

Spokane Neighborhoods Community Assembly
“Provide a vehicle to empower Neighborhood Councils’ participation in government.”



Meeting Agenda for Thursday, January 7, 2021
 5:30 to 8:00 pm, WebEx Online Meeting
 Proposed Agenda Subject to Change

Please bring the following items:
 *Community Assembly Minutes: December 3, 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
• Including Core Values, Purpose, Rules of Order			
3. Approve/Amend Minutes (Facilitator)	5 min (5:35)	Approve	4

Open Forum

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

5. City Council (Council Member Cathcart).....	10 min (5:50)	Oral Reports	-
6. Director Update from Neighborhood, Housing and Human Serv.....	10 min (6:00)	Oral Report	
7. Water Tower Update (Kyle Twonig, Marlene Feist)	Rescheduled	Presentation	
8. Facilitator Update (Andy Hoyer).....	15 min (6:10)	Discussion & Vote	10
9. Neighborhood Services Update (Gabby, Annie, Annica).....	20 min (6:25)	Presentation	13
10. Liaison Committee, Urban Forestry (Paul Kropp)	10 min (6:45)	Update	30
11. Committee Goal Approval (Greg Francis)	5 min (6:55)	Discussion & Vote	
12. Roundtable Discussion	10 min (7:00)	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	36
• Liaison Committee.....	38
• Pedestrian, Traffic, and Transportation Committee (PeTT).....	40

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

• Community Housing and Human Services (CHHS) Liaison Report.....	43
• Design Review Board Liaison Report	44
• Plan Commission Liaison Report.....	48
• Urban Forestry-Citizen Advisory Committee Representative Report	50

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

Community Assembly Core Values and Purpose

CORE PURPOSE:

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

BHAG (Big Hairy Audacious Goal):

Become an equal partner in local government.

(This will be further expounded upon in the Vivid Description. What does this mean to you?)

CORE VALUES:

Common Good: Working towards mutual solutions based on diverse and unique perspectives.

Alignment: Bringing together the independent neighborhood councils to act collectively.

Initiative: Being proactive in taking timely, practical action.

Balance of Power: Being a transparent, representative body giving power to citizens' voices.

VIVID DESCRIPTION:

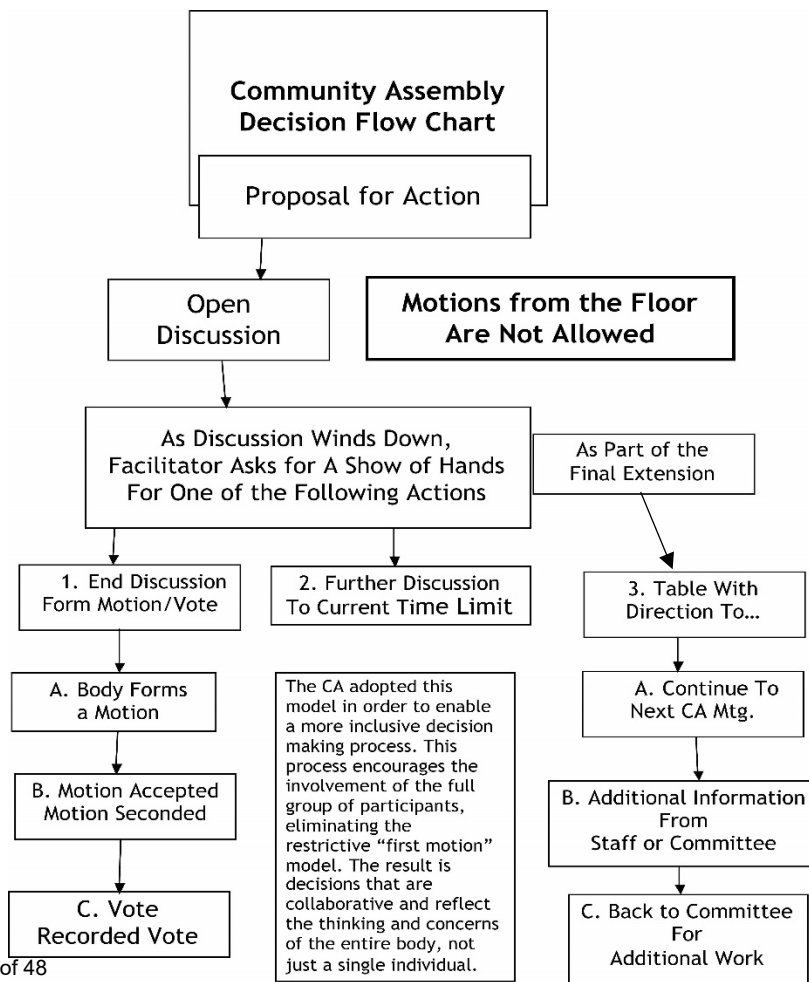
The Community Assembly fulfills its purpose, achieves its goals, and stays true to its core values by its members engaging each other and the community with honest communication and having transparent actions in all of its dealings. Community Assembly representatives are knowledgeable and committed to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

The Community Assembly initiates and is actively involved early and often in the conception, adoption and implementation of local policy changes and projects. The administration and elected officials bring ideas to the Community Assembly in the forming stages for vetting, input and participation. The Community Assembly is a valuable partner to these officials and neighborhoods in creating quality policy & legislation for the common good.

The Community Assembly stimulates participation in civic life among our residents. Citizens that run for political office will believe in the importance of partnering with the Community Assembly and neighborhood councils. Those candidates' active participation and history with neighborhoods contributes to their success, enhancing successful partnerships between the Community Assembly and local government.

D. Decision-making process: (See figure below for a graphical depiction of what follows.)

1. An independent facilitator shall preside at CA meetings. In the absence of a facilitator, an Office of Neighborhood Services representative may preside. The facilitator shall act in accordance with the procedures outlined herein.
2. To speak at a meeting, a person must be recognized by the facilitator and only one person can be recognized at a time. Each speaker has two minutes. When all who wish to speak have been allowed their time, the rotation may begin again.
3. When a proposal for action is made, open discussion shall occur before a motion is formed by the group.
4. As part of the final time extension request, the facilitator shall request a show of hands by the representatives to indicate which of the following actions the group wants to take:
 - a. End discussion and move into forming the motion and voting,
 - b. Further discussion,
 - c. Table discussion with direction,
 - d. Request time to continue discussion at next CA meeting,
 - e. Request additional information from staff or CA committee, or
 - f. Send back to the appropriate CA committee for additional work.



Community Assembly Draft Meeting Minutes

December 3, 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, Browne's Addition, Chief Garry Park, Cliff/Cannon, Comstock, Grandview/Thorpe, Hillyard, Latah/Hangman, Lincoln Heights, Manito/Cannon Hill, Nevada-Heights, North Hill, North Indian Trail, Northwest, Peaceful Valley, Riverside, Rockwood, Shiloh Hills, Southgate, West Hills, West Central, and Whitman.
- **Neighborhood Councils Absent:** East Central, Emerson/Garfield, Logan, Nevada-Heights, and Minnehaha, and Riverside.
- **City Staff present:** Kevin Freibott, Annie Deasy, and Carly Cortright.
- **Visitors:** Council President Breann Beggs, Cupid Alexander, and 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 (18-approve, 1-deny, 0-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:** Greg Francis moved, Mark Davies 2nd to approve the proposed agenda. Motion passes with 19-approve, 0-deny, and 1-abstain.
3. **July Minutes:** Christopher Savage moved, Greg 2nd to approve November minutes with change in the Open Forum from Luke Tolley on Police Reform from first meeting held to preliminary planning has begun on the police task force reform. Motion passes with 21-approve, 0-deny, 0-abstain.
4. **Open Forum:**
 - Paul Kropp, Liaison Committee, both of the Urban Forestry Urban Advisory Committee positions will be open. There were five candidates last time there was an open position. Does the CA Liaison Committee to want to do a new recruitment process or go back to the other four applicants from 2018? Kathryn Alexander asked why it's either or and not both.

- Tina Luerssen, Building Stronger Neighborhoods (BSN) and Budget Committees. Both of those committees will not meet in December. The next meeting for both committees will be on the 4th Monday in January.
- Kathryn Alexander, Bemiss. Kathryn is no longer the CA representative for Bemiss and she introduced the new CA rep, Maureen Mauer. Goals from committees are coming due. There have not been goals for the Districts? The general consensus was no.
- Kevin Freibott, Planning. Plan Commission is seeking comment on a Comprehensive Plan amendment in the Lincoln Heights neighborhood. This was a City Council request back to Plan Commission. Mary Winkes, Plan Commission Committee rep, asked that any comments also be sent to her.

Legislative Agenda:

5. **City Council Report:** Council President Beggs. Looking at 2021. **Most important item is the Budget:** every year we're a few million in the red, but this year it's more like 10-11 million because of lack of sales tax. Council Budget Committee has been Meeting with Mayor and her budget committee and they have been meeting and expects to be able to pass the budget on Dec. 14. Administration had cut CA grant in half and Council restored that to the full amount. For 2021 there will be \$50,000: \$25,000 for CA grants budget and \$25,000 for development of the leadership program (continue to work with Gonzaga, these dollars are not decided by the CA).

Traffic Calming: Cycles 8 and 9 projects that were on hold have been approved. Shauna Harshman is looking at the transportation benefit district, bicycle advisory, red light, and school and doing the master work to see how all of these can be more closely and integrated and work together. She also is looking at funding for things like sidewalks and alleys.

Police Reform: There was a bit of a setup with the Governors roll back. There are two facilitators lined up and most people set up. Meetings are expected to start g in January and meeting announced in December. Most places in the country are not meeting on police reform or as collaborative with police and the community as Spokane is.

Water Tower: Park board has to approve the water tower being in the Park before it comes before City Council. If you live near the park you may not want the water tower, if you don't live near the park and it costs more for water then you may want the tower in the park. The City is looking at water conservation that may make the water tower smaller.

Sales Tax for Affordable Housing: passed a 1% sales tax to do some innovative things with housing that funded differently and focuses on ownership of housing in smaller

group settings. The City is starting up landlord and tenant housing meetings to improve things instead of being polarized.

Planning Commission: Fort George Wright is being renamed; the new name was not mentioned. Rezoning on 29th Ave. and Ray St. was denied on the east side of the street for commercial, but Council President wanted to know how CA felt it about it being multi-family residential. Also there are two, 10 acre parcels by Target on Regal St. that are zoned on three sides for apartments and one side is zoned single family that they want to make multi-family. Council denied zoning to multi-family because of transportation issues. There are about 6 or 7 transportation improvements identified that would help traffic flow, this may come up in the news. City Council is interested in knowing the opinion of the CA on those issues.

There were questions and answers.

6. **Neighborhood, Housing and Human Services:** Cupid Alexander, Director. Cupid shared his professional background and work with the City of Portland. Most recently the Director of Strategic Initiative which is large scale infrastructure projects, community engagement, constituent services, workforce development and innovation, and housing and economic development.

There were questions and answers.

7. **Office of Neighborhood Services:** Annie Deasy. Memorandum of Understanding with the Parks Department requested by the Parks Board. This will help streamline the special event application process. Neighborhoods would complete one MOU application per year that Parks would keep the master application on file and then when a neighborhood council wants a special event in a park they would just apply for a special event permit.

There were questions and answers.

Carly Cortright: Neighborhood Community Development Program. The districts have met and collected their neighborhood votes on which programs to fund. There was \$800,000 in funds available in 2021, which was more than the total of the projects submitted. The recommendation of the districts was therefore to fund all 8 projects (list is here <https://static.spokanecity.org/documents/chhs/funding-opportunities/neighborhood/2020-ncdp/ncdp-project-menu.pdf>, and award an additional \$81,000 to Habitat for Humanity for their Rehab Housing. District 1 and 3 have submitted their documentation. Mary Winkes shared that District 2 submitted theirs to George Dahl this spring. Carly said she would follow-up with George on that. In the January packet we will include the full list of awards and voting decision by the neighborhoods for the record.

There were questions and answers.

8. **Spokane Police Department:** Colleen Gardner, Chief Garry Park. Spokane Police was looking at hiring four traffic officers with one-time funds and because they did not reach an agreement prior to COVID the funds are no longer available and will not be unless they are put back in the budget. For the time being the four traffic officers is a moot point.

Police staff changes effective January 10th. Captain Traci Meidl will now be on captain of the patrol unit and Captain Brad Arleth will taking over the south precinct. No changes in place for the north precinct. No changes in place for the current neighborhood resource officers.

The Safe Place Program Initiative agreement is between business owners, Police and community to report hate crimes or domestic violence in nature. They display a decal to notify victims and complainant to provide a safe place until Police arrive. This program has started in downtown Spokane and Colleen thought it would be good bring Safe Place to neighborhood businesses and it would help with outreach to SPD and our neighbors.

There were questions and answers.

9. **Hamblin Park Water Tower:** Mary Winkes, Manito-Cannon Hill, and John Schram, Comstock. The City needs to put in infrastructure to help with water pressure on the south hill. Hamblin Park on 37th Ave. and Crestline St. was identified as a preferred location to house a million-plus gallon water tank. Comstock NC wrote a resolution in opposition of development in Hamblin Park or any city park for non-park uses without a vote of the people. Comstock is requesting that Hamblin Park remain a non-developed natural area and not have a water tower installed. Carly added that Public Works would like to give a presentation to CA regarding their proposal to install the water tower and has a less evasive and creative design. Discussion ensued. The CA agreed to write a letter of support on the resolution.

Vote 1: Would you vote to make an action (any action) tonight? Motion passes with 12-approve, 7-deny, and 4-abstain.

Vote 2: Please select your preferred method: A. Support for the content of the resolution (i.e. No tower in Hamblin), approve-6. B. Support for the Neighborhood Council Process (i.e. listen to the official process that then went through) Motion passes for B with 13-approve, 0-deny, and 1-abstain.

Vote 3: Direct Admin Committee to issue a letter to the Park Board and City Council stating the Community Assembly's commitment to and support of the Neighborhood Council system and the proper process that Comstock Neighborhood undertook to

approve their Resolution by December 11. Motion passes with 16-approve, 0-deny, and 5-abstain.

10. Community Assembly Facilitator: Andy Hoyer, Liaison Committee. Suggested tabling discussion until January since we have an interim facilitator and the meeting is running late. Motion to postpone Item 10 until January passes with 19-approve, 1-deny, and 1-abstain.

11. Committee Goals: Greg Francis, Admin. There are BSN and Land Use goals submitted in the packet. Vote to approve BSN 2021 goals: 21-approve, 0-deny, 1-abstain. Vote to approve Land Use 2021 goals: 21-approve, 0-deny, 1-abstain. For those committees who have not submitted their goals, please do so by January so CA can approve them.

There were no questions.

12. Admin Committee Items: Greg Francis, Admin. The new Admin committee met last week, Greg is the Chair, Kelly Lotze is the Vice-Chair, and Tina is the Secretary, other members include Christopher Savage and Kelly Blyth.

Policies and Procedures Ad Hoc Committee: P&P committee is looking for volunteers. Motion to approve the following for the P&P Ad Hoc Committee (Greg Francis, Christopher Savage, Mary Winkes, Kathryn Alexander, Paul Kropp: 17-approve, 1-deny, 1-abstain.

Neighborhood Presentations to City Council: Please refer to letter in the packet from Council President. Council President is requesting that CA work with the NCs and identify a slot for each council to present to City Council instead of doing a Town Halls in 2021. Motion to direct admin committee to work with individual neighborhood councils regarding Council President Begg's letter re: Town Halls: 18-approve, 0-deny, 1-abstain.

Selection of CA representative for Planning Director Interviews: The CA Liaison to the Plan Commission would be the one to represent the CA on the Planning Director interviews. Mary said she is willing to serve. No one else requested to serve. Motion to select Mary Winkes to represent the CA during the interview process for Planning Director. 19-approve, 0-deny, 1-abstain.

Update of CHHS Liaison: CA Liaison to the CHHS Board. Kathryn Alexander was nominated and her nomination was forwarded to the Mayor. Meet and greet between Kathryn and Executive Committee of CHHS Board to make sure there are no conflicts of interest. If Mayor approves the nomination, it will then be sent on to City Council.

13. Round Table: Paul Kropp, Urban Forestry Committee. Requesting input from CA if they have a preference of going back to the four applicants that applied previously for Urban Forestry or would the CA want to reopen the application process. The CA suggested both.

Spokane Housing Action Plan: Annie highlighted the SHAP survey for Planning. She requested this be shared the survey with the neighborhoods. It is open until Dec. 20.

Meeting Adjourned.

Next Community Assembly scheduled for **Thursday, January 7, 2020.**

DRAFT- CA Facilitator Briefing Paper and Draft of Possible Motion – January 7, 2020

By Andy Hoyer, Chair, Ad-Hoc Committee on the Facilitator

The CA formed an Ad-Hoc committee to study the meeting facilitator question. We postponed a discussion of that topic at the last CA meeting. Carly Cortright has agreed to facilitate meetings for a while, but that is not her preference, merely a courtesy.

We need to resolve this promptly. I hope we can craft a motion today to move forward in some direction.

Background:

Beginning in 2016, the City Council and Mayor included money in the City budget for the CA to use for its mission, which is stated at the beginning of this packet. We wrangled with how to do this, and on January 7, 2016 decided (from the CA minutes):

5. Budget Committee

a. Kathryn Alexander, Bemiss Neighborhood

- i. This is the time to ask for clarity or a change to the application that was put in the last CA.
- ii. Draft 2016 Community Assembly Budget Committee Request Application
- iii. Motion
 1. Approve the recommendation to allocate of the \$20,000 of funding that \$500 be available per neighborhood and \$6,000 for the Community Assembly.
 2. Approve the neighborhood application for funding with the following changes:
 - a. Remove 'chair' from the application contact
 - b. Require minutes to be added to the application
 - c. Add 'other' to each category
 - i. Vote
 1. In favor – unanimous
 2. Opposed
 3. Abstain

Note here, that there was an early decision to use \$6,000 “for the Community Assembly,” not the neighborhoods, which were to receive \$500 each. In truth, we did end up with a surplus of unspent money that year and bought some PA systems, tables and tents, I believe. The facilitator at the time was a City employee volunteer, Rod Minarek.

At the November, 2020 meeting of the Ad-Hoc Facilitator Committee, we reviewed the CA Policies and Procedures, IV-D noting that: **“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.”**

The P&P clarify that the CA intended and planned to use an independent facilitator. The January 2016 minutes suggested that we were comfortable using the grant money for the CA, separate from the neighborhoods. A recent informal comment from Brean Beggs suggested that the CC did not intend to

impose restrictions in their 2021 budget allocation for us. We have used an independent facilitator, before 2015; I understand that the experience was not great.

For the past five years, we have had volunteer City employees serve as the facilitator. However, that opportunity is coming to a close, at least for the moment. Carly has begun training some of her staff for more public roles, and may be able to offer a facilitator again, in the future.

Question to be answered by Carly: How soon could one be trained and provided to serve in the role of facilitator if requested? And would the CA have any voice in the selection process?

The cost of a facilitator could vary. We will have more information during our time-slot at the January 2021 meeting. We are also researching other sources for “independent facilitators.” We do have a firm quote from the Northwest Mediation Center of \$100 per meeting.

If we are to go the independent facilitator route, we understand will need to do a City RFP request through ONS to bid out a contract.

Other considerations:

1. Could/would the ONS department find other money, not Community Engagement \$, to cover the cost of an independent facilitator for the CA?
2. Can the ONS seek some other City employee to volunteer today? (Carly advises that in speaking with HR, this would be too problematic to attempt to do since there would be inevitable confusion on that employee volunteering versus being a city job function.)
3. Does anyone on the CA have specific contacts who are qualified individuals that may serve as facilitator?

Because we need a CA decision on the use of Engagement Grant money, here is a possible motion: **The CA will spend Community Engagement money, not to exceed \$3,000 for an independent facilitator if all other options are exhausted.** (Phrased this way so we can have clear direction going forward, yes or no.)

There are reasonable arguments to not spend Engagement Grant money for a facilitator, but rather to reserve it all for neighborhoods. All comments are welcome.

Minutes, Zoom Meeting – CA Ad Hoc Committee on The Facilitator – December 30, 2020

Present: Daniel Zapotocky, Latah/Hangman; Mary Winkes, Manito; Andy Hoye, Southgate, Chair

We discussed many topics including the use of CA Engagement Grant money, possible volunteers from various sources in the City and outside providers, the firm quote of \$100 per meeting received from the Northwest Mediation Center, legal and administrative challenges in the hiring and management (which might include firing) of a facilitator.

Andy is preparing a briefing paper for the January 7 CA meeting, and will attempt to reach Carly Cortright for input before the deadline for packet submission [successful], but will submit a packet entry, regardless. Ms. Cortright has been unavailable over the holiday break.

We concurred that a ruling from the CA regarding the use of Engagement Grant funds is strongly encouraged.

Community Assembly

Office of Neighborhood Services

January 7, 2021

Please mute your microphone unless you are currently speaking. Thanks!



The City of Choice

2020 Clean-Up Program Debrief

- June
 - 2100 passes distributed, 15.73 tons of waste collected
- July
 - 2000 passes distributed, 15.93 tons of waste collected
- August
 - 2934 passes distributed, 30.4 tons of waste collected
- September
 - 4000 passes distributed, 64.1 tons of waste collected
- October
 - 3508 passes distributed, 86.63 tons of waste collected



2020 Clean-Up Program Debrief

- 14,542 households received dump passes
- 212.79 tons of waste removed
- Changes in 2021
 - Working with Solid Waste to examine extended dump pass distribution through winter/spring months
 - Examining possibility of dump passes being valid longer than 2 weeks
 - Determining feasibility of curbside, large appliance, large furniture events





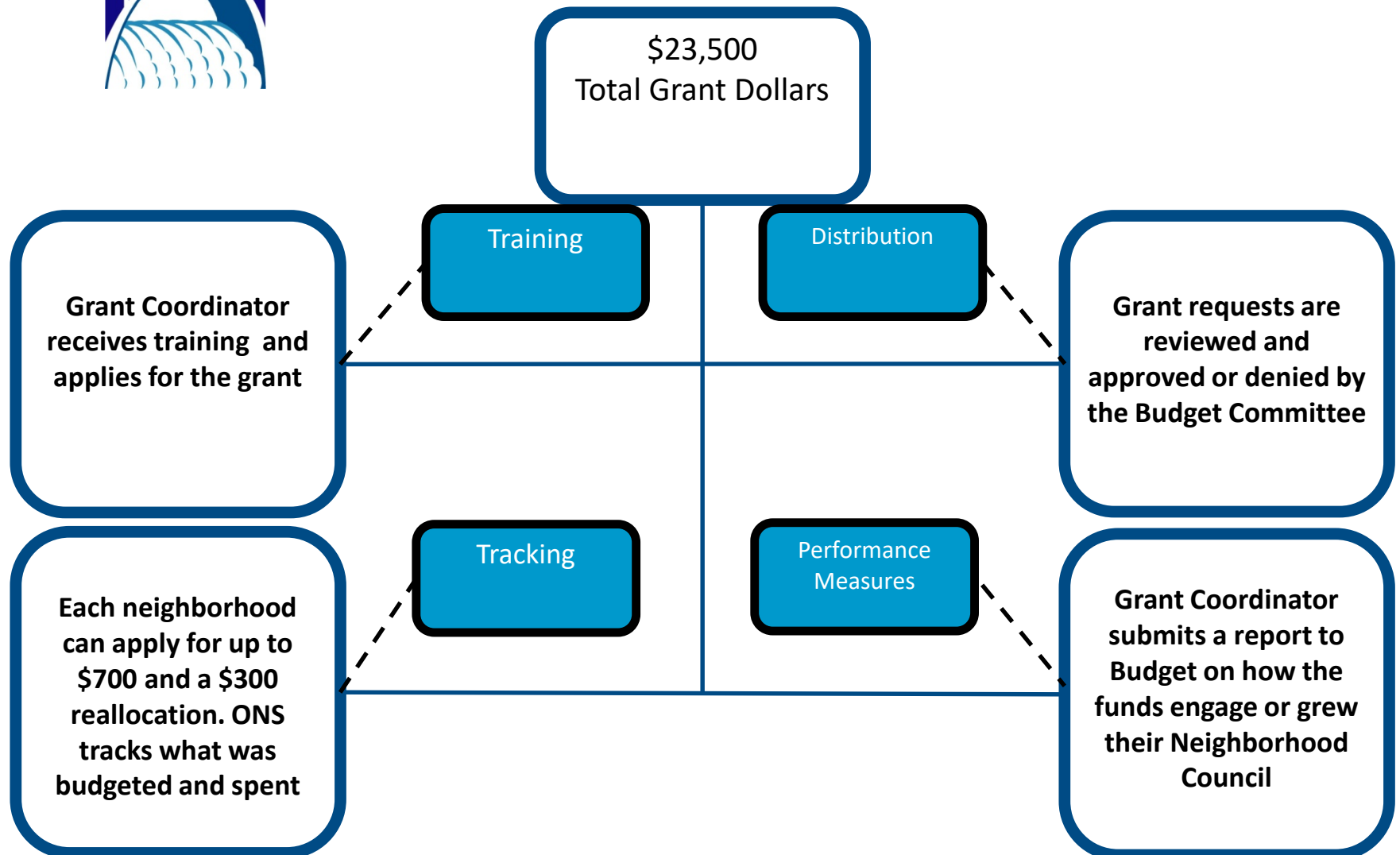
Community Engagement Grant

Annie Deasy

Office of Neighborhood Services (ONS)
City of Spokane and
Community Assembly Budget Committee
December 2020



Community Engagement Grant





2020 Budget Summary

District 1	Allocated	Spent	Reallocation Spent
Bemiss	\$700	\$461.93	\$163.24
Chief Garry Park	\$700	\$402.92	\$163.24
East Central	\$700	\$96.16	\$163.24
Hillyard	\$0	\$0	\$130.59
Logan	\$700	\$180.91	\$163.24
Minnehaha	\$700	\$428.10	\$0
Nevada Heights	\$700	\$489.00	\$163.24
Shiloh Hills	\$700	\$249.73	\$0
Whitman	\$700	\$134.97	\$163.24



2020 Budget Summary

District 2	Allocated	Spent	Reallocation Spent
Browne's Addition	\$0	\$0	\$0
Cliff Cannon	\$700	\$673.93	\$0
Comstock	\$700	\$638.93	\$286.35
Grandview-Thorpe	\$700	\$492.49	\$163.24
Latah-Hangman	\$0	\$0	\$163.24
Lincoln Heights	\$700	\$241.91	\$130.59
Manito-Cannon Hill	\$700	\$0	\$163.24
Peaceful Valley	\$700	\$554.32	\$298.67
Riverside	\$700	\$617.28	\$0
Rockwood	\$700	\$0	\$114.27
Southgate	\$700	\$700	\$0
West Hills	\$0	\$0	\$163.24



2020 Budget Summary

District 3	Allocated	Spent	Reallocation Spent
Audubon-Downriver	\$700	\$290.21	\$163.24
Balboa-S. Indian Trail	\$700	\$425.80	\$0
Emerson-Garfield	\$700	\$0	\$0
Five Mile Prairie	\$0	\$0	\$0
North Hill	\$700	\$421.95	\$163.24
North Indian Trail	\$700	\$448.42	\$163.24
Northwest	\$0	\$0	\$163.24
West Central	\$700	\$383.75	\$163.24



2020 Budget Summary

Districts/Committees	Allocated	Spent	Reallocation Spent
District 1	\$5,600	\$2,443.72	\$1,110.03
District 2	\$7,000	\$3,918.86	\$1,482.84
District 3	\$4,200	\$1,970.13	\$816.20
Committees	\$4,151.28	\$1,262.61	\$151.28
Grand Total	\$20,251.28	\$9,595.32	\$3,560.35



Anything else?

- Planning for 2021 Grant Cycle
- Office of Neighborhood Services is improving the spreadsheet to better track expenses with less lag time
- What worked; adjusting requests and allowing all neighborhoods to apply for a Zoom account



Traffic Calming & Mobile Speed Feedback

Traffic Calming & Mobile Speed Feedback 2020 Year End Report

Annica Eagle

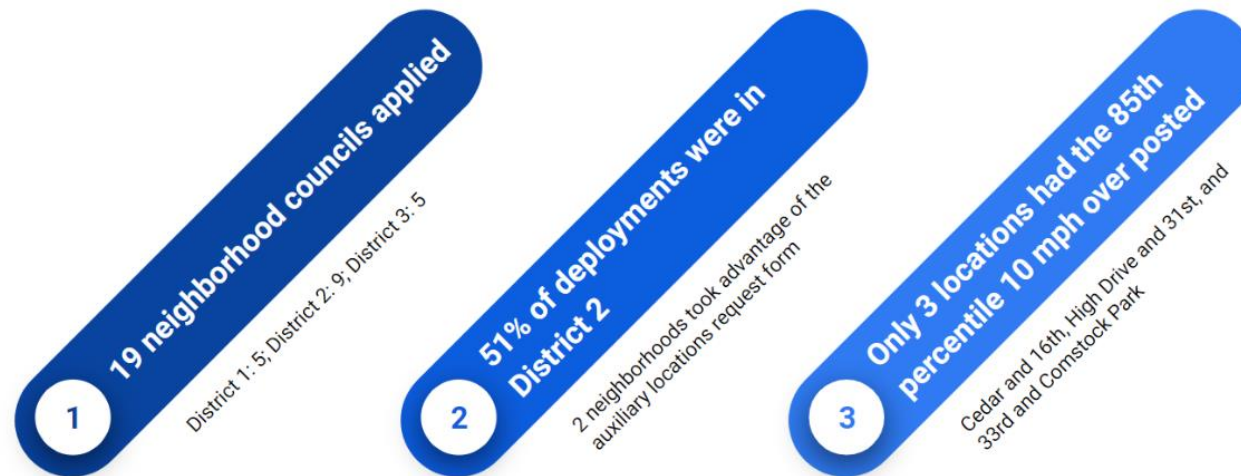
Office of Neighborhood Services (ONS)
City of Spokane



Traffic Calming & Mobile Speed Feedback

Overview of 2020 Mobile Speed Feedback Program:

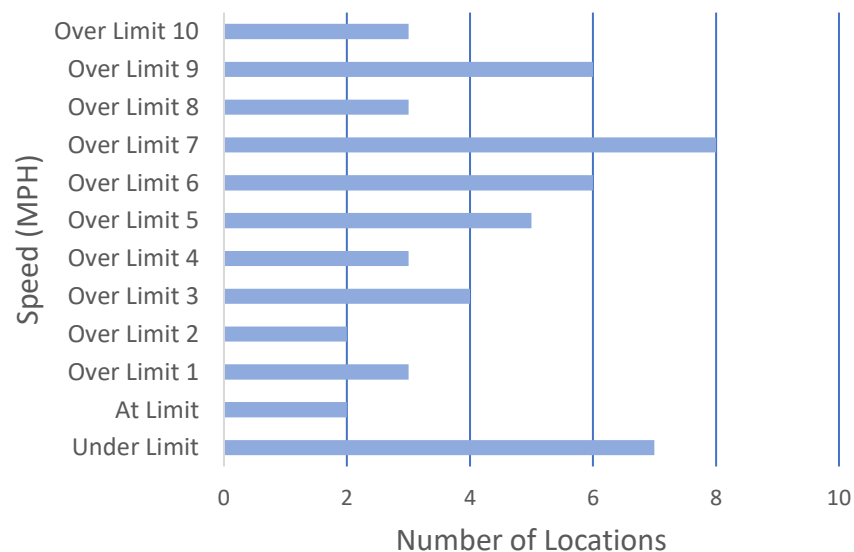
- ONS has 6 data-collecting mobile speed feedback trailers
- Placements are requested via neighborhood council
- The mobile trailers are solar-powered and placed facing one direction of traffic for a two-week period
- Average speeds, 85th percentile speeds, and estimated number of vehicles are recorded
- Due to COVID-19, auxiliary location requests were accepted, dependent on trailer availability (including non-data-collecting blue trailers).





Traffic Calming & Mobile Speed Feedback

85th Percentile Speeds for all Locations



85th Percentile

The 85th percentile speed is the speed at or below which 85 percent of the motorists drive on a given road unaffected by slower traffic or poor weather. This speed indicates the speed that most motorists on the road consider safe and reasonable under ideal conditions. It is typically used as a guideline for the appropriate speed limit for that road.

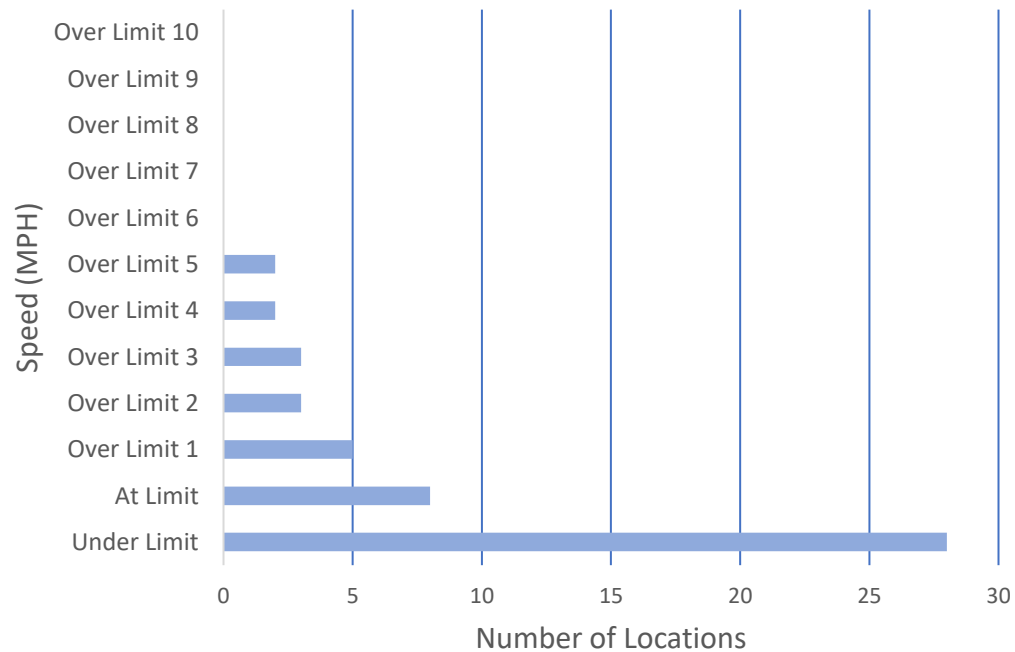


Traffic Calming & Mobile Speed Feedback

Reflections

- 57 trailers were placed throughout the City over the course of early May to late September
- Vandalism, staffing shortages, and technical challenges impacted some locations
- Considerations for future: ensuring adequate sunlight, assessing bicycle access, and decreasing likelihood of vandalism

Average Speeds for all Locations





Traffic Calming & Mobile Speed Feedback

Overview of 2020 Traffic Calming Program:

- Covid delays pushed the application deadline to June 21st
- School zone cameras were shut off in March when Spokane Public Schools went remote. School radar revenue impacted (cameras turned on again once in-person learning returned)
- 2020 Cycle 10 applications spreadsheeted and mapped
- With revenue impacts and staffing shortages, the timeline and resources for Cycles 8 and 9 were examined—an estimated one-year delay
 - Cycle 8 was prioritized and revenue was accounted for; construction in 2021
 - Cycle 9 is currently in-process with Integrated Capital Management for approximating costs and timeline
 - Cycle 10 will be evaluated once Cycles 8 and 9 are taken care of
- The addition of the Manager of Neighborhood Connectivity Initiatives for City Council—working with ONS—along with the proposed changes to the new and broader “Traffic Calming 2.0,” the program will continue to grow in impact and scale moving forward



Traffic Calming & Mobile Speed Feedback

21

Neighborhood councils submitted Traffic Calming applications

>42%

Of the applications were from District 2. Less than 29% were from District 1, and less than 29% were from District 3

4

Number of neighborhood councils who specifically highlighted incorporating greenways (and across all 3 Districts)



Date: January 4, 2021

From: Liaison Committee

To: Community Assembly Representatives

Re: Urban Forestry Citizen Advisory Committee – Open Membership Positions

At the end of 2020, both of the Community Assembly's memberships on the Urban Forestry Citizen Advisory (UF-CAC) became vacant. Karen Carlberg (West Hills) did not wish to continue for a second 3-year term and David Obbie (North Indian Trail) has moved out of the city.

These are direct appointments by the Community Assembly to a Park Department advisory committee and do not require nomination by the mayor and appointment by the city council.

Applications for these positions will be accepted by the Liaison Committee until Friday, February 19th and the committee is aiming to recommend membership selections to the Community Assembly at its meeting on March 4, 2021. Applicants must have a neighborhood council affiliation.

The Liaison Committee's UF-CAC application "package" includes items:

- This information memo.
- The UF-CAC application form and affirmation statement.
- A summary of city code that pertains to the Park Board's Tree Committee and the Urban Forestry Citizen Advisory Committee (SMC 04.28).
- A current report on urban forestry activities by the park department's urban forester.

These four items are also posted on the Community Assembly web page on the right-hand side in the "Items of Interest" column.

Neighborhood council members interested in these positions should be directed to the city web page where they can download the application and the reference material at:

<https://my.spokanecity.org/neighborhoods/community-assembly/>

Please note: The specifications of the municipal code are the most important reference for what this position may involve, but acceptance of this CA membership position implies a certain reporting responsibility to the Community Assembly. Please see the affirmation statement on the application form.

Below is the contact information for the park department's urban forester and the two retiring two UF-CAC members as references who are willing to share their perspectives on the role and responsibilities of the park board's Urban Forestry Citizen Advisory Committee.

Karen Carlberg
karencarlberg@comcast.net

David Obbie
dave.obbie@gmail.com

Katie Kosanke, Urban Forester, Spokane Parks and Recreation Department
509.363.5496 office
kkosanke@spokanecity.org

Also see the city's urban forestry web site:

<https://my.spokanecity.org/urbanforestry/>

COMMUNITY ASSEMBLY

Application — Urban Forestry Citizen Advisory Committee (UF-CAC)

Send complete application to:

Office of Neighborhood Services

Attn: CA Liaison Committee / Carly Cortright

808 W. Spokane Falls Blvd, Spokane WA 99201

or email application to: ccortright@spokanecity.org

APPLICATION DEADLINE: February 19, 2021

USE A SEPARATE DOCUMENT FOR REPLIES TO THE QUESTIONS IF MORE CONVENIENT

Name: _____

Residence Address: _____

Zip Code: _____

Best Contact Phone: _____ Email: _____

Civic and Organization Experience

Please refer to the urban forestry committee provisions of the municipal code (attached) and list below community projects, and/or community, civic, trade or professional organizations in which you have been active—indicating, where relevant, experiences related to this position.

Organization(s), and skills or experiences:

Community project(s), and any skills or experiences:

Skills and Special Interests

Skills, interests and/or any other experiences that relate to this position:

Employment Experience

Present Employer: _____

Employment positions held and skills used or gained that relate to this position:

Educational Background

Higher Education: Major(s) and Degree(s): _____

Other Education: _____

Neighborhood Council Connection

Which neighborhood council do you relate to? _____

Do you maintain voting member status in this neighborhood council? Yes _____ No _____

Please supply a neighborhood council reference.

Name: _____

Phone: _____ Email: _____

Affirmation

I am aware of the responsibilities of a member of the Urban Forestry Citizen Advisory Committee as identified in City code at SMC 04.28; of the term of service; of the monthly participation commitment; and, of the duty to engage the City's neighborhood councils with the Community Assembly in managing, conserving and enhancing the trees and shrubs located in the street right-of-way, parks and public areas of Spokane, and in assisting property owners and public agencies in sustaining and augmenting the City's urban forest. I agree to submit timely written committee meeting reports to the Community Assembly and to brief the Community Assembly in person at least once per year.

Signature: _____

Date: _____

Spokane Park Board Tree Committee and Urban Forestry Citizen Advisory Committee Summary of Roles and Responsibilities

From the provisions of the Spokane Municipal Code

SMC 04.28 Urban Forestry

(Attached on the following two pages for reference.)

The Urban Forestry Citizen Advisory Committee (UF-CAC)

The Urban Forestry Citizen Advisory Committee is composed of representatives from local and area agencies, organizations, and tree related industries. The committee advises and makes recommendations to the Park Board's Urban Forestry Tree Committee on park department plans and policies on matters relating to urban forestry, community values, arboriculture, and horticulture.

The committee is composed of twelve members, two of which are appointed by the Community Assembly.

(See SMC **04.26.060** Citizen Advisory Committee, below)

The Park Board Tree Committee and the Urban Forestry Citizen Advisory Committee

The overall responsibilities of the Park Board Tree Committee and the Citizen Advisory Committee are to advise and make recommendations to the park board and city council regarding managing, conserving and enhancing the trees and shrubs located in the street right-of-way and in the parks and public areas of the City, and assisting property owners and public agencies.

(See SMC **04.26.010** Urban Forestry Tree Committee – Establishment, below)

These two committees together:

- Develop, renew and update the vegetation management plan and the arboricultural manual and submits them to the park board and city council for approval and adoption.
- Recommend legislation regarding the urban forest.
- Develop a program for identifying and maintaining trees in the City which have significant historical, cultural, environmental or public significance and makes recommendations to the park board and city council on adopting such a program, currently called the Heritage Tree Program.
- Provide information regarding the selection, planting and maintenance of trees on public and private property with a Tree Stewardship Guide.

(See SMC **04.26.050** Urban Forestry Tree Committee – Duties and Functions, below)

[Title 04](#) Administrative Agencies and Procedures

[Chapter 04.28](#) Urban Forestry Tree Committee

[Section 04.28.010](#) Establishment

There is established the urban forestry tree committee to advise and make recommendations to the park board and city council regarding managing, conserving and enhancing the trees and shrubs located in the street right-of-way and in the parks and public areas of the City, and assisting property owners and public agencies.

[Section 04.28.020](#) Members

The tree committee has five members consisting of two members of the park board and two members who have experience and expertise in arboriculture or any of the disciplines within urban forestry such as public administration, horticulture, parks and recreation, and landscape design, and one member who is the chair of the citizen advisory committee established pursuant to [SMC 4.28.060](#). The chair is appointed by the park board president.

[Section 04.28.030](#) Appointment – Term

- A. Four members are appointed by the president of the park board. Park board members are appointed annually.
- B. The other two members serve staggered four-year terms and may be reappointed for one additional term.
- C. The remaining member is the chair of the citizen advisory committee, who may serve as long as the individual retains the chair position, but not to exceed four years.
- D. Vacancies are filled by appointment to unexpired terms in the same manner.

[Section 04.28.040](#) Compensation

Members serve without compensation.

[Section 04.28.050](#) Duties and Functions

The urban forestry tree committee:

- A. develops, renews and updates the vegetation management plan and the arboricultural manual and submits them to the park board and city council for approval and adoption;
- B. reviews City plans and policies which contain matters relating to urban forestry, community values, arboriculture, and horticulture;
- C. recommends legislation regarding the urban forest;
- D. adopts rules of operation and schedule of meetings;
- E. provides the park board with an analysis of the annual urban forestry budget request;
- F. develops a program for identifying and maintaining trees in the City which have significant historical, cultural, environmental or public significance and makes recommendations to the park board and city council on adopting such a program;
- G. coordinates the City's Arbor Day programs, grants and other similar programs;
- H. provides information regarding the selection, planting and maintenance of trees on public and private property.

Section 04.28.060 Citizen Advisory Committee

- A. A citizen advisory committee is established to advise and make recommendations to the urban forestry tree committee on plans and policies.
- B. The citizen advisory committee has up to twelve members.
 - 1. Eight members may be appointed by the following agencies or organizations:
 - a. Two members representing the community assembly.
 - b. One member representing utilities and telecommunications providers operating within the City.
 - c. One member representing City departments.
 - d. One member representing the downtown business improvement area.
 - e. One member representing historic preservation.
 - f. One member representing natural resource agencies or organizations.
 - g. One member representing the horticulture and arboriculture industry.
 - 2. Four members-at-large may be appointed by the other members of the committee.
 - 3. The appointment of each member is acknowledged by a letter of appointment from the director.
- C. Members serve staggered terms of four years.
 - 1. At the initial meeting, terms of two, three or four years will be determined by lot.
- D. Members may serve two consecutive terms, to a maximum of eight years.
- E. The committee elects its own chair, and establishes its own rules and procedures consistent with chapter 4.01 SMC – General Administrative Procedures – City policies

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

December 22nd, 2020. 12pm via WebEx web conference

Attendees: Committee members: Greg Francis (Chair), Tina Luerksen (Secretary), Christopher Savage, Kelly Lotze (Vice Chair). City Staff: Annie Deasy, Carly Cortright. Committee Member absent: Kelly Blyth

November minutes approved by consensus.

Discussion Items

Agenda requests/discussion:

Councilmember Cathcart will be present for January CA.

NHHS Update: Cupid has offered to attend CA for a monthly division update. Admin will create a standing agenda item immediately following Council Update.

Public Works: Hamblen Park Water Tower update.

Facilitator: Andy Hoyer has the committee's proposal for discussion and vote.

Urban Forestry Advisory Committee liaison: Paul Kropp will present materials for applicants.

ONS: 20 minutes for CPC updates + Q&A. OPMA memo wasn't in the December packet, Carly will put it in for January. We will wait to put this on the agenda for discussion until after P&P committee has reviewed it.

Committee Goals: Budget, Liaison, PeTT have not been submitted yet.

P&P committee hasn't met yet, hopefully update for February.

Police Oversight Commission hasn't met yet, hopefully update for February.

Town Hall schedule: Annica has sent out an email for NCs to sign up, she will briefly discuss this in her CPC update.

Other committee discussion: Length of CA meeting--December meeting went unusually long, in part by having CP Beggs and NHHS Director Alexander on for extended discussion. Everything on the agenda was appropriate, if reps think that agenda items are not appropriate, we ask that they let Admin know for future consideration.

Proposed Agenda for CA 1/7/21. Approved by consensus.

Council Update: From our scheduled Councilmember (Michael Cathcart). 10 minutes.

NHHS Division: Cupid Alexander will provide a monthly update. 10 minutes.

Public Works: Presentation from Kyle Twohig & Marlene Feist on Hamblen Park Water Tower. 15 minutes.

CA Facilitator: Andy Hoyer will update and ask for CA vote. 15 minutes.

ONS: CPC updates from Annie, Gabby & Annica. 20 minutes.

Liaison Committee: Paul Kropp will update on Urban Forestry Advisory Committee positions. 10 minutes.

Committee Goals approval. Greg will present any submitted goals for approval. 5 minutes.

Roundtable. 10 minutes.

Topics for next Admin Committee meeting. Tuesday, January 26th, 2020: Development Services- presentation on development process. Committee goals. Policies & Procedures committee. Police Oversight Committee update. Melissa Wittstruck planning updates? Budget Committee 2021 plan. BSN training plan. Kara Odegard has asked to present 30 minutes on Water Conservation Plan in March. April 29th is the next 5th Thursday for CA/CC.

Community Assembly
Liaison Committee Monthly Meeting
December 8, 2020
Via Zoom, 2 PM
Meeting Notes *DRAFT*

Attendance

Susan Burns (Peaceful Valley), Paul Kropp, chair (Southgate), Bonnie McInnis (West Central), Carly Cortright (Neighborhood Services liaison), Andy Hoyer, absent excused (Southgate)

Vacancies - Urban Forestry Citizen Advisory Committee

- There are two vacancies as of the end of this year for the CA's allocated positions on this advisory committee to the park department's Urban Forestry Tree Committee.
- Karen Carlberg (West Hills) does not wish to continue for a second 3-year term. David Obbie (North Indian Trail) has moved to Deer Park.
- The committee, having received a go-ahead from the Community Assembly at its December meeting for a recruitment period early in the year, set the March 4 2021 CA meeting as the target for the committee to recommend selections for these two positions.
- The application form and accompanying material will be prepared by the chair for distribution. This will allow the neighborhood councils to recruit applicants from their memberships in both January and February. The application deadline will be Friday, February 19, 2021.
- As the committee received five applications for the position early in 2019, the other four individuals who were not selected for appointment will be included specifically in the distribution of the application material.

2021 Goals

- The committee looked at the chair's proposal for 2021 goal statements and gave its approved for submission to the Community Assembly.
- The annual goals for the CA's standing committees are posted on the CA's web pages, so the proposal (attached) is formatted according to what currently appears on the web site for the Liaison Committee and is intended to both modify and add to what is already posted the web site.

Next Meeting

- Tuesday, January 12, 2021
2 PM via Zoom

Prepared by Paul Kropp, chair
12/10

Liaison Committee – 2021 GOALS (proposed for CA approval)

Note: This proposal is drafted as a modification and addition to the committee's web page at spokaneneighborhoods.org.

=====

2021 Goals

The functional goals of the Liaison Committee do not change from year to year and are the four ongoing duties listed in item B. of the committee's policies and procedures document.

The committee will annually:

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

In 2021 the committee will:

- Complete position profiles for the Community Housing & Human Services, Design Review, and Plan Commission liaison positions for approval by the Community Assembly*
- Manage any upcoming liaison position vacancies and renewals*
- Perform 3-month and annual evaluations for CA liaison appointees (CHHS, DRB, PC, Urban Forestry CAC)*

Community Assembly
PeTT Committee Monthly Meeting
December 22, 2020
Via WebEx, 6 PM
Meeting Notes *DRAFT*

Neighborhoods Attendance

Balboa-South Indian Trail (Christopher Savage), Browne's Addition (Michael Harves), Cliff-Cannon (Pam Schermerhorn), East Central (Randy McGlenn), Emerson-Garfield (Carlie Hoffman), Lincoln Heights (Carol Tomsic), Logan (Jessica Engleman, Lindsey Shaw), Rockwood (Robert Flowers), Southgate (Paul Kropp, chair), Whitman (Charles Hansen).
Staff liaison, Annica Eagle, Neighborhood Services

2020 Focus Area Review / Report

- 2020 PeTT Focus Area List
 1. Revision of the traffic calming policy
 2. Street standards revision process
 3. Speed limit modifications in certain areas
 4. All-city sidewalk repair and infill program
- Number 3 and number 4 ended up on hold in 2020 because of the COVID-19 pandemic shutdown to virtual meetings.
- The first and second topics ended up related in that the city's 2020 project to revise its street standards for engineering and design resulted in the original 2011 traffic calming policy being no longer referred to as a controlling standard or practice. The changes approved by the city council are at SMC 17H.010.160 Traffic Calming and in Design Standards for Streets at 3.9 Neighborhood Traffic Calming. The former now refers to the city's Traffic Calming Program that is further specified in 3.9 with reference to the Neighborhood Services "Traffic Calming Toolbox" and a nationally recognized standard reference for traffic calming measures and design (NACTO Urban Street Design Guide).

2021 Focus Area / Goals Discussion / Topics for Further Consideration

- Safety
 - Enforcement of speed limits
 - Crosswalk signs
 - Sidewalks and snow plowing
- Policy
 - 20 MPH local access street speed limit
 - Stop signs on local access street intersections
 - Street vacation notice to neighborhood councils
 - "Equity" as it relates to transportation for the city
 - "Rightsizing" the right-of-way in transportation projects
- Infrastructure
 - Traffic Calming 2.0 – Larger scale, interconnected projects and greenways
 - Master mapping of all neighborhood council proposals for street improvements with planning and funding status
 - All-city sidewalk repair and infill program
- Committee Organization (see next section)

Committee Organization / Discussion

- Secretary and vice-chair – The committee will attempt to assign folks to these roles at a meeting in early 2021
- PeTT CTAB and PCTS memberships – Randy McGlenn holds the Citizen Transportation Advisory Board membership and will continue for a second three-year term (when the TBD board/city council amend certain of their resolutions). Charles Hansen will continue on the Plan Commission Transportation Subcommittee, as there are no term limits on this position.
- Name change – see P&P A. and B. on this page and the chair's proposal on the attachment.

Committee Name Change / Discussion

The PeTT Committee's Policies and Procedures, approved by the Community Assembly, define its purpose and mission. The current PeTT P&Ps are dated four years ago in January of 2017. Here are the first two provisions of PeTT's P&P:

B. Committee Charge:

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

B. Committee Function:

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

The chair presented his proposal for a committee name change to the "All-city Transportation Committee" and believes a name change such as he is suggesting is consistent with the committee's charge and function statements shown above. (See the next page for the chair's proposal and rationale in Attachment A.)

After discussion of the idea, the group decided a first step in considering the suggestion of a committee name change would be to take a poll of alternate names in the new year.

Next Meeting

- Tuesday, January 12, 2021
6 PM via Zoom
Traffic Calming 2.0 with city council president Breean Beggs

Attachment

Committee name change proposal by the chair

(Notes prepared by the chair in the absence of a secretary.)

Proposal:

That the Pedestrian, Traffic and Transportation Committee to consider changing its name to the All-City Transportation Committee.

Rationale:

The current committee name – “Pedestrian, Traffic and Transportation” – is vintage mid-2000’s, almost 20 years ago.

The committee’s original name was "All-City Traffic Committee."

Why the name change? The first growth management comprehensive plan for Spokane was adopted in 2001 and the plan’s transportation element stated a prime goal:

Design transportation systems that protect and serve the pedestrian first. (TR 1)

Then three years ago, the 2017 periodic update of the comprehensive plan completely revised the transportation element which no longer states a pedestrian priority. The comprehensive plan goal statement now focuses on options and that those options must be considered in relation to their place and function in the community:

TR Goal B: Provide Transportation Choices

Meet mobility needs by providing facilities for transportation options - including walking, bicycling, public transportation, private vehicles, and other choices.

TR Goal A: Promote a Sense of Place

Promote a sense of community and identity through the provision of context sensitive transportation choices and transportation design features, recognizing that both profoundly affect the way people interact and experience the city.

Some folks lately have been rankled by the presumed pedestrian emphasis for the committee. The suggested revision to “All-City Transportation Committee” would emphasize the balanced overall nature of the comprehensive plan’s guidance for evolving the city’s streets and trails.

Perhaps the committee should be challenged to refocus itself by considering a name change to reflect the city’s current comprehensive plan and potentially attract greater participation from folks representing a broader spectrum of interests.

12/22/2020 -- Paul Kropp

Notes from the CHHS Board meeting 12-02-2020, 4:00 PM via Zoom – reported by Andy Hoyer, CA rep from Southgate

Quorum achieved.

Cupid Alexander introduced himself and his background – mostly policy activities in Portland, Tax Increment financing, etc. Wants to get closer to the people he serves. He wants the newly-forming Spokane Housing Advisory Group (aka “Housing Action Subcommittee” or “HAS” that will advise re 1590 tax revenues) to have members from CHHS. He felt Spokane’s “opportunity zones” were not optimal.

George Dahl presented the 2019 CAPER report which had significant “coding problems” (his words) and suggested zero performance in some areas and 1,016% performance in others. In my opinion it needed significant work before presenting it to HUD (due 12-27-2020), otherwise it would be an embarrassment, and large areas were meaningless. Link is here:

<https://static.spokanecity.org/documents/chhs/plans-reports/planning/program-year-2019-caper-presentation.pdf>. 2018 report did not have these data problems. Public Comment may be made until 12-18-2020 to spokanechhs@spokanecity.org. (I did comment personally.)

Board unanimously approved a request from the Affordable Housing Committee to the City Council for clarification as to the duties of the newly-to-be formed HAS, noting possible duplication and emphasizing careful attention to conflicts of interest. Board also unanimously approved the AH committee’s endorsement of the new wording in SMC Chapter 17 regarding Accessory Dwelling Units.

The Evaluation and Review Committee presented a “Substantial Amendment” (link: <https://static.spokanecity.org/documents/chhs/plans-reports/planning/public-hearing-presentation-substantial-amendment-cdbg-cv-funds.pdf>). This is a Public Hearing document that outlines the planned uses for \$3,488,214 in Federal money that needs to be spent in the next 3 years: The primary projects to be funded are:

Amended Program Year 2019 Projects

Subrecipient	Project Title	Amount Funded
Guardians Foundation	Cannon Warming Shelter – COVID-19	\$750,000
TBD	Homeless Shelter Operations – COVID-19	\$1,250,000
TBD	Rental Assistance Program – COVID-19	\$1,988,214
CHHS	General Administration	\$250,000

The Board approved these uses unanimously. The Cannon Warming Shelter will be the first to receive money. The CHHS Board will be involved in future priorities for uses of the remaining funds.

Design Review Board Report

Submitted by Kathy Lang

January 4, 2021

klang0132@gmail.com

719-338-1632

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

Stephanie Bishop, Clerk III, sbishop@spokanecity.org

Upcoming Design Review Board Meetings

The next DRB meetings are scheduled as follows. Meetings run 5:30PM-7:30PM. During Governor Inslee's Stay Home-Stay Safe order, DRB meetings are held virtually. Members of the community can attend via the WebEx link provided on Page Two of each meeting's agenda. Also at this time, public comments are accepted only by email. Please email your comments to Dean Gunderson at dgunderson@spokanecity.org. Public comments are entered into the public record of the project to which they pertain.

- Wednesday, January 13
DRB Planning Retreat
- Wednesday, January 27
No application has been received for the 1/27 meeting. The cut-off for application is Wednesday, January 16.

Applicant proposals and staff reports are posted to the [DRB page](#) on 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.

DRB meetings are held only if projects have met review requirements. Meeting cancellations are noted in the Agenda section on the [DRB page](#).

Project: Latah Glen PUD
Recommendation Meeting: December 9, 2020

Applicant

William Nascimento, Laguna Canyon Group, LLC
William Sinclair, Storhaug Engineering

DRB Trigger

The applicant is requesting a PUD approval, which subjects the development to design review, as the applicant is requesting variances to several Street Design Standards.

Project Description

The subject site can is located on South Inland Empire Way in the Latah/Hangman Neighborhood Council. The parcel directly north contains the Medo-Mist Mobile Home Park. The Fish Lake Trail abuts the main parcel to the southwest. The Subject Site is zoned Residential Single Family (RSF) and is surrounded by RSF zoning. The BNSF Railroad does not directly border the site, but is near the east property line, and the Union Pacific Railroad is located near the western property line. The site has widely varying topography (with nearly 180' of elevation change) with intermittent stands of Ponderosa Pine. There is an existing pole building on the site that is used by the auto salvage business currently using the property. The site plan indicates this building will be removed, as well as all salvage vehicles. The applicant is proposing that an unpaved portion of Marshall Road (along the western boundary of the site) will be utilized as secondary gated emergency vehicle access. The fully improved Fish Lake Trail is located within 35' of the Subject Site for nearly 700' of the site's western parcel line, with a trailhead connection intersecting Marshall Road near the site's southwest corner.

Recommendations

Based on review of the materials submitted by the Applicant and discussion during the December 9, 2020 Recommendation Meeting the Design Review Board recommends the approval of the project subject to the following conditions:

1. The Board appreciates the Applicant's objective to imbue regional architectural influences on the manufactured residential home designs. The Applicant's community Design Guidelines shall include architectural elements, materials, textures, and colors consistent with the Regional Northwest theme as presented.
2. The Board strongly encourages the Applicant to utilize black or brown chain-link fencing in all areas where chain-link is proposed, and ornamental fencing in areas highly visible to the public along Inland Empire Way, South Marshall Road, and as visible from Fish Lake Trail.
3. The Applicant is encouraged to utilize additional innovative solutions to manage stormwater, including Low Impact Development best management practices such as pervious pavements.
4. The Applicant is strongly encouraged to develop a shared use path connecting the westernmost pedestrian gate to the Fish Lake Trail.
5. The Applicant shall implement Type L1 screening along the entirety of the west edge of the access drive.

These final recommendations were approved via a unanimous vote of 8/0.

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

- Collaborative Workshop: August 12, 2020
- Recommendation Meeting: December 9, 2020

Project: 206 West Riverside Apartments
Recommendation Meeting: December 15, 2020

Applicant

deChase Miksis (Developer)
Mitch Yockey, GGLO Design

DRB Trigger

Downtown project

Project Description

The site is comprised of two parcels within the Riverside neighborhood council. The first parcel is addressed as 206 West Riverside Avenue and the second as 214 West Riverside Avenue. The Spokane Fire Department Station 1 is located to the east across Browne Street. There are 32 historic structures located within a 1/4-mile of the subject site, including the Richardsonian Delaney/Realty Building, Salvation Army Building, and the Saffron Building located to the west of the site. To the south of the site, across Riverside Avenue, is the National Hotel and the Mearow Block of buildings. The parcels are within the East Downtown historic district; however, the site itself is not on the registry. The site is immediately adjacent to the West Main Character Area, though it is not subject to the area's design guidance.

Recommendations

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

1. The Applicant is strongly encouraged to consider alternative materials in lieu of the corrugated metal cladding occurring within the pedestrian zone.
2. The Applicant shall provide a refined and articulated parapet expression at, and appropriate to, the metal panel building masses to meet Design Guideline A-2: Enhance the Skyline. The parapet at the metal panel clad portions of the building does not need to match the parapet at the brick clad portions of the building.
3. The Applicant is encouraged to work with Spokane Arts regarding the location of a potential cultural trail amenity/viewing frame.
4. The Board appreciates the strong building corner at Browne and Riverside shown in the Applicant's packet, and strongly encourages the City to consider providing additional pedestrian refuge areas in the form of modified bulb-outs at the corner.

These Recommendations were approved unanimously by the Design Review Board (5/0)

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: November 11, 2020
- Recommendation Meeting: December 15, 2020

The Board approved new and continuing officers: Adriane will remain as chair. New Co-vice-chairs: Dylan Thorpe, Jeri Rathbun. The date for the Board meeting will remain unchanged as 1st Wednesday of the month from 4:00 PM to 6:00 PM.

Mr. Sigler said that there are 60 beds at Cannon Street, work continues on the structure and the max number of beds is planned for 80. There will also be some way to isolate those with positive COVID=19 tests. CHHS department is working with EWU School of Social Work to provide partnering with police who are charged with shutting down illegal camping.

Cupid Alexander mentioned that there is an anonymous donor for meals for the homeless during the “12 days of Christmas” (December 14 – 25), and this donor will also provide some support for small businesses. He was intentionally vague per instructions from the donor.

The Continuum of Care board has four open positions. Popup shelters at churches were mentioned very briefly with no proposals ready yet.

- Respectfully submitted by Andy Hoyer, Observer for the CA and CA rep from Southgate

Plan Commission (PC) Liaison Report

Community Assembly Report, January 7, 2021

Filed by Mary M. Winkes, CA Liaison to the PC

December 9, 2020 PC Meeting via WebEx

Briefing Session:

During the briefing session I reported that there were concerns regarding Remanded Z19-502COMP that had come to my attention.

Workshops:

1. Commission Business-PCTS Chair Appointment—A new chair will be elected at the beginning of 2021.
2. RemandedZ19-502COMP- 29th & Ray - Comprehensive Plan Amendment – an explanation as to why this proposed comp plan amendment was remanded, with discussion. The hearing for the remanded amendment was held later that same day

[file:///C:/Users/mmcsp_000/Downloads/plan-agenda-2020-12-09%20\(3\).pdf](file:///C:/Users/mmcsp_000/Downloads/plan-agenda-2020-12-09%20(3).pdf)

3. International Fire Code Update and Amendments-

[file:///C:/Users/mmcsp_000/Downloads/plan-agenda-2020-12-09%20\(3\).pdf](file:///C:/Users/mmcsp_000/Downloads/plan-agenda-2020-12-09%20(3).pdf)

4. Discussion of the 2021 Work Plan—more to follow in a future meeting.

The hearing began at 4:00 p.m.

1. RemandedZ19-502COMP- 29th & Ray - Comprehensive Plan Amendment

There was testimony from the applicant, as well as neighbors and the Lincoln Heights Neighborhood Council. In the end the Plan Commission, after much discussion, decided on a compromise. The amended motion is as follows: That the plan commission amend our original recommendation to city council regarding comprehensive plan amendment Z19-502COMP to recommend rezoning parcels 35273.0219 and 35273.0220 to RTF / Residential Two-Family.

2. Receivership Code Text Amendment SMC 17

[file:///C:/Users/mmcsp_000/Downloads/plan-agenda-2020-12-09%20\(3\).pdf](file:///C:/Users/mmcsp_000/Downloads/plan-agenda-2020-12-09%20(3).pdf)

There was no testimony.

Motion: That the Plan Commission recommend that City Council approve changes to SMC 17F.070.470 and 17F.070.490 to include receivership as an option. The motion passed.

The December 23 meeting of the Plan Commission was cancelled. The next meeting of the Commission will be held on January 13, 2021.

Spokane Housing Action Plan

I also attended the December 15 meeting of the Spokane Housing Action Plan. The latest documents related to the plan can be found at: <https://my.spokanecity.org/housing/spokane-housing-action-plan/>.

There will be a study session re: the Spokane Housing Action Plan with City Council on January 7, as well as a workshop with the Plan Commission on January 27. More details will follow and will be posted on the action plan website.

Citizen Advisory Committee

To the Spokane Urban Forestry Tree Committee WebEx virtual meeting

Call in: 408-418-9388

Access code: 146 647 9284

Meeting password: quJbEfWi637

January 2021 meeting: January 5, 2021, at 3:00 PM

Notice is hereby given that, pursuant to Gov. Inslee's Proclamation 20-28, dated March 24, 2020, all public meetings subject to the Open Public Meetings Act, Chapter 42.30 RCW, are to be held remotely and that the in-person attendance requirement in RCW 42.30.030 has been suspended.

The special meeting of the City of Spokane Park Board Citizen Advisory Committee will be held virtually via WebEx teleconferencing at 3 p.m. Tuesday, Jan. 5, 2021. The public will be able to listen to the meeting by calling 408-418-9388 and entering the access code 146 647 9284 when prompted. Meeting password is: quJbEfWi637.

Written public comment may be submitted via email or mail. Comments must be received no later than 11 a.m. Jan. 5 by email to: spokaneparks@spokanecity.org or mail to: Park Board Citizen Advisory Committee, 5th floor City Hall, 808 West Spokane Falls Blvd., Spokane, Washington 99201. Submitted public comments will be presented to meeting attendees prior to the meeting.

MEETING AGENDA

CALL TO ORDER

ROLL CALL

APPROVAL OF LAST MEETING'S MINUTES

COMMITTEE AND REPORTS

- Community Assembly • Staff Report

OLD BUSINESS

- Tree Preservation Education Program / article / brochure **NEW BUSINESS**

- Other education programs / program ideas **CEREMONIES, APPOINTMENTS, ANNOUNCEMENTS ADJOURNMENT**

Agenda Subject to Change

AMERICANS WITH DISABILITIES ACT (ADA) INFORMATION: The City of Spokane is committed to providing equal access to its facilities, programs and services for persons with disabilities. Individuals requesting reasonable accommodations or further information may call, write, or email Human Resources at (509) 625-6363; 808 W. Spokane Falls Blvd., Spokane, WA 99201.

**Citizen Advisory Committee
To the Spokane Urban Forestry Tree Committee
December 1, 2020**

Meeting Minutes

Attendees: Katie Kosanke, Joe Zubaly, Karen Carlberg, Angel Spell, Beth LaBar, Catherine Olsen, Chelsea Updegrove, Cindy Dufee, Guy Gifford, Toni Sharky, Matt Ugaldea

No minutes from the last meeting in June: Katy will send the meeting minutes from June (our last meeting) to Matt or the group so they can be distributed.

Community Assembly:

Karen Carlberg's term expires at the end of December and this will be her last meeting, a replacement for her is in the works.

A question about Dave Obbie's eligibility was discussed but determined that he can still remain involved.

2021 schedule:

The meeting schedule will be distributed for 2021, which will include the entire series. When this happens, Matt will forward to the group.

Staff report:

Fall planting done a couple of notable trees planted
Election Day tree, and Jeff Perry's tree commemorating his 20 years service
35 trees planted for Spokaneopy
24 street trees planted around time (Logan and East Central)
West Havermille park location planted
North bank trees will be planted in the spring

Maintenance work

Have been busy with a two-person crew, along with the help of the arboretum Staff.
Clearance pruning along riverside avenue.
Numerous weeks of response work due to early season snowstorm. Light damage but a lot of debris. Lost one willow along the river at riverfront.
Work completed along the Fish Lake Trail.
Work adjacent to Esmeralda and Minnehaha.
Winter work to begin around parks, routine pruning, training, and dead tree removal.
One seasonal employee will return soon, it will be of great help to enhance the current crews that the City has on. Very experienced and we are happy to have him back.
Soon crews will be hanging lights at Manito for the display.

Outreach & Education:

Adopt a tree around the arboretum

Finished up the ISA conference

Working with pacific education institute

Collaboration with DNR to help teachers integrate forestry into curriculum

The DNR would like to coordinate a tree planting grant in Spokane in various neighborhoods.

Will be providing wood chips and pulp to the community.

Providing chainsaw safety to street and utility staff this winter to keep city crews safe during storm response.

Tree stewardship pruning training is also in the works.

Work on a tree retention plan.

Street tree permits are coming in with a high volume.

Working on scope of work for several large project permits.

STA work is in full swing.

Tree scope of work for Downriver Golf Course.

Development is incredibly busy. Lots of inspection to make sure that street tree requirements are fulfilled.

Brochure has been developed to make sure that the requirements are understood by developers.

Some pushback is coming in with the street tree detail.

Large project downtown to replace poor performing trees on riverside has been scaled back due to grant monies falling through.

New street trees are being added, the 5-mile project added a large volume of trees.

Continue to receive a large volume of calls for general tree issues on all fronts (streets, residential, parks etc.).

Still having struggles to fill positions at the city.

Councilperson Lori Kinnear was able to secure funding of 50k to assist in spokanopy

City chipper needed major repairs, looking into securing a new one so that there is a backup

Spokanapy

Collaboration with the city of Spokane and lands council

Lands council was able to plant 35 trees despite the restrictions COVID placed upon us

The grants are primarily focused on economically challenged neighborhoods

They had 30 volunteers in two neighborhoods

The neighbors were very thankful and the volunteers were fulfilled

Looking at NE Spokane for future work

Also looking at maintenance volunteer crews

Land council also did reforest Spokane

This year Marshall Creek area was targeted. 1000 trees were planted. Over 300 folks volunteered and showed up in adverse conditions.

Karen asked a question about the Susie trail. Angel answered that the Susie trail has been a frustrating point. We have had funding for that for 4 years, but this year it was a budgetary concern in competition for other capital projects. It is the Parks and REC planning section who is responsible for building the trail. Karen asked if citizens could give a nudge. Angel said it is going to be tough because the meetings have become logistically tough. Angel will speak to the assembly to try and get traction at the meeting on the second Tuesday of Feb.

Karen to Katie: Community Assembly question about the stewardship guide "where is it." Katie has it almost done, and it was put on the back burner. It will get picked back up soon, hopefully by the first of the year copies will be available, along with an online version.

Karen asked about the Fish Lake Trail. Katie is looking for more work to occur, especially in areas of high fire danger.

Toni: Are the developers pushing back on the city for the ordinance regarding planting requirements? Katie seems to think that things are going well, as the developers have had similar requirements for 10 years. There is a slight learning curve, but it appears to be well received.

For the tree preservation education program:

This is a program which is intended to educate people so that they can make informed decisions about tree removal. Really focused to help people have discussions with commercial tree services.



March 11, 2020

The Honorable Nadine Woodward
Mayor of the City of Spokane
808 W Spokane Falls Blvd
Spokane, WA 99201

Dear Mayor Woodward,

I am writing on behalf of Community Assembly. At our February and March meetings, residents from West Central neighborhood showed us the proposed route for the Centennial Trail Gap project through their neighborhood, a route that most residents oppose. The West Central Neighborhood Council requested that Community Assembly support their request that future planning and implementation efforts in any neighborhood includes "significant neighborhood and neighborhood council collaboration." Supporting this request, Community Assembly crafted and passed the attached resolution by a vote of 24-0 with one abstention.

Also at our March meeting, Councilmember Mumm stated that she was working on a resolution to request that the Centennial Trail Gap project go through the Design Review Board process. Community Assembly fully supports this pending council resolution.

Local residents and neighborhood councils have a strong interest in projects that occur in their neighborhoods. This is especially true for public projects that impact our trails, parks, and other public amenities. Neighborhood involvement in the design process for these amenities can create a better outcome for the local residents and the city as a whole.

Community Assembly requests that neighborhood residents and councils be better involved in future planning and implementation efforts in their neighborhoods. We also request that the Centennial Trail Gap project go through the full design review process with the Design Review Board.

Together, we can make Spokane a better place for everyone.

Respectfully,

A handwritten signature in black ink, consisting of a series of loops and a long horizontal stroke.

Greg Francis
Chair, Administrative Committee
Community Assembly

Enclosure: Community Assembly resolution dated 3/5/20

Community Assembly – March 5th, 2020

Motion and Vote

Direct the Chair of the Admin Committee to submit a letter asking the Mayor to ensure that future project planning and implementation include significant neighborhood and neighborhood council collaboration and are consistent with the Comprehensive Plan and Spokane Municipal Code.

The letter also should express support for City Council's request to have the gap portion of the Centennial Trail go to the Design Review Board.

Yay: 24

Nay: 0

Abstain: 1 (west hills)



December 8, 2020

Jennifer Ogden
President, Spokane Park Board
808 W Spokane Falls Blvd
Spokane, WA 99201

Dear Ms. Ogden,

I am writing on behalf of the Community Assembly, Spokane's coalition of twenty-nine neighborhood councils.

At our December 3rd meeting, Comstock Neighborhood Council brought their resolution regarding the potential construction of a water tower in Hamblen Park to Community Assembly for discussion and potential support. While we lacked sufficient information on the water tower project to consider supporting their resolution, we support Comstock's process and ask that the Spokane Park Board consider Comstock's concerns as expressed in their resolution.

Local residents and neighborhood councils have a strong interest in projects that occur in their neighborhoods. This is especially true for public projects that impact our trails, parks, and other public amenities. Neighborhood involvement in the selection of the location and the design for these amenities can create a better outcome for the local residents and the city as a whole.

Community Assembly requests that local residents and the neighborhood councils that represent them be closely involved in planning the future of their neighborhoods, especially when it impacts the parks and public open spaces that we cherish.

Together, we can make Spokane a better place for everyone.

Respectfully,

A handwritten signature in black ink, consisting of a series of loops and a long horizontal stroke.

Greg Francis
Chair, Administrative Committee
Community Assembly

cc: Lori Kinnear, City Council Liaison to Spokane Park Board
Garrett Jones, Director, Parks and Recreation

encl: Comstock Neighborhood Council Resolution Dated 11/17/20

Proposed Resolution 2020_11_17

WHEREAS, it is recognized that the residents of Spokane have for many decades enjoyed the use of Hamblen Park, and other Spokane city parks,

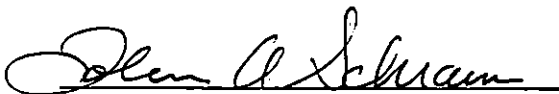
WHEREAS, the 6.71 acre Hamblen Park, dedicated in honor of Laurence R. Hamblen, former Park Board director and founder of the Spokane Parks Foundation, is designated conservation land, a non-developed natural refuge located in the heart of a residential neighborhood,

WHEREAS, the results of the High System Water Tank Project Survey (October 21, 2020), demonstrate that nearly 70 percent of respondents do not want a water tank located in Hamblen Park,

WHEREAS, the City of Spokane Charter, Article V, Section 48 (Effective Date: November 1987 Ordinance C28870 Section 1), prohibits the sale or exchange of park land without a vote of the citizens,

NOW, THEREFORE LET IT BE RESOLVED that the Comstock Neighborhood Council, authorized under the City of Spokane Charter Article VIII, Sections 71-76 (Effective Date: November 2000 Ordinance C32687 Section 1), **opposes any development in Hamblen Park or any other city park for non-park uses without a vote of the people.**

Voted and approved by unanimous consent at the November 17th, 2020 Comstock Neighborhood Council regular meeting. All voting members were deemed to be in good standing and eligible.



John Schram, Comstock Co-Chair

11/20/2020

Date

LEGAL MEMORANDUM

TO: CARLY CORTRIGHT, MY SPOKANE
FROM: MICHAEL J. PICCOLO, ASSISTANT CITY ATTORNEY
SUBJECT: APPLICATION OF THE OPMA
CC: MICHAEL ORMSBY, CITY ATTORNEY
DATE: NOVEMBER 19, 2020

The question of whether the Community Assembly (CA) meetings have to comply with the OPMA has been an issue for several years and has evolved as the CA operations and case law have also evolved. From my experience, City staff and the CA have previously taken the approach that while it is not necessarily certain that the OPMA applies to the CA, following the provisions of the OPMA is relatively easy and provides greater transparency

The application of the OPMA to the CA has always been a gray area. It is easy to see how the OPMA applies to governing bodies like the City Council and the County Commissioners as well as boards and commissions like the Park Board, the Library Board, and the Civil Service Commission. The OPMA also applies to smaller boards that do not garner much attention such as the City's Retirement Board, the Salary Review Commission, the Design Review Board, etc. The OPMA can also apply to less formal committees or other organizational structures depending on their activity.

The State Supreme Court has issued a decision that helps with the analysis of whether the OPMA applies to these less formal bodies. In Citizens Alliance for Property Rights legal Fund v. San Juan County, 184 Wash.2nd 428 (2015), the Court provides a very good explanation of the analysis for determining when a committee is subject to the OPMA.

A summary of the analysis is as follows:

- 1) RCW 42.30.020 (2) defines "Governing body" as the multimember board, commission, committee, council, or other policy or rule-making body of a public agency, or **any committee thereof when the committee acts on behalf of the governing body, conducts hearings, or takes testimony or public comment.**
- 2) The term "any committee thereof" means any committee the governing body creates or brings into being through action of the governing body.

- 3) The term “acts on behalf of the governing body” means where the committee exercises actual or de facto decision-making authority for a governing body. “Acts on behalf” does not extend to the work of purely advisory bodies.
- 4) Even if a committee was created by the governing board, the committee must also a) act on behalf of the governing board by exercising actual or de facto decision making authority, b) conduct hearings, or c) take testimony or public comment on behalf of the governing board.

When viewed in its entirety, there can be an argument that the CA is subject to the OPMA. The CA meetings are generally held at City Hall with assistance from City staff to schedule or facilitate the meetings. The meeting agendas will many times involve City staff, City departments and the City Council. The formation of the CA is set forth in both Section 75 of the City Charter and Chapter 4.27 SMC. Probably most significant is the inter-relationship between the work of the CA and that of the City and its departments. The meetings involving both the City Council and the CA will comply with the OPMA because the meeting is also a council meeting.

I believe City staff has provided members of the CA with OPMA material provide on the MRSC website. The material is usually prepared by the Attorney General’s Office or the State Auditor’s Office. This material and the information provided by MRSC are all very good resources. Complying with the OPMA generally involves the following steps:

- 1) Notifying the City Clerk of the CA’s regular meeting schedule and special meeting notices. The City Clerk will distribute this information to all parties who have requested notice of City meetings.
- 2) Posting the meeting agenda on a city-website, such as the Office of Neighborhood Services at least 24 hours before the meeting.
- 3) Meeting locations must be open to the public and ADA compliant.
- 4) All members of the public, including the press, must be allowed to attend without conditions. This does not mean that the public gets to speak. The right to speak at a meeting is controlled by local rules and regulations such as bylaws and not governed by the OPMA. The OPMA only requires that the public be able to attend without restrictions such as having to sign in. The Plan Commission is a good example where their bylaws provide for various workshops, meetings and public hearings and regulate when the public can speak to agenda items.

There have been a few specific questions regarding the application of the OPMA, including whether compliance by the CA with the OPMA would provide legal protection to the CA if there was a misstep. Compliance with the OPMA will provide the City and the CA will additional protection against allegations that the CA is subject to the OPMA but failed to comply. As misstep in complying with the OPMA would only result in the

action taken by the CA being voided and having to be retaken at a subsequent meeting. Complying with the OPMA would also provide a defense to any assertions that members of the CA took action in violation of the OPMA with knowledge of the fact that a meeting is in violation of the OPMA.

Please let me know if you have any questions.
