application process, regardless of insurance renewal month. Excess billing: "more than the grant amount, \*or submits a receipt outside of the grant deadlines\*, the NC or Committee is responsible for this amount". Non-permitted uses: Add Website Domains, Clothing, School fees for meetings.
  - d. Page 4. Unused funding \*will\* be reallocated. Charges against Grant Funds: add final sentence "All printing must go through City Reprographics." Then, under Inter-fund purchases, NC \*MUST\* use inter-fund purchases. Park Use Permits: no payment, fee is waived for NC events. Block Party permits: no payment, fee is waived for 1 NC event per year. Additional final inset bullet before Reimbursements: Postage can only be paid if the items are mailed through the City Bulk Mail system.
  - e. Page 5. Add Block Party policy link just above Application.

- f. D&O Insurance policy wording: expense can occur anytime during the year; reimbursement must follow application & reimbursement schedule.
- 3. Grant Application. Instructions: 2<sup>nd</sup> bullet: All printing \*must\* be processed through ONS. Page 2. Delete “Optional Catch-all” everywhere. Bottom “No Food, Gifts, Giveaways, Clothing, etc.” Specify “item, description details, \*and\* NTE total for each item”.
- 4. 2020 Committee members: Kelly (2019-21 first term), Tina (2019-21 first term), Mark (2020-2022 second term), Scot (2020-2022 first term), Ken (2020-2022 first term).
  - a. Scot moves to liaise our own NCs, Tina seconds. Consensus approval.
    - i. Scot: Comstock, Lincoln Heights, Manito/Cannon Hill, Rockwood, Whitman, North Hill.
    - ii. Ken: Bemiss, East Central, Logan, Northwest, Peaceful Valley, West Central.
    - iii. Mark: Balboa/South Indian Trail, Emerson/Garfield, Five Mile Prairie, Minnehaha, Southgate, North Indian Trail.
    - iv. Tina: Cliff-Cannon, Latah/Hangman, Riverside, West Hills, Grandview-Thorpe.
    - v. Kelly: Audubon/Downriver, Chief Garry Park, Hillyard, Nevada Heights, Shiloh Hills, Browne’s Addition.
- 5. 2020 Committee Goals approved by consensus. Andy will help Mark prepare the year-end report for CA, Mayor and City Council. Tina will forward Goals for CA Packet/approval.
- 6. P&P Update: Remove Treasurer position. Change our meeting date to 4<sup>th</sup> Monday, change liaison to Annie. Website: change ONS liaison, Committee Chair, and committee liaisons list. Andy will look to see if he has a more current P&P than the 11/2018 version online. Tina will submit this updated page to the P&P committee and CA Packet.
- 7. Training Outline. Edit timeline dates. Objectives: rearrange order:
  - a. 1. Review program intent. 2. Explain Timeline. 3. Walk through Application (discuss not being too specific). 4. Discover where to access resources. 5. Brainstorm plans/begin drafting plans.
  - b. Mark and Tina will lead the Training, with computer/projector from Annie.
- 8. Block Party Policy discussion. Policy #8 Insurance. Waiver has issues, can COPS co-sponsor and cover insurance? #13 what application? Continue this discussion with the department.
- 9. Grant Performance Metrics discussion. This is for 2020 year-end but can be used as suggestion for this cycle’s application. Edit page 2: \*recurring\*. Finish the page? Nothing after Marketing/Outreach Materials. Deadline Nov. 13, 2020—too early for metrics.
- 10. 2020 Budget Training on Monday, February 10<sup>th</sup> at West Central Community Center from 6:30-7:30pm. Next Budget Committee meeting is Monday, February 24<sup>th</sup> 6:30pm at the Fire Station.
- 11. Meeting adjourned at 8:59pm.

## **Community Assembly Budget Committee Policy and Procedures 1/27/2020**

**Our Mission/Charge:** To assist Neighborhood councils financially through the budget process and by doing so to support and develop themselves to better serve their neighborhoods.

### **Duties:**

- 1) The fundamental responsibility of the Committee is to encourage and assist the Neighborhoods in applying to the Office of Neighborhood Services (ONS) for Engagement Grant funds allocated by the City Council for neighborhood use in building capacity and participation in Neighborhood activities. Final approval for specific uses of individual neighborhood funds is decided by the ONS. Members of the Committee shall keep in contact with their assigned neighborhoods to encourage completing applications and spending their approved allocations.
- 2) The Committee encourages independent neighborhood funding, in addition to the ONS grants of all Neighborhood Council activities. However, the Budget Committee shall not be responsible for independently funded programs wholly generated within a neighborhood.
- 3) Each neighborhood shall be assigned to a Committee member as liaison. Each Committee member shall be assigned no fewer than five neighborhoods, unless the Committee has more than five members. Support shall include monitoring the budget-related activities of each neighborhood. Each neighborhood shall be instructed to assign a single individual as a contact point for all grant communications.
- 4) The Committee shall design and revise the Application and Budget Calendar as needed.
- 5) The Committee shall review and advise on the preparation of the “Neighborhood Council & Community Assembly Grant Program Guidelines,” and provide training as needed.
- 6) All applications for funding shall be sent to the ONS. ONS will forward the applications to the chair for distribution to the committee before the next monthly meeting. Final and formal approval or rejection or modification of a planned expenditure and all applications shall not reside with this Committee, but rather with the Office of Neighborhood Services.
- 7) At an appropriate time, the Committee shall prepare a set of goals for the following year and share those goals with the CA.

### **Membership and Decision-Making Process:**

The Committee shall maintain a minimum of three members who are members of different Neighborhood Councils. Membership of committees shall be open to all interested citizens and representatives of agencies, businesses, government, institutions and property owners, in addition to Community Assembly Representatives and Alternates. Each member shall have one vote.

If possible, the Committee will have at least five members, each representing a different neighborhood. Proxies are not allowed -- members must be present to vote. A majority of the members shall constitute a quorum. Consensus is not required for action in the Committee – a simple majority is sufficient for action. For actions resulting in a tie with no abstentions (if only four members are present), the vote of the fifth member shall be solicited by phone. If an abstention or other event (such as a resignation and unfilled position) results in a tie, the unresolved action shall be taken to the next CA meeting for action. Actions taken between meetings shall be kept to a minimum; however, for actions required to be taken between scheduled meetings, an effort shall be made by the Chair to contact all members and achieve a majority. Any interim actions shall be ratified at the next meeting and included in the minutes.

### **Officers and Terms:**

Two officers shall be determined by vote or consensus or appointment by the Chair. These shall be Chair and Secretary.

Duties of the Secretary shall be to take notes at meetings and send the minutes to the Chair, so that committee members have them before the next meeting, in time to review. Also, the Secretary shall send a draft copy of the Minutes to the ONS for inclusion in the next CA meeting packet. The Secretary shall keep a copy of all meeting minutes.

Duties of the Chair shall be to review and certify all distributions, working closely with the ONS and the assigned oversight liaisons. Additional duties of the Chair consist of sending out the agenda and submitted minutes for each meeting in a timely manner and managing the meetings and other administrative duties.

Elections of officers shall occur annually in December for terms beginning the following year. The term of office as a member of the Committee shall be two years, with a maximum of two consecutive terms. Terms shall be staggered which means that two of the five membership terms shall expire one year after the inception of the Committee in January, 2016, thereby assuring that at least two members from the previous year are present at the beginning of each year.

**Meeting Schedule:** The Committee shall meet monthly on the 4<sup>th</sup> Monday, 6:30pm at Fire Station #4, or as needed, but no fewer than three times per year.

**Reporting:** The ONS representative shall provide to the Committee the current status of every neighborhood regarding applications and spending at every meeting of the Committee or more frequently as needed.

A summary of the Budget Committee activities will be submitted to the Community Assembly semi-annually in July or August, with the goals for the coming year to be submitted between October and December.

**ONS Staff Support:** Annie Deasy

## Building Stronger Neighborhoods

Revised 1/27/2020

Mission Statement: "Build stronger neighborhoods by promoting the growth of Neighborhood Councils through training, education, and opportunities, with input from the Neighborhood Councils."

Membership Note: Same for all standing committees – see Section D-Community Assembly Committees

1. Committees shall maintain a minimum of three members who are members of separate Neighborhood Councils ~~with maintained voting status on the Community Assembly.~~
2. Membership on committees shall be open to all interested citizens and representatives of agencies, businesses, government, institutions, and property owners, in addition to Community Assembly Reps and alternates.

Voting & Quorum: At minimum representation from 3 separate Neighborhood Councils and 2/3 of the executive team (members or which can also count toward the representative of the three separate Neighborhood Councils required) will constitute a quorum for voting purposes. When there is no consensus, the committee members present will vote and a 2/3 majority vote is needed to pass a recommendation on to the Community Assembly.

Officers and Terms: Calendar year term with elections in **January**.

Meeting Schedule: 4<sup>th</sup> Monday of each month at 12:00pm to 1:00pm at **Forza Coffee, 1028 N Hamilton.**

Reports: Committee procedures require minimum of once per quarter or more often if requested by the Community Assembly; written minutes to be included in CA packets each month.

**\*DRAFT\*** Community Assembly Committee: Building Stronger Neighborhoods  
1/27/20 12:00PM Forza Coffee (Logan Neighborhood)

Members present: Tina Luerssen (Secretary: Grandview/Thorpe), Dave Lucas (Rockwood), Fran Papenleur (Audubon/Downriver), Latesha Wood (East Central-new resident), Lindsey Shaw (Logan), Chris Flanagan (Manito/Cannon Hill), Dave Lucas (Rockwood). City staff: none present.

- Committee Housekeeping
  - November meeting minutes approved.
  - 2020 Elections: Reaffirmation by consensus of 2019 officers. Kelly Lotze (Browne's Addition) Chair; Dave Lucas (Rockwood) Vice Chair; Tina Luerssen (Grandview-Thorpe) Secretary.
- Committee Business
  - Update P&P: Tina will forward the edits to the committee for CA review.
  - Update 2020 Committee Goals: Tina will forward the edits to Annie for inclusion in the CA Packet, for discussion/approval at CA.
- Education & Outreach
  - Brochures: Annica is working on an updated graphic for template.
- Announcements & Upcoming Events:
  - Nothing scheduled right now.
  - May monthly BSN meeting would be on Memorial Day. Plan to move meeting a week later, on June 1<sup>st</sup>.
- Topics for next meeting:
  - 2020 BSN Committee Goals update/approval.
  - Work plan for 2020
  - Committee elections
  - Brochure for CA/Neighborhoods programs

**Next meeting:** Next regular meeting will be on Monday, February 24<sup>th</sup>, 2020.

Location: Forza Coffee on Hamilton



## Draft Minutes – CA Liaison Committee -- January 14, 2020 – Tom Sawyer Coffee House

Present: Susan Burns, Peaceful Valley, Bonnie McInnis, Andy Hoye, Southgate – recorder, Melissa Wittstruck – ONS, Paul Kropp - chair

We agreed to keep the standing annual goals:

The committee will:

1. Keep up to date a profile of basic information for each liaison and representative board and commission membership position related to the Community Assembly, including a position-specific statement of duties and responsibilities;
2. Manage and recommend as necessary liaison and representative member appointments and reappointments according to term limit provisions;
3. Engage in periodic evaluations of liaison and representative activities; and
4. Monitor their timely reporting to the Community Assembly.

And we agreed that the following 2020 goals are proposed to the CA for approval:

In 2020 the committee will:

- Establish a regular monthly meeting day/time
- Complete position profiles for the Community Housing & Human Services, Design Review, and Plan Commission liaison positions for approval by the Community Assembly
- Perform 3-month and annual evaluations for CA liaison appointees (CHHS, DRB, PC, Urban Forestry CAC)
- Establish reporting expectations for PeTT appointees (CTAB, PCTS)

We discussed at length proposed changes to the CA Policies and Procedures regarding the Liaison Committee, and reviewed two documents, one prepared by the ad-hoc committee of Kathryn Alexander, Greg Francis and Mary Winkes, and one prepared by Paul Kropp. We agreed to merge the documents into one for the information of the ad-hoc committee and for discussion by the CA. In addition to changes discussed at this meeting, others were made and reviewed by this Committee following the meeting via an email thread. The final form of this recommendation was prepared by Paul and will be sent to the ad-hoc committee. It is attached here.

The tabular form of “Term of Service Record” was to be edited by Melissa and Paul for inclusion in the CA packet for February.

The next meeting will be February 11, 2020, same location.

Respectfully submitted, Andy Hoye, recorder

## Community Assembly Liaisons Term of Service Record

City Agency	Community Housing & Human Services Board (CHHS)
Position: CA Liaison	
Authority	SMC 04.34
Appointment	Mayor nominates, City Council appoints
Current Representative	Melody Dunn, Northwest NC
Phone	509-368-4772 (cell)
Email	<a href="mailto:Melody99205@gmail.com">Melody99205@gmail.com</a>
Term Length	3 years
Term Expires	February 28 2022 (first term)
Term Limit	Two terms
Vote	YES
Duties	Voice and Vote
Last edit: 1/16/20	
City Agency	Design Review Board (DRB)
Position: CA Liaison	
Authority	SMC 04.13
Appointment	Mayor nominates, City Council appoints
Current Representative	Kathy Lang, Grandview-Thorp NC
Phone	709-338-1632
Email	<a href="mailto:Klang0132@gmail.com">Klang0132@gmail.com</a>
Term Length	3 years
Term Expires	December 31, 2022 (second term)
Term Limit	Two consecutive
Vote	YES
Duties	Voice and Vote
Last edit: 1/16/20	
City Agency	Plan Commission (PC)
Position: CA Liaison	
Authority	SMC 04.12
Appointment	CA, confirmed by Mayor, City Council appoints
Current Representative	Mary Winkes, Manito-Cannon Hill NC
Phone	509-747-3264
Email	<a href="mailto:mmcspo@yahoo.com">mmcspo@yahoo.com</a>
Term Length	3 years
Term Expires	December 31, 2022 (first term)
Term Limit	Two terms
Vote	NO
Duties	Voice, no vote. Information exchange CA < - > PC
Last edit: 1/16/20	

City Agency	Urban Forestry Citizen Advisory Committee (UF-CAC)
Position: CA Liaison, one of two	
Authority	SMC 04.28.060
Appointment	CA, Letter Acknowledging Appt from Parks Director
Current Representative	Karen Carlberg, West Hills NC
Phone	509-624-6989
Email	<a href="mailto:karencarlberg@comcast.net">karencarlberg@comcast.net</a>
Term Length	4 years
Term Expires	December 2020 (first term)
Term Limit	Two terms, max eight years
Vote	YES
Duties	Voice and Vote
Last edit: 1/16/20	
City Agency	Urban Forestry Citizen Advisory Committee (UF-CAC)
Position: CA Liaison, one of two	
Authority	SMC 04.28.060
Appointment	CA, Letter Acknowledging Appt from Parks Director
Current Representative	Dave Obbie, North Indian Trail NC
Phone	509-319-9845
Email	<a href="mailto:dobbie@spokanecity.org">dobbie@spokanecity.org</a>
Term Length	4 years
Term Expires	December 2022 (first term)
Term Limit	Two terms, max eight years
Vote	YES
Duties	Voice and Vote
Last edit: 1/16/20	

City Agency	Citizens Transportation Advisory Board (CTAB)
Position: PeTT Committee Representative	
Authority	CTAB Res 2010-0002, Transportation Benefit District C-34648, SMC 8.16
Appointment	PeTT Committee
Current Liaison	Randy McGlenn II, East Central NC
Phone	509-953-7500
Email	<a href="mailto:rjmcglenn@infosmart.us">rjmcglenn@infosmart.us</a>
Term Length	3 years
Term Expires	Nov 11, 2021 (first term)
Term Limit	2 terms
Vote	YES
Duties	Voice, vote, and street inspections
Last edit: 1/28/20	
City Agency	Plan Commission Transportation Subcommittee (PCTS)
Position: PeTT Committee Representative	
Authority	City Council Resolution 2014-0078
Appointment	PeTT Committee
Current Representative	Charles Hansen, Whitman NC
Phone	509-487-8462
Email	<a href="mailto:Charles_hansen@prodigy.net">Charles_hansen@prodigy.net</a>
Term Length	3 years
Term Expires	Upon resignation
Term Limit	None
Vote	YES
Duties	Voice and vote
Last edit: 1/16/20	



**COMMUNITY ASSEMBLY: BRIEFING PAPER**  
**Neighborhood Community Development Program (NCDP)**  
 Thursday, February 6, 2020

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**SUBJECT:** Neighborhood Community Development Program 2020 application process

**BACKGROUND:** The Community, Housing, and Human Services Department (CHHS) allocates approximately \$400,000 to support community development programming that directly benefit low and moderate individuals and households. Neighborhood Councils are encouraged to coordinate and identify priority community based projects. Funding through this program is restricted to projects and activities related to a construction type activity. This program does not fund general operation expenses.

For more information on the NCDP, please visit the following web page: <https://my.spokanecity.org/chhs/funding-opportunities/neighborhood/>

**TIMELINE:**

Monday	December 30, 2019	Neighborhood application period <b>Begins</b>
Monday	January 13, 2020	Neighborhood application technical assistance <b>Workshop #1</b> <ul style="list-style-type: none"> <li>• 8:30 – 9:30 AM City Council Briefing Center</li> </ul>
Tuesday	January 14, 2020	Neighborhood application technical assistance <b>Workshop #2</b> <ul style="list-style-type: none"> <li>• 11:30 – 12:30 PM City Council Briefing Center</li> </ul>
Wednesday	January 15, 2020	Neighborhood application technical assistance <b>Workshop #3</b> <ul style="list-style-type: none"> <li>• 5:30 – 6:30 PM City Council Briefing Center</li> </ul>
Friday	April 3, 2020	Neighborhood application period <b>Ends</b> <ul style="list-style-type: none"> <li>• Application <b>DUE to CHHS by 5:00 PM</b></li> <li>• Please submit <b>electronic copies</b> to <a href="mailto:gdahl@spokanecity.org">gdahl@spokanecity.org</a> <ul style="list-style-type: none"> <li>○ Printed hard copies will not be accepted</li> <li>○ Late/incomplete applications will not be considered for funding</li> </ul> </li> </ul>

The table below summarizes attendance at the NCDP Technical Assistance Workshops. Please contact George Dahl with any questions you, or your neighborhood council may have regarding the NCDP application process.

District	Neighborhood	Neighborhoods Present	Individuals Present
One	Bemiss	1	3
	Chief Garry Park	1	1
	East Central	-	-
	Hillyard	-	-
	Logan	1	1
	Minnehaha	-	-
	Nevada Heights	-	-
	Shiloh Hills	1	1
	Whitman	1	1
<b>Total</b>		<b>5 of 9 (55.6%) NC's</b>	<b>7</b>
Two	Browne's Addition	1	1
	Cliff/Cannon	-	-
	Comstock	-	-
	East Central	-	-
	Grandview/Thorp	1	1
	Latah/Hangman	-	-
	Lincoln Heights	1	2
	Manito/Cannon Hill	-	-
	Peaceful Valley	-	-
	Rockwood	-	-
	Southgate	1	1
	Riverside	-	-
	West Hills	-	-
<b>Total</b>		<b>4 of 13 (30.8%) NC's</b>	<b>5</b>
Three	Audubon/Downriver	1	1
	Balboa/South Indian Trail	1	1
	Emerson/Garfield	1	1
	Five Mile Prairie	-	-
	North Hill	-	-
	North Indian Trail	-	-
	Northwest	-	-
	West Central	-	-
<b>Total</b>		<b>3 of 8 (37.5%) NC's</b>	<b>3</b>



Community Assembly  
City Council Committee and Board Appointments

February 4, 2020

Dear Community Assembly Representatives,

The Administration Committee requested that I forward to you the recently-adopted list of Council appointments to their Committees and Boards for 2020. The attached sheet was adopted by Council in January and sets the membership of each Councilmember to various Committees and Boards to which they are responsible.

**Please note** that this is not a document from the Neighborhood and Planning office. It comes from the office of the Council President. If you have questions on this form or about the various committees or boards listed, please contact the Council office directly.

Thank you.

Sincerely,

A handwritten signature in black ink, appearing to read "Kevin Freibott".

Kevin Freibott

Committee/Board	# of Seats	2019	2020 Final	2020 Totals
Council President Pro-Tem			Candace Mumm	Beggs 12 Burke 12
Urban Experience		Chair: Ben Stuckart Vice: Karen Stratton	Chair: Karen Stratton Vice: Betsy Wilkerson	Cathcart 9
Finance and Admin		Chair: Candace Mumm Vice: Kate Burke	Chair: Candace Mumm Vice: Kate Burke	Kinnear 11
Public Infrastructure and Sustainability		Chair: Breean Beggs Vice: Mike Fagan	Chair: Breean Beggs Vice: Michael Cathcart	Mumm 11
Public Safety & Community Health		Chair: Lori Kinnear Vice: Karen Stratton	Chair: Lori Kinnear Vice: Michael Cathcart	Stratton 10 Betsy Wilker 9
21st Century Workforce (Equity)	3	Candace Mumm, Mike Fagan, Karen Stratton	Candace Mumm, Kate Burke, Betsy Wilkerson	
911 Integrated Response Committee	2	Lori Kinnear, Breean Beggs	Lori Kinnear, Breean Beggs	
Aging and Long Term Care	2	Mike Fagan, Karen Stratton	Karen Stratton, Betsy Wilkerson	
Airport Board	1	Ben Stuckart	Breean Beggs	
**Airport Board PDA	1	Ben Stuckart	Breean Beggs	
Arts Fund	1	Karen Stratton	Karen Stratton	
Association of Washington Cities Board	1	Candace Mumm	Candace Mumm	
Board of Health	3	Karen Stratton, Breean Beggs, Kate Burke	Breean Beggs, Karen Stratton, Betsy Wilkerson	
Census Representative	1	Ben Stuckart	Betsy Wilkerson	
Clean Air Agency	1	Kate Burke	Michael Cathcart	
Community Assembly		Rotate	Rotate	
Community Health and Human Services	2	Ben Stuckart, Mike Fagan	Kate Burke, Betsy Wilkerson	
C.O.P.S.	1	Karen Stratton	Karen Stratton	
Docketing	3	Candace Mumm, Karen Stratton, Ben Stuckart	Candace Mumm, Karen Stratton, Lori Kinnear	
DSP (Downtown Spokane Partnership)	1	Lori Kinnear	Mayor Woodward	
Fire Pension	2	Ben Stuckart, Candace Mumm	Candace Mumm, Michael Cathcart	
Flag ReDesign (2020 only)	2		Kate Burke, Betsy Wilkerson	
Growth Management Act Steering Committee	3	Breean Beggs, Candace Mumm, Kate Burke	Candace Mumm, Breean Beggs, Kate Burke	
Human Rights Commission	1	Kate Burke	Kate Burke	
Investment Committee	1	Candace Mumm	Candace Mumm	
Legislative Team	3	Candace Mumm, Breean Beggs, Kate Burke	Candace Mumm, Breean Beggs, Kate Burke	
Library Board	1	Kate Burke	Kate Burke	
Local Emergency Planning	1	Mike Fagan	Karen Stratton	
Lodging Tax Advisory Committee (PFD)	1	Breean Beggs	Betsy Wilkerson	
Lodging Tax Advisory Committee (1.3%)	1	Breean Beggs	Betsy Wilkerson	
Mayor's Economic Advisory Committee		Rotate	Rotate	
Park Board	1	Mike Fagan	Lori Kinnear	
Park Board Exec Committee	1	Mike Fagan	Lori Kinnear	
Parking Advisory Committee	2	Breean Beggs, Lori Kinnear	Lori Kinnear, Karen Stratton	
Partnership Policy (Schools, Parks, Libraries)	1	Breean Beggs	Breean Beggs, Lori Kinnear	
Planning Commission	1	Kate Burke	Candace Mumm	
Planning Commission - Transportation Sub.	1	Kate Burke	Michael Cathcart	
Priority Spokane	1	Karen Stratton	Kate Burke	
Police Advisory Committee	1	Mike Fagan	Michael Cathcart	
Police Pension	2	Ben Stuckart, Mike Fagan	Michael Cathcart, Breean Beggs	
Project Management Management Team	2	Ben Stuckart	Lori Kinnear, Betsy Wilkerson	
Regional Governance Committee	1	Breean Beggs	Breean Beggs	
Spokane Employees Retirement Board	1	Candace Mumm	Michael Cathcart	
Spokane Regional Law and Justice	1	Breean Beggs	Breean Beggs	
Spokane Regional Solid Waste Liaison Board	1	Mike Fagan	Karen Stratton	
Spokane Regional Transportation Council	2	Mayor Condon, Lori Kinnear	Kate Burke, Lori Kinnear Members: Candace Mumm, Lori Kinnear, Kate Burke, Karen Stratton. Alternates: Mayor Woodward, Breean Beggs, Michael Cathcart, Betsy Wilkerson	
Spokane Transit Authority (STA)	4	Lori Kinnear, Candace Mumm, Mayor Condon, Kate Burke	Michael Cathcart, Betsy Wilkerson	
STA Central City Line	1	Lori Kinnear	Lori Kinnear	
Traffic Calming/PhotoRed	3	Breean Beggs, Kate Burke, Candace Mumm	Candace Mumm, Kate Burke, Betsy Wilkerson	
University District PDA	1	Ben Stuckart	Breean Beggs	
Visit Spokane	1	Breean Beggs	Breean Beggs	
The Yard PDA	1	Mike Fagan	Michael Cathcart	



## Design Review Board Report

Submitted by Kathy Lang February 3, 2020  
klang@spokanecity.org | klang0132@gmail.com | 719-338-1632

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### Design Review Board Members

Kathy Lang, Community Assembly Liaison, Chair  
Mark Brower, Civil Engineer, Vice Chair  
Anne Hanenburg, Landscape Architect  
Chuck Horgan, Arts Commission  
Grant Keller, Real Estate Developer  
Chad Schmidt, Urban Designer  
Ted Teske, Citizen at Large  
\*Vacant, Architect

### City of Spokane Staff Members

Dean Gunderson, dgunderson@spokanecity.org  
Taylor Berberich, tberberich@spokanecity.org

\*January 28, DRB members Mark Brower, Anne Hanenburg, and Ted Teske interviewed Drew Kleman with Keterra for the architect position. A recommendation will be presented to the DRB February 12. An update will be provided to the CA in the March DRB report.

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### Types of Developments Reviewed by the DRB

Per [Section 17G.040.020](#), the board shall review the design elements of the following developments and/or project permit applications:

- A. All public projects or structures.
- B. Shoreline conditional use permit applications.
- C. Skywalk applications over a public right-of-way.
- D. Projects seeking a design departure per [chapter 17G.030 SMC](#), Design Departures, [SMC 17G.030.030](#), Review Process.
- E. Within downtown zones:
  1. Within the central area identified on the [Downtown Design Review Threshold Map 17G.040-M1](#):
    - a. New buildings and structures greater than twenty-five thousand square feet.
    - b. Modification of more than twenty-five percent (at minimum three hundred square feet) of a building façade visible from an adjacent street.
  2. Within the perimeter area identified on the [Downtown Design Review Threshold Map 17G.040-M1](#):
    - a. New buildings and structures greater than fifty thousand square feet.
    - b. Modification of more than twenty-five percent (at minimum three hundred square feet) of a building façade visible from an adjacent street.
  3. Within the gateway areas identified on the [Downtown Design Review Threshold Map 17G.040-M1](#):
    - a. All new buildings and structures.
    - b. Modification of more than twenty-five percent (at minimum three hundred square feet) of a building façade fronting on a designated gateway street or within one hundred feet of an intersection with a gateway street.

4. Sidewalk encroachment by private use.
- F. Within Centers & Corridors zones, application for Design Departures from the Design Standards and Guidelines for Centers and Corridors.
- G. Any other development proposal or planning study about which the plan commission, planning director, or hearing examiner requests to have the board's advice pertaining to any design elements.
- H. Other developments or projects listed within the Unified Development Code that require design review.

### **New Business**

Nate Gwinn, City of Spokane Assistant Planner, provided a report on the [Downtown Plan Update](#). Dean Gunderson and DRB members Ted Teske and Chuck Horgan have been attending Update meetings. The group last met January 20; the next meeting date will be announced soon. Public meetings continue, with the next public meeting taking place Wednesday, February 5.

### **Secretary's Report**

Dean Gunderson updated the Board on the Design Guidelines update. Stakeholders have been identified for the new city-wide, public projects and structures, PUD, and skywalk design guidelines; all of which project types, guidelines do not currently exist, but are necessary for DRB review. Examples of such project types that have come before the DRB include the Upriver Transit Center at SCC, the Garden District PUD, and Lewis & Clark's expansion project. Dean provided the following update items:

- First series of stakeholder workshops are set for the last week in February (24th-26th) where the consultant and staff will share what they have discovered to date and identify cities being looked at for best practices for design guidelines (Seattle and Portland have been named; a third city is being considered, possibly Boise, ID or Eugene, OR).
- Last set of workshops slated for the end of May. Consultant presenting the outline of potential guidelines and process improvements.
- Targeting adoption by City Council prior to Thanksgiving 2020.

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**Project: Shaw Middle School, Shaw Middle School, On-Track Academy, and Hillyard Branch Library**  
Recommendation Meeting: January 15, 2020

### **Applicant**

Mark Dailey, Integrus Architecture  
Greg Forsyth, Spokane Public Schools  
Spokane Public Libraries

### **Project Description**

The project is located at 4106 North Cook Street and sits within the Bemiss Neighborhood. In addition to Bemiss, Shaw Middle School's attendance boundary services the Hillyard, Minnehaha, Logan, East Central, and Chief Garry Park neighborhoods, and a portion of Spokane County.

Shaw Middle School currently serves around 600 7th and 8th grade students. The building has not had significant improvements since its original construction in 1959. In 2018, the voters of Spokane passed a school bond which allows for the replacement of the aging Shaw Middle School. Shaw will be transitioning from 7-8 grades to 6-8 grades as part of the McCleary Decision for smaller class sizes. In order to sustain future growth the new building

will have the ability to accommodate 750 students. Shaw Middle School will continue to be in use during the construction of the new middle school and will be demolished in its entirety upon completion of the new building.

As part of the Shaw Master Campus project the integration of the Hillyard Branch Library into Shaw Middle School will take place concurrently with the building of the new middle school. Spokane Public Schools (SPS) and Spokane Public Libraries (SPL) leadership have been working together to plan for this partnership as a way to further serve the Hillyard community. Through careful planning, the public library will become a resource that triples the size of the traditional middle school library and offers the resources of the entire public library system to students. SPL and Shaw Middle School Library will be co-located so that shared space can exist between student and public use while maintaining a line of access control that ensures the security of students.

The existing On Track Academy is located at 2802 East Rich Avenue and serves around 560 9th-12th grade students. The Academy encompasses three specialization branches: Flagship, Bridges, and Summit @ Shaw. The program branches are currently spread across the Shaw campus and operate out of borrowed classrooms in Shaw Middle School and Newtech Skill Center and portable classrooms located between Shaw and Newtech Skill Center. Passage of the school bond in 2018 allows for the completion of an On Track Academy building that will be located on the Shaw campus proper and will house the three program branches. The building will be sized to accommodate the current population of students with the ability for future building expansion as the student body grows.

### **Recommendations**

Based on review of the materials submitted by the applicant and discussion during the January 15, 2020 Recommendation Meeting, the Design Review Board recommends the approval of the project subject to the following conditions:

- The board recommends the project be approved 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: November 13, 2019
- Recommendation Meeting: January 15, 2020

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**Project: Glover Middle School**  
Recommendation Meeting: January 15, 2020

### **Applicant**

Dana Harbaugh and Kris Jeske, AIA  
Spokane Public Schools  
Mike Terrel, MTLA

### **Project Description**

The site is located at 2404 West Longfellow Avenue in the Audubon/Downriver neighborhood. The school draws students from the Audubon/Downriver, Emerson-Garfield, Logan, Nevada Heights, Northwest, Riverside, and West-Central neighborhoods.

Glover Middle School will be one of the first middle schools replaced under Spokane's 2018 school bond. The replacement middle school will be built on the site of the existing Glover Middle School. Construction of the new school will occur while the existing school remains in use. Upon completion of the new middle school the existing

school will be demolished and replaced with athletic fields, parking lots, and bus lanes to serve the new school. The total building area is targeted at 135,000 gross square feet and will optimally serve 750 students.

### **Recommendations**

Based on review of the materials submitted by the applicant and discussion during the January 15, 2020 Recommendation Meeting, the Design Review Board recommends the approval of the project subject to the following conditions:

- The board recommends the project be approved 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: September 25, 2019
- Recommendation Meeting: January 15, 2020

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**Project: The Hive Branch Library**  
Recommendation Meeting: January 22, 2020

### **Applicant**

Cody Dompier, Integrus Architects  
Andrew Chanse, Spokane Public Libraries  
Greg Forsythe, Spokane Public Schools

### **Project Description**

The site is located at 2904 East Sprague Avenue in the East Central Neighborhood. It is bounded by Regal Street to the west, Haven Street to the east, and 1st Avenue to the south. It consists of eight lots owned by Spokane Public Schools. The Libby Center is south of the site, across 1st Avenue.

As a key component in the 2018 Library Bond, this project brings a new Spokane Public Schools-Spokane Public Library collaboration hub to East Sprague Avenue. This project marries a teacher training facility, lab and gallery. The new 13,700 square foot building will serve the public and teachers from throughout the city; for this reason, the site includes a large parking area. Situated at the northern part of the site abutting the busy Sprague Avenue, the building confronts the 40mph car environment of which its a part, with parking for the project to the south.

### **Recommendations**

Based on review of the materials submitted by the applicant and discussion during the January 22, 2020 Recommendation Meeting the Design Review Board recommends the approval of the project subject to the following conditions:

1. The applicant is encouraged to select a tree that will be more compatible with the 5x5 tree well in the plaza, the southeast stormwater swale, and the southwest stormwater swale.
2. The applicant shall plant class I trees in the north parking islands (under the power lines).
3. The applicant shall confirm that the appropriate amount of landscaping is provided and make any necessary adjustments for the required increase in landscaping due to exceeding the maximum parking ratio.
4. The applicant is encouraged to continue discussions with Avista to “underground” the overhead power line.
5. The board continues to support the unique artistic signage elements as proposed.

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: August 19, 2019
  - Recommendation Meeting: January 22, 2020
- 

**Project: Liberty Park Branch Library**  
Recommendation Meeting: January 22, 2020

**Applicant**

Cody Dompier, Integrus Architects  
Andrew Chanse, Spokane Public Libraries

**Project Description**

The site is located at 1722 East 4th Avenue in the portion of Liberty Park at the corner of 4th Avenue and South Pittsburg Street in the East Central neighborhood. It consists of ten city-owned lots consisting of just over two acres.

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

The building has been placed at the eastern edge of the park, which is an ideal placement for the building to act as the threshold between park and neighborhood. Situated at the highest point of the park, the building opens up and captures views to the south and west, overlooking the beautiful park and basalt cliffs beyond.

**Recommendations**

Based on review of the materials submitted by the applicant and discussion during the January 22, 2020 Recommendation Meeting the Design Review Board recommends the approval of the project subject to the following conditions:

1. The board recommends the project be approved as submitted.
2. The board supports the efforts taken to conserve the white pines along 4<sup>th</sup> Avenue, and the board strongly recommends to urban forestry that the preserved white pines be sufficient tree canopy coverage to meet the street tree requirements.

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: July 24, 2019
- Recommendation Meeting: January 22, 2020

**Upcoming Design Review Board Meetings**

The next DRB meetings are scheduled as follows. Meetings run 5:30PM-8:00PM. Each meeting's location is posted at the top of its agenda. DRB meetings are held only if projects have met review requirements. Meeting cancellations are posted on the City's DRB page.

Wednesday, February 12

- Downtown Library - Recommendation Meeting
- Shadle Park Branch Library - Recommendation Meeting

Wednesday, February 26

- River Bend Development - Collaborative Workshop

# Everyone Counts!

## *Why is the 2020 Census Count so important to you, your neighborhood, and Spokane?*

- Eastern Washington has a lot more to lose than many other areas. It is estimated that for each person missed on the Census, we stand to lose over \$3,000 each year.
- That is money we could have used for roads, hospital beds, school lunches, housing assistance, tuition aid, and more.
- Representation in Congress & in State legislative redistricting based on population.
- **Week of March 12 – first letters with online code for questionnaire mailed out.**

\*Information source: [spokanecensus.org](http://spokanecensus.org)



**Census 2020** **WHAT YOU NEED TO KNOW**

**HOW IT WORKS**  
Every 10 years, every household in America is surveyed on demographics such as race and age. This year, we'll be asked to respond online.

**WHEN IT HAPPENS**  
In mid-March, households will receive the invitation to participate via mail. **April 1, 2020 is the official Census Day**

**WHY IT MATTERS**  
Our share of \$13.7 billion in Federal dollars, the number of seats we have in Congress and many essential services are determined by Census population data. We stand to lose about \$30,000 per person missed. We cannot afford that!

**WHO MIGHT GET MISSED**  
Some folks may be more difficult to count than others. Young children, racial and ethnic minorities, highly mobile persons and renters are among those.

**WHAT YOU CAN DO**  
Whether you are a business owner, nonprofit employee or community member, you can make a difference! Here are some ideas:

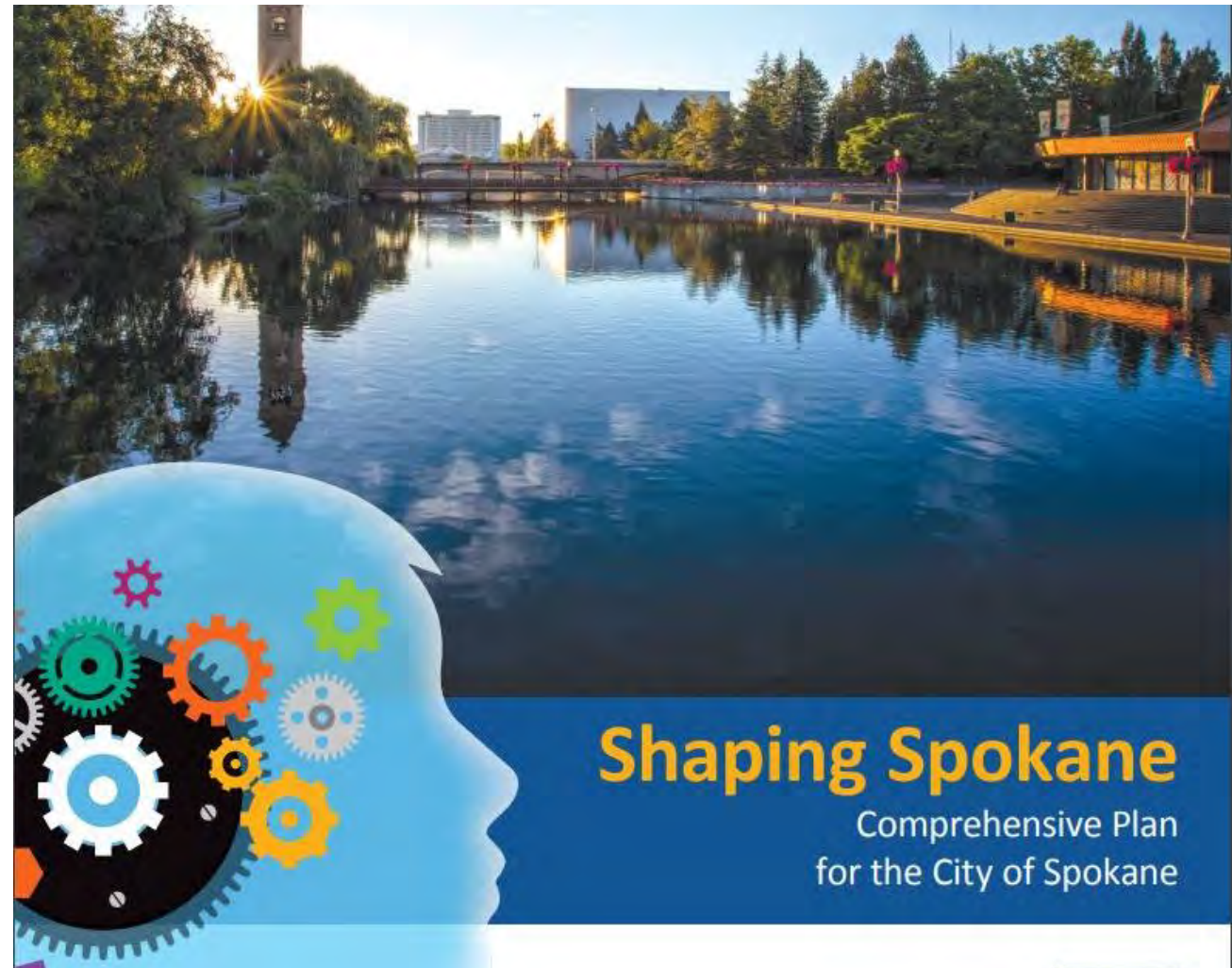
- Make sure you get counted
- Visit [spokanecensus.org](http://spokanecensus.org)
- Share info on social media
- Post flyers at your place of work
- Host a training
- Contact your local coordinator

**ALEX PANAGOTACOS**  
CENSUS COMMITTEE COORDINATOR  
509-624-2606  
[APANAGOTACOS@INNOVIA.ORG](mailto:APANAGOTACOS@INNOVIA.ORG)  
[SPOKANECENSUS.ORG](http://SPOKANECENSUS.ORG)



# Neighborhood Comprehensive Plan Amendment Process Training

- **WHY:** Amendments can change the City Comprehensive Plan – Spokane’s Vision and policies that guide growth and development. Proposals could be specific in a neighborhood, or possibly a change citywide that affects all neighborhoods in the future.
- Find out how it works and how citizens engage in the process with Plan Commission and City Council.
- **When: February 13, 2020 6:00 – 7:00 p.m.**, with time for questions.
- **Where:** West Central Community Center, Newton Lounge, 1603 N Belt.



# City of Spokane Neighborhood Planning Overview

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*Update January 2020*

In 2007, the City Council allocated \$550,000 for another opportunity to initiate neighborhood planning. The funds were divided 26 ways with each neighborhood receiving approximately \$21,150. Neighborhood planning provides an opportunity for citizens to take a proactive role in the planning process and shape the neighborhoods where they live, work, own property, or own or manage a business. Neighborhood residents have used this opportunity to address local issues and concerns that affect them, their families, and their neighbors.

Benefits of neighborhood planning include:

- Sense of Community
- Sense of Identity
- Sense of Security
- Enhanced Link to the Comprehensive Plan
- More Responsive to Local Problems
- Increase Commitment to Neighborhood
- Building Neighborhood Leadership
- Provide Equitable Distribution of Public Goods

The process is a partnership with the City. Staff provides assistance to neighborhood and consultant process moves forward; assistance with outreach and engagement; project communication; and internal, plan Commission and City Council review.

## **Plan Outcomes**

1. Neighborhood Action Plan or Vision Plan – plan that provides community vision of neighborhood or part of neighborhood
2. Project Plan – specific type of plan focusing on one topic, such as connectivity, parks, capital facilities, etc.
3. Report or Study – engineering or design work for project
  - a. Construction is not permitted with these funds

## **Community Engagement**

The Comprehensive Plan Chapter 11 Neighborhoods (Section N 8)<sup>1</sup> calls for neighborhood planning to be representative, collaborative, and all-inclusive through a process that ensures a sense of identity and belonging, maintains the integrity of neighborhoods, implements the comprehensive plan, and empowers neighborhoods in their decision-making.

The goal of neighborhood planning is for diverse interests to come together and develop a shared vision for their neighborhood and to:

- Represent the views of all the stakeholders that make up a neighborhood
- Identify neighborhood strengths and assets
- Identify neighborhood needs and concerns
- Establish goals for improving the neighborhood
- Recommend specific recommendations to reach those goals.

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<sup>1</sup> <https://static.spokanecity.org/documents/shaping Spokane/comprehensive-plan/chapter-11-neighborhoods.pdf>



The City, neighborhood councils, and consultant must work together to ensure the process done through cooperation and contributions of all interested parties, including institutions, organizations, and individuals of all ages, whether resident, property owner, business owner, or employee. Sufficient resources will be used in the process to allow accessible, full and fair participation by citizens, making special efforts to accommodate participation by everyone.

### **Stakeholder Team**

Your neighborhood must form a stakeholder team to represent the neighborhood in the planning process. The process should provide an opportunity for all citizens to express views, concerns, values, and priorities.

Neighborhood representation must be as broad and diverse as possible. While there may be interested and active people in a neighborhood council, the representation should go beyond this group. Neighborhood demographics should be considered and reflected in the team's composition. Broad representation is not determined solely on numbers; the primary goal is to be inclusive. Several factors, taken together, define inclusiveness: numbers, diversity across incomes, occupations, location, interests, homeowner/renter, culture, race and ethnicity. Optimally, team membership should be limited to 15-20 people. Several factors, taken together, define inclusiveness: numbers, diversity across incomes, occupations, location, interests, race and ethnicity.

The primary goal is to be inclusive and representative, including:

- Residents – Owners and Tenants
- Business Owners and Organizations
- Employees of Local Businesses
- Schools and Students
- Major Institutions
- Land Owners
- Developers
- Community Organizations
- Religious Institutions
- Financial Institutions
- Government Representatives – Transit, City, County, Regional
- Race, ethnicity, gender, age, income, culture

### **Stakeholder Manager**

To help facilitate community engagement, a stakeholder manager should be appointed on behalf of the neighborhood council. Duties for the stakeholder manager include team chair, liaison to City staff, and planning process coordination.

### **Memorandum of Understanding**

The neighborhood council must vote on the use of neighborhood planning funds and provide minutes of the vote to Neighborhood and Planning Services. Once the neighborhood council has demonstrated its readiness to plan and has developed a stakeholder team, the City and the neighborhood council will sign a Memorandum of Understanding that outlines the agreement to plan and abide by the process.

Contact: Maren Murphy, AICP, Assistant Planner, [mmurphy@spokanecity.org](mailto:mmurphy@spokanecity.org), 509-625-6737

More information about Neighborhood Planning: <https://my.spokanecity.org/business/planning/neighborhood/>





Photo by Visit Spokane

# Neighborhood Planning Overview

Community Assembly Packet 90

January 2020





# Why Neighborhood Planning?



Provides an opportunity for citizens to take proactive role in the planning process



Citizens can shape the neighborhoods where you live, work, own property, or own or manage a business



Bring diverse interests to come together and develop a shared vision for your neighborhood

# Benefits of Neighborhood Planning

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Sense of  
Community

Sense of Identity

Sense of Security

Enhanced Link to  
Comprehensive  
Plan

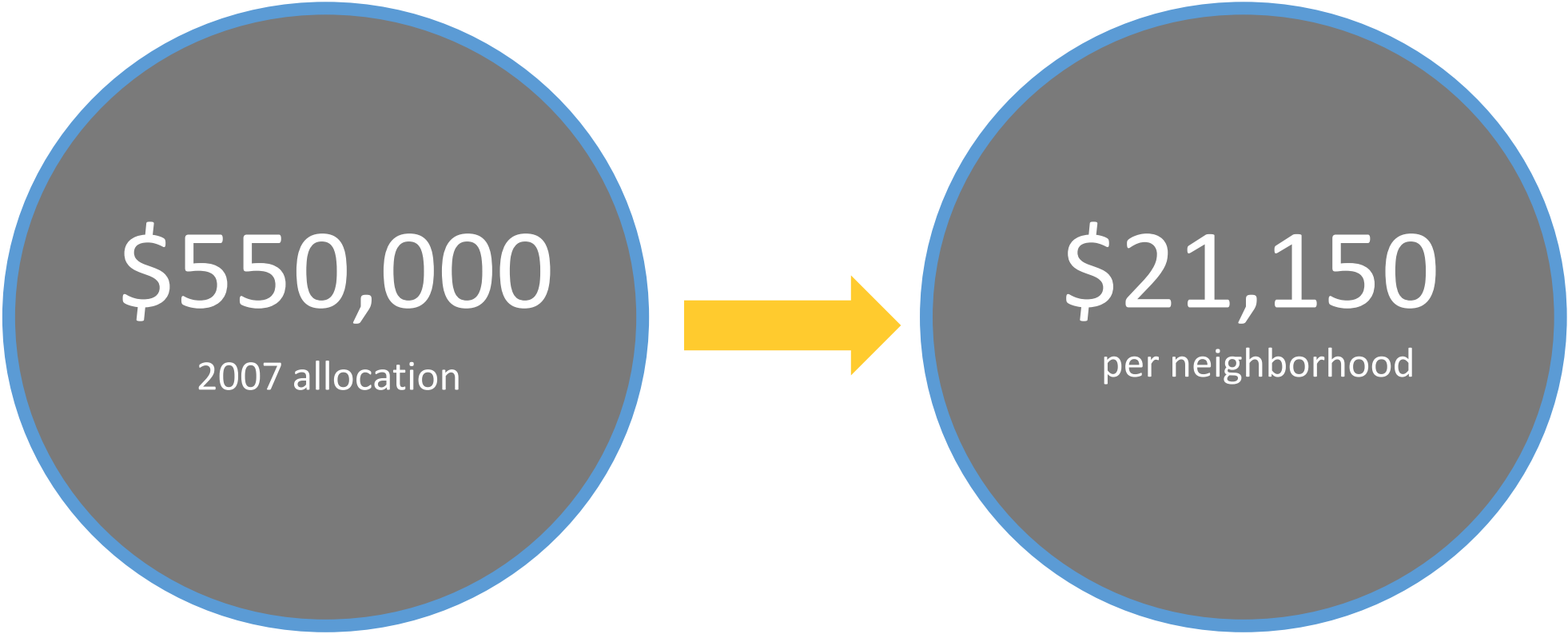
More Responsive  
to Local  
Problems

Increase  
Commitment to  
Neighborhood

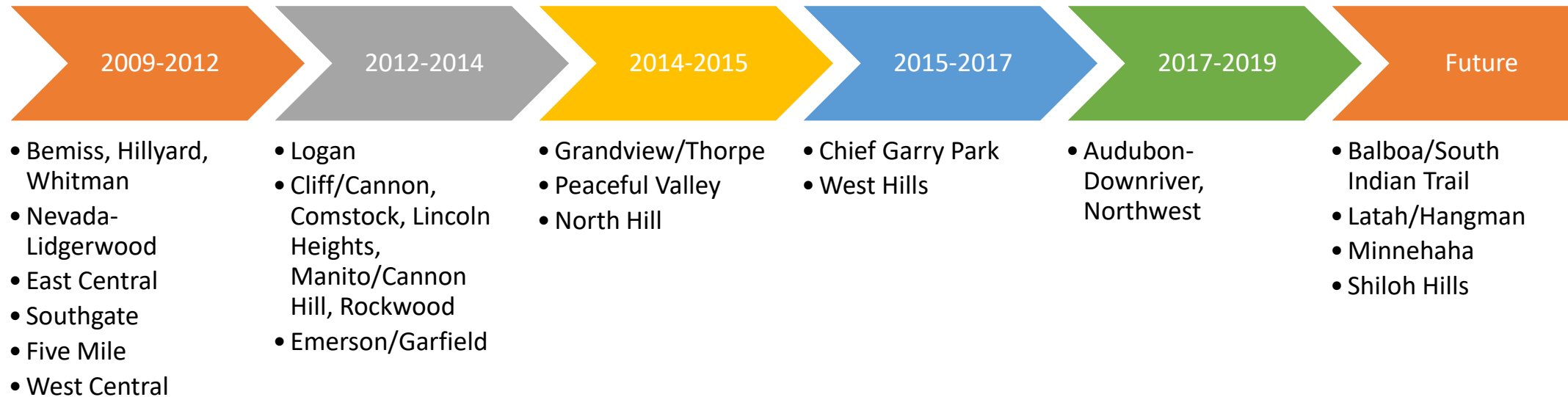
Build  
Neighborhood  
Leadership

Equitable  
Distribution of  
Public Goods

# History of Neighborhood Planning Funds



# Neighborhood Planning Timeline



*Riverside opted out of funds due to Downtown Plan  
North Indian Trail put funds to North Indian Trail Road  
Browne's Addition put funds towards Coeur d'Alene Park Master Plan*



## Comprehensive Plan

- Ensures that growth will be orderly.
- Foundation for all development regulations and city spending on physical improvements.
- Framework for all other planning activities and documents (including neighborhood planning documents).

# Shaping Spokane

Comprehensive Plan  
for the City of Spokane

# How Do Neighborhood Plans Fit in with the Comprehensive Plan?



Neighborhood plans must be consistent with the Comprehensive Plan.



Neighborhood plans provide more detail.



Based on budget, plans are usually conceptual and visionary in nature. Will require more analysis and funding sources for any capital improvements.



Are a good first step – they let the City know what the neighborhood desires.



Adopted by resolution.



# Plan Outcomes:

Guiding document that  
prioritizes community vision

## Neighborhood Action Plan or Vision Plan

- Spokane South Hill Coalition – Connectivity and Livability Strategic Plan
- Chief Garry Park Neighborhood Action Plan
- Greater Hillyard Northwest Planning Alliance

## Project Plan

- West Hills – Fort George Wright Drive Station & Corridor Plan
- Browne’s Addition – Coeur d’Alene Park Master Plan
- Five Mile Prairie - Neighborhood Plan for Bicycle and Pedestrian Improvements

## Report or Study

- East Central - Ben Burr Trail Head

# Partnership with City



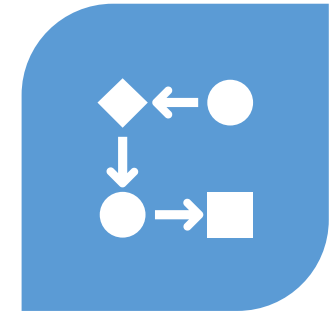
ASSISTANCE TO  
NEIGHBORHOOD



ASSISTANCE WITH OUTREACH  
AND ENGAGEMENT



PROJECT COMMUNICATION



INTERNAL, PLAN COMMISSION  
AND CITY COUNCIL REVIEW

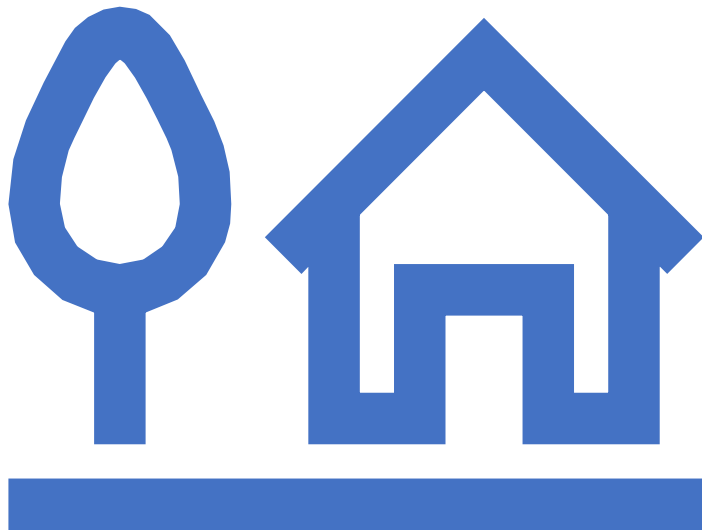


# Community Engagement

# Comprehensive Plan

## Chapter 11: Neighborhoods

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### Neighborhood Planning Process

- Ensure a **sense of identity** and **belonging** for each neighborhood throughout the city and the adjacent Urban Growth Area through a neighborhood planning process that is **all-inclusive**, maintains the **integrity** of neighborhoods, implements the comprehensive plan, and **empowers** neighborhoods in their decision-making.

# Inclusive Neighborhood Planning

- Ensure that neighborhood planning is conducted through the **cooperation** and **contributions** of all interested parties, including institutions, organizations, and individuals of all ages, whether resident, property owner, business owner, or employee.
  - Help ensure neighborhood **representation** during neighborhood planning
  - Sufficient resources will be used in the process to allow **accessible, full and fair participation** by citizens, making special efforts to accommodate participation by **everyone**.



# Develop Stakeholder Team

- Designate Stakeholder Manager:
  - Committed
  - Organized
  - Liaison to City staff
  - Planning process oversight
  - Deadline management
- A broad range of citizens and committed individuals must be involved.
- Should not be limited to only members of neighborhood council.
- Citizens in a community are not a single homogeneous entity.
  - Represent a broad spectrum of ideas and opinions, often with conflicting goals and values.
  - All citizens in the community must be given an opportunity to express their views and concerns, and have them considered as decisions are made.

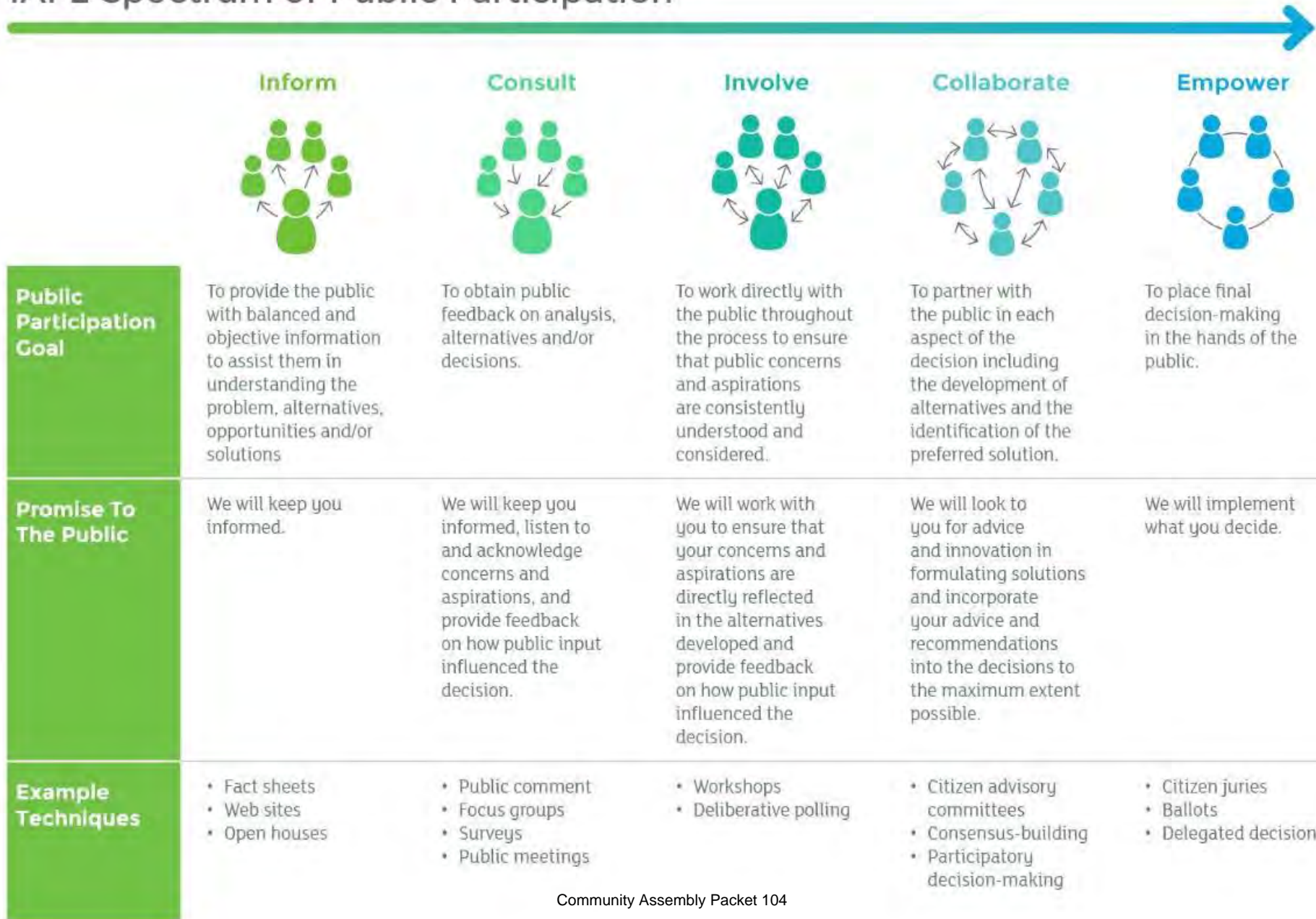


# Representative and Inclusive

- Residents – Owners and Tenants
- Business Owners and Organizations
- Employees of Local Businesses
- Schools and Students
- Major Institutions
- Land Owners
- Community Organizations
- Religious Institutions
- Financial Institutions
- Developers
- Government Representatives – Transit, City, County, Regional
- Race, ethnicity, gender, age, income, culture



# IAP2 Spectrum of Public Participation





# Being a Champion for the Plan

- Plans are guidance to the City that communicate long-term neighborhood vision.
- Neighborhoods will need to continue to advocate for implementation of projects after process and/or plan is completed.
- Inform other city planning projects:
  - Update to Comprehensive, Transportation, Master Bike and Pedestrian Plans.
  - Capital Programs considers neighborhood plans for six-year plans updates.
- A plan makes grant funding possible.
- Neighborhoods work on things they can do independently of City resources.



## Plan Commission Liaison Report

January 22, 2020 meeting

Filed by Mary M. Winkes

I was appointed by City Council to serve as the CA Liaison to the Plan Commission on Monday, January 13, 2020. I attended my first Plan Commission as your liaison on Wednesday, January 22, 2020. (I observed two meetings prior to my appointment.)

October 9, 2019: Attached please find the 2020-2021 Draft Work Plan for the Plan Commission. It was distributed and discussed in October 9, 2019, but to date the Commission has not returned to it to establish priorities.

January 22, 2020: The following are items I observed that might have impact on the Neighborhood Councils:

City Council Member Candace Mumm reported that the Spokane had received \$53.4 million from the U.S. Dept. of Transportation for the City Line (formerly known as the Central City Line.) Other monies will also be dedicated to the City Line. She mentioned that there will be nodes along the route. Along with the nodes, there will be building of more accessible, affordable housing within 3-6 blocks of each mode. This seems to be something that the affected neighborhood(s) might like to have input on.

Since it was my first meeting, I mostly observed and listened. I only spoke up twice. The first time was to ask for further revision of the Vision statement for the Downtown Plan Update for 2020. I asked that there be mention that Spokane's downtown, long before the coming of the railroads, etc., was the gathering place for the Native Americans (the Spokane Tribe), and it is still a gathering place. It is everyone's neighborhood.

A second public workshop on the Downtown Plan Update, sponsored by the City of Spokane and Downtown Spokane Partnership, will be held on February 5, 2020, 6-8 p.m. at the Wonder Building Market (835 N Post St). This meeting is the next step in a process that will result in a series of recommended actions and guidance for new development in Downtown Spokane for the next ten years. Your feedback is vital in creating an actionable, vetted, and effective plan for the future of Downtown Spokane from a broad variety of Downtown users. The documents related to the plan update can be found at: <https://my.spokanecity.org/projects/downtown-plan-update-2020/>.

There are two chances for input on street name/number changes that are currently proposed. The first input was on January 22. Greg Francis asked if the neighborhood councils potentially affected had been notified. The answer was unclear so I asked specifically that the potentially affected neighborhood councils be notified. This would allow for neighborhood council input, if the councils so wished, at the second chance for public input to be held at the next Plan Commission meeting, Wednesday, February 12, 2020, 4:00 p.m. Notice was to have been sent to neighborhood councils the following day.

Agendas for Plan Commission meetings, along with relevant documents, including complete minutes of each meeting, are available at <https://my.spokanecity.org/bcc/commissions/plan-commission/>.

## Meeting Minutes

Meeting was called to order at 3:03pm on 7 January, 2020 by Chair Matt Ugaldea

Attendees: Matt Ugaldea, Beth LaBar, Karen Carlberg, Dave Obbie, Tim Kohlhauff, Cadie Olsen, Hilary Nickerson, Guy Gifford, & Katie Kosanke.

**Ceremonies, Appointments, Announcements** Guy Gifford announced a Forest landowners school

**Consent Agenda:** Karen Carlberg moved and Dave Obbie seconded that the December minutes be approved. The minutes were approved.

### Reports

- **Community Assembly:** no report
- **Staff Report:** no report

### Old Business

- **Heritage Tree Nominations:** The nomination was tabled until the February meeting

### New Business

- **Tree Steward Guide:** Members studied the guide and determined there were areas in need of update and revision.
  - **Links:** April Sprague, an urban forestry student at SCC updated the broken links. The CAC thanks April, and her instructor (& committee member) Cindy Deffe'
  - **Discussion:** Cadie Olsen suggested that the CAC discuss the book today, and send suggested edits to Katie to be combined into one document. Katie asked for all suggestions to be sent to her by January 29. The committee had a robust discussion, with all members contributing ideas for improvement. Concerns and issues included: better explanations of mulch depth, the critical root zone, updating the introduction to include new canopy coverage goals and sustainability initiatives, a number of typos, and a better explanation of irrigation for trees.
    - **Discussion will continue in February.**

**Adjournment:** The committee adjourned at 4:05pm.



**Citizen Advisory Committee  
 To the Spokane Urban Forestry Tree Committee  
 Finch Arboretum, Willow Room.  
 Woodland Center 3404 W Woodland Blvd  
 February 2020 meeting February 4th, 2020, at 3 PM**

**MEETING AGENDA**

**CALL TO ORDER**

**ROLL CALL**

**APPROVAL OF LAST MEETINGS MINUTES**

**COMMITTEE AND REPORTS**

- Community Assembly
- Staff Report

**OLD BUSINESS**

- Heritage tree nomination
  - 1228 W. 11<sup>th</sup> Ave (ACPS)

**NEW BUSINESS**

- Tree stewardship guide edits
- Education sub-committee/group discussion
- Approved street tree list

**CEREMONIES, APPOINTMENTS, ANNOUNCEMENTS**

**ADJOURNMENT**

Tree of the Month:

**American Hornbeam** *Carpinus caroliniana*

Mature height 20-30 feet

Mature spread 15-25 feet

**Attributes**

- Class 1 street tree
- Flower is Pendulous bracts resembling cascading leaf clusters (photo right)
- Fall color is red-orange
- Is susceptible to some twig blight and leaf spot
- In the Finch Arboretum Hornbeam collection

