



Meeting Agenda for Thursday, September 3, 2019  
 5:30 to 8:00 pm, Webex Online Meeting  
 Proposed Agenda Subject to Change  
 Please bring the following items:  
 \*Community Assembly Minutes: August 6, 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. Proposed Agenda (Facilitator).....	2 min (5:33)	Approve	2
• <a href="#">Including Core Values, Purpose, Rules of Order</a>			
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 (Council Member Kate Burke) .....	10 min (5:50)	Oral Reports	-
6. Neighborhood Services Budget Update (Louis Meuler) .....	10 min (6:00)	Oral Reports	
7. <a href="#">Parks Foundation (Terri Fortner)</a> .....	20 min (6:10)	Presentation	8
8. <a href="#">Housing Action Plan Overview (Maren Murphy)</a> .....	30 min (6:30)	Presentation	12
9. Comprehensive Plan Amendments (Kevin Freibott).....	5 min (7:00)	Oral Reports	-
10. <a href="#">Dump Passes Utilization/Distribution Update (ONS Staff)</a> .....	10 min (7:05)	Oral Reports	13
11. Roundtable Discussion .....	10 min (7:15)	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](#) ..... 16
- [Building Stronger Neighborhoods Committee \(BSN\)](#)..... 18
- [Pedestrian, Traffic, and Transportation Committee \(PeTT\)](#)..... 21

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

- [Community Housing and Human Services \(CHHS\) Liaison Report](#)..... 27
- [Plan Commission Liaison Report](#)..... 28

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

Meeting number (access code): 146 138 6032

Meeting password: neighborhoods

### Join by phone

+1-408-418-9388 United States Toll  
 Global call-in numbers

### 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.

Tap to join from a mobile device (attendees only)

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

### Join using Microsoft Lync or Microsoft Skype for Business

Dial 1461386032.spokanecity@lync.webex.com

# **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:**

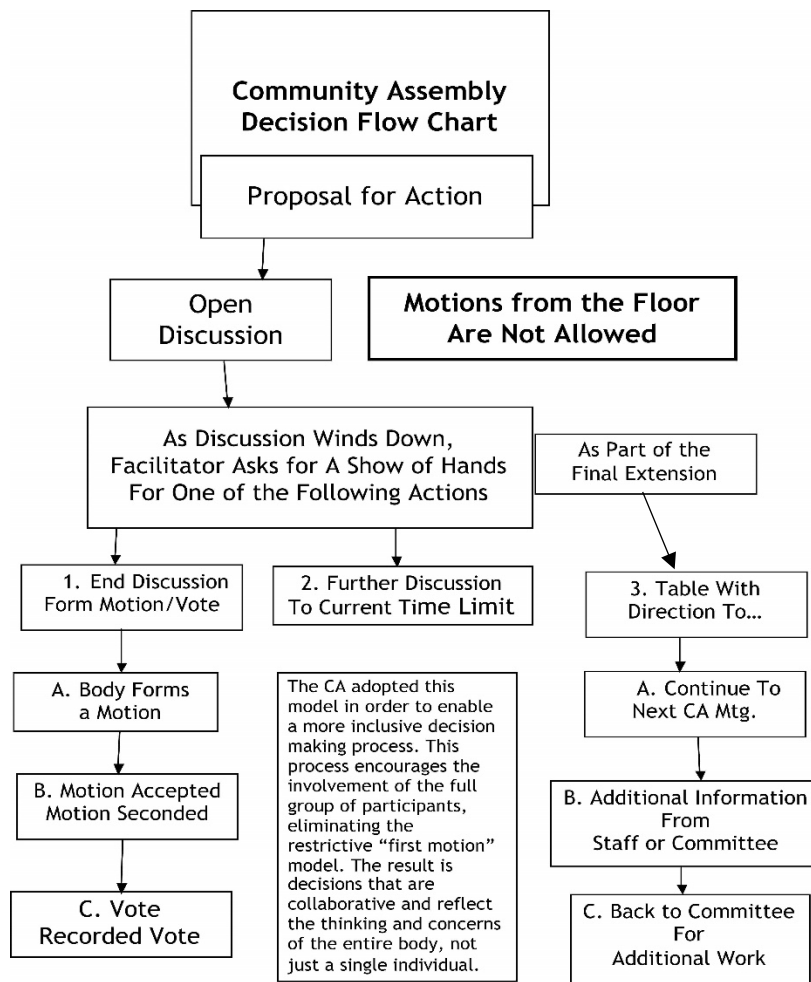
The Community Assembly fulfills its purpose, achieves its goals, and stays true to its core values by its members engaging each other and the community with honest communication and having transparent actions in all of its dealings. Community Assembly representatives are knowledgeable and committed to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

**August 6, 2020**

Virtual WebEx Meeting

Meeting called to order at 5:30pm by the Facilitator

## Attendance:

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

## Administrative Agenda:

### **1. Introductions**

- The facilitator asked for permission to record the meeting for Annie Deasy (CA Admin Committee Liaison) to provide accurate minutes. This request was approved (13-approve, 2-deny, 1-abstain) and the recording was begun. The Facilitator asked for all CA Reps to identify themselves and their NC in a poll for attendance.

### **2. Proposed Agenda:** Colleen Gardner moved, Greg Francis seconded, to approve the proposed agenda. Motion passed with 18-approve.

### **3. July Minutes:** Greg Francis moved, Mark Davies seconded, to approve June minutes. Motion passed with 15-approve, 1-abstain.

### **4. Open Forum:**

- Tina Luerssen, Budget Committee. Reminder that September 21 is the deadline to have Community Engagement Grant (CE Grant) initial requests ordered and reimbursements submitted. It's easier if things are submitted before the deadline.
- Greg Francis, met with City Leadership about CA and ONS working better together. Dump Pass meeting with ONS staff and CA reps, but that will be covered later in the Agenda. The ONS conversation was put on hold until new ONS leadership is put in place. CA/CC went well, dryness of parks and the possibility for neighborhoods to help water parks, speed reduction signs going

up around parks, lots of talks around Police Dept and training around Killogy (our officers are not doing) and COVID, traffic calming was talked about and it was mentioned that Council President is attending the next PeTT meeting, the ONS division update will be covered later in the agenda, finally looking at meeting for next two CA meetings, the meeting for October is on for its regular time and discuss possibly changing meeting time for November next month.

- Andy Hoyer, Southgate, engineering is planning to install a 100-ft water tower reservoir by the Hamblen Elementary School, Mr. Hoyer said that the City gave an impressive presentation showing what the tower would look like, beginning public announcements for the project.
- Paul Kropp, PeTT Committee Chair. Discussed CE Grant application for Liaison Committee Zoom account. The request was forwarded to Budget and for approval of an annual membership set up under Liaison Committee, not a personal account.

#### **Legislative Agenda:**

5. **City Council Report:** Council Member Stratton, spoke on recent CARES (Coronavirus Aid, Relief, and Economic Security) funding meeting. The City has \$6.2 million to be spent in October, applications focused on rental and child care assistance, and small businesses—and the arts—organizations are coming forward with really good applications. Police and criminal justice reforms discussions are taking place, the councilmember is impressed by how they are all coming together and moving forward for our community, volunteers in neighborhoods are watering Parks and there is some concern with folks getting hurt, the Mission Avenue homeless shelter building and working on Good Neighbor Agreement that is moving forward, there has never been a response regarding defunding the Police Dept. only about reform, Pig Out cancellation and recouping funds was deferred to Wes Crago. Wes said there is no way to replace that lost revenue, the City has to cut back and be more efficient with our expenses.

6. **ONS/Division Reorganization Update**

- Council Member Stratton gave a brief history of ONS before turning the ONS reorganization to Wes. the City and funding the neighborhood and through the years she's watched the City neighborhoods get stronger and around 2017 there was a hiccup when Neighborhood Services was placed into a larger Division and there was nothing intentional but a result the Neighborhood Services area the neighborhoods have felt there has been a lack of focus and alignment and Administration is working on breaking down the large Division into two Departments so that Neighborhood Services isn't lost both Departments would have strong Directors and this is a positive move forward and then she turned it over to Wes Crago. There were questions and answers that followed.

- Wes Crago gave a brief update on his professional background. Then went into proposed ONS reorganization accompanied by a PowerPoint. The current structure has too many departments under a single division head. This new proposed organization allows for two division heads to share the heavy workload of these various departments. One would be more business/development focused and the other more social/communication focused. Each would have its own division director and each department within that division will have its own manager, including ONS. Questions and answers. Then he went back to the presentation and ended with asking the CA, “What are the qualities that you’re looking for with the Directors of both Departments?” and to send ideas to him directly, providing his email and phone number ([wcrago@spokancity.org](mailto:wcrago@spokancity.org) or 625-6502). More questions and answers.

**7. Leadership Training:** Tina Luerssen, Building Stronger Neighborhoods (BSN) Committee.

- Tina had two items:
  - The ONS brochure: was a good overview of Neighborhoods and CA, printing may not be best during this time but BNS would like to offer funds for printing if neighborhoods would like to include in Welcome Bags.
  - Training: BSN has \$4,000 set aside for Leadership Training. In person training is more difficult during these times, with 3-Level program:
    - Beginner: Civics 101, communications, community engagement
    - Intermediate: leadership training, cultural competency
    - Advanced: transitioning leadership

BNS is looking for input, does the CA want virtual training or in-person trainings? What would be best for each program area? Discussion was had as to whom might be able to attend/view any training. BNS will work on moving forward with Virtual Trainings to hold this year.

**8. Clean-Up/Dump Pass Update**

- Tina gave an update on the Clean-Up Program as the Dump Passes are the only option this year. She reported on a meeting she and Kelly Lotze virtually attended with City staff on opening up requests to neighborhoods for Dump Passes. Each neighborhood can request 15 Dump Passes every 2 weeks. This is in addition to the other ways neighborhoods and residents can obtain passes (bi-weekly mailing, Community Engagement grants, through Code Enforcement when waste violations are present).

- Option 1: resident goes to City website and completes Dump Pass request form, pass will be directly mailed to them.
- Option 2: Clean-Up Coordinators will distribute Dump Passes to residents either in –person or mail. Clean-Up Coordinator will be responsible to gas or postage.

Most CA Reps preferred Option 1. Vote was taken via chat with Option 1-15, Option 2-3. Questions and answers. Roll-Call Advisory Vote: Audubon-Downriver-1, Balboa/South Indian Trail-1, Bemiss-1, Chief Garry Park-1, Cliff/Cannon-1, East Central-1, Grandview/Thorpe-2, Hillyard-1, Latah/Hangman-1, Lincoln Heights-1, Manito/Cannon Hill-1, North Indian Trail-1, Northwest-2, Rockwood-1, Shiloh Hills-1, Southgate-1, West Central-1, West Hills-1, Whitman-2.

The City can implement the chosen solution on a neighborhood by neighborhood basis. Gabby Ryan will follow up with the Clean-up Coordinators.

**9. Roundtable Discussion:** No one requested to speak.

**Meeting Adjourned.**

Next Community Assembly scheduled for **Thursday, September 3, 2020.**



## *Keeping in touch...*

Hello Friends!

We hope this note finds you well and enjoying our beautiful Inland Northwest Summer!

We are excited to share with you the impact we are privileged to make because of *our* communities' support for our parks and the many recreational activities offered throughout Spokane County. ***With your help***, we will continue to cultivate the health, growth and continued enjoyment of our parks by inspiring giving within our community.

Each year, our grants program supports projects to enhance public parks and support educational and recreational



activities throughout Spokane County. We give priority to projects and programs that demonstrate active and committed community involvement, increase accessibility, and exhibit creativity and innovation in implementation and partnerships.

This year, our partners have modified their programs to comply with COVID-19 restrictions. We are pleased to share that we are able to invest the following community grants in our region this summer:

- \$6000 for Spokane C.O.P.S. Mounted Patrol to train volunteer members
- \$5000 for City of Spokane PAL, an outreach program for at-risk youth
- \$5000 for Spokane Valley PAL, an outreach program for at-risk youth
- \$4505 for an adaptive and accessible swing-set in Spokane County's Bidwell Park
- \$4000 for Cheney Parks and Recreation to purchase equipment for outdoor recreational activities
- \$4000 for World Relief refugee youth summer programs
- \$2500 for Corbin Art Center summer camp scholarships for low-income youth
- \$2000 for City of Spokane Corn Hole League equipment
- \$1000 for Therapeutic Recreation Services' Funshine Day Camp

### ***We've Moved!***

As you are all aware, the global pandemic has created interesting challenges for non-profits everywhere. We are no different, and as such, have made the decision to move to a virtual office. This allows us to reduce the Foundation's overhead costs and maximize your donations for the benefit of our community programs!

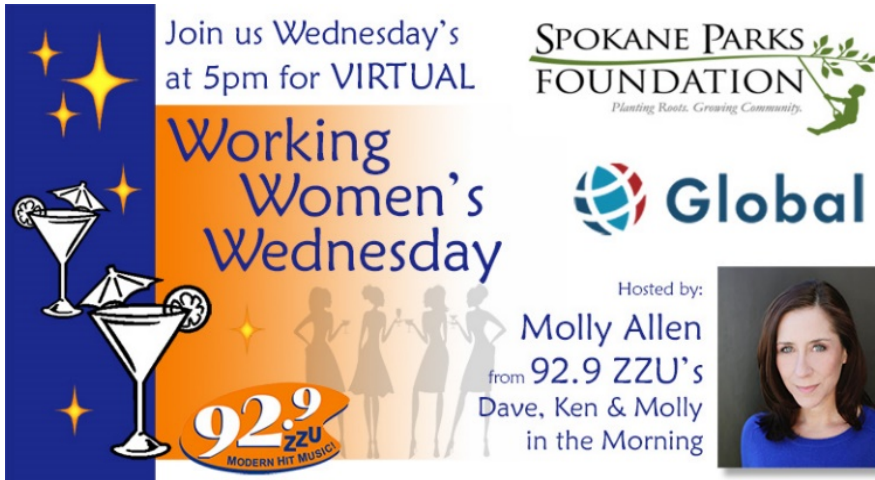
Our new address and phone number is as follows:

**Spokane Parks Foundation  
PO Box 8127  
Spokane, WA 99203**

[www.spokaneparksfoundation.org](http://www.spokaneparksfoundation.org) \* Phone: (509) 710-3033 \* Email: [office@spokaneparksfoundation.org](mailto:office@spokaneparksfoundation.org)



***Drowning is a leading cause of death for children. Together we can change that.***



Join us Wednesday's at 5pm for VIRTUAL

**Working Women's Wednesday**

Hosted by: **Molly Allen**  
from 92.9 ZZU's Dave, Ken & Molly in the Morning

**Spokane Parks Foundation**  
*Planting Roots. Growing Community.*

**Global**

**92.9 ZZU**  
MODERN HIT MUSIC

This summer, aquatics facilities countywide will remain closed due to Phase 2 health and safety restrictions. Water safety and drowning prevention is critical as more people flock to our lakes, rivers and streams. The **Spokane County Drowning Prevention Coalition**, a program sponsored by the **Spokane Parks Foundation**, launched an awareness campaign focused on six basic rules for water safety and drowning prevention. Join us and Molly Allen's Working Women's Wednesday to learn more. Tune in every Wednesday between 5 and 7 PM throughout the month of August.

**Today we embark on our campaign to raise \$25,000** for community grants and expansion of our Kids in Parks and Pools program. We're reaching out to you because you love parks, recreation and the beautiful natural spaces throughout Spokane County. *Would you be willing to make a special contribution of \$25, \$100, \$500 or more to help us reach our goal?* Would you consider becoming a Sustainer with a monthly gift? Your gift today will make a difference for kids throughout Spokane County.

**Please join us** by making your gift at our secure site online at [www.spokaneparksfoundation.org/donate](http://www.spokaneparksfoundation.org/donate) or by using the enclosed envelope. You can also text parks to (202) 858-1233 to make a secure gift.

Thank **YOU** for your support!

We look forward to seeing you in parks.

Best wishes,



Terri Fortner  
Executive Director

## Make A Splash In A Kid's Life

Our area is fortunate enough to boast a dozen neighborhood aquatics facilities featuring the latest slides and splash pads, making them a child's summer playground. Every young person should have the opportunity to swim in these pools. Make a Splash in a Kid's Life is proud to provide free swim opportunities for children and families county-wide. Since proper swim attire is required at all pools, this program also gives away hundreds of free swimsuits to children in need each year!

The USA Swimming Foundation reports that 79% of children in households with incomes less than \$50,000 have little-to-no swimming ability, and formal swim lessons reduce the likelihood of childhood drowning by 88%.

Our beautiful region is home to over 70 bodies of water. Knowing how to swim and the importance of water safety is critical to enjoying all our region has to offer. Make a Splash in a Kid's Life keeps kids confidently and safely splashing in our community pools, lakes, rivers and streams by providing swim lesson scholarships and water safety and drowning prevention swim clinics each summer.



10 CA Agenda Packet



## A Legacy We Leave

Parks build healthy lives and communities. With your generosity, the Spokane Parks Foundation ensures our parks stay current and people are aware of and able to access our beautiful parks and aquatic centers. We can only do it with your help!

For more information or to make a donation, contact us at:

Spokane Parks Foundation  
222 W Mission Ave, Suite 240  
Spokane, WA 99201  
(509) 326-5233  
[www.spokaneparksfoundation.org](http://www.spokaneparksfoundation.org)

# Spokane Parks Foundation



## Planting Roots. Growing Community.



Planting Roots. Growing Community.





## Our Grants Program

The objective of our grants program is simple: to fund community-driven initiatives and park department programs that enhance public parks and support educational and recreational activities throughout Spokane County. Any park and recreation department or community-based group within Spokane County may submit a letter of inquiry. The criteria may be found online at [www.spokane parks foundation.org/grants](http://www.spokane parks foundation.org/grants). We give priority to projects that demonstrate active and committed community involvement and exhibit creativity and innovation in project implementation and partnerships.

### A Sampling of Past Grants

- Spokane COPS Mounted Patrol Unit – 2019
- Airway Heights Recreation Complex – 2018
- Cheney 9 Hole Disc Golf Course – 2017
- National Junior Tennis League – 1995
- Riverfront Park Red Wagon – 1991
- Witter Pool Renovation – 1984
- Comstock Tennis Court Restoration – 1972
- Manito Park Japanese Garden – 1967



## Our Mission

The Spokane Parks Foundation cultivates the health, growth and continued enjoyment of our communities by inspiring giving and passion for our parks.

## Our History

In 1951 Spokane City Park Board President Laurence Hamblen appointed a committee to provide support for parks and recreation. Led by A. William Morris, Thomas J. Meenach and Joel E. Ferris, the committee founded what today is the Spokane Parks Foundation.

Since then, the Spokane Parks Foundation has invested nearly \$3.7 million in our region. These funds have provided resources for vibrant, healthy, assessable recreation programs and parks.

We currently serve 110 parks throughout Spokane County. As an independent, non-partisan advocate we fill the gap between what our parks need to thrive and what annual budgets can provide.

## Quick Facts

- Founded October 25, 1951 (50+ years before both Seattle or Portland Park Foundations)
- Serving all parks within Spokane County since 1986
- Funding swim lessons since 1991

### Grants

- \$3,657,932 awarded in grants (does not include Campaign for Riverfront Spokane)
- \$519,597 for Riverfront Park
- \$306,038 for pools
- \$452,790 for sports fields and complexes
- \$300,546 for community centers
- \$149,220 for playgrounds
- \$82,307 for community groups
- \$217,939 for summer programming and recreation
- \$146,867 for fairs and festivals
- \$102,256 for golf
- \$1,380,368 for everything else parks
- \$3,499,504 within the City of Spokane
- \$126,431 within other municipalities
- \$31,995 across municipal borders



### Make a Splash in a Kid's Life

- Over 10,000 swimsuits given away
- Free and reduced cost swim lessons funded county-wide since 1991
- Free water safety swim clinics provided since summer 2018
- Nearly 14,000 free pool passes handed out
- Free open swim days provided each week at pools in Cheney, Spokane County, and City of Spokane Valley
- Family Fun Nights and Neighborhood Pool Parties sponsored

**Subject**

The City of Spokane is preparing a Housing Action Plan to address current and future housing needs of the Spokane community. The goal of the Housing Action Plan is to encourage the construction of additional affordable and market rate housing options accessible to people of all income levels. The planning process will follow a data-driven, community-informed approach with a focus on equity built on inclusive outreach and engagement with residents, partners, and City leaders.

Please review the project page for the Housing Action Plan here:

<https://my.spokanecity.org/housing/spokane-housing-action-plan/>

**Background**

In 2019, the WA Legislature passed RCW 36.70A.600 (formerly E2SHB 1923) to incentivize cities to increase urban residential capacity and density by completing recommended actions or a housing action plan. The legislation emphasizes the need to increase housing supply for all income levels, and encourages cities to prioritize the creation of affordable, inclusive neighborhoods. Certain non-project actions are not subject to SEPA appeal if completed prior to April 1, 2021 (see [RCW 36.70A.600](#)).

**Impact**

The Housing Action Plan will provide a strategic approach for the City to increase housing options that meet the needs of residents at all income levels. It will examine population, workforce and housing trends in Spokane with a housing needs assessment. The plan will inform the Comprehensive Plan and guide strategies by assessing housing policies, development regulations, and other city programs that influence the development of housing. The plan will identify responsible parties, timelines, steps for implementation and potential funding sources. The outcome will be a coordinated vision that focuses attention, builds community support, and promotes accountability for enacting change. This builds on previous housing discussions related to the Comprehensive Plan, infill development, housing quality, and affordable housing.

**Funding**

The City received a grant of \$100,000 from the Washington Department of Commerce to complete a Housing Action Plan, which is being led by a multidisciplinary team of City staff.

**Plan Commission Consideration:**

Community Assembly representatives and Neighborhood Councils are invited to engage in the public process and will receive briefings from staff throughout the process. Adoption of the Housing Action Plan will be similar to other planning efforts, such as neighborhood plans, that are reviewed by the Plan Commission prior to being forwarded to the City Council for consideration of adoption by Resolution.

# Dump Pass Distribution

- **8/24-9/5:** 391 dump passes were requested online.
- **9/7-9/19:** 169 dump passes were requested online.
- **9/21-10/3:** So far, 33 dump pass requests have been submitted online. Requests for this timeframe will be cut off on Tuesday, Sept. 8.

# Dump Pass Distribution

- **June:** 83 dump passes redeemed, 15.73 tons of waste removed
- **July:** 102 dump passes redeemed, 15.93 tons of waste removed
- **August:** 27 dump passes redeemed, 30.40 tons of waste removed

Residents signing up with PO Boxes or that don't live within City limits are registering. To be eligible you must provide an address within City of Spokane limits. Requests from PO Box addresses and residents outside of City are not eligible.

Any questions can be sent to [gryan@spokanecity.org](mailto:gryan@spokanecity.org)



# Dump Pass Questions

## **1. Can I request a dump pass for a certain date?**

No, dump passes are fulfilled in the order they're received. The list of addresses is sent to the mail room for dump pass labeling 2 weeks prior to ending up in their mailbox. If they want to try and get a pass for a later date, they should submit their request 14 days prior to 9/21, 10/5 or 10/19 (if they want it for one of those specific timeframes).

## **2. When is the last set of postcards going out?**

The last list of addresses will be finalized on October 5th, please make sure your residents know they have until October 5<sup>th</sup> to request a dump pass. There will be no dump passes issued after the 10/19-10/31 dump pass.

## **3. Are neighbor requests for Dump Passes being prioritized over the previous distribution method?**

All eligible requests for dump passes have been fulfilled, and we continue to distribute 2,000 dump passes per mailing using both income-based and requested distribution methodology. We anticipate being able to fulfill every eligible request from residents using the Dump Pass Request form.



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

**August 25<sup>th</sup>, 2020. 12pm via WebEx web conference**

**Attendees: Committee members:** Greg Francis (Chair), Tina Luerksen (Secretary), Seth Knutson. City Staff: Kevin Freibott, Annie Deasy, Carly Cortright. Absent: Kathryn Alexander, Mindy Muglia. Guests: Christopher Savage (Balboa/South Indian Trail), Colleen Gardner (Chief Garry Park).

**Discussion Items**

Greg moved, Colleen seconded to approve July Admin minutes. Motion passes.

Lori Kinnear will be October CC Rep at CA, after swapping with Karen Stratton for last month.

Maren requested 25-30 minutes to discuss Spokane Housing Overview. Greg is on this committee; he believes this should be a good discussion.

Kevin requested 5 minutes to announce PC hearing for Comp Plan amendments.

Fran Papeleur had mentioned at BSN yesterday that CA have a presentation from the Parks Foundation (Terri Fortner, Executive Director). Terri would like to introduce the Foundation and educate the NCs on grants and partnership opportunities.

Update on Dump Pass distribution? Annie will ask Louis & Gabby for information to update at the CA meeting. We would like to know how many NCs have had requests and get some website data. Colleen suggested asking NC coordinators to report back to ONS about how this is working for their NC. Admin requests that Gabby send a follow-up to NCs asking for feedback: Have you received responses from your residents in re: website? How/what have you done for outreach? Have you encountered any problems?

Update on NHHS Division reorganization. There has not been any new update outside of posting the Director position. Maybe CM Burke can mention this in her update?

Annie (or possibly Annica) will be on the CA meeting representing ONS and taking minutes.

Tina requested that we have a second "roll call" later into the meeting, since latecomers haven't been counted in the attendance. Kevin will ask for late attendees to announce themselves later in the meeting.

**Proposed Agenda.** Tina moved, Seth seconded to approve agenda. Motion passes.

Set up Polls to vote on August 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 (Kate Burke). 10 minutes.

Parks Foundation (Terri Fortner). 20 minutes to introduce/educate NCs about the Parks Foundation.



Housing Action Plan Overview (Maren Murphy). 30 minutes.

Comprehensive Plan Amendments (Kevin Freibott). 5 minutes.

Clean-Up Dump Passes Update (ONS Staff). 10 minutes.

Roundtable.

**Topics for next Admin Committee meeting.** Tuesday, September 22<sup>nd</sup>, 2020. NHHS update? Budget update. BSN training plans. City Budget discussion.

## Draft Minutes – July 14, 2020 Meeting of the CA Liaison Committee – via Zoom

2:00PM meeting start

**Present:** Paul Kropp, Chair, Andy Hoyer, Recorder, Bonnie McInnis, West Central, Susan Burns, Peaceful Valley NC, Tirrell Black, ONS

I. There was a fairly long discussion of the Position profile for the DRB Liaison, and also the draft form of the Affirmation and Duties and Responsibilities, parts of which were originally crafted in 2016:

\* \* \* \* \*

### ***The CA member's liaison responsibility at the Design Review Board:***

- *Liaisons carry useful and pertinent knowledge and information both ways between different groups interested in objectives that are similar or that may coincide.*
- *The special duty and obligation, therefore, of the Community Assembly's Design Review Board member is to serve that liaison function at DRB meetings on behalf of residents and business interests in areas impacted by development proposals, namely (a) to seek out and ensure that relevant information from the "neighborhood" perspective is represented at DRB meetings, and (b) to promote the value and limitations of the DRB process to those potentially affected by development proposals subject to design review.*

*The affirmation of responsibilities from the 2016 Community Assembly's application specific to the DRB position:*

### **Affirmation**

*I am aware of the role and responsibilities of a member of the City of Spokane's Design Review Board, of the time commitment required, and of the particular duty to serve as a liaison both to and for residents and businesses affected by development proposals subject to the city's design review process to ensure all voices are heard.*

\* \* \* \* \*

The Committee generally agreed with all points and wording. Paul felt that our current liaison, Kathy Lang, might not agree with "(a)." This duty suggests that the liaison is responsible for presenting a neighborhood position to the DRB on a possibly controversial topic. If this is what the CA wants the liaison to do, then the DRB may require recusal of the liaison from voting on that issue. This occurred in 2018 when Ted Teske from the Southgate Neighborhood Council was required to recuse himself from further comment at the DRB and also from further input at SNC meetings on a development topic specifically related to the neighborhood. Andy and Susan felt that the liaison did in fact have a responsibility to express neighborhood views to the DRB even if that meant recusal from DRB voting. Paul was going to review this issue with Kathy Lang and the Liaison Committee via an email thread.

II. Andy will correct the draft of the 06/25/2020 Liaison Committee meeting to indicate that the Ad hoc committees of the DRB are not for attendance by the general public.

III. Per the Mayor's office, a new position that merges CHHS administration with ONS will be created.

IV. The Urban Forestry Citizen Advisory Committee is preparing a new manual – not yet ready for review.

V. Regarding the efforts by Melody Dunn as liaison to the CHHS Board, Paul will wait to see what she prepares for the August packet. He will supplement or fill in from his notes and memory if no document is ready. He will also ask Melody to do some self-evaluation.

Meeting adjourned at 3:05.

Next meeting is August 11, 2020 at 2:00 PM.

Respectfully submitted, Andy Hoyer

## **Draft Minutes – CA Liaison Committee Zoom Meeting – August 11, 2020**

Present: Paul Kropp, Chair; Andy Hoye, Southgate, Recorder; Susan Burns, Peaceful Valley; Bonnie McInnis, West Central / Melody Dunn was invited to arrive at 2:30PM and did so.

Call to Order: 2:05 PM

Agenda was 1) Review of Melody Dunn, CA-CHHS Liaison, 2) Profile for DRB Liaison

Brief history of Melody Dunn's appointment to the position of CA-CHHS Liaison, sponsored by Karen Stratton – appointment was March 12, 2019. Review of challenges at CHHS regarding leadership and homeless shelter issues, also the new CHHS CDBG/NDCP programs on a "perpetual" cycle and a five-year cycle for funding vs. previous annual application requirements which were restarted in July, 2020.

1) Before Melody arrived, there was a discussion of Melody's tenure so far. Concern was expressed about her ability to attend meetings when her car is unavailable, but now that meetings are online, that concern has passed. Melody has a new job as a customer service rep for Progressive and Safeco, but she informed her new employers that she had prior responsibilities to public service committees. They accepted that and approved her to adjust her "on-call" schedule as needed. We also felt that the most recent report (to the August 6 CA meeting) lacked focus on what was or was not appropriate for the entire CA to take note of.

There was a wide-ranging discussion with Melody after she joined the meeting. It is clear that she wanted to do this, that it was important to her personally, and that she hoped to continue after her three-year term expired, for the single additional term permitted. The committee suggested that she include, at a minimum, the minutes from the most recent meeting for which they are available with her comments. We encouraged her to include the full document, and not just a link. (The CHHS committee meets one day before the CA meeting, so the minutes of the previous month's meeting are the most recent available.) We mentioned to Melody that she could speak up during the Open Forum if something very important had occurred at the CHHS board meeting held just one day earlier.) We reminded her that she could call on the Liaison Committee members for guidance in these matters. We reminded her that she is required to give an in-person report to the entire CA once per year, and that we were looking towards November for that report. We discussed how complex the responsibilities of the CHHS are and suggested that she might begin to assemble an outline that helps us understand it. Melody suggested that Ken Cruz had an interest in this liaison position in the future. Melody left the meeting and we proceeded with other business.

2) Paul has begun a draft of the Position Profile for the DRB Liaison position to include obligations to the DRB, to the neighborhoods and to the CA, as well as FAQ's. He will forward the draft to the committee.

The next meeting is September 8 during which we will review Mary Winkes, liaison to the Planning Commission.

Respectfully submitted, Andy Hoye, Recorder

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

### **Meeting Notes**

**August 25, 2020 / Via WebEx**

**6:00 – 7:30 PM**

#### **PRESENTATION and DISCUSSION – City Bridges Here and There**

- Colin Quinn-Hurst, Assistant Planner, and Jerry Compton, WSDOT
- The 2-year Trent Avenue bridge project was reviewed, along with the pedestrian bridge WSDOT will build across the Spokane River on the east side of Green Street to carry the Children of the Sun trail from Upriver Drive to the Spokane Community College campus and on to Mission Avenue. The pedestrian bridge project page on the city's web site is here:  
<https://my.spokanecity.org/projects/nsc-river-crossings/>
- Nine city bridge projects were looked at:
  - Post Street Bridge – Reconstruction scheduled for completion in 2022 with federal funding to carry the Centennial Trail across the Spokane River (and hide the large sewer interceptor beneath)
  - Riverfront Park's north suspension bridge – Closed due to deck deterioration which cannot be repaired until 2021 because it carries a main power line that will be shifted to Post Street
  - Riverfront Park's "triangle truss" bridge – Decking has been replaced this year
  - The Don Kardong Bridge – complete redecking and reconfiguration of railings for an illuminated crossing for the Centennial Trail, planned for completion in the fall of 2021.
  - Latah "Sunset" Bridge – Will be studied for rehabilitation and reconfiguration of the roadway for better pedestrian and bicycle accommodation
  - Hatch Road Bridge – Deck to be resurfaced next construction season
  - 11th Avenue "Marne" Bridge – A Hangman Creek crossing built in 1920 from the Latah/Hangman neighborhood that dead ends on the west at the closed High Bridge Park Drive; being studied as part of a possible route for connecting the Centennial Trail to the Fish Lake Trail
  - Trent Avenue Bridge – Project completion in 2023. Looked at new sidewalk provisions both sides: 6' north side and 10' south to accommodate connection to the Ben Burr Trail off the South Hill.
  - Green Street / Children of the Sun Trail – The trail configuration on the north side of the Spokane River were shown. The trail will bridge both Upriver Drive and the Spokane River.

#### **FUTURE PeTT AGENDA ITEMS**

- To conclude the meeting, the chair invited suggestions for future committee meeting topics, a short list.
  - Traffic enforcement around parks: a visit with the head the traffic unit of the police department
  - Greenways, all the possible parts and pieces to "furnish" a route
  - Speed humps: how and why
  - Equity in transportation: perhaps including the city council equity staff person

#### **FUTURE PeTT MEETINGS**

- **September 25** via WebEx – 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. This may involve an update on the status of the current cycle of traffic calming project applications.
- **October 27** via WebEx – A virtual visit by Barb Chamberlain, formerly of Spokane, who is now the director of WSDOT's Active Transportation Division. She will introduce the state's Active Transportation Plan that will pertain to all state highways and related facilities. It's a big subject and an ambitious vision intended to support a genuinely sustainable, integrated multimodal state-wide, regional, and local transportation system.

Submitted by Paul Kropp, Chair

## **CHHS Board Vision**

To provide opportunities that enhance the quality of life or Spokane's extremely low to moderate income populations.

## **CHHS Board Mission**

To provide leadership and foster partnerships that support the City's invests in services, affordable housing and economic opportunities to foster the highest level of self-sufficiency and quality of life for Spokane's extremely low to moderate income households.

On August 5<sup>th</sup> the CHHS board held a teleconference

Education was given regarding the city's housing action plan for 2020-2025

<https://static.spokanecity.org/documents/ending-homelessness/about/2020-2025-strategic-plan-to-prevent-and-end-homelessness.pdf>

Maren Murphy was on the virtual meeting explaining how and in what way the first steps of the the strategy for ending homelessness in the next 5 years was being planned and the research aspect will be prospectively executed. There is a need for greater variety in housing and different price points are being looked at to expand the housing options. Housing needs, assessment barriers, and options are being looked at. It will be data driven and equity based. A guideline of 30% being the most that you should be paying on housing needs. The research will be looking to fulfill recommendations.

Aug sept housing needs being assessed Community demographics, workforce trends, identifying gaps, rehabilitation of houses as well. Safe and affordable, and accessible is the goal. Including racial inclusivity. Poverty rates, hiring shortfalls,

Next spring is the goal for starting on the action part of it. The document can be found at <https://static.spokanecity.org/documents/ending-homelessness/about/2020-2025-strategic-plan-to-prevent-and-end-homelessness.pdf>

and updates can be found at:

<https://www.my.spokanecity.org/housing>

E: [spokanehousingplan@spokanecity.org](mailto:spokanehousingplan@spokanecity.org)

There were no city council or Continuum of Care updates.

August 13th the homeless will be going to the old housing authority building at 55 W Mission

## **Plan Commission Liaison Report**

### **Community Assembly Report**

**September 3, 2020**

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

#### **August 12, 2020 PC Meeting via WebEx**

The agenda included workshops re: the following:

Comprehensive Plan Amendment Wrap Up

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/>

Staff reports on each of the proposed amendments are being prepared and will be ready at least 2 weeks before the hearings, which are scheduled for September 9 (1<sup>st</sup> hearing), September 23 (2<sup>nd</sup> hearing/deliberations) and October 14 (3<sup>rd</sup> hearing/deliberations)

Street Design Standards Update

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

Second Cannon Streetcar Suburb Historic District—Design Standards and Guidelines

<http://www.historicspokane.org/cannon>

Hearings begin on September 9, 2020. The district can only be formed if the vote of residents is in the affirmative.

There was also a hearing at 4:00 p.m. on:

North Foothills CC3 Overlay Zone Expansion

<https://my.spokanecity.org/projects/north-foothills-center-cc3-zoning-overlay/>

There was testimony for only one person, a representative of Catholic Charities. The Bemiss Neighborhood questions had been answered by Catholic Charities and Catholic Charities has been working closely with the Logan Neighborhood as they developed plans for Gonzaga Haven.

The Plan Commission approved the the Overlay Zone Expansion.

#### **August 26, 2020 Plan Commission Meeting via WebEx**

Two items on the agenda:

1. Plan Commission Work Program 2020-2022

<https://static.spokanecity.org/documents/bcc/commissions/plan-commission/agendas/2020/08/plan-agenda-2020-08-26.pdf>

2. Plan Commission Transportation Subcommittee Review Plan Commission Louis Meuler

Cliff Winger, Tom Sanderson and Mary Winkes were appointed as new members of the PC Transportation Subcommittee. An initial proposal for formal input to the Subcommittee was reviewed. Paul Kropp, Greg Francis and Mary Winkes will review that proposal, modify it as needed and bring it forward to the CA.

The Hearing for the 2020 comprehensive plan amendments will be on September 9, 2020 at 2 p.m. Those neighborhoods who have concerns on any of the amendments should be prepared to present.

<https://www.spokanecounty.org/4671/2020-Comprehensive-Plan-Amendments>

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/>.