



Meeting Agenda for Thursday, August 6, 2020
 5:30 to 8:00 pm, Webex Online Meeting
 Proposed Agenda Subject to Change
 Please bring the following items:
 *Community Assembly Minutes: July 2, 2020



Administrative Agenda

<u>Agenda Item</u>	<u>Time</u>	<u>Action</u>	<u>Page</u>
1. Introductions (Facilitator)	3 min (5:30)	Discussion	2
2. Proposed Agenda (Facilitator)	2 min (5:33)	Approve	3
• Including Core Values, Purpose, Rules of Order			
3. Approve/Amend Minutes (Facilitator)	5 min (5:35)	Approve	5

Open Forum

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

5. City Council (Council Member Stratton)	10 min (5:50)	Oral Reports	-
6. ONS/Division Reorganization Update	30 min (6:00)	Presentation	8
(Council Member Stratton/Wes Crago)			
7. Leadership Training / BSN (Kelly Lotze).....	15 min (6:30)	Discussion/Vote	-
8. Dump Passes Distribution Update (Tina/Annie)	20 min (6:45)	Discussion/Vote	17
9. Roundtable Discussion	10 min (7:05)	Open Discussion	-

Other Written Reports

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

Committee Reports, Agendas, Minutes, etc.

• Administration Committee	20
• Building Stronger Neighborhoods Committee (BSN)	22
• Land Use Committee	27
• Pedestrian, Traffic, and Transportation Committee (PeTT)	29

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

• Plan Commission Liaison Report	30
• Design Review Board Liaison Report	33
• Community Housing and Human Services (CHHS) Liaison Report	37

When it's time, join your Webex meeting here:

Click the button to join the meeting:

Meeting number (access code): 146 138 6032

Meeting password: neighborhoods

Join from a video system or application

Dial 1461386032@spokanecity.webex.com

You can also dial 173.243.2.68 and enter your meeting number.

Join using Microsoft Lync or Microsoft Skype for Business

Dial 1461386032.spokanecity@lync.webex.com

Tap to join from a mobile device (attendees only)

+1-408-418-9388,,1461386032## United States Toll

Join by phone

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Global call-in numbers

Tips for Virtual Meetings

- Please keep your microphone muted whenever you're not speaking.
- Submit questions via the chat window.
- Please limit chats to questions and comments for the presenter or facilitator, and be professional.
- Have a great meeting!

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:

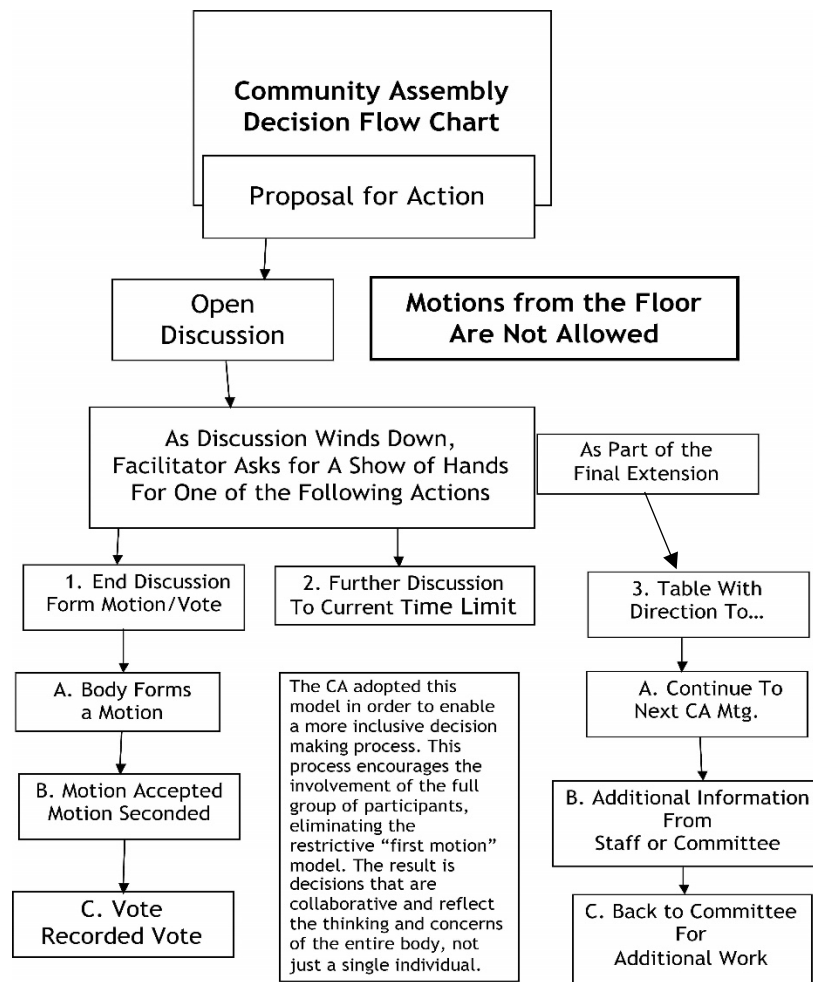
The Community Assembly fulfills its purpose, achieves its goals, and stays true to its core values by its members engaging each other and the community with honest communication and having transparent actions in all of its dealings. Community Assembly representatives are knowledgeable and committed to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

July 2, 2020 via WebEx web conference

Meeting called to order at 5:30pm by Kevin Freibott

Attendance:

- **Neighborhood Councils Present:** Audubon-Downriver, Balboa/South Indian Trail, Bemiss, Chief Garry Park, East Central, Grandview/Thorpe, Hillyard, Manito/Cannon Hill, Nevada Heights, North Hill, North Indian Trail, Northwest, Peaceful Valley, Riverside, Rockwood, Shiloh Hills, Southgate, West Central, Whitman.
- **Neighborhood Councils Absent:** Browne's Addition, Cliff/Cannon, Comstock, Emerson/Garfield, Five Mile Prairie, Latah/Hangman, Lincoln Heights, Logan, Minnehaha, West Hills.
- **City Staff present:** Louis Meuler, Kevin Freibott, Carly Cortright, Kirstin Davis.
- **Visitors:** Paul Kropp (PeTT and Liaison Committee).

Administrative Agenda:

1. Introductions

- The facilitator asked for permission to record the meeting for Tina Luerssen (CA Admin Committee Secretary/Grandview-Thorpe Neighborhood Representative) to provide accurate minutes. This request was approved (14-approve, 1-deny) and the recording was begun. The Facilitator asked for all CA Reps to identify themselves and their NC in a poll for attendance.
- Greg Francis spoke on behalf of CA Administrative Committee regarding meeting decorum and responsibility of CA Reps to act as representatives of their NC. Kevin Freibott echoed this sentiment and owned his Facilitator position with a promise to retain civility as much as possible, including the ability to utilize electronic options to remove abusive meeting attendees.

2. **Proposed Agenda:** Greg Francis moved, Mark Davies 2nd to approve the proposed agenda. Motion passes with 15-approve, 1-abstain.

3. **June Minutes:** Greg Francis moved, Mark Davies 2nd to approve June minutes. Motion passes with 12-approve, 2-abstain.

4. **Open Forum:**

- Paul Kropp, PeTT Committee Chair. In the Packet, there is a list of projects which the city is advancing to construction this year (In PeTT Committee minutes). City

Staff is focused on Safe Routes to Schools projects with State funding, many applications are being submitted for projects.

- Melody Dunn, CHHS Board Liaison. There was an ordinance brought to the CHHS board regarding homelessness (in the Packet page 34-35). City Council brought this ordinance forward without prior input from CHHS; it seems that departments/organizations will be competing for funding. This ordinance seems premature, it has been pushed back to July 13th at City Council.

Legislative Agenda:

5. City Council Report: No report, Councilmember Wilkerson is not present on the call.

6. Grand Blvd Transportation and Land Use Study: Melissa Wittstruck, Planning.

Melissa's presentation

- Kathryn Alexander asked if there are any inconsistencies with existing Plans; Melissa responded that there are no inconsistencies. Greg Francis spoke on behalf of Rockwood NC: they are very supportive of this study but would like to see it extended further north. Mary Winkes spoke on behalf of Manito/Cannon Hill NC: they are very supportive of this study, and along with Comstock and Cliff/Cannon have requested that it go further north to 12th Ave.

7. Current ONS Program Updates: Louis Meuler, Interim Director Planning and Neighborhood Services ***ONS Presentation***.

- Louis stated that City Council has asked for information about which NCs don't apply for programs so that the department can reach out and try to engage these NCs. Tina Luerssen asked if the CA could be involved in the proposed Clean-Up reallocation for dump pass requests online. Louis stated that ONS will reach out to NC Clean-Up Coordinators. Luke Tolley echoed Tina's concern, reiterating that the CA expectation is to be involved in the planning, not just the end results. Many questions asked; the plan hasn't been finalized yet for online dump pass requests. There will be postcards distributed in phases, so as not to overwhelm the Waste to Energy plant. There have not been problems yet with WTE capacity, as dump pass usage is under 5%.

8. Budget Committee Update: Mark Davies ***Presentation***.

- Paul Kropp asked whether CA Committees can apply for reimbursement for a Zoom account; this is an approved Grant expense, so Committees are able to apply for this.
- **Motion: To re-open the Community Engagement Grant application process (due date July 19, 2020) to allow NCs/CA Committees that have not yet**

applied for Grant funds to apply for remaining funds. Also to allow NCs/Committees that have approved applications to apply for a COVID alternative.

- Roll-Call Budget Vote: Audubon-Downriver YES, Balboa/South Indian Trail ABSTAIN, Bemiss YES, Chief Garry Park YES, East Central YES, Grandview/Thorpe YES, Hillyard YES, Manito/Cannon Hill YES, Nevada Heights YES, North Hill YES, North Indian Trail YES, Northwest YES, Peaceful Valley YES, Riverside YES, Rockwood YES, Shiloh Hills YES, Southgate YES, West Central YES, Whitman YES. Motion passes 18-approve, 1-abstain.

- 9. Administrative Committee Update:** Greg Francis spoke about the Clean-Up Program issues between the CA and ONS. How do we want to approach the City to make sure that CA is heard on this issue, and in the future on similar programs? Suggestions include an ad-hoc committee and virtual meeting with NCs included. The Facilitator initiated a poll asking whether Reps prefer a subcommittee (8 votes) or to have a wider discussion about engagement at our next meeting (10 votes). Tina Luerssen suggested a poll with clearer direction to Admin committee: Would Reps rather have Admin meet with City leadership regarding the larger discussion of CA and ONS working better together (16 votes) or continue the discussion at the next CA meeting (2 votes).

10. Roundtable Discussion

- Discussion asking who else should be involved in the conversation about CA & ONS: Wes Crago, Solid Waste, Mayor Woodward, City Council.

Meeting Adjourned.

Next Community Assembly scheduled for **Thursday, August 6, 2020.**



Agenda Sheet for City Council Meeting of:
07/27/2020

Date Rec'd	7/15/2020
Clerk's File #	ORD C35921
Renews #	
Cross Ref #	
Project #	
Bid #	
Requisition #	
Agenda Item Name	0620 - REORGANIZATION OF THE NEIGHBORHOOD & BUSINESS SVCS DIVISION

Submitting Dept	HUMAN RESOURCES
Contact Name/Phone	MEGHANN 6903 STEINOLFSON
Contact E-Mail	MSTEINOLFSON@SPOKANECITY.ORG
Agenda Item Type	First Reading Ordinance
Agenda Item Name	0620 - REORGANIZATION OF THE NEIGHBORHOOD & BUSINESS SVCS DIVISION

Agenda Wording

Proposed Changes to Organizational Structure

Summary (Background)

The Administration is proposing to reorganize the Neighborhood and Business Services (NBS) division to better align with strategic community priorities. As a Division Department in the SMC at 03.01A.245, NBS and its aligned departments provides support and direction for the City's community-oriented departments, as well as planning and developer services, historic preservation, and housing and human services.

<u>Fiscal Impact</u>	Grant related? NO	<u>Budget Account</u>
	Public Works? NO	

Select	\$	#
Select	\$	#
Select	\$	#
Select	\$	#

<u>Approvals</u>		<u>Council Notifications</u>	
<u>Dept Head</u>	STEINOLFSON, MEGHANN	<u>Study Session\Other</u>	Urban Experience Committee
<u>Division Director</u>	STEINOLFSON, MEGHANN	<u>Council Sponsor</u>	Karen Stratton
<u>Finance</u>	ORLOB, KIMBERLY	<u>Distribution List</u>	
<u>Legal</u>	PICCOLO, MIKE		
<u>For the Mayor</u>	ORMSBY, MICHAEL		
<u>Additional Approvals</u>			
<u>Purchasing</u>			

Reorganization of the Neighborhood and Business Services Division
Briefing Paper: Urban Experience Committee

Division: Neighborhood and Business Services

Subject: Proposed Changes to Organizational Structure

Date: 7/13/20

Contact: Wes Crago, City Administrator

Council Sponsor: CM Stratton

Executive Sponsor: Mayor Nadine Woodward

Committee Impacted: Urban Experience

Type of Agenda Item: Discussion

Deadline:

- Committee Briefing: Urban Experience 7/13/20
- Advance Agenda Briefing: 7/20/20
- First Reading: 7/27/20
- Council Action: 8/3/20

Outcome: Adoption of proposed changes to the SMC Section 03.01A as outlined below and in the attachments.

Background: Created in 2017, the Neighborhood and Business Services (NBS) division was envisioned to bring together services that often conflicted with one another in order to reduce silos and encourage collaboration among departments to provide visible outcomes for both the neighborhood, business, and human services communities. Ultimately, the division leader (currently vacant) has responsibility for a multitude of high profile initiatives. While the city has ultimately seen increased collaboration among our teams, the profile and workload of certain priorities within the division has continued to grow, causing a disproportionate balance in the attention and leadership given to very different and important functions of the city.

Under new city leadership, hearing the concerns of the City Council of the effectiveness of such an expansive NBS division, and recognizing that certain goals have been met, now is the appropriate time to reassess how we deliver on commitments made to the community. The Mayor must fill a crucial leadership position for the City in order to deliver our services in an effective manner and creating the appropriate structure with the needs of each department in mind before a hire is made makes good sense. This proposal will split the NBS division into two complementary divisions, each with division leadership that is more focused on their core services, and was informed through a robust staff engagement process and with collaborative touch points between the Mayor and Councilmembers.

Executive Summary: The Administration is proposing to reorganize the Neighborhood and Business Services (NBS) division to better align with strategic community priorities. As a Division Department in the SMC at 03.01A.245, NBS and its aligned departments provides support and direction for the City's

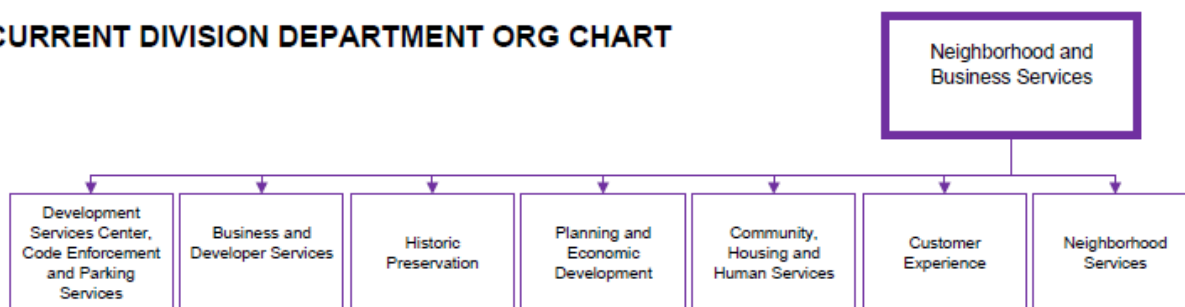
community-oriented departments, as well as planning and developer services, historic preservation, and housing and human services.

The proposed reorganization divides this division into two complementary Division Departments:

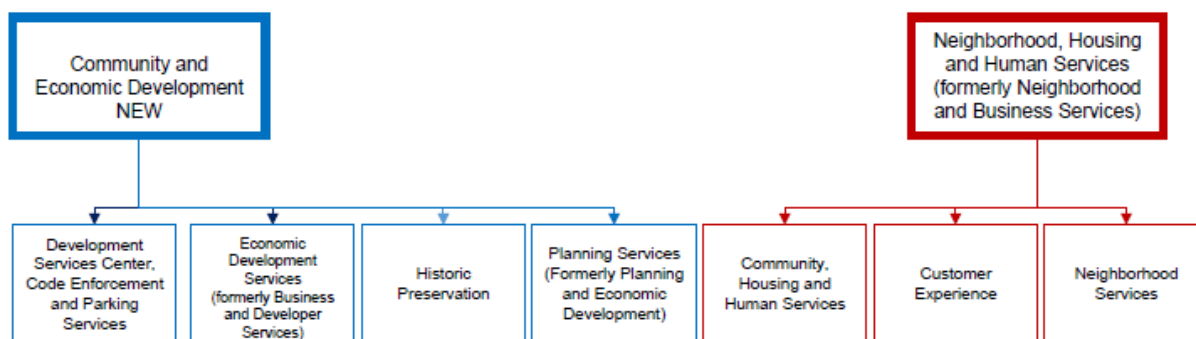
- **Neighborhood, Housing, and Human Services (NHHS)** serves citizens and builds healthy neighborhoods through community engagement, by delivering information, securing and allocating resources and implementing and overseeing programs designed to connect people, neighborhoods, and organizations to resources and services.
- **Community and Economic Development Services (CEDS)** administers a wide range of planning, design, economic development, historical preservation and business support services to promote comprehensive growth and community initiatives.

Here are the current and proposed organizational charts:

CURRENT DIVISION DEPARTMENT ORG CHART



PROPOSED SPLIT DIVISION DEPARTMENT ORG CHART



As currently structured, the goals of this reorganization are:

- Detach business oriented services from social and human services.
- Reestablish the Office of Neighborhood Services as a standalone department, rather than a program within the Planning department.
- Provide targeted leadership with capacity to focus and implement on services and initiatives that the community expects.

Proposed Leadership:

Neighborhood, Housing, and Human Services: We anticipate actively recruiting for the division director position immediately following Council approval of this proposal. This division director role is critical to the success of our homelessness initiatives and supporting the needs of our neighborhoods. The current NBS division director position is vacant and will be retitled as the NHHS division director. This position is budgeted for 2020 and as the head of a department will require Council confirmation.

Community and Economic Development Services: This ordinance creates a new division department, and as such there is not an existing position to complement the structural change. The Administration will seek to create and fund this position in the upcoming budget process and anticipates recruitment in January 2021, unless there is an agreed upon path between the Administration and Council to accomplish this sooner.

2020 Budget/Financial Impact: The proposed Neighborhood, Housing, and Human Services division position is currently budgeted in 2020, but has been vacant for more than a year. We do not anticipate significant 2020 costs as a result of this re-organization.

Attachments:

- Proposed amendments to the SMC that correspond to the reorganization
- Proposed organizational chart

Budget Impact:

Approved in current year budget: Y/N/ N/A

Annual/Reoccurring expenditure: Y/N/ N/A

If new, specify funding source: N/A

Other budget impacts: _____

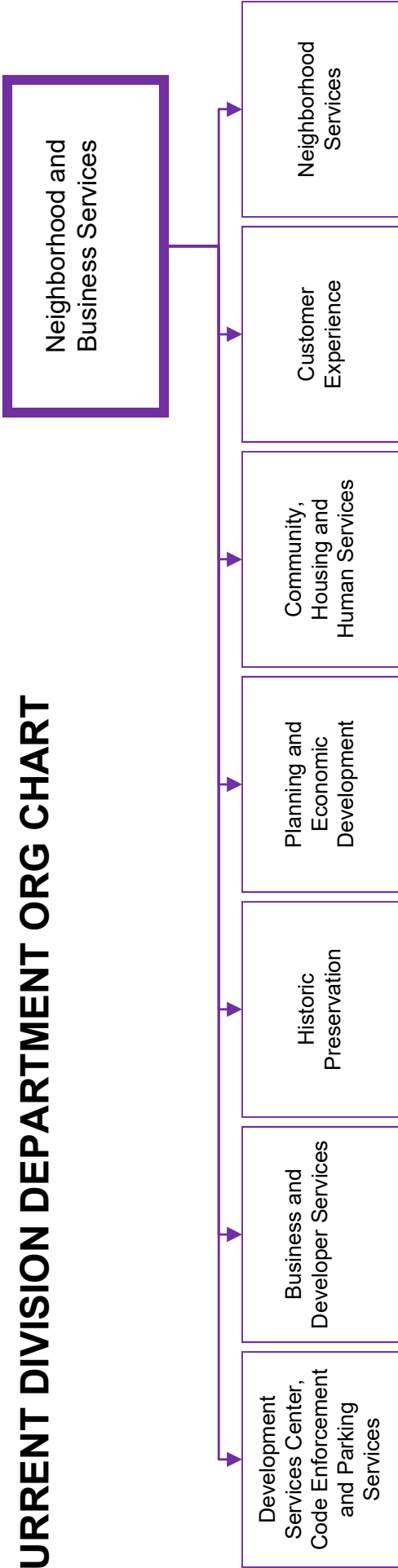
Operations Impact:

Consistent with current operations/policy: N/A

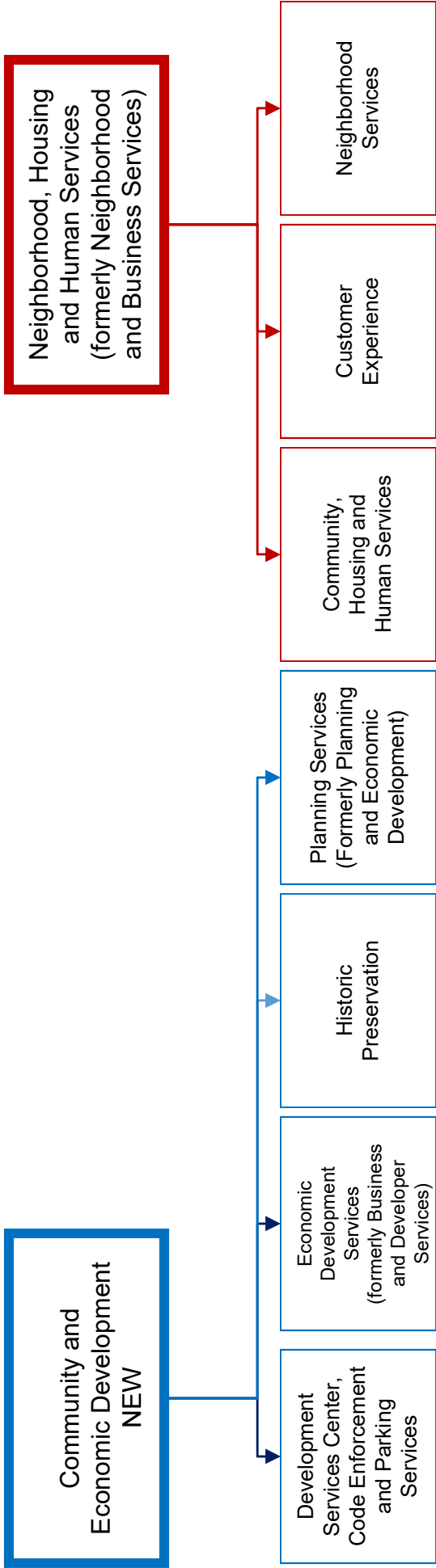
Requires change in current operations/policy: Yes

Specify changes required: Updates to the SMC and City organization structure.

CURRENT DIVISION DEPARTMENT ORG CHART



PROPOSED SPLIT DIVISION DEPARTMENT ORG CHART



ORDINANCE C35921

An ordinance relating to the executive and administrative organization of the City; amending SMC sections 3.01A.210, 3.01A.225, 3.01A.245, and 3.01A.365, and adopting a new section 3.01A.367 to chapter 3.01A of the Spokane Municipal Code.

The City of Spokane does ordain:

Section 1. That SMC Section 3.01A.210 is amended to read as follows:

3.01A.210 Division Departments

The following departments shall be considered as division departments:

- A. City Attorney
- B. Neighborhood, Housing and Human ~~((and Business))~~ Services
- C. Finance, Treasury and Administration
- D. Fire
- E. Parks and Recreation
- F. Police
- G. Public Works
- H. Human Resources
- I. Innovation and technology Services
- J. Community and Economic Development Services

Section 2. That SMC Section 3.01A.225 is amended to read as follows:

3.01A.225 ~~((Business and Developer))~~ Economic Development Services

The department of ~~((business and developer))~~ economic development services ~~((oversees planning and programming for services to enhance the quality of life in the community. It))~~ promotes economic growth, redevelopment and developer incentives to enhance the quality of life in the community.

Section 3. That SMC Section 3.01A.245 is amended to read as follows:

3.01A.245 Neighborhood, Housing and Human ((and Business)) Services

~~((The department of neighborhood and business services provides support and direction for the City's community-oriented departments. This support is accomplished through ensuring effective expenditure of local, state and federal funds to benefit low and middle income citizens; providing direct services to improve quality of life; sharing information and providing opportunities for citizens to be engaged in the city government decision making process; and ensuring the highest standards of customer service for City department's interactions with citizens. The department also provides support and direction to the planning and developer services departments, historic preservation and the housing and human services department.))~~

A. The division of neighborhood, housing and human services serves citizens and builds healthy neighborhoods through community engagement, by delivering information, securing and allocating resources and implementing and overseeing programs designed to connect people, neighborhoods and organizations to resources and services.

B. The division director of neighborhood, housing and human services is responsible for the leadership and management of the division and various departments under the supervision of the division.

Section 4. That SMC 3.01A.365 is amended to read as follows:

3.01A.365 Planning Services ((and Economic Development))

~~The planning services ((and economic development)) department is responsible for preparation and maintenance of the comprehensive plan to guide the community's long-term physical, economic and social growth and for other matters of neighborhood and City planning, including regional coordination and urban design. The department supports plan implementation measures using development regulations, capital improvement plans and annexation programs; administers current planning activities such as rezoning, planned unit developments, subdivisions, environmental review, and variances; and reviews development permits for compliance with land use codes.~~

- A. The department enforces land use regulations and works with various city, county and state agencies in the regulation of property use requirements. The department addresses the community's business needs and coordinates revitalization programs with an emphasis on sustainable economic growth. The department reviews transportation and traffic planning, street improvement proposals and transportation-related development issues.
- B. Through the administration section, the department serves as staff to the plan commission, design review board and bicycle advisory board.

- C. Any applicant offered the position of director of planning and economic development services for the City of Spokane shall meet or exceed the following qualifications at the time the offer of employment is made:
1. bachelors or masters degree in urban planning, public administration or a related field;
 2. American Institute of Certified Planners (AICP) certification;
 3. minimum of eight years of progressively responsible planning experience;
 4. minimum of four years of experience in a supervisory capacity, including significant experience managing complex projects and management experience related to long-range planning or land use planning;
 5. demonstrated responsibility for budgets exceeding one million dollars;
 6. demonstrated substantial coursework in land use and urban planning principles;
 7. demonstrated knowledge of federal, state and local laws and regulations as they apply to urban planning, particularly with regard to of the State of Washington's Growth Management Act;
 8. demonstrated record of implementing projects consistent with a comprehensive plan or other adopted plans;
 9. demonstrated knowledge of real estate terminology, laws, practices, principles, and regulations;
 10. demonstrated knowledge of basic environmental function and values;
 11. demonstrated skills in oral and written communication to individuals and groups in a public setting; and
 12. demonstrated ability to work across departments and disciplines.

Equivalent combination of education and experience may substitute for the requirements 3-10.

- E. The planning services (~~and economic development~~) director shall be appointed by the mayor, with approval by a majority of the city council, pursuant to section 24 of the city charter.

Section 5. That there is adopted a new section 3.01A.367 to chapter 3.01A of the Spokane Municipal Code to read as follows:

3.01A.367 Community and Economic Development Services

A. The division of community and economic development services administers a wide range of planning, design, economic development, historical preservation and business support services to promote comprehensive growth and community initiatives.

B. The division director of community and economic development services is responsible for the leadership and management of the division and various departments under the supervision of the division.

PASSED by the City Council on _____.

Council President

Attest:

Approved as to form:

City Clerk

Assistant City Attorney

Mayor

Date

Effective Date

Neighborhood Clean-Up/Dump Passes

- The 2020 Clean-Up Program will remain Dump Pass only.
- New distribution options allow for residents to request dump passes.
- Neighborhoods will each get 15 dump passes, per voucher timeframe for distribution at this time.
- Neighborhood Clean-Up Coordinators and Neighborhood Council Officers were contacted last week with the details, and should have sent you their vote for their distribution option.

Any questions can be sent to gryan@spokanecity.org

Neighborhood Clean-Up/Dump Passes

Clean-Up Coordinators were asked to submit their choice to you to cast a vote:

- **Option 1:** Residents will fill out an online dump pass request form on the City's website (first-come, first-served basis). The dump pass will be mailed directly to the resident. Clean-up Coordinators choosing this option will be responsible for informing their residents of the sign-up form, but will not be responsible for distributing the passes.
- **Option 2:** The Clean-up Coordinator will receive 15 paper dump passes. Gabby will print and mail the passes to the Clean-up Coordinator. The Clean-up Coordinator will be responsible for distributing them to residents before the dump pass start dates.

Dump Pass Distribution

Neighborhoods included in the income-based mailings thru 8/22:

- 6/1-6/13: Cliff Cannon, Emerson Garfield, Hillyard, Riverside, Rockwood, West Central
- 6/15-6/27: Browne's Addition, Chief Garry Park, Cliff Cannon, East Central, Emerson Garfield, Hillyard, Lincoln Heights, Peaceful Valley, Riverside, Rockwood, Shiloh Hills, West Central
- 6/29-7/11: East Central, Emerson Garfield, Lincoln Heights, Nevada Heights, Shiloh Hills, West Hills
- 7/13-7/25: Cliff Cannon, East Central, Hillyard, Nevada Heights, West Central, West Hills
- 7/27-8/8: Bemiss, Browne's Addition, Cliff Cannon, Hillyard, North Hill, West Central
- 8/10-8/22: Bemiss, Cliff Cannon, East Central, Emerson Garfield, Grandview Thorpe, Hillyard, Latah Creek, Logan, Minnehaha, North Hill

***DRAFT* Minutes for Meeting of the Community Assembly Administrative Committee.**

July 28th, 2020. 12pm via Zoom web conference

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

Discussion Items

Kathryn moved, Tina seconded to approve June Admin minutes. Motion passes.

BSN requested 10 minutes to discuss Leadership Training and Neighborhoods Brochure.

Update on Dump Pass distribution, CA should vote on direction. Send through NC Cleanup Coordinators, or open up online request system? Coordinators would have to distribute passes personally, or else ONS can mail them directly. Each NC could request 15 dump passes every 2-week mailing. Gabby will send out this proposal/question to NC Cleanup Coordinators & NC Chairs for feedback before CA.

Update on NHHS Division reorganization. Kevin emailed Admin a white paper on this proposal, which separates ONS/CHHS/MySpokane311 into its own division, leaving Planning/Code/Economic Development/etc into a separate division which wouldn't have a budget for leadership until 2021. It would be nice to have the sponsor of this proposal, Councilmember Karen Stratton, to present this to CA. Suggest that CM Stratton switch months with CM Kinnear who is scheduled to present at this meeting. Annie will contact the councilmembers to ask for their availability, and Kevin will include the white paper in the CA Packet.

Annie will be on the CA meeting representing ONS and taking minutes.

Admin has not moved forward yet with the CA's request for us to meet with the City about ONS/coordination/training.

CA/CC this Thursday 7/30/20 5:30-7pm. Gabby will contact Hannahlee to set up the WebEx. Topic of discussion: NHHS reorganization plan.

Proposed Agenda. Approved by consensus.

Facilitator introductions: request for decorum, explanation of P&P and ability to move attendees to the "lobby".

We are now able to have Open Forum since we are past the "necessary and routine" meeting requirement. Greg will recap Thursday's CA/CC meeting and remind the October and December dates. Tina will remind NCs to submit Budget receipts and connect with Reprographics if needed.

Set up Polls to vote on July CA minutes.

Kevin will request attendees to type in their name and NC in the Chat window for attendance purposes.

Council Update: From our scheduled Councilmember (Lori Kinnear). 10 minutes.

NHHS Division proposal: 20 minutes to discuss this proposal, hopefully from CM Stratton.

BSN Committee: 15 minutes to discuss Leadership Training and ONS Brochure, Kelly Lotze.

Clean-up: 20 minutes to discuss Dump Pass distribution. Tina will start the discussion and hand off to Annie.

Roundtable.

Topics for next Admin Committee meeting. Tuesday, August 25th, 2020. Budget expenditure reminder, Dump Pass update.

DRAFT Community Assembly Committee: Building Stronger Neighborhoods
7/27/20/20 12:00PM Forza Coffee (Logan Neighborhood) and virtually on Zoom.

Members present at Forza: Kelly Lotze (Chair: Browne's Addition), Anne Luttrull (Emerson-Garfield), Fran Papenleur (Audubon-Downriver),
Present on Zoom: Tina Luerssen (Secretary: Grandview/Thorpe), Charles Hansen (Whitman), Dave Lucas (Vice Chair: Rockwood). City staff: Annica Eagle.

- Committee Housekeeping
 - June meeting minutes approved.
- Committee Business
 - Neighborhood Proposed Outreach assignments.
 1. Kelly: Riverside & Peaceful Valley
 - Browne's Addition has started doing a neighborhood clean-up walk, this could be a good suggestion for other similar neighborhoods.
 2. Dave: Comstock & Southgate
 - Dave has spoken with Comstock, and John says they don't need any assistance at this time.
 3. Tina: Bemiss & Whitman
 4. Chris: Hillyard & Minnehaha
 5. Fran: South Indian Trail & Five Mile
 - Fran has spoken with SIT and they are doing well at this time. Five Mile is going through some transition, they got a grant through Innovia for some public art in their park.
 6. Anne: West Central & Shiloh Hills
 - ONS has sent out emails with guides/tips for hosting virtual meetings, and City funds can be used to pay for NC Zoom accounts.
- Leadership Training
 - What can we propose to CA? Fran suggests setting aside money for a facilitator. Lunell Haught is one suggestion, she is good for team-building. Tina suggested that entry-level trainings seem better held in-person, where there is more dialogue and opportunity for questions. The higher-level trainings could be done more easily on WebEx or other virtual format. Gabby was awaiting cost estimates for the two intermediate level workshops, but the two advanced level workshops were more easily led by current staff. Transitioning Leadership (possibly asking the NCs to share their experiences for this topic) and Community Visioning (this is Gabby's focus area) are the 2 options: which would be the priority for CA? Fran suggested Kathryn Alexander and Colleen Gardner as other resources.
 - Tina will request 10 minutes from Admin for BSN on the CA agenda to discuss these training opportunities and priorities, and will include Gabby's training list in the minutes for the CA Packet.
- Announcements & Upcoming Events:
 - Annica spoke about Business Development Services being broken into 2 departments (City Council is voting on this tonight): Planning & Economic side (CEG?) and MySpokane/311/CHHS/ONS (NHHS). We expect that CA will receive an update on this next week. This would

require 2 new department directors, one of which won't be budgeted for until 2021.

- Traffic Calming subcommittee is meeting this week; looking at the impacts of COVID on future revenue.
- Education & Outreach
 - Brochures: distribution and funding? The brochure can be posted and printable online at no cost; if we're printing then we need to have expected distribution and metrics. Can we get them printed now, so that they're ready when we can meet in-person again? City departments are all cutting budgets about 6-12% because of sales tax revenue loss. Annica will try to get this printable document posted on the Toolkit webpage and see if some can be printed to have available.
 1. Fran pointed out that we may want to hold off on printing until the Division change is complete, so that if the department name changes then we can edit the document.
 2. Tina suggested that if NCs have welcome bags that they are putting together, and that they don't have funding available to print brochures for the bags, they could request funding via BSN to print those brochures from Community Engagement Grant funds. Kelly will include the Brochure and printing options in the BSN agenda item at CA next week. Tina will include the brochure on our minutes, so it is in the CA packet.
- Topics for next meeting:
 - Neighborhood outreach.
 - Brochures: do we need to submit a budget application for printing?
 - Discussion on trainings.

Next meeting: Next regular meeting will be noon on Monday, August 24th, 2020.
Location: Forza Coffee on Hamilton with probable Zoom component as well.

Training Program Outline

Beginner:

- Effective communication (strategies)
- Community Engagement--relationship development in community, assets based (ABCD); growing capacity and sustainability
- Civics 101 (Louis or Carly)
 - City processes
- Understanding leadership styles (assessments)
- Running an inclusive meeting
 - Incorporate everyone in process
 - How to handle complaints
 - Agenda, minutes, Robert's rules, etc.

Intermediate:

- Cultural competency and leadership training (Dr. Claudine Richardson has led this training before, would she be interested in hosting training for compensation?)
- Spokane History/Historical Perspectives (Dr. Larry Cebula, Spokane Historical)

Advanced:

- Transitioning leadership
- Community Visioning

NEIGHBORHOOD PROGRAMS

COMMUNITY ENGAGEMENT

GRANT: The Community Engagement Grant (CEG) is used to fund items and activities to boost resident participation in the City's Neighborhood Councils.

NEIGHBORHOOD CLEANUP:

The Neighborhood Clean-Up Program works to make Spokane neighborhoods clean, safe, and healthy for all residents to live and thrive in. This program funds a partnership between ONS and the Department of Solid Waste Collection.

TRAFFIC CALMING & SCHOOL

SAFETY: The Traffic Calming and School Safety/Radar program uses photo red light camera tickets to fund neighborhood-driven improvements to improve safety and the "livability" of streets for residents and visitors.

MOBILE SPEED FEEDBACK:

The Mobile Speed Feedback Trailer Program provides 6 mobile speed feedback trailers to be placed at Neighborhood Council-request to show drivers how quickly they are moving and to collect speed data.

Learn More:

SPOKANE NEIGHBORHOODS:

<http://spokaneneighborhoods.org>

NEIGHBORHOOD NEWSLETTER:

<https://bit.ly/32kvS8q>



Questions?

Feel free to call or contact us at:
Office of Neighborhood & Planning
Services

808 W Spokane Falls Blvd.
Spokane, WA 99201

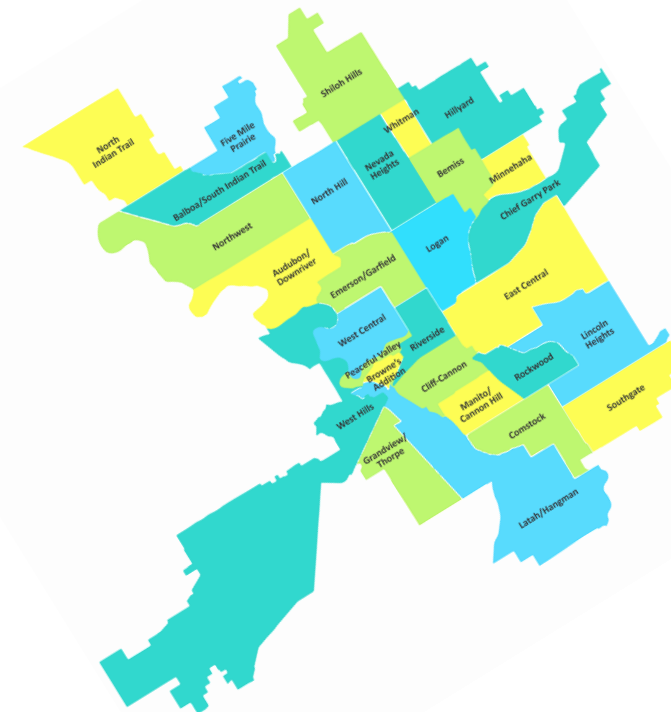
Dial 311 or 509-625-6500
www.my.spokanecity.org

Updated February 2020



CITY OF SPOKANE

Office of Neighborhood Services (ONS)





The Office of Neighborhood Services assists Spokane's 29 neighborhoods

with a variety of programs. The goal of these programs is to engage people in local government, build stronger communities, and improve quality of life for citizens. ONS programs address traffic safety, neighborhood infrastructure needs, economic needs, and environmental issues, among other areas.

COMMUNITY ASSEMBLY

The Community Assembly (CA) is a coalition of independent Neighborhood Councils and serves as a forum for discussion of issues of broad interest. Each Neighborhood Council selects one representative and a designated alternate to serve on the Community Assembly. Representatives are expected to represent the interests of their respective Neighborhood Council.

STANDING COMMITTEES

The Standing Committees of the Community Assembly are smaller groups that represent many different interests citizens may have.

ADMINISTRATION (ADMIN):

Elected committee which creates the CA agenda and monitors neighborhood attendance.

BUDGET: Facilitates the acquisition and distribution of Community Engagement Grant funds that make up the CA Budget.

BUILDING STRONGER NEIGHBORHOODS (BSN):

Works to provide training and resources to neighborhoods to increase participation, identify and meet neighborhood needs, and build capacity.

COMMUNITY DEVELOPMENT

(CA/CD): Provides a forum for educating neighborhoods regarding Community Development and Neighborhood Community Development Program (NCDP) funding.

LAND USE: Creates educational materials that explain how to engage with the Plan Commission and City Council regarding Land Use Development, and they follow changes to the Comprehensive Plan Amendments process and formulates recommendations to the CA.

LIAISON: Maintains the city-established positions on advisory boards and commissions related to the Community Assembly.

PEDESTRIAN, TRANSPORTATION AND TRAFFIC (PeTT): Focuses on Spokane's transportation-related problems and opportunities to create safer, more accessible streets for all uses, including pedestrians, cyclists, and public transportation passengers.

NEIGHBORHOOD SAFETY: Works to bring awareness and solutions to neighborhood safety issues.



Draft 7/16/20 Land Use Committee Minutes

Attendance: Chuck (Lincoln Heights), Terry Black (Comstock), Charles (Whitman), Greg (Rockwood), Mary Winkes (Manito/Cannon Hill & PC Liaison), Doug Tompkins (??)
Staff: Melissa Wittstruck, Tirrell Black

Minutes by Greg Francis

Started at 5:35pm

Approved agenda after adding Spokane Housing Action Plan to agenda

Grand Blvd Transportation Study - Melissa Wittstruck

Land use and transportation study along Grand Ave from 29th Ave to 34th Ave

Reviewed both the traffic patterns and safety in the study area

Looked at future streetscape options (study doesn't include any funds for actual improvements)

Worked on consistency with South Hill Coalition Plan

Significant discussion around potential changes to 29th Ave and Grand Ave intersection

DKS (consultant) saw sufficient capacity on Grand even if it does shrink in the future

Note: This study passed at Plan Commission on 7/22/20 - next step is city council

North Foothills Employment Center (CC3 Overlay Zone) - Tirrell Black

Near North Foothills Drive and Hamilton intersection and as far west as Perry St

Abbreviated subarea plan driven by Gonzaga Haven (going project) and new middle school being built in the area

Not a Comp Plan amendment since underlying zoning isn't changing at all

CC3 overlay zoning allows additional uses but doesn't limit existing uses allowed in the area

Scheduled to have a Plan Commission hearing on August 12th

Thirty day public comment period currently going - can still make comments all the way until city council hearing

Housing Action Plan - Tirrell Black

Project site at spokanecity.org/housing

This is funded by a state Commerce grant to study housing needs

Looking at gaps with housing in Spokane - Spokane Valley is also doing a Housing Action Plan using their own grant

Working group has been created to work on the plan

Will look at issues, including gentrification

Outcome of plan is to have different solutions and initiatives to consider

—

Additional discussion

There was lots of discussion regarding south hill arterials routes and getting from the southside to downtown and beyond

LUC will meet in September to have additional discussion on Housing Action Plan

Comp Plan amendment public comment is open until August 7th but still can comment until city council hearing, which will be October or November

Doug Tompkins expressed concerns about some things moving too quickly

Adjourned 7:30pm

Pedestrian, Traffic and Transportation Committee (PeTT)

Meeting Notes

July 28, 2020 / Via WebEx

6:00 – 7:30 PM

PRESENTATION and DISCUSSION – The Spokane County Regional Trail Plan

- Paul Knowles, Special Projects Manager – Spokane County Parks, Recreation and Golf
- <https://www.spokanecounty.org/1701/Regional-Trail-Plan-2014>

PRESENTATION and DISCUSSION – Trails and Planning for Spokane's Parks

- Nick Hamad, Landscape Architect, City of Spokane Parks and Recreation
- <https://my.spokanecity.org/parksrec/about/planning/>

PRESENTATION and DISCUSSION – Examples of Recent City Bike/Pedestrian Pathway Installations

- Colin Quinn-Hurst, Assistant Planner
- <https://my.spokanecity.org/projects/bicycle-master-plan/>

FUTURE PeTT MEETINGS

- August 24 via WebEx – Subject to confirmation: Spokane's bridges, old and new including the I-90 viaduct.
- September 25 (venue TBD) – Council President Breean Beggs and a discussion of the vision and means for identifying and funding larger-scale pedestrian and bicycle infrastructure improvements for neighborhoods.

Submitted by Paul Kropp, Chair

Plan Commission Liaison Report

Community Assembly Report

August 6, 2020

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

July 8, 2020 PC Meeting via WebEx

The agenda included workshops on the last three of nine Comprehensive Plan amendments:

Z19-503COMP—3227 E. 53rd Ave. (Southgate)

Z19-504COMP—3004 W. 8th Ave. (West Hills)

Z19-505COMP—1117 W. 10th Ave. (Cliff Cannon)

All the Comprehensive Plan Amendments for 2019-2020, including the detail on each, are available at:

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

Comments from individuals and neighborhood councils can be submitted until August 7 to Kevin Freibott at: kfreibott@spokanecity.org.

There were hearings on the following two items which began at 4:00 p.m.

Grand Blvd. Transportation and Land Use Study: <https://my.spokanecity.org/projects/grand-boulevard-transportation-and-land-use-study/>

There were no public comments on this study.

South University District Subarea Plan: <https://my.spokanecity.org/projects/south-university-district-sub-area-planning/>

There were several people who made comments, and others were signed into another WebEx address which was published erroneously. Therefore, some people who wished to testify were unable to do so. Therefore, the hearing on these two items was continued until July 22.

July 22, 2020 PC Meeting

Candace Mumm reported on a number of topics, including Division Connects (<https://www.srtc.org/division-street-corridor-study/>) and

Bridge Housing at Division and Mission (where Spokane Housing Authority was located)

John Dietzman reported that the Transportation Sub-Committee met to review the Comp Plan Amendments as they relate to the arterials and railroad crossings

Louis Mueller presented a reorg chart for Neighborhood Services and Planning. Mary requested that this proposal come before the CA before the plan is finalized by the City Council

There were workshops on the following topics:

Housing Action Plan Overview: <https://my.spokanecity.org/housing/spokane-housing-action-plan/>

Street Standards Update: <https://my.spokanecity.org/projects/street-design-standards-update/>

Cannon Historic District – Design Standards and Guidelines

<https://static.spokanecity.org/documents/bcc/commissions/plan-commission/agendas/2020/07/plan-agenda-2020-07-22.pdf>

North Foothills CC3 Overlay Zone Expansion: <https://my.spokanecity.org/projects/north-foothills-center-cc3-zoning-overlay/>

Questions for:

Grand Boulevard Transportation & Land Use Study – Virtual Hearing Process Review:

<https://my.spokanecity.org/projects/grand-boulevard-transportation-and-land-use-study/>

Hearing Continuation for:

The South University District Subarea Plan: <https://my.spokanecity.org/projects/south-university-district-sub-area-planning/>

M/S/P (original motion with amendments that follow below)

Moved to recommend approval of the South University District Subarea Plan to the city council as written and presented, to include the following:

Recognizing the South University District Subarea Plan as the subarea's desired future condition, Amending the Comprehensive Plan Land Use Plan Map from General Commercial to Downtown land use as shown in Exhibit A,

Amending the Comprehensive Plan Zoning Map to change zoning from GC-150 to DTU as shown in Exhibit B,

Amending the Comprehensive Plan Downtown Plan map 5.1, titled “Streetscape Improvements” to design additional complete streets as shown in Exhibit C,

Amending the Surface Parking Limited Area map in SMC 17C.124-M1 to extend the surface parking limited area as shown in Exhibit D,

and Amending the Downtown Design Review Threshold Map in SMC 17G.040-M1 to include the newly designated DTU zoning within the area designated for design review as shown in Exhibit E

Amendments that were passed one by one and became part of the original motion:

Amend the original motion to include the following changes to the Streetscape Improvements Map, to include the three changes on Page 13 of the Staff Report to Plan Commission, which include:

Designate Pacific Avenue west of Sherman (within DTU zone Optional Extension #2) as a Type I – Community Activity Street, consistent with the existing designation on Pacific west of Division Street -

Designate the portions of 2nd and 3rd Avenues intersecting with Sherman (within DTU zone Optional Extension #1) as a Type III – City-Regional Connector, consistent with the existing designation on this couplet west of Pine Street

Designate other block frontages leading to Sherman (1st Avenue and Pacific Avenue east of Sherman) as Type IV – Neighborhood Streets, anticipating that they will continue to carry relatively little through traffic and have less commercial activity than other primary routes.

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/>.

Design Review Board Report

Submitted by Kathy Lang, Community Assembly Liaison to the Design Review Board (DRB)

August 1, 2020

klang@spokanecity.org

klang0132@gmail.com

719-338-1632

Afternoon and weekend availability by phone, email, or in person

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

Drew Kleman, Architect

City of Spokane Staff Members

Dean Gunderson, Senior Urban Designer, dgunderson@spokanecity.org

Taylor Berberich, Urban Designer, tberberich@spokanecity.org

Upcoming Design Review Board Meetings

The next DRB meetings are scheduled as follows. Meetings run 5:30PM-8:00PM. During Governor Inslee's COVID Stay Home plans, DRB meetings are held virtually. Members of the community can attend via the WebEx link provided on Page Two of each meeting's agenda. DRB meetings are held only if projects have met review requirements; meeting cancellations are noted in the Agenda section on the [DRB page](#).

- Wednesday, August 12
Latah Glen Residential Community
Collaborative Workshop
- Wednesday, August 26
Spokane Public Schools Northeast Middle School
Collaborative Workshop

Applicant proposals and staff reports are posted to the [DRB page](#) by 5PM of the Friday preceding the project's meeting date. These documents are also emailed to the chair of the neighborhood council in which the project site is located.

Project: Joe Albi Stadium Replacement and Northwest Middle School

Joint Collaborative Workshop: July 8, 2020

Applicants

Greg Forsyth, Spokane Public Schools

Rustin Hall, ALSC Architects

Andrew Leeper, ALSC Architects

Dana Harbaugh, NAC Architecture

DRB Trigger

Public Project

Project Description

Joe Albi Stadium and Northwest Middle School Shared Site: The property is bordered by the Fairmount Memorial Park to the west, a BMX park to the north, the Dwight Merkle Sports Complex to the northeast, the VA Hospital to the east, and a residential neighborhood to the south. The 22 bus route runs up Assembly Street to the east and does a loop through the neighborhood between Assembly and the VA Hospital. There are currently no direct walking paths to the stadium from the bus stops along Assembly, though there is a partial sidewalk from the bus stop on Wellesley and Assembly to the site. The sidewalk ends approximately 200 feet east of the site's south property line. There are a few City of Spokane owned trees along the north property line of the site and the northeast corner. A trail runs along the western property line which is part of the Riverside State Park Trail System. Joe Albi Stadium will be renovated in-situ, and the new middle school will be positioned near the south property line. Parking for the stadium will be built between the two structures, with a perimeter loop two-way drive aisle for circulation between the uses.

Joe Albi Stadium: Spokane Public Schools (SPS) received voter approval of a Capital Facility Improvements Bond with direction to construct a new stadium on the existing Albi Stadium property in 2018. The stadium is looking to provide a more intimate spectator experience for high school sports. The plan is to reduce the overall seating count from 25,000 plus to 5,000-6,000 seats, right sizing the facility for the school district's use. Primary access to the site will be from Wellesley Street by creating a new private drive along the eastern edge of the site and developing a right-of-way on the western edge of the site. Secondary access is planned to be accessed from North Assembly Street. Overall, access is mindful of the new middle school to the south so that both facilities will function independently of one another, while considering shared amenities such as parking, flow, utilities, and access.

Northwest Middle School (NWMS): In 2018, Spokane voters approved a \$495 million bond to build six new middle schools in the SPS. NWMS is one of the new middle schools to be developed. Construction of the school will occur in tandem with the renovation of Joe Albi Stadium. Construction of NWMS is scheduled to be complete in August 2022. The total building area is targeted at 135,000 gross square feet and will optimally serve 750 students. An important SPS goal is that NWMS is designed to meet the unique needs of the schools' community and culture. Since this project is not a renovation of an existing school with an existing culture, NWMS's design and planning group is uniquely tasked with guiding the vision and mission for the school's future culture and goals. During the pre-design/educational specification phase of NWMS's process, the following goals and cultural principles were identified:

- Focus on creating a community center both for the students and the community surrounding the school.
- Create academic neighborhoods that foster student to student, student to teacher and teacher to teacher engagement and connectivity. • Provide flexible learning spaces beyond classrooms to promote student collaboration, project-based learning and self-directed learning.
- Reduce travel time and distances between classes.
- Promote student choice and student owned spaces.
- Create an environment that is bright, warm and inclusive.
- Long term adaptability to allow this facility to serve and adjust to future yet-to-be defined needs.

Advisory Actions

Based on review of the materials submitted by the Applicant and discussion during the July 8, 2020 Collaborative Workshop the Design Review Board recommends the following Advisory Actions:

Joe Albi Stadium and Northwest Middle School Shared Site

1. The Applicants shall consider thoughtful and safe integration of non-motorized transportation through the sites and provide details to the Board at the Recommendation Meeting.
2. The Board encourages the Applicants to plan forward to accommodate (or at least not preclude) transit service to and potentially through these key community destinations.
3. The Applicants shall provide additional details on managing traffic circulation through the site (via gates, etc.) for varying operations and provide details to the Board at the Recommendation Meeting.
4. The Board appreciates and strongly encourages further exploration of the use of native grasses and low-water plant palette, and applauds the reintroduction of ponderosa pines on the site.

Northwest Middle School

Neighborhood

1. The Applicant is encouraged to continue to work with the City to close any bicycle/pedestrian infrastructure gaps along Wellesley to provide safe access to the school and stadium sites.

Site

2. The Parti for the NWMS is intriguing and has a very micro-regional application within the building itself. The Board encourages the applicant to explore extrapolating that language to the exterior of the building and how it might radiate outward toward the access drives, parking areas, and how it interacts with the public roads.
3. The bluffs have a verticality that is very dramatic; there is opportunity with the façade of the gymnasium and the common areas to create a dramatic wall with light that punches through. It would seem that there are opportunities for NWMS to insinuate the crevices and undulations that appear along the basalt walls.

Additional information 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: July 8, 2018

Project: U-Haul of East Town
Recommendation Meeting: July 22, 2020

Applicant

Matthew Schaub, U-Haul

DRB Trigger

Type III Conditional Use Permit application

Project Description

The site is located at 4110 E Sprague Avenue in the East Central Neighborhood. It is currently zoned CB-55 (Community Business) and is bordered on the south by RSF (Single Family Residential) and RHD-35 (High Density Residential) zones. The properties to the north and west are zoned GC (General Commercial). Directly east of the site lies the City of Spokane Valley.

The north and south property lines are both lined with mature trees. The Sprague frontage has an attached 5 foot sidewalk in fair condition, all trees located within the landscape buffer are public trees (Maples). The Pacific frontage has a 30 foot wide landscape buffer backed with a decorative CMU block fence, all but two trees located within the wide landscape buffer are privately-owned (a mix of Honey Locusts, Siberian Elms, and Maples).

Recommendations

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

Site

1. The Applicant is encouraged to replace the trees that were removed along Sprague Avenue to provide relief and screening of the parking lot, while also mitigating the heat island affect generated from expansive areas of asphalt.
2. In the interest of public safety, the Applicant is encouraged to reduce the number of Vanderwolfe pine, and to relocate them near the masonry wall rather than along the Pacific Avenue street frontage.

Building

1. The Applicant shall explore the installation of non-commercial architectural graphics that are indicative of Spokane County and Inland Northwest region. The Design Review Board does not view these potential architectural graphics as signage subject to the sign code, but as a form of public art.

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

- Collaborative Workshop: May 13, 2020
- Recommendation Meeting: July 22, 2020

Community Housing and Human Services Board (CHHS)

Report to the Community Assembly

Melody Dunn, CA CHHS Liaison

July 8th, 2020 virtual meeting of the CHHS Board

The 5 year Consolidated plan is still currently open for the 30 day public comment period and can be seen at

<https://static.spokanecity.org/documents/chhs/plans-reports/planning/july-8-2020-draft-consolidated-plan-public-comment.pdf>

The presentation for it is at <https://static.spokanecity.org/documents/chhs/plans-reports/planning/public-hearing-presentation-2020-2024-con-plan.pdf>

An FYI for everyone; The weekly city council meetings have resumed, and to see what's on the agenda &/or to watch a meeting you can go to:

<https://my.spokanecity.org/citycouncil/meetings/>

And for additional guidance, I suggest:

<https://my.spokanecity.org/news/stories/2020/07/09/spokane-city-council-updates-meeting-procedures/>

There was discussion of the new ordinance regarding the homeless. It can be found on pg. 592 on City Council's 7/13/2020 Agenda.

<https://static.spokanecity.org/documents/citycouncil/current-agendas/2020/07/city-council-current-agenda-2020-07-13.pdf>

This final item is also up for additional discussion at this month's CHHS meeting, scheduled for 8/5/20.

BRIEFING PAPER
Community Assembly
Neighborhood Community Development Program (NCDP)
Thursday, August 6, 2020

SUBJECT: Neighborhood Community Development Program (NCDP): 2020 application process update.

BACKGROUND:

The Community, Housing, and Human Services Department (CHHS) opened the 2020 NCDP application process On Monday, December 30, 2019. Neighborhoods and district leaders were provided with three individual technical assistance workshops during the second week in January (2020). CHHS also provided the neighborhoods with resources to complete the required applications. For more information on the resources provided (including a copy of the workshops), please review the NCDP webpage (<https://my.spokanecity.org/chhs/funding-opportunities/neighborhood/>).

During the week of March 9th 2020, information regarding COVID-19 began to unfold rapidly. On Friday, March 13th CHHS send an email to district leaders. The email requested feedback from district leaders regarding the application timeline. Based on feedback from the district leaders, CHHS decided to postpone the application process until further notice. On Monday, March 16th, CHHS issued an email to district leaders informing them that CHHS had postponed the NCDP application process until further notice. A copy of the email is provided below.

From: Dahl, George
Sent: Monday, March 16, 2020 9:52 AM
To: 'Kathryn Alexander' <bemissneighborhood@gmail.com>; 'Joe Carter' <hnc.hillyard.chair@gmail.com>; Carol Tomsic <carol_tomsic@yahoo.com>; Andy Hoyer <ahoyer@comcast.net>; 'Karen Kearney' <kmkearney@q.com>; 'audubondownriver@gmail.com' <audubondownriver@gmail.com>; 'Fran Papenleur' <papenleurf@yahoo.com>; 'District One' <districtoneschair@gmail.com>
Subject: RE: NCDP Timeline
Importance: High

Hi All,

First, I hope you all are doing well.

I have decided to postpone the NCDP application process until further notice as a result of the COVID-19 situation. This decision is based on feedback from multiple neighborhood representatives. Many neighborhoods have already completed their NCDP application process, but others have not, and need additional time to complete their voting, etc. Citizen participation is important to CHHS, and we want to make sure everyone feels a part of the application process.

As many of you know the COVID-19 situation is very fluid. I will remain in contact with district leadership regarding an updated timeline for the NCDP application. Please reach out to me via email if you have any questions or concerns related to the NCDP application process.

The goal of postponing the NCDP application process was to allow time for our community to adapt to the fluid COVID-19 situation. The health and safety of all our community members was and remains a top CHHS priority.

CHHS provided a follow-up email to district leaders on Monday, April 27th. This email renewed CHHS's commitment to protecting the health and safety of our community members by further delaying the NCDP application process. A copy of this email is provided below.

From: Dahl, George

Sent: Monday, April 27, 2020 2:25 PM

To: 'Kathryn Alexander' <bemissneighborhood@gmail.com>; 'Joe Carter' <hnc.hillyard.chair@gmail.com>; 'Carol Tomsic' <carol_tomsic@yahoo.com>; 'Andy Hoyer' <ahoyer@comcast.net>; 'Karen Kearney' <kmkearney@q.com>; 'audubondownriver@gmail.com' <audubondownriver@gmail.com>; 'Fran Papenleur' <papenleurf@yahoo.com>; 'District One' <districtoneschair@gmail.com>

Subject: RE: NCDP Timeline

Hi All,

I have been asked when we will resume the [NCDP](#) application process. I do not have a date at this time, but will let you all know when I do. The health and safety of our community is a priority that we do not want to compromise as a result of the NCDP application. I wish each of you and your loved ones good health.

Please let me know (reply all) if you have further questions specific to the NCDP application process.

NEXT STEPS:

CHHS has identified \$400,000 to support the 2020 NCDP. This information is provided in our 2020 Annual Action Plan.

Copies of the Plan and funded activities can be reviewed on the CHHS webpage

(<https://my.spokanecity.org/chhs/documents/>).

CHHS has provided the following narrative to describe the set-aside of \$400,000 to support the 2020 NCDP.

Project Title: Neighborhood Community Development Program – Activities TBD

Reserve project for activities that provide funding to support qualifying Neighborhood Community Development Program activities. CHHS will provide additional details through the substantial amendment process (open public hearings and public comment) as project(s) are identified. This set-aside is for capital/construction based programming and not available for public service qualifying activities. For more information, please contact the Community, Housing and Human Services Department (CHHS) at spokanechhs@spokanecity.org.

CHHS will conduct a substantial amendment to the 2020 Annual Action Plan once CHHS and the neighborhoods are able to complete the 2020 NCDP application process. The substantial amendment will allow time for the community to review and make public comment on projects selected to receive NCDP funds.

TIMELINE:

CHHS will not reopen the application process until it is safe and equitable for all interested citizens to participate in the application process. CHHS is sensitive to the technological inequalities that would limit open citizen participation in the NCDP application process.

CHHS will communicate with district leaders when the 2020 NCDP application process reopens. At the time of this briefing there is no set date.

IMPACT:

CHHS has made a commitment to the neighborhoods and our funder (HUD) to support the 2020 NCDP. Delaying the application process will have no impact on the use, or availability of funds to support the 2020 NCDP activities once they have been identified.