



Meeting Agenda for Thursday, March 5, 2019  
5:30 to 8:00 pm, **West Central Community Center, Newton Room**  
**1603 N. Belt St.**

Proposed Agenda Subject to Change

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



## Administrative Agenda

<u>Agenda Item</u>	<u>Time</u>	<u>Action</u>	<u>Page</u>
1. Introductions (Facilitator) .....	3 min (5:30)	Discussion	-
2. Proposed Agenda (Facilitator).....	2 min (5:33)	Approve	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 Candice Mumm) .....	10 min (5:50)	Oral Reports	-
6. Construction Update (Marlene Feist) .....	10 min (6:00)	Presentation	
7. West Central Centennial Trail Extension (Ken Cruz).....	15 min (6:15)	Possible Vote	
8. Budget Committee (Mark Davies).....	5 min (6:20)	Update	
9. CA/CD (Kathryn Alexander) .....	5 min (6:25)	Update	
10. PeTT Annual Goals (Paul Kropp) .....	5 min (6:30)	Vote	
11. <a href="#">Policies and Procedures (Kathryn Alexander)</a> .....	10 min (6:40)	Review & Vote	9
12. Neighborhood & Planning Services Update .....	20 min (6:50)	Presentation	
13. Roundtable Discussion .....	10 min (7:10)	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> .....	56
• <a href="#">Budget Committee</a> .....	57
• <a href="#">Building Stronger Neighborhoods Committee (BSN)</a> .....	58
• <a href="#">Liaison Committee</a> .....	59
• <a href="#">Pedestrian, Traffic, and Transportation Committee (PeTT)</a> .....	60

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

• <a href="#">Design Review Board Liaison Report</a> .....	75
• <a href="#">Plan Commission Liaison Report</a> .....	80
• <a href="#">Police Advisory Committee</a> .....	82
• <a href="#">Police NRO Workshop Agenda</a> .....	83

# **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:**

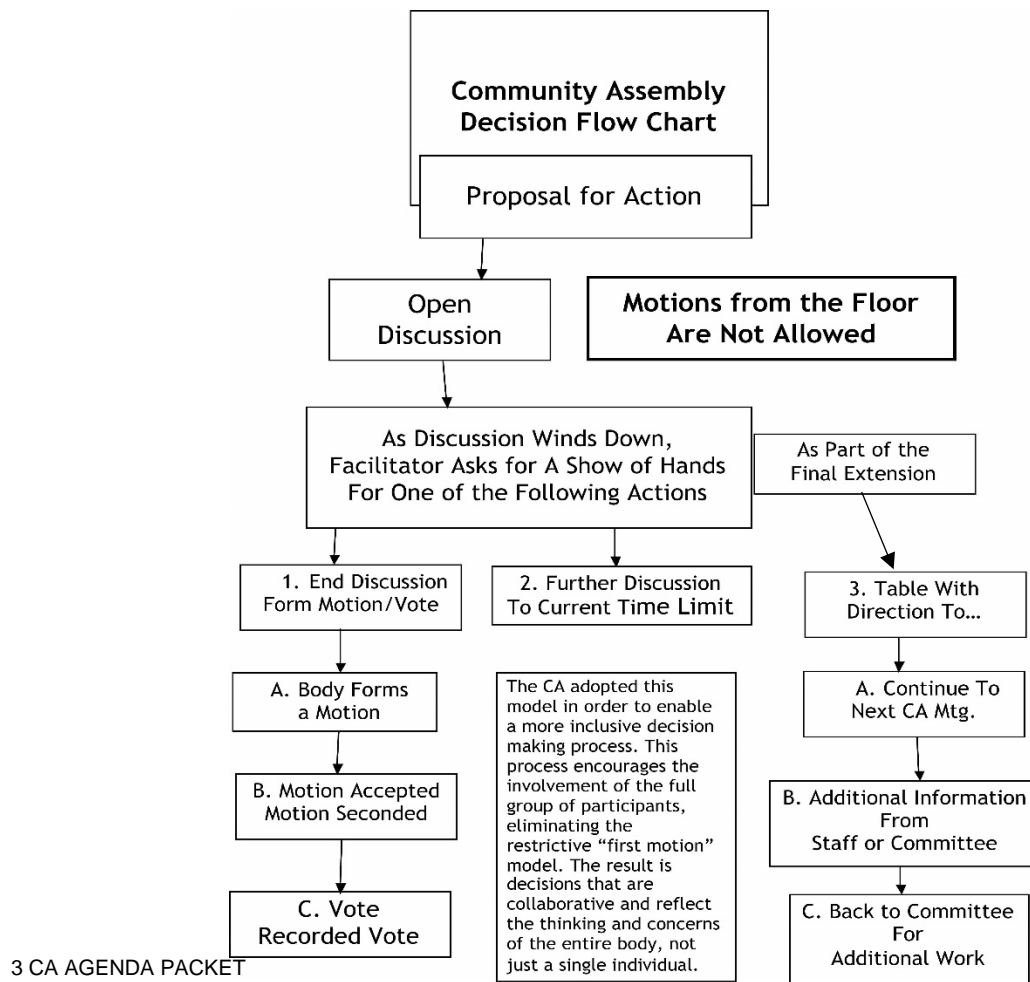
The Community Assembly fulfills its purpose, achieves its goals, and stays true to its core values by its members engaging each other and the community with honest communication and having transparent actions in all of its dealings. Community Assembly representatives are knowledgeable and committed to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

**February 6, 2020**

City Council Briefing Center

Meeting Minutes: Meeting called to order at 5:30 PM by Kevin Freibott

## Attendance:

- Neighborhoods Present: Audubon/Downriver, Balboa/South Indian Trail, Bemiss, Browne's Addition, Chief Garry Park, Cliff/Cannon, Comstock, East Central, Emerson-Garfield, Five Mile Prairie, Grandview/Thorpe, Lincoln Heights, Logan, Manito/Cannon Hill, Minnehaha, Nevada Heights, North Hill, North Indian Trail, Northwest, Peaceful Valley, Riverside, Rockwood, Southgate, West Central, West Hills, Whitman
- Neighborhoods Absent: Hillyard, Latah/Hangman, Shiloh Hills
- Staff Members Present: Kevin Freibott, Gabby Ryan, Annica Eagle, Christopher Green, Louis Meuler

## Administrative Agenda:

### **1. Introductions (Facilitator)**

- Notification that the meeting is being recorded.
- Discussion ensued
  - Folks reiterated desire for detailed minutes
  - The official recording language from the CA's Policies & Procedures was read
- Facilitator made a statement about respect of fellow CA members
  - CA is for discussion, with room for disagreement about ideas, not personal attacks.

### **2. Proposed Agenda**

- Approved
- Motion to move Melody's piece to later in the agenda. Passed unanimously.

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

- Approved; North Hill abstained.
- A request was made that CA representatives read draft minutes early enough to submit corrections back to ONS.

## Open Forum:

### **4. Reports/Updates/Announcements**

- Carol Tomsic:
  - Neighborhood Community Development Program (NCDP) deadline is April 3. Make sure Neighborhood Councils vote before deadline, or their vote won't count.
- Kathryn Alexander:
  - Explained the need for Paul Kropp's item to happen prior to the Policies & Procedures vote, so discussion can happen beforehand
- Andy Hoyer:
  - Congratulated Kathy Lang on being elected Chair of Design Review Board.

- NCDP money—\$319,000 for seven small projects and \$81,000 for Habitat for Humanity. Andy was able to discuss with George Dahl.
- Ken Cruz:
  - Centennial Trail: the process was shortened and the City did not fully brief the neighborhood. Invited West Central neighbor Randy to talk about the trail plans.
- Mary Winkes:
  - Went to her first Plan Commission meeting in January. Mary will send out link to Plan Commission minutes and will try to get important information out earlier than the regular CA packet.

#### Legislative Agenda:

#### **5. City Council – (City Councilmember Lori Kinnear)**

- Oral Report
  - New Council President (CP Breean Beggs). For the District 2 City Council seat vacancy, they went through the appointment process—32 applicants for the position. Each Councilmember brought forward top picks, and then they interviewed the finalists. Councilmember Betsy Wilkerson was chosen.
  - City Council confirmed appointments for Mayor's cabinet (Tonya Wallace as Chief Financial Officer, Brian Coddington as Director of Communications and Marketing, and Tom Bartridge as Interim Director of Human Resources)
  - New Mayor (Nadine Woodward) and new City Administrator (Wes Crago).
  - Comp plan amendment docketing ad hoc committee met today and made recommendations to City Council.
  - Working with Fire Chief Schaeffer about public spaces—looking at what is most cost effective to mitigate the fuel that builds up. The City is launching a pilot project using goats, humans, and controlled burns to see what is most effective.
- Questions & Comments:
  - Question regarding whether there is a 6-year plan for parks, and whether Neighborhood Councils have any say: *Mark Davies replied that there is a process that includes Neighborhood Councils.*
  - Comp Plan docketing process—the majority of the proposals made it through.
  - A CA rep. provided a brief comment of support for Councilmember Kinnear's stance regarding City Council meetings being about City business, not about Matt Shea.
  - Question regarding whether citizens can put out opinions concerning City Council rules: *CM Kinnear suggested writing to other City Councilmembers regarding issue.*

#### **6. ~~Community, Housing, and Human Services (Melody Dunn)~~ [Moved to later in the agenda]**

#### **7. Administrative Committee Report (Greg Francis)**

- The Neighborhood Safety Committee has not been meeting, which is of concern. Greg Francis posed the question of whether the committee should exist. Discussion ensued.
  - Public safety is a number one issue. The committee chair is likely burned out. Multiple requests to have committee chair attend the March CA meeting to discuss why the group disbanded. The Committee did 18 months of landlord/tenant work and worked on Noise Ordinance for a while, which will go to vote on March 2<sup>nd</sup>.

- ONS—the Chair’s term ended in December. Committee is currently without leadership. Only three neighborhoods have been showing up to meetings. Potential solutions: the timing of the meetings could be revisited, or replacing CA/CC to rotate between districts, having the cops, stakeholders, and City Council in a safety forum.
- A couple requests for CA to be more involved with its committees. Accountability is part of the CA’s core values.
- Clarification of difference between Traffic Calming and the Neighborhood Safety Committee’s roles.
- Question regarding whether some of the budgeted money for leadership training could be diverted to committee chairs.
- Solution proposed: the CA needs three people who are willing to serve on this committee to start it up again.
- Moved to extend time; approved.
  - Mark Davies (NIT), Leeland Hoffman (Riverside), Charles Hanson (Whitman), and Kelly Blyth (FMP) have offered to serve; Kelly as interim Chair.
- Next CA/CC meeting is April 30<sup>th</sup>.

#### **8. Committee Goals Review and Approval (Kathryn Alexander)**

- Goals were presented for each committee and voted on, as follows:
  - Budget: Approved unanimously
  - Building Stronger Neighborhoods: Approved unanimously
  - CA/CD: Approved unanimously
  - Land Use Goals: Approved unanimously
  - Liaison: Approved unanimously
- PeTT: shared 2019 focus areas but does not have 2020 goals, so will bring back next month.
- Question about whether the Admin committee should have goals (*Answer: Admin’s goals are the same for every year and clear from the policies, as opposed to the other subcommittees*)

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

- Discussed presented additional policy text for the overall CA policies and procedures
- Proposed change: XI. Community Assembly Liaisons, Section C—strike “in good standing with the CA.”
  - Policies and Procedures changes will be voted on at March CA meeting
- XI. Community Assembly Liaisons, Section E, Number 2—concern raised about wording. Language will be confirmed with staff and Admin committee will add to final draft
- Vote to accept proposed changes for inclusion in the overall amendments to the policies and procedures, to be discussed in the next item and voted on in March: passed unanimously

#### **10. Policies and Procedures (Greg Francis)**

- Policies and Procedures amendments were presented, changes to be voted on at the March CA.
- IV. Meetings, Section C—Concern about recording of meetings. Wants to have a 50 + 1 majority or complete consensus of the CA to allow recording. Discussion regarding recording ensued.

- Comments: that the CA has nothing to hide, so recording isn't objectionable. That if you have a disability that prevents attending CA, a recording would create accessibility.
- Concerns: that it would make the CA seem like a City group, and that CA doesn't fall under the Public Records rules. That this would result in light meeting minutes. That this issue came up several years ago, and back then the CA had the right to object to recordings.
- Proposed language: adding "by majority approval of the Community Assembly." To IV. Meetings, Section C.
- Questions: Can the CA prevent recordings?
- Motion: Electronic recording of Community Assembly and Community Assembly committee meetings shall be allowed by the majority approval of those voting members present.
  - 21 approved, 2 opposed, 2 abstained
- Motion to extend time passed.
- Proposed wanting to strike ONS Staff Liaison names from the official language.
  - Comment: all committees are known to have ONS reps. Add "as assigned" instead?
- IV. Meetings, Section G. Minutes : reviewed and accepted to for March P & P vote

#### **11. Budget Committee (Mark Davies)**

- Welcomed the Budget Committee's two new members, Scot Webb and Ken Cruz, and thanked Andy for all he's done in the past for the Committee
- Each liaison to the committee represents a handful of neighborhoods and serve as contact.
  - Scot Webb ([scotwebb@gmail.com](mailto:scotwebb@gmail.com)): Comstock, Lincoln Heights, Manito/Cannon Hill, Rockwood, Whitman, North Hill
  - Ken Cruz ([stratosphere648@gmail.com](mailto:stratosphere648@gmail.com)): Bemiss, East Central, Logan, Northwest, Peaceful Valley, West Central
  - Mark Davies ([msdavies@msn.com](mailto:msdavies@msn.com)): Balboa/South Indian Trail, Emerson/Garfield, Five Mile Prairie, Minnehaha, Southgate, North Indian Trail
  - Tina Luerssen ([macluerssen@gmail.com](mailto:macluerssen@gmail.com)): Cliff-Cannon, Latah/Hangman, Riverside, West Hills, Grandview/Thorpe
  - Kelly Lotze ([kellylotze@gmail.com](mailto:kellylotze@gmail.com)): Audubon/Downriver, Chief Garry Park, Hillyard, Nevada Heights, Shiloh Hills, Browne's Addition

#### **12. Building Stronger Neighborhoods (Kelly Lotze)**

- Created list of which neighborhoods want help—BSN will assign folks to reach out.

**6. CHHS (Melody Dunn-absent), moved from earlier:** Presentation did not happen as the presenter was not in attendance. .

#### **13. Neighborhood and Planning Services Update**

- Second announcement of upcoming comprehensive plan training.
- Reminder—ONS needs minutes showing when new rep is elected. Census is coming up soon
- **South University District (Christopher Green):** PowerPoint Presentation and discussion.

#### **14. Roundtable Discussion**

- Reminder—next CA meeting is at the West Central Community Center
- Randy—continued conversation about the Centennial Trail. Shared pictures of trail
  - Discussion: what can the CA do about getting involved in important issues like this—writing a letter to City Council and the Mayor? **The CA should dedicate time to**

become educated on hot-button issues affecting our neighborhoods, and take a position [of support].

**Meeting Adjourned**

Next Community Assembly scheduled for **Thursday, March 5<sup>th</sup>, 2020, at West Central Community Center, Newton Room.**

DRAFT



# Summary of Draft Changes to CA Policies and Procedures

Updated: March 1, 2020

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

## Changed per discussion at February 2020 CA Meeting

- IV.C - Added majority approval of CA at meeting as requirement for recording meeting
- XI.C - Removed “in good standing with CA” from requirements for liaisons
- XI.E.2 - Verified terminology (recommend/nominate/appoint) was correct (it is)
- Changed all ONS Staff Support for committees to “As Assigned”

## 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



## Community Assembly Policies and Procedures

Amended March 2020

Approved by CA:

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**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.

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#### 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 approved by a majority of those voting members present. 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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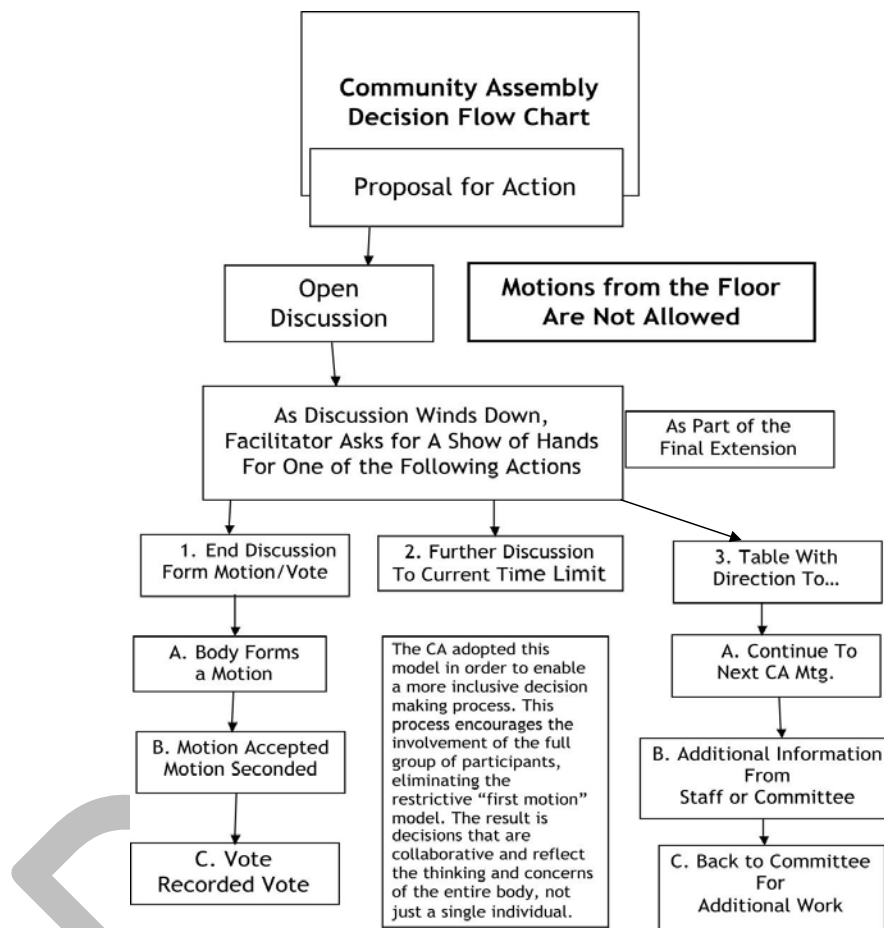
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4. Other questions regarding the conduct of the meeting shall be decided by the facilitator. If someone speaks out of turn or disrupts the meeting, the facilitator shall rule that person out of order. If anyone objects to any decision by the facilitator, 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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 <#>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.

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.)

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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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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.

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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.)

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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.

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**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.

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- 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**

- 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.

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- 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
- 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

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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.

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

### A. Committee Name (Revision Date)

1. **Charge:**
2. **Goals:**
3. **Membership:**
4. **Meeting Times:**
5. **Officers and Terms:**
6. **Reporting:**
7. **Decision-Making Process:** Refer to the CA Policies and Procedures.
8. **Calendar:**
9. **ONS Staff Support:** As Assigned

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Addendum – Standing Committees Policies and Procedures

A. Administrative – Defined in Section VI of CA Policies and Procedures

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## B. 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.

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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.

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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:** As Assigned

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### C. 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:** As Assigned

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**D. 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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## **E. 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.

8. **ONS Staff Support:** As Assigned

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**F. 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: As Assigned**

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**G. 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:**

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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.

9. **ONS Staff Support: As Assigned**

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#### H. 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.

#### 7. ONS Staff Support: As Assigned

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# Community Assembly Policies and Procedures

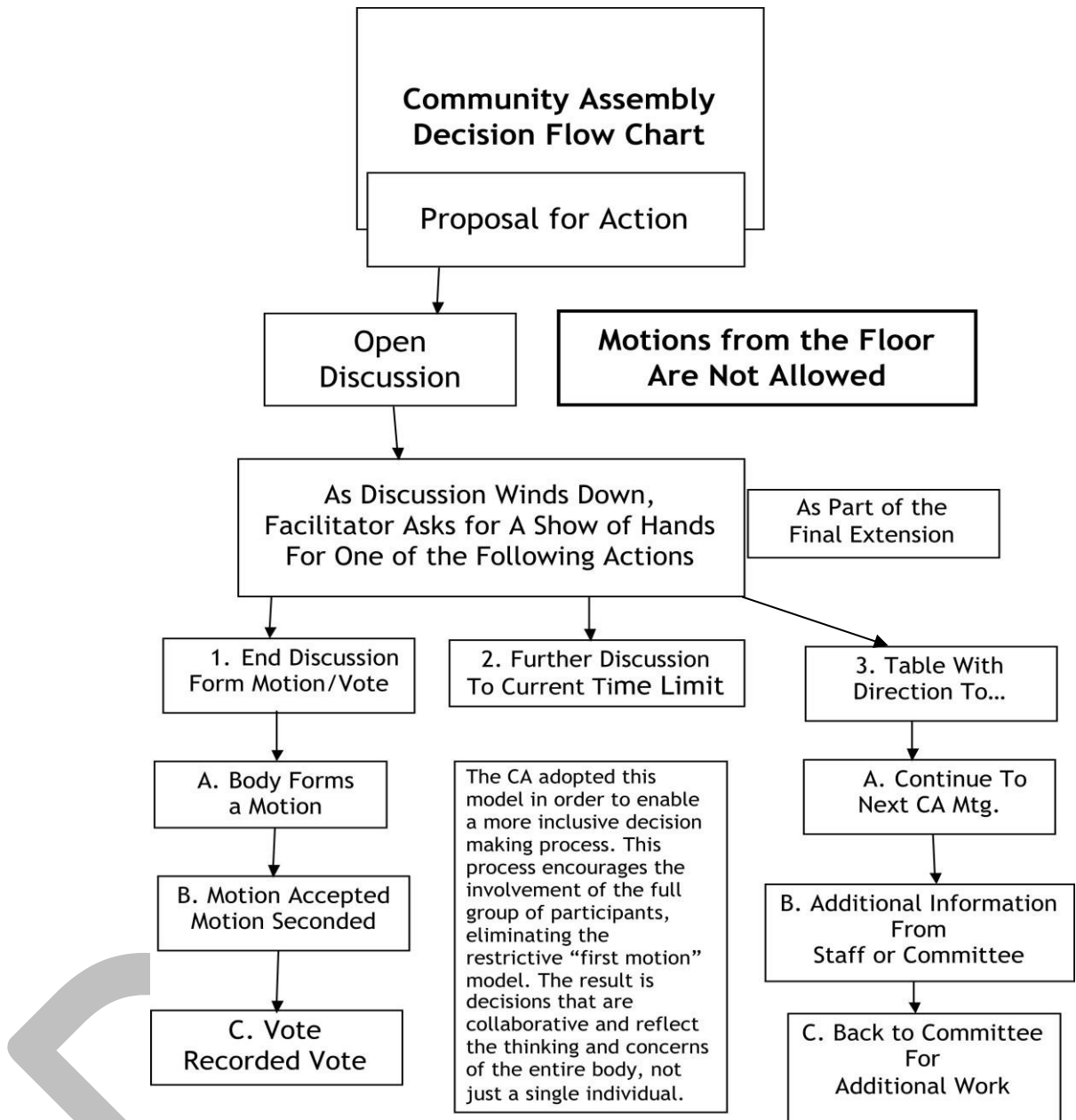
Amended March 2020

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 approved by a majority of those voting members present. 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
      - 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.
- 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**

### **A. Committee Name (Revision Date)**

1. **Charge:**
  2. **Goals:**
  3. **Membership:**
  4. **Meeting Times:**
  5. **Officers and Terms:**
  6. **Reporting:**
  7. **Decision-Making Process:** Refer to the CA Policies and Procedures.
  8. **Calendar:**
  9. **ONS Staff Support:** As Assigned
-

Addendum – Standing Committees Policies and Procedures

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

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## **B. 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:** As Assigned

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### C. 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:** As Assigned

#### **D. 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.

## **E. 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.
8. **ONS Staff Support:** As Assigned

## **F. 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: As Assigned**

## **G. 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.

**9. ONS Staff Support: As Assigned**

## H. 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.
7. **ONS Staff Support:** As Assigned

**\*DRAFT\* Minutes for Community Assembly Administrative Committee. February 25, 2020. 12pm at City Hall**

**Attendees: Committee members:** Tina Luerssen (Secretary), Greg Francis (Chair), Kathryn Alexander, Seth Knutson, Mindy Muglia. **City Staff:** Annie Deasy, Kevin Freibott.

**March 5<sup>th</sup> CA Meeting Agenda:** New (old) location at West Central Community Center.

City Council: 10 minute placeholder for update. Candace Mumm is scheduled to attend.

Marlene Feist: 10 minutes to present big construction projects coming up this year.

Ken Cruz: 15 minutes to present a request from West Central regarding the Centennial Trail extension.

Budget Committee: 5 minutes for Mark Davies to update on grant applications.

CA/CD: 5 minutes for Kathryn to update on committee work.

PeTT Committee Goals: 5 minutes for Paul to present and vote on 2020 goals.

P&P Update: 10 minutes for Kathryn to review and vote on document changes.

Neighborhood & Planning Services Update: 20 minutes for TBD presentation from ONS.

Roundtable: 10 minutes.

**Admin Committee Discussion:**

Request from Liaison Committee to use CA Logo for letterhead, to use for communicating with Liaisons. Approved by committee consensus.

January minutes approved by consensus. March proposed agenda approved by consensus.

2020 CA/CC meetings 5<sup>th</sup> Thursdays: ~~January 30<sup>th</sup>~~, April 30<sup>th</sup> (Southside Senior Center), July 30<sup>th</sup> (MLK Community Center), October 29<sup>th</sup> (West Central Community Center).

Kevin won't be here to facilitate CA meeting in April, will ask Bart to cover.

**Topics for Admin follow-up:** Neighborhood Safety Committee will be re-forming soon, put on future agenda for update/goals.

**Next Admin meeting:** Tuesday March 24<sup>th</sup>, 12 Noon in first floor conference room.



**\*DRAFT\* Community Assembly Committee Minutes: Budget Committee**  
**2/24/20 6:30pm, Fire Station #4**

Members present: Mark Davies (Chair: North Indian Trail), Tina Luerssen (Secretary: Grandview-Thorpe), Scot Webb (North Hill), Ken Cruz (West Central), Kelly Lotze (Browne's Addition). ONS staff liaison: Annie Deasy.

**Agenda:**

1. January minutes approved by consensus.
2. Guidelines Training Recap: Good attendance, about 20 Neighborhoods in attendance. Annie sent out an email to the attendees with clarification on Parks events (unlimited for NCs with no fees, as long as there is no competing City-sponsored event), Dump Passes (allowed expense for CE Grant), and Block Party Permits (one waived event fee per year). Annie also updated the dates and other information corrected at the Training.
3. Non-Profit sharing funds request from Hillyard/Bemiss/Whitman. These 3 NCs have requested to use CE Grant funds for D&O Insurance for an umbrella corporation over the 3 NCs. This is not allowable, because NCs can't share funds and it would have to be an individual NC with their own 501(c)3 and bank account to be eligible.
4. Applications received: Southgate has applied for \$700 to reimburse their D&O Insurance for 2020. No reallocation request. Unanimous approval, Annie will contact Southgate to let them know.
5. 2019 non-participating NCs: West Hills, Latah/Hangman. Tina has been in contact with West Hills, they are planning to do a movie night. She has tried unsuccessfully to contact Latah. Riverside also did not submit anything for reimbursement last year; Tina will be in contact with this NC as well.
6. Next Budget Committee meeting is Monday, March 23<sup>rd</sup> 6:30pm at the Fire Station. Scot will not be in attendance.
7. Meeting adjourned at 7:10pm.

**\*DRAFT\*** Community Assembly Committee: Building Stronger Neighborhoods  
2/24/20 12:00PM Forza Coffee (Logan Neighborhood)

Members present: Kelly Lotze (Chair: Browne's Addition), Tina Luerssen (Secretary: Grandview/Thorpe), Anne Luttrull (Emerson-Garfield), Fran Papenleur (Audubon/Downriver), Latesha Wood (East Central), Chris Flanagan (Manito/Cannon Hill), Marlene Maurer (Bemiss), Dave Lucas (Rockwood). City staff: Annica Eagle.

- Committee Housekeeping
  - January meeting minutes approved with correction to delete Committee Elections from "Topics for next meeting".
- Committee Business
  - Neighborhood Proposed Outreach assignments. Kelly brought this up at CA and made a list of NCs that asked for assistance. There haven't been any specific topics requested, just a general "help"! Kelly will draft a form email that we could all use for initial contact. Examples of assistance: utilizing the Toolkit online; creating a NC Facebook Page; utilizing Community Engagement Grant funds; etc. Try to find a specific Goal to help the NC achieve. Tina will bring all of the CA binders to our next meeting.
    1. Kelly: Riverside & Peaceful Valley
    2. Dave: Comstock & Southgate
    3. Tina: Bemiss & Whitman
    4. Chris: Hillyard & Minnehaha
    5. Fran: South Indian Trail & Five Mile
    6. Anne: West Central & Shiloh Hills
- Announcements & Upcoming Events:
  - Cleaning From the Corridor is on hiatus, this was part of the Spokane Gives program from Mayor Condon and there is nothing currently planned for this year.
  - Neighborhood Clean Up Program training is this Thursday, Gabby Ryan is the ONS contact for this program.
- Education & Outreach
  - 2020 Work Plan. Leadership Training: Gabby is working on some Training workshops. BSN could create Trainings for topics on the Toolkit website. CA approved \$4000 for "Leadership Training", could be used for speakers. Annica will invite Gabby to March meeting.
  - Brochures: Annica brought a draft brochure for ONS/Neighborhood Programs. Annica has also worked on Neighborhood Demographic sheets for each NC. This was a project intended to help the new Mayor understand the different Neighborhoods, and ties into Shaping Spokane. The information could be helpful to individual NCs as they apply for grants or just for general information. Edits should be sent to Annica.
- Topics for next meeting:
  - Work plan for 2020; Neighborhood Outreach update.
  - Gabby—discussion on trainings

**Next meeting:** Next regular meeting will be on Monday, March 23<sup>rd</sup>, 2020. Location: Forza Coffee on Hamilton

## **CA – Liaison Committee minutes February 11, 2020**

Location – Tom Sawyer Coffee, 2PM, 608 N. Maple St.

Present: Paul Kropp, Chair; Andy Hoyer, Recorder; Bonnie McInnis; Susan Buns, absent excused; Melissa Wittstruck, ONS; Kathryn Alexander, Bemiss NC, guest.

We discussed challenges that Melody Dunn is having in fulfilling her duties as liaison member on the CHHS Board. Paul plans to call her. Andy volunteered to serve as interim liaison, or some such if necessary. Kathryn also agreed to call.

For the proposed liaison amendments to the CA P&P up for a vote in March, the phrase “in good standing with the CA” was removed ... otherwise no changes.

There were minor revisions suggested to the Term of Service Record for all liaison positions that has been drafted by Melissa. Melissa will also compile a table of chairpersons for each committee for which we have a liaison.

We discussed evaluations of liaisons and reviewed a form used a few years ago that was filled out by a former Plan Commission president (chair) for a former PC liaison. We agreed to limit performance ratings to 1 (below expectations), 2 (meets expectations) and 3 (exceeds expectations.)

Assessments of interactions with neighborhoods or responses to neighborhood inquiries will not be done – contact with CA will be assessed. We also agreed that the LC committee chair would ask the chair of each board, commission, or committee for feedback before an initial 90-day review of newly appointed liaisons; other Liaison Committee members may assist with this.

The initial 90-day review period for new liaisons starts on March 5, the date of the next CA meeting. Mary Winkes (Plan Commission) and Melody Dunn (CHHS Board) will be reviewed on or about June 9. July 14 or so would be the reviews for Karen Carlberg and David Obbie.

We still need to draft additional position profiles. Next meeting is March 10.

Minutes drafted by Andy Hoyer / edited by Paul Kropp

**Pedestrian, Traffic and Transportation Committee Notes (PeTT)**

**February 26, 2020**

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

**6:00 – 7:30 PM**

**CALL TO ORDER AND INTRODUCTIONS**

- Ten (10) neighborhood councils represented, one (1) absent excused.
- The committee welcomed new faces, some who have taken an interest in PeTT because of the evolving traffic calming and school safety project nomination/selection procedures for the new application cycle.
- The committee’s new staff liaison, Colin Quinn-Hurst, introduced himself. Colin job title is “Pedestrian and Bicycle Planner.”

**COMMUNITY FORUM TOPICS**

The following two topics emerged from a poll of everyone at the table, which were further discussed at length.

- 2020 cycle traffic calming and school safety project application and selection procedures.
- City trail planning and implementation.

**PRESENTATION – Bicycles on Spokane Streets**

- Colin Quinn-Hurst demonstrated with facts and figures the positive impact protected (easy, safe) bicycle traffic has in urban settings.
- There will be a demonstration project of a protected bicycle lane on the east side of Lincoln Street to carry Centennial Trail bike traffic while the Post St. Bridge is being rebuilt.
- Colin’s presentation may be available on the city’s web site fairly soon.

**2020 COMMITTEE FOCUS AREAS / GOALS**

The committee agreed to adopt one focus area / goal for 2020. More will be added later.

- Traffic calming
  - Investigate the decision process and accountability to neighborhoods
  - Monitor construction cycle project decisions and current cycle applications

**NEXT PeTT MEETING**

- March 24, 2019, West Central Community Center, 6 PM

\*\*\*\*\*

**FROM NOVEMBER 2019 PeTT MEETING NOTES – The Use of School Radar Funding in the Next Cycles**

- Louis Mueller rehearsed the presentation at the October 3rd Community Assembly meeting of a vision for the use of school zone “radar/speed” funds.
- That vision is to work with neighborhoods to identify continuous series of local walking and biking street projects associated with schools and related destinations.
- The project’s vision is to:
  - Work with schools and neighborhood councils to identify routes and challenges.
  - Work with schools and neighborhood councils to develop project scopes.
  - Create an adopted 6-year program of projects that would be the basis for grant funding applications to the state and federal government.
  - Evaluate project impacts with walking and bicycling counts and surveys at schools and on-street.
- The project development phases are described in the accompanying graphic (attached).
- The staff for this project are Annica Eagle, Community Programs Coordinator ([aeagle@spokane.org](mailto:aeagle@spokane.org), 625.6156) and Colin Quinn-Hurst, Pedestrian and Bicycle Planner ([cquinnhurst@spokane.org](mailto:cquinnhurst@spokane.org), 625-6804).

# School Safety/Radar

Community Assembly

Thursday, October 3

Annica Eagle & Colin Quinn-Hurst

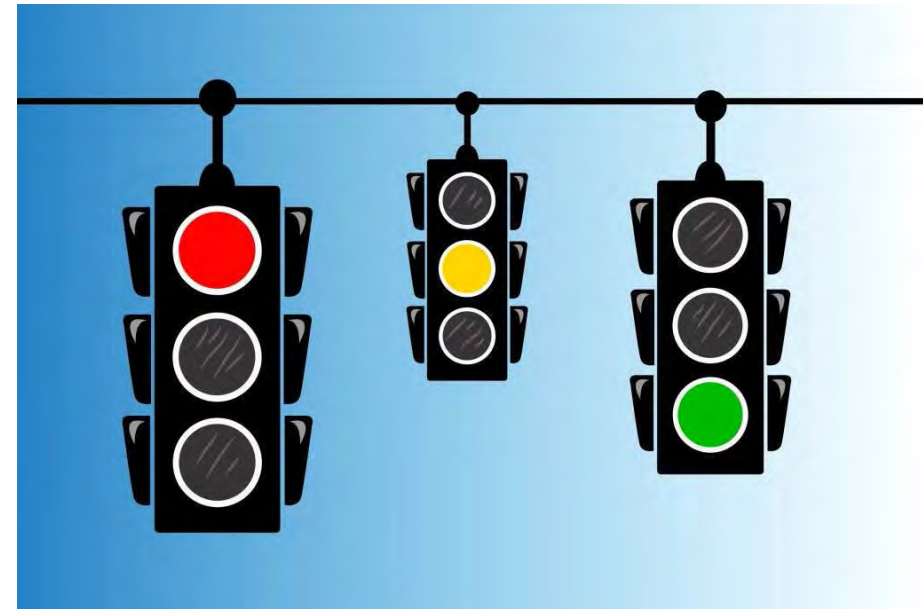


# Background

- School Safety funds are collected through tickets from infractions within school areas
- Funds used for improvements in and around schools
  - i.e. Safe Routes to Schools
  - i.e. Neighborhood Concerns
- Timeline: 2-year cycle



# Traffic Calming/Photo Red program remains unchanged



# Ideas:

- New funding stream
  - Projects could be eligible for other funds to pay part or all of the costs (i.e. Safe Routes to Schools and other state and federal sources)
  - Leverage funds to 3x (or more) of impact
- Opportunities:
  - Looking beyond just one year enables these projects to be eligible for other funding sources
  - Allows us to look more holistically at problems (more than one intersection, etc.)
  - Implementing neighborhood, bike, and pedestrian plans
- Look at the system rather than just one spot



# Engagement

- Neighborhood and Community Conversations
  - How would you like to be engaged in conversation? In collecting the data?
  - Equity and inclusion
- Data Collection
  - How much does this overlap with neighborhood plans? How much info do we have about Safe Routes to Schools? How do we consider community access plans like the Bicycle Master Plan and the Pedestrian Plan?
- Identify and collect missing data
- Create matrix of priorities

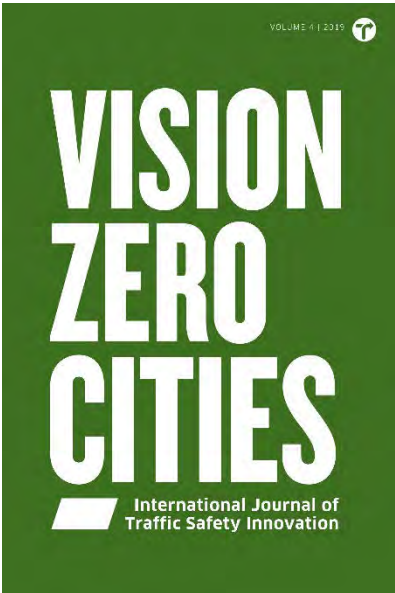
# Continued Conversation

- Return to neighborhoods and schools with data we collected
  - What could we add? How are the neighborhood and school priorities represented?
- We would collaborate with neighborhoods and schools on a transparent, multi-year plan to include bike and ped improvements based on what we identified





# Research



# Process



1. **Work with schools and neighborhood councils to** identify routes and challenges
2. **Work with schools and neighborhood councils to** develop project scopes
3. Create a 6-year program of projects  
**Communicate in an accessible format**



# 1. Identify routes and challenges

## Review with schools and neighborhoods

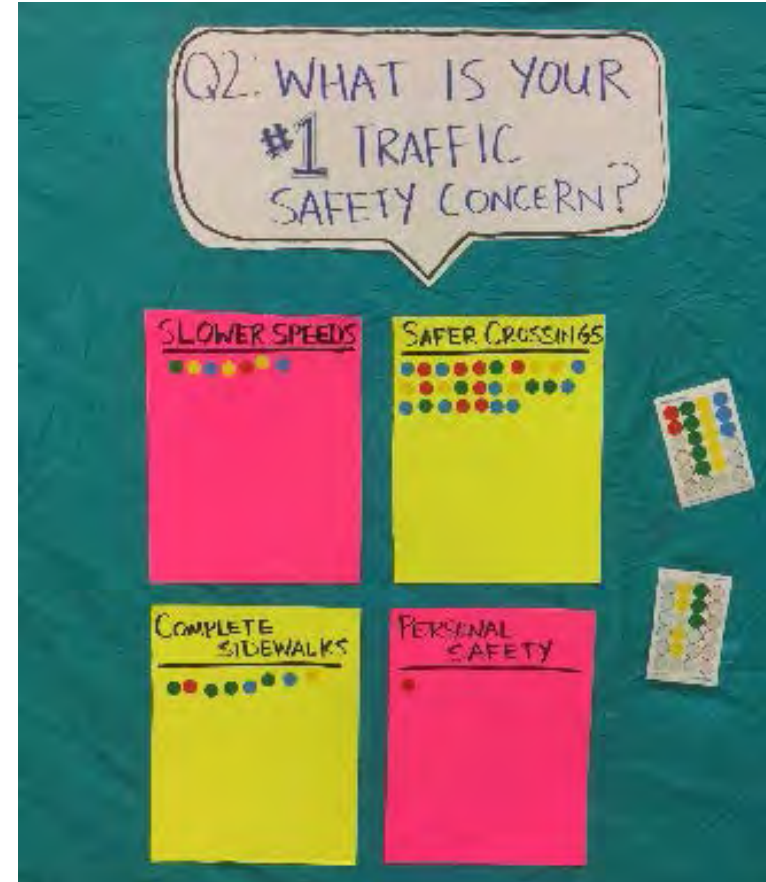


*Neighborhood Walk Audits*



## 2. Develop project scopes

### Review with community and stakeholders



*Open Houses  
and Workshops*



# 3. Create 6-year program of projects

## Communicate program and status in accessible format



Improve crossing  
254 projects (43 funded by FOS)



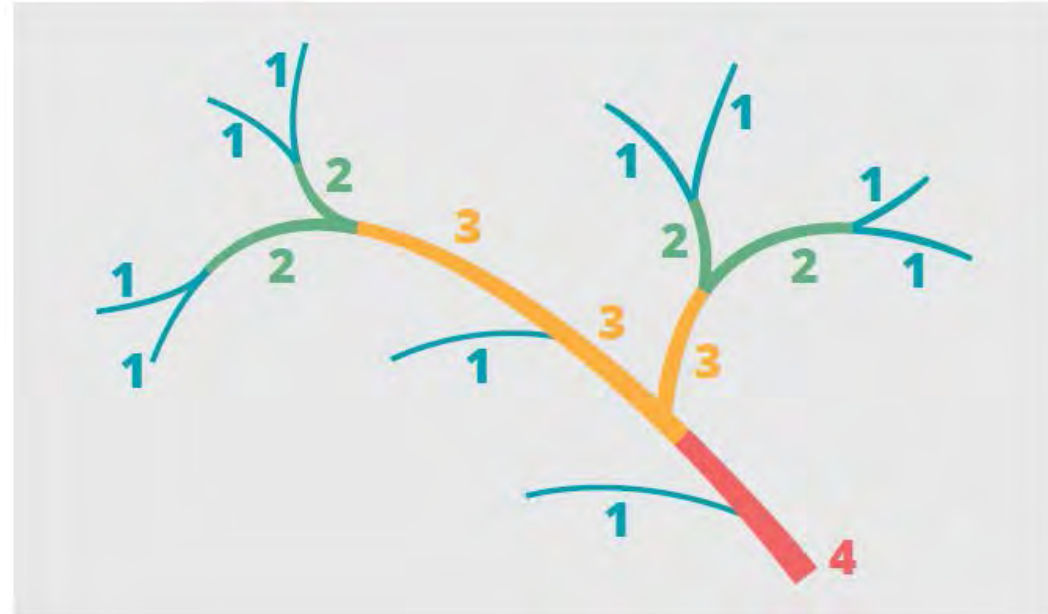
Construct walkway  
524 projects (17 FOS)



Mark or update crosswalk  
385 projects (23 FOS)



Construct shared use path  
52 projects (0 FOS)



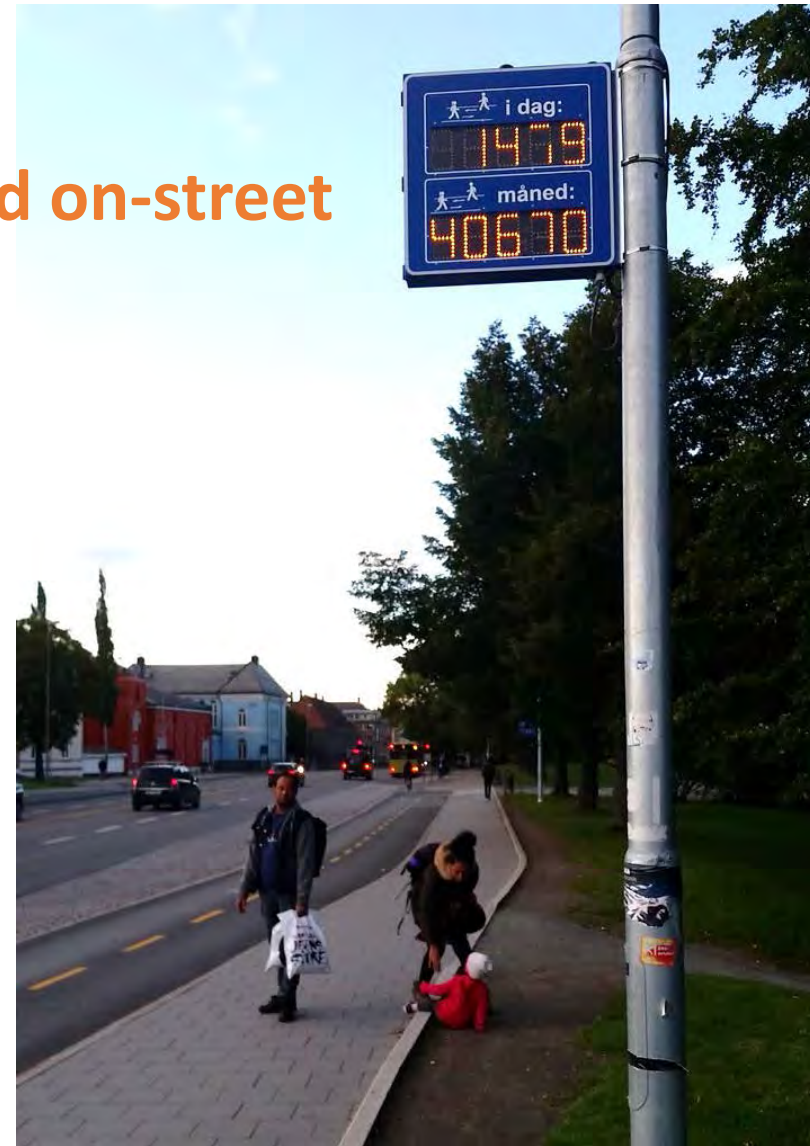
*Walksheds: Project Locations and Type*





# 4. Evaluate project impacts

## Counts and surveys at schools and on-street



*Walking and Bicycling Counts*





# PROJECT PHASES:



## ***GATHERING***

Learn from  
neighborhoods,  
residents and  
schools

## ***LAYERING***

Compile and  
assess all  
information

## ***MATCHING***

Look for  
overlapping and  
mutually  
beneficial  
projects

## ***FIXING***

***Install  
solutions  
that  
increase  
safety***



# Questions?



## Contact:

Annica Eagle

Community Programs Coordinator

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

509.625.6156

Colin Quinn-Hurst

Bicycle and Pedestrian Planner

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

509.625.6804



## **Design Review Board Report**

Submitted by Kathy Lang March 2, 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

\* Drew Kleman, architect with Keterra, is anticipated to be appointed at the March 16 City Council meeting.

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### **Downtown Plan Update**

Dean Gunderson and DRB member Chuck Horgan attended the February 28 steering committee meeting; at which, the committee reviewed the Goals and Action Matrix in the effort to begin merging 2008 and 2020 goals. Project updates can be found on the City's [Downtown Plan Update 2020 page](#).

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### **New Design Guidelines**

Marcy McInelly, principal consultant at Urbsworks, presented the project approach and the information gathered at the first series of stakeholder and public workshops that took place February 24-26. The next series of workshops will take place the end of May. Neighborhoods are encouraged to participate in a 4-part information gathering online survey, which can be found under the "We Want Your Input!" heading on the [project page](#).

### **Project Priorities**

Provide clarity on design objectives for all project types subject to design review

Provide similar review criteria and threshold structures for all project types subject to design review

Identify improvements to the design review process for the aforementioned project types

### **Project Deliverables / High-Level Outcomes**

New Design Guidelines for:

- Public Projects and Structures (with design review thresholds)
  - Skywalks over Public Rights-of-Way
  - Planned Unit Developments, and process improvements (if required)
  - City-wide/Base Design Guidelines
-

**Project: Downtown Main Library**  
Recommendation Meeting: February 12, 2020

**Applicant**

David Schnee, G4 Architecture  
Andrew Chanse, Spokane Public Libraries  
Craig Andersen, AHBL

Renae Webster, Integrus  
Steven Clark, Integrus

**DRB Trigger**

Public project

**Project Description**

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

**August 28, 2019 Collaboration Workshop Advisory Actions**

From the Collaboration Workshop, the applicant was tasked with responding to the following Advisory Actions:

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

**February 12, 2020 Recommendation Meeting Recommendations**

Based on review of the materials submitted by the applicant and discussion during the February 12, 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 based on substantial compliance with the plans and elevations reviewed by the board.

Additional information from both DRB meetings for 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 28, 2019
  - Recommendation Meeting: February 12, 2020
- 

**Project: Shadle Park Branch Library**  
Recommendation Meeting: February 12, 2020

**Applicant**

David Schnee, G4 Architecture  
Andrew Chanse, Spokane Public Libraries  
Craig Andersen, AHBL

Renae Webster, Integrus  
Steven Clark, Integrus

**DRB Trigger**

Public project

**Project Description**

The site is located in the Audubon/Downriver Neighborhood. The Shadle Park Reservoir is directly south of the library, and the Shadle Aquatic Center is to the southeast. The parking lot is shared with the aquatic center, baseball fields, tennis courts and park users. Shadle shopping center is directly west of the site across Belt Street. The properties to the north across Wellesley are single family residences. Glover Middle School and Shadle Park High School are located to the southwest and southeast of the site respectively. It should be noted that Glover Middle School is slated for redevelopment in the near future, and the school building's new footprint will be located immediately adjacent to Belt Street.

**August 28, 2019 Collaboration Workshop Advisory Actions**

From the Collaboration Workshop, the applicant was tasked with responding to the following Advisory Actions:

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

**February 12, 2020 Recommendation Meeting Recommendations**

Based on review of the materials submitted by the applicant and discussion during the February 12, 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 based on substantial compliance with the plans and elevations reviewed by the board.
2. The board encourages the applicant and the Spokane Street Department to work together to ensure pedestrian safety concerns have been addressed, including the potential improvements to safe pedestrian crossing(s) at the appropriate locations(s).
3. The applicant is encouraged to continue working with the Arts Commission on the placement of any proposed public art in the most interactive locations(s) possible.

Additional information from both DRB meetings for 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 28, 2019
  - Recommendation Meeting: February 12, 2020
- 

**Project: River Bend Development - Phase II**  
Collaboration Workshop: February 26, 2020

**Applicant**

Rustin Hall, ALSC Architects  
Kathy Russell, ALSC Architects

**Trigger**

Shoreline Agreement

**Project Description**

The site lies under the James Keefe Bridge, south of the Spokane River and north of Martin Luther King Jr Way (with the railroad tracks just south of MLK Jr Way) in the East Central neighborhood. The nearest bus routes are the 90 on Sprague and the 29 on Spokane Falls Boulevard.

The site is currently vacant with little vegetation, though there is an approximately 20'-25' buffer of trees and shrubs along the shoreline. A newly constructed portion of Ben Burr Trail runs along the northern edge of the site at the edge of the Spokane River's riparian habitat, with a trailhead access point to MLK Jr Way at the eastern edge of the site. A newly constructed engineered stormwater swale built at the time of the MLK Jr Way road build-out is located immediately east of the trailhead. The railroad tracks lie south of Martin Luther King Jr Way, with the tracks elevated on a vegetated berm.

Phase I was reviewed by the Design Review Committee in 2001. Documentation from that review can be found within the DRB agenda packet for the February 26, 2020 Phase II Collaboration Workshop.

**Advisory Actions**

Based on review of the materials submitted by the applicant and discussion during the February 26, 2020 Collaborative Workshop the Design Review Board recommends the following advisory actions:

1. The applicant is encouraged to consider maximizing the pedestrian experience along the Ben Burr Trail (including potential signage, materiality, overlooks and viewpoints, and accommodation of multi-directional traffic).
2. The Design Review Board is in strong support of maintaining public transit options along MLK Jr. Way.
3. The applicant is encouraged to further illustrate the urban frontage along MLK Jr. Way.
4. The applicant is encouraged to investigate the feasibility of providing recreational access to the river.
5. The board is specifically interested in seeing further refinement of the plaza space beneath the James Keefe Bridge, including any general public uses (if proposed).
6. If nearby offsite parking is to be utilized, the applicant is encouraged to work with the City of Spokane Streets Department to provide safe pedestrian crossings.

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

- Collaborative Workshop: February 26, 2020

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**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 corresponding agenda. DRB meetings are held only if projects have met review requirements.

- Wednesday, March 11  
This meeting has been canceled, as no project has met the application deadline for this meeting.
- Wednesday, March 25  
Tentative Collaborative Workshop with Bernardo Wills Architects, applicant; project name not yet known. If confirmed for this date, the agenda containing the application and staff report will be posted to the [DRB page](#) by 5PM, Friday, March 20.

Plan Commission Liaison Report

Community Assembly Report

March 5, 2020

Filed by Mary M. Winkes, CA Liaison to the Plan Commission

As mentioned in my February report, the 2020-2021 draft work plan was submitted to the Plan Commission at its October 9, 2019 meeting. To date the work plan has not been addressed. I asked about the status of the draft work plan and was assured that the Plan Commission will circle back to this document in a future workshop. Stay tuned.

I attended my second Downtown Public Workshop on Feb. 5 as a comparison to the first workshop I attended on October 17, 2019. Despite the weather, there was a good attendance, but several participants commented to me that more input should be sought from younger folks and people of color.

I attended the Plan Commission's Docketing Committee meeting on February 6, at Greg Francis' invitation. I observed and learned a lot about the Comp Plan amendment process and the responsibilities of the Docketing Committee.

### **February 12, 2020 PC Meeting**

There were presentations on the following:

- Receivership Code Amendment
- 6 Year Street Plan Update
- SRTC led Division Street Study
- SRTC led US 195/I-90 Study

The hearing on street/name/number changes continued because the date had been published incorrectly. No one came because the error was corrected immediately after it was discovered. The hearing will be continued again on Feb. 26. I asked Tammi Palmquist if the neighborhood councils potentially impacted by the proposed changes had been notified, and she stated that she did that, on my request, the day after the last Plan Commission meeting, which gives the councils adequate time to weigh in if they wish to do so.

### **February 26, 2020 PC Meeting**

Councilmember Candace Mumm reported that the Council was in the process of hiring a number of positions, many of them new. One is a Community Engagement research person. I requested that the



Council determine how that person might integrate with the CA members, since that body represents all 29 councils within the city.

There were several workshops on:

- Design Guidelines Creation for Public Projects, PUDs and Skywalks
- Grand Blvd. Transportation and Land Use Study

The Commission began to review applicants for the vacant PC positions. Review will continue at the next meeting.

There was a public hearing on the street name package. The Commission recommended the package to the City Council, but the recommendation included the request that a committee be formed to help develop a list of changes that residences will need to address and provide help they may need to make the changes happen with the least possible disruption.

I will be on vacation and absent at the March CA meeting. In my absence Greg Francis agreed to answers any questions you might have.

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/>.



Police Advisory Committee

Public Meeting

March 19<sup>th</sup>, 5:30pm

West Central Community Center

A chance to interact with Committee members and SPD

Get answers to those burning questions you have about

Policing in your City.

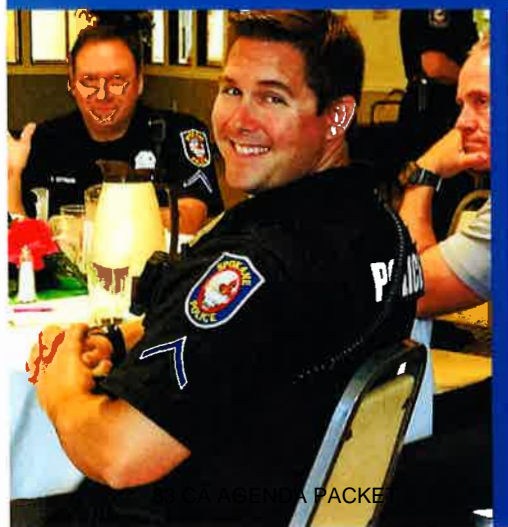




## SPD SOUTH PRECINCT

**Get to know your NRO Workshop**  
**Tuesday, March 31st, 6-7:30 pm**  
**Southside Community Center, 3151 E 27th**

Your Spokane Police Department's Neighborhood Resource Officers are assigned to Precincts and work on neighborhood quality of life issues. At this workshop, you will meet the South Precinct NROs, learn what they do and discuss crime prevention tips to reduce crime around your home and throughout the City.



# **NRO/Community Workshop**

## **Agenda**

**Southside Community Center**

**March 31, 2020 6pm-7:30pm**

Welcome/introduction-Colleen Gardner 6-6:05

Briefing NRO/Role /Responsibilities

Precinct Supervisor 6:05-6:15

NRO-Introduction/ Neighborhood / Comments 6:15-  
6:40

Community open forum Q/A-6:40-7:20

Evaluation and Closing Remarks- 7:20-7:30

