

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



Meeting Agenda for Thursday, February 4, 2021
 5:30 to 8:00 p.m., Webex Online Meeting
 Proposed Agenda Subject to Change

Please bring the following items:
 *Community Assembly Minutes: January 7, 2021



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 Kinnear)	10 min (5:50)	Oral Reports	8
6. Water Tower Update, Marlene Feist & Kyle Twohig.....	20 min (6:00)	Presentation	
7. Design Review Guidelines, Dean Gunderson & Kathy Lang	15 min (6:20)	Presentation	
8. Development Proposals/Land-Use Applications, Tami Palmquist	15 min (6:35)	Presentation	10
9. Budget Committee Update, Mark Davies	10 min (6:50)	Oral Reports	45
10. Building Stronger Neighborhoods Update, Kelly Lotze.....	5 min (7:00)	Oral Reports	
11. Neighborhood Housing and Human Services Update, Cupid Alexander	10 min (7:05)	Oral Reports	
Office of Neighborhood Services, Carly Cortright.....			
12. 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	46
• Budget Committee	48
• Building Stronger Neighborhoods Committee (BSN)	50
• Liaison Committee	53
• Pedestrian, Traffic, and Transportation Committee (PeTT)	55

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

• Community Housing and Human Services (CHHS) Liaison Report	56
• Design Review Board Liaison Report	57
• Plan Commission Liaison Report	59

** 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:

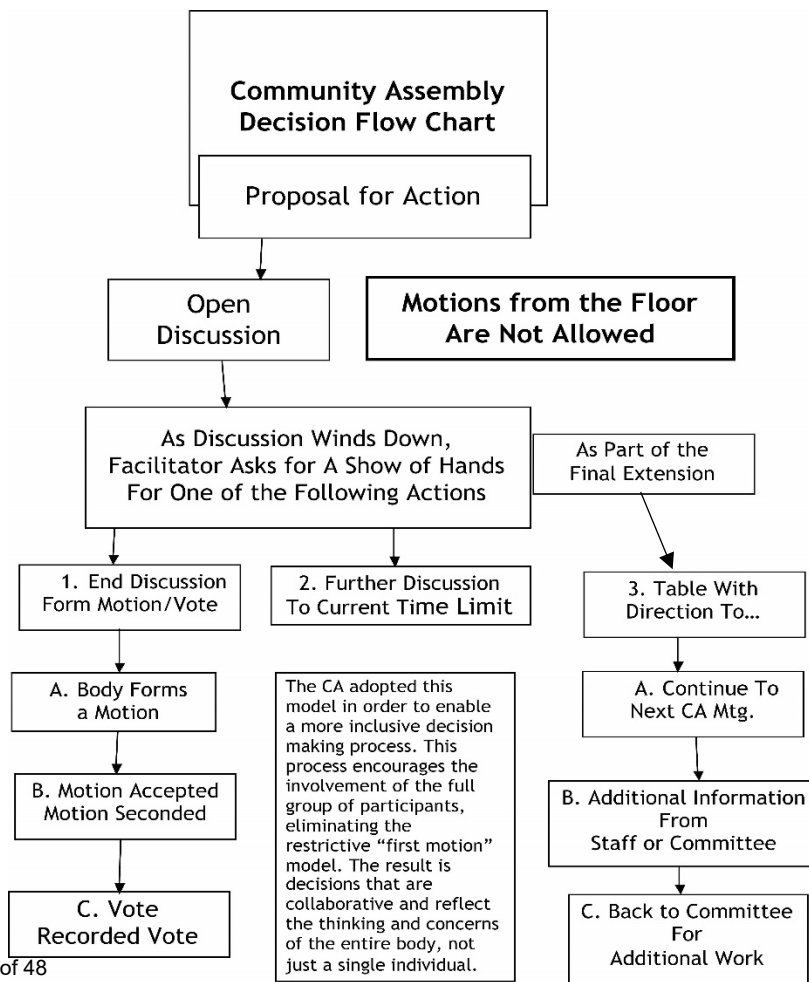
The Community Assembly fulfills its purpose, achieves its goals, and stays true to its core values by its members engaging each other and the community with honest communication and having transparent actions in all of its dealings. Community Assembly representatives are knowledgeable and committed to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

January 7, 2021 via WebEx web conference

Meeting called to order at 5:30pm by Carly Cortright

Attendance:

- **Neighborhood Councils Present:** Audubon/Downriver, Balboa/South Indian Trail, Bemiss, Browne's Addition, Chief Garry Park, Comstock, East Central, Emerson/Garfield, Five Mile Prairie, Grandview/Thorpe, Hillyard, Latah/Hangman, Lincoln Heights, Logan, Manito/Cannon Hill, Nevada-Heights, North Indian Trail, Northwest, Peaceful Valley, Rockwood, Shiloh Hills, Southgate, West Hills, West Central, and Whitman.
- **Neighborhood Councils Absent:** Cliff/Cannon Hill, North Hill, Minnehaha, and Riverside.
- **City Staff present:** Cupid Alexander, Carly Cortright, Annie Deasy, Annica Eagle, and Gabby Ryan.
- **Visitors:** Council Member Cathcart, Council Member Wilkerson, Lisa Gardner (City Council), Hannahlee Allers (City Council), Shae Blackwell (City Council), Shauna Harshman (City Council), Kirstin Davis (NHHS), 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 (13-approve, 3-deny, 0-abstain). The Facilitator asked for all CA Reps to identify themselves and their NC in a poll for attendance.
2. **Proposed Agenda:** Andy Hoyer moved, Greg Francis seconded to approve the proposed agenda. Motion passes with 14-approve, 0-deny, and 2-abstain.
3. **December Minutes:** Greg moved, Andy seconded to approve December minutes. Motion passes with 16-approve, 1-deny, 0-abstain.
4. **Open Forum:**
 - Kathryn Alexander, Community, Housing and Human Services board (CHHS). The CHHS board met last night and the Neighborhood Community Development Program funds would be moving to public comment. She needed to meet with George Dahl regarding changing District 1's vote due to District 3's decision to fully fund Habitat for Humanity.
 - Greg Francis, Admin Committee. He presented a copy of the CA letter to Mayor Woodward regarding the Centennial Trail Gap and letter to Spokane Park Board regarding the preservation of parks, included in the packet.

Legislative Agenda:

5. **City Council Report:** Council Member Cathcart. **2021 Budget** was adopted and there will be no layoffs for City employees.

Heat map: shows late payments on utility bills. About one-third of the City utility bill customers are more than two months late paying their bill. Late fees and water shut-offs have been suspended during COVID. Customers needing help with utility bills can call U-Help at 456-SNAP. Also, [Cares Act Funding](#) now is available for rental and utility assistance. Assistance is income based.

Park Board Liaison: Council Member Cathcart will be replacing Council Member Kinnear as the City Council's liaison to the Park Board.

Motion to extend: Daniel Zapotocky motioned. Andy seconded. Motion passes with 12-approve, 2-deny, and 1-abstain.

Water Conservation Master Plan: City Council is working to update the [Water Conservation Master Plan](#) and holding three community water use workshops to learn how residents use water, the connection between the aquifer and the Spokane River, and to provide feedback on potential water use interventions. The [workshops](#) will be held:

- District 1 on Thursday, Jan. 21, at 6 p.m.
- District 2 on Thursday, Jan. 28, at 6 p.m.
- District 3 on Thursday, Feb. 4, at 6 p.m.

Updated Rules: City Council will be working on updating rules for Council.

There were questions and answers.

6. **Neighborhood, Housing and Human Services:** Cupid Alexander, Director. Cupid shared that the departments within his division were going to be holding strategic retreats. A young adult shelter serving the ages of 18 and 24 will be opening. The shelter is being funded by a state grant secured jointly by the cities of Spokane and Spokane Valley, and Spokane County. The shelter will be operated by the Volunteers of America.

There were no questions.

7. **Water Tower Update:** Kyle Twohig, Marlene Feist. Rescheduled. Carly explained that the presentation for the proposed water tower in Hamblen Park will be rescheduled because they had some work they wanted to complete before presenting.
8. **Facilitator Update:** Andy Hoyer. CA Facilitator ad hoc committee minutes were shared. A discussion followed on having an independent facilitator paid or volunteer, or continue having an Office of Neighborhood Services representative facilitate. A discussion about

the facilitator options and whether the CA supported using Community Engagement Funds to pay for a facilitator.

Motion to extend: Mark Davies motioned. Daniel seconded. Motion passes with 16-approve, 0-deny, and 0-abstain.

Discussion continues followed by a roll call vote. Roll Call Vote: The Community Assembly shall use Engagement Grant Money to hire a facilitator unless a volunteer facilitator can be found. Motion did not pass: 8- yes, 12- no, 2-abstain. (Yes: Comstock, Five Mile Prairie, Grandview-Thorpe, Logan, North Hill, Northwest, Rockwood, Southgate, and Whitman. No: Audubon-Downriver, Bemiss, Browne's Addition, Chief Garry Park, East Central, Emerson-Garfield, Hillyard, Latah-Hangman Valley, Lincoln Heights, Manito-Cannon Hill, North Indian Trail, and Peaceful Valley. Abstain: Balboa-South Indian Trail and Lincoln Heights.)

9. **Neighborhood Services Update:** End of Year Reports were presented. Gabby Ryan, presented on Clean-Up. Planning for next year's Clean-Up will include asking Solid Waste to have a discussion with CA about the program.

Motion to extend. Colleen Gardner motioned. Daniel seconded. Motion passes: 15-approve, 2-deny, 0-abstain.

There were questions and answers. Time ran out and continued Clean-Up discussion was moved to the Round Table.

Annie Deasy, Community Engagement Grant. There were no questions.

Motion to extend. Mark motioned. Greg seconded. Motion passes with 12-approve, 4-deny, and 1-abstain.

Annica Eagle, Mobile Speed Feedback, Traffic Calming, and Town Halls. Annica ran out of time and the Town Halls portion of presentation was moved to the Round Table.

10. **Liaison Committee:** Paul Kropp. Paul presented the Liaison Committee Urban Forestry application packet and mentioned it would be posted on the City's website under [Items of Interest](#).

There were questions and answers.

11. **Committee Goal Approval:** Greg Francis. Presentation on the Liaison Committee goals. Greg asked for a motion to approve the goals. Tina Luerssen moved to approve. Motion passes with 19-approved, 1- deny, and 0-abstain.

BSN and Budget Committees said they would have their goals submitted next month. Paul Kropp, PeTT Committee, said they would need more time.

12. Round Table: Colleen, Chief Garry Park. City Attorney, Mike Piccolo's memo on the OPMA 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. The CA is not a governing body and we do not set policy/rules.

Mindy Muglia, Nevada-Heights. Mindy shared a link to a video regarding housing that she encouraged CA to view. It can be found at: <https://youtu.be/KSztwshhBiU>.

Annica, Town Halls. Annica gave a presentation on the Town Halls structure for 2021. District 2 signed up and District 3 is looking at June 14. There were questions and answers.

Gabby, Clean-Up. Continuation on Clean-Up. There were questions and answers.

Meeting Adjourned.

Next Community Assembly scheduled for **Thursday, February 4, 2021.**

Spokane City Council 2021 First 100 Days

Organized by Council Committee

Urban Experience

- Recruit and Seat Housing Advisory Subcommittee
- Launch Fifth Avenue Reimagination Project
- Launch Real Time Homeless Shelter Capacity Reporting
- Sign Contract with Landbank Consultant
- Hold Whitsalks Way Opening Celebration
- Publish Request for Qualifications for Universal Credit and Background Check for Tenants
- Publish Request for Qualifications for Legal Services for Tenants
- Publish updated criteria for Downtown Business Improvement District Manager
- Determine mechanism for identifying short term rental housing and enforcing ordinance
- Publish Job Posting for new Civil Rights Position
- Approve Plan Commission 2021 Work Plan that includes Housing Action items
- Publish schedule for updating Accessory Dwelling Unit rules
- Publish Standards for Operating Pop-Up Homeless Shelters
- Hold public education forum on Tax Increment Finance Districts

Public Infrastructure, Environment and Sustainability

- Publish draft Sustainability Plan for public engagement campaign
- Publish Request for Qualifications for Urban Tree Planting Program
- Consolidate traffic and mobility committees into new Community Connectivity Subcommittee
- Implement new community engagement process for street maintenance/rebuilding rankings
- Enact criteria for public development authority financial incentives
- Re-authorize Envision Center

Public Safety

- Commence Community Conversation on Reimagining Public Safety
- Enact first suite of reimagined public safety initiatives
- Approve Police Guild Contract that complies with Civilian Oversight provisions of City Charter
- Implement and publicize transparent COVID-19 vaccine distribution plan
- Launch planning process for enhanced joint fire service with Fire District 9

Finance and Administration

- Enact Strategic Reserves Ordinance
- Enact Personnel Financial Controls Ordinance
- Enter into contract with STA for Youth Summer Bus Pass program
- Begin City Council Equity and Inclusion training program
- Implement Land Acknowledgement Program
- Clean up West Quadrant TIF tax deductions with County
- Publish Proposed Plan for Equitable Utility Tax Collection
- Enact Public Records Act response improvement ordinance

Subdivisions and Land Use Permits

CA 2/4/21

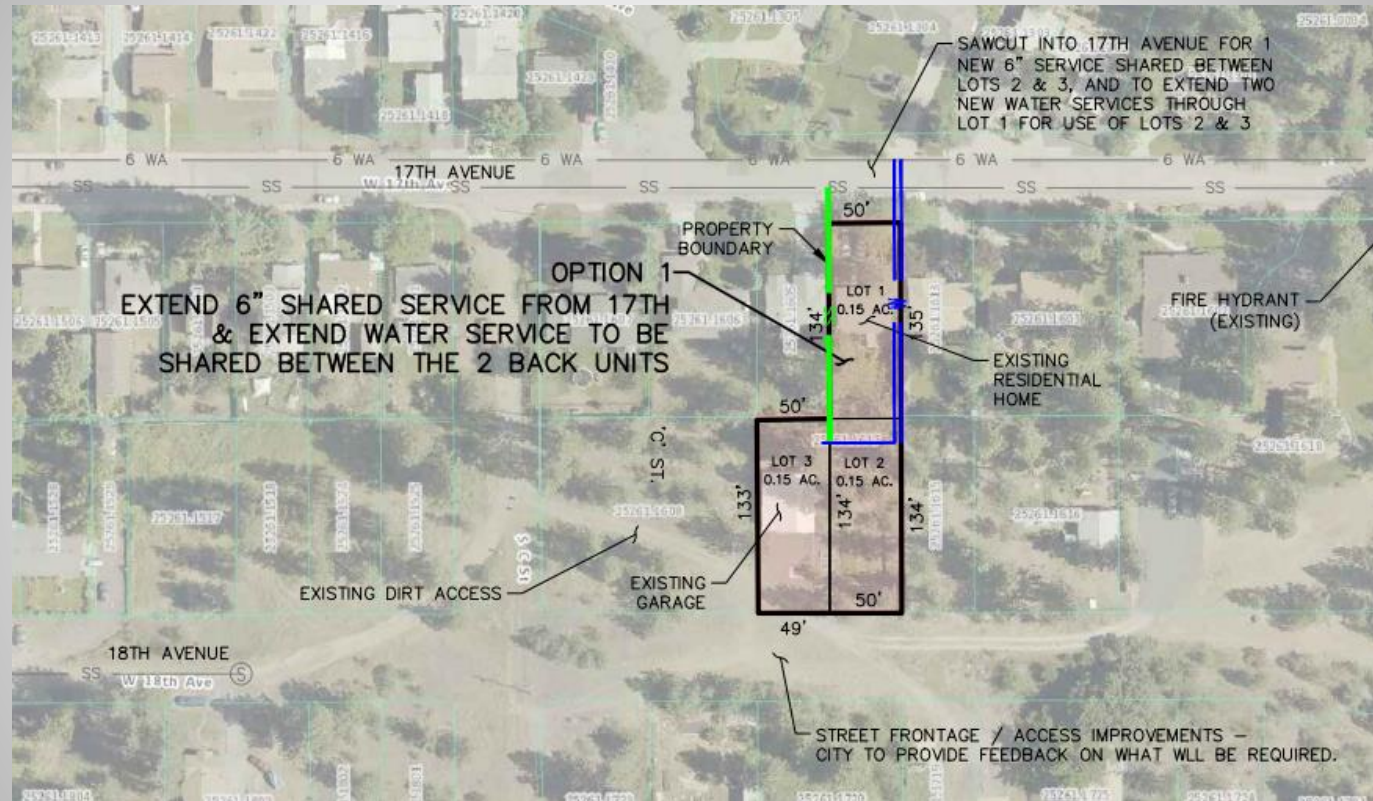
Land Use Permits

Predevelopment Meetings:

- Intended to acquaint City staff and other agencies with a proposed development and to generally advise the applicant of applicable regulations, design guidelines and design review processes, and policies impacting the proposal; and
- Acquaint the applicant with the applicable provisions of these procedures, minimum submission requirements and other plans or regulations which may impact the proposal.
- Required for development in the Downtown
- Required for Shoreline CUP
- Recommended for Type II & Type III
- Recommended for Type I permits in the CC Zones

Land Use Application Procedures

SMC 17G.060.040



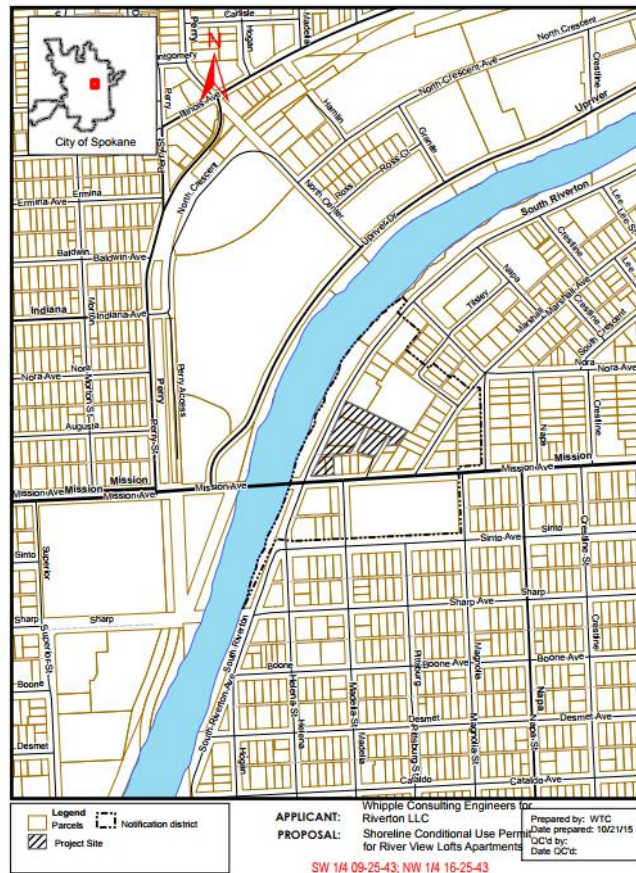
Pre-Dev site plan example

Community Meetings:

- The applicant or their representative shall conduct a community meeting regarding the proposed application no more than one hundred twenty days prior to submitting an application to the City.
- Notice for the community meeting shall be posted at least fourteen days prior to the meeting.
- Table 17G.060-3 Describes Notice Requirements.
- Required for Type III applications.
- Required for Type II CUP's for Religious Institutions and Schools.

Land Use Application Procedures

SMC 17G.060.050



**NOTICE OF APPLICATION FOR A
SHORELINE CONDITIONAL USE PERMIT
"River View Lofts Apartments"
File No. Z1500101SCUP**

Notice is hereby given that Riverton, LLC applied for a Shoreline Conditional Use Permit on December 22, 2015. This application was determined to be technically complete on March 18, 2016. **There will be a public hearing on this proposal before the City of Spokane Hearing Examiner on Thursday May 12, 2016 at 10:30 a.m.**, in the Council Briefing Center, Lower Level of City Hall, 808 W. Spokane Falls Boulevard, Spokane, WA. Any person may submit written comments on the proposal and/or appear at the public hearing.

For additional information contact City of Spokane Planning and Development at:

Planning and Development Services
 Attn: Donna deBitt, Assistant Planner
 808 West Spokane Falls Boulevard
 Spokane, WA 99201-3329
 Phone: (509) 625-6637
 EMAIL: debbitt@spokanecity.org

APPLICATION INFORMATION:

Applicant: Riverton, LLC
 11808 E Mansfield Ave STE 1
 Spokane Valley, WA 99206-4795

Agent: Mark Krigbaum
 Whipple Consulting Engineers
 2528 N Sullivan Rd
 Spokane Valley, WA 99216
 (509) 458-5517

File Number: Z1500101SCUP

Public Comment Period: Written comments may be submitted on this application by **April 27, 2016**. Written comments should be sent via mail or email to the Planning and Development address listed at the end of this document.

SEPA: The SEPA checklist is available for review on the City of Spokane website, listed under current projects. (Link at the end of this document)

Description of Proposal: The applicant is proposing to construct an 80 unit apartment complex with club house, utilities, parking and landscaping. Within the Shoreline Master Program, this is classified as Multi-Family Residential (4 or more dwelling units), which, in the Shoreline Residential Environment of the shoreline jurisdiction, requires a shoreline conditional use permit. This is a Type III process and there will be a Public Hearing in front of the City Hearing Examiner.

Location Description: The subject properties to be used in this proposal are parcel numbers 35093.2821, 2809, 2810, 2811, 2816 and 2817, addressed as 1601 E. Mission Ave.

Legal Description: Ross Park SE Larues Lots 1-13, Block 55

Current Zoning: RMF (Residential Multi-Family)

Notification Map & Letter example

Determination of a Complete Application (28 Days)

- Counter Complete
- Component Screening (7 Days)
- Review by Interested Agencies (14 Days)
 1. If more info is needed the applicant is notified in writing.
 2. Information must be provided within 60 days or an agreed upon date.
 3. Within 14 days the information is reviewed.
- Application Certified Complete (7 Days)
- Vesting – Applications are considered vested at the time the Application is certified complete.

Land Use Application Procedures

SMC 17G.060.090

Notice of Application:

- Within fourteen days of the issuance of a determination of a complete application, a notice of application shall be provided for Type I, II and III project permit applications.
- The notice of application shall follow the public notice requirements contained in SMC 17G.060.110 through 17G.060.120.
- The notice of application may be combined with the notice of public hearing.

Land Use Application Procedures

SMC 17G.060.100

Public Notice:

- Notice is given to all owners and taxpayers of record, as shown by the most recent Spokane County assessor's record, and occupants of addresses of property located within a four-hundred-foot radius.
- Any person who has made a written request to receive such notice, including any registered neighborhood organization as defined in chapter 17A.020 SMC representing the surrounding area.
- The public comment period for Type I, II, and III applications is fifteen days.
- The public comment period for a shoreline substantial development permit, shoreline conditional use, or shoreline variance shall be thirty days.

Land Use Application Procedures

SMC 17G.060.110-130

SEPA:

- The administrative official makes a SEPA threshold decision within ten days of the end of the public comment period initiated by the notice of application.
- For Type I and II permit applications, the administrative official may issue the permit decision and the SEPA threshold determination simultaneously, but cannot act on a permit application for fourteen days.

Land Use Application Procedures

SMC 17G.060.140

Public Hearing (Type III):

- A notice of public hearing is required for Type III applications. No less than fifteen days prior to the public hearing, the director causes the notice of public hearing to be provided, .
- The director makes a written report regarding the application to the hearing examiner.
- The hearing examiner conducts a public hearing on the proposal.
- The hearing shall occur within forty days of the end of the public comment period.

Land Use Application Procedures

SMC 17G.060.150-170

Public Hearing

- Hearing Examiner summarizes application
- Staff Report review
- Applicant presentation
- Public testimony
- Closing statements

Hearing

Decision:

- Decisions on Type I, II, and III project permit applications are made by the hearing examiner or director within ten days of the date the record is closed.
- In making the decision, the hearing examiner or director may approve, approve with conditions, or deny the permit application.
- The decision is made in writing.

Land Use Application Procedures

SMC 17G.060.190

Appeals:

- Appeals or requests for reconsideration from decisions shall be made within fourteen calendar days of the date of the written order or within seven days of the date of issuance of the decision on a request for reconsideration.
- Appeal or request for reconsideration of a director's decision on a Type I and Type II project permit application is to the hearing examiner.
- Appeal of the hearing examiner's decision on a Type III project permit application are to superior court, except rezones, PUDs, preliminary long plats, and skywalk permits are appealable to city council.
- Shoreline conditional use permits are appealed to the shorelines hearings board within twenty-one days.

Land Use Application Procedures

SMC 17G.060.210

Subdivisions

Purpose :

- Implement the provisions of chapter 36.70A RCW;
- Ensure consistency with the City's comprehensive plan;
- Regulate the subdivision of land in a manner which promotes the public health, safety and general welfare in accordance with the provisions of chapter 58.17 RCW;
- Provide for the expeditious review and approval of proposed subdivisions, short subdivisions and binding site plans.

Subdivisions

SMC 17G.080

Types of Plats

- Subdivision.
A division or redivision of land into **ten or more** lots, tracts, or parcels for the purpose of sale, lease, or transfer of ownership
- Short Subdivision:
A division or redivision of land into **nine or fewer** lots, tracts, parcels, or sites for the purpose of sale, lease, or transfer of ownership.
- Binding Site Plan:
A division or redivision of land in commercial or industrial zones

Subdivisions

SMC 17G.080

During the review, the effects the proposed development will have on traffic circulation, connectivity, parking and the use of public streets and rights-of-way are determined.

The required improvements may include:

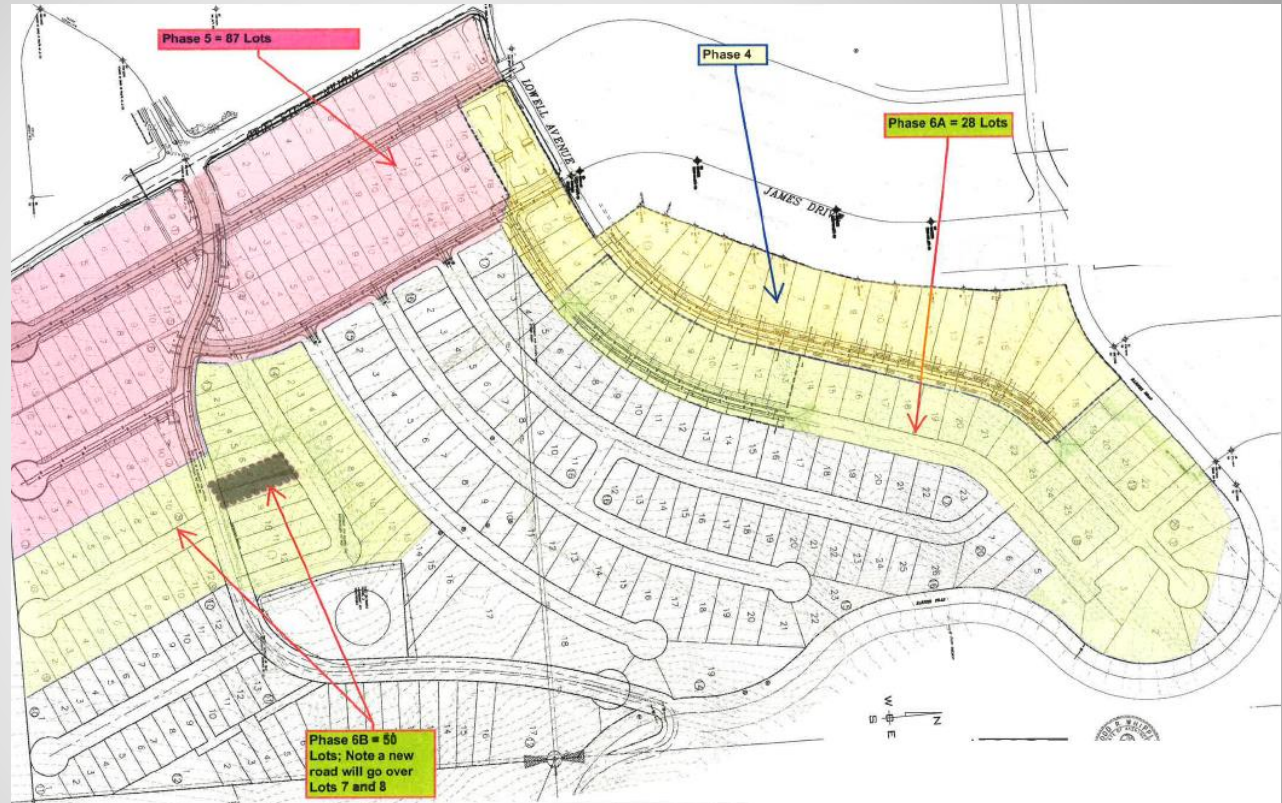
- new street construction;
- frontage improvements;
- sidewalks;
- street lights;
- traffic signals;
- signing;
- pavement markings;
- street trees; or
- pedestrian and bicycle facilities.

Subdivision Design Standards

SMC 17G.080

Phasing

- A subdivision may be developed in phases.



Subdivisions

SMC 17G.080

Development Standards for RSF:

- Minimum Lot Width (40 feet)
- Minimum Lot Depth (80 feet)
- Minimum Lot Area (4,350 sq. ft.)
- Minimum Density (4-10 units per acre)
- Separated Sidewalks with planting strips
- Maximum lot coverage (lot area - 5000 sq.ft. * 35% + 2250)
- Maximum driveway widths (40% or up to 24 feet)

Subdivision Design Standards

SMC 17G.080

Street Design and Improvements:

- Street design is governed by the comprehensive plan & city design standards.
- Streets are to be designed in light of topography and existing and planned street patterns.
- Except in unusual cases a plat must dedicate a full width street.
- Entry gates are prohibited on public streets.

Subdivision Design Standards

SMC 17G.080

Design of Lots and Blocks:

- The length, width and shape of blocks shall provide adequate building sites for the use contemplated.
- A grid pattern featuring more street intersections and shorter block lengths should be implemented wherever possible.
- A block width should allow for two tiers of lots between parallel streets and double frontage lots should be avoided.
- Lot widths, lot areas and frontage upon a public street shall conform to the underlying zone.
- Streets shall be laid out so as to allow the addition of future streets in a consistent pattern in the event of redivision.
- Subdivisions comprised of more than thirty lots shall include two access points.

Subdivision Design Standards

SMC 17G.080

Pedestrian Connections:

- Sidewalks shall be located on both sides of the street for all public and private streets.
- Pedestrian buffer strips are required on both sides of all streets between the sidewalk and the curb.
- A public pathway shall be provided at the end of every dead-end or cul-de-sac street connecting the sidewalk to an existing or future street or public pathway.
- Generally, marked crosswalks are installed in CC & DT zones, adjacent to schools, parks, hospitals, churches, trail crossings and other significant pedestrian-generating facilities, at signalized intersections and at locations identified in the Pedestrian Master Plan.

Subdivision Design Standards

SMC 17G.080



Sidewalks & Connections



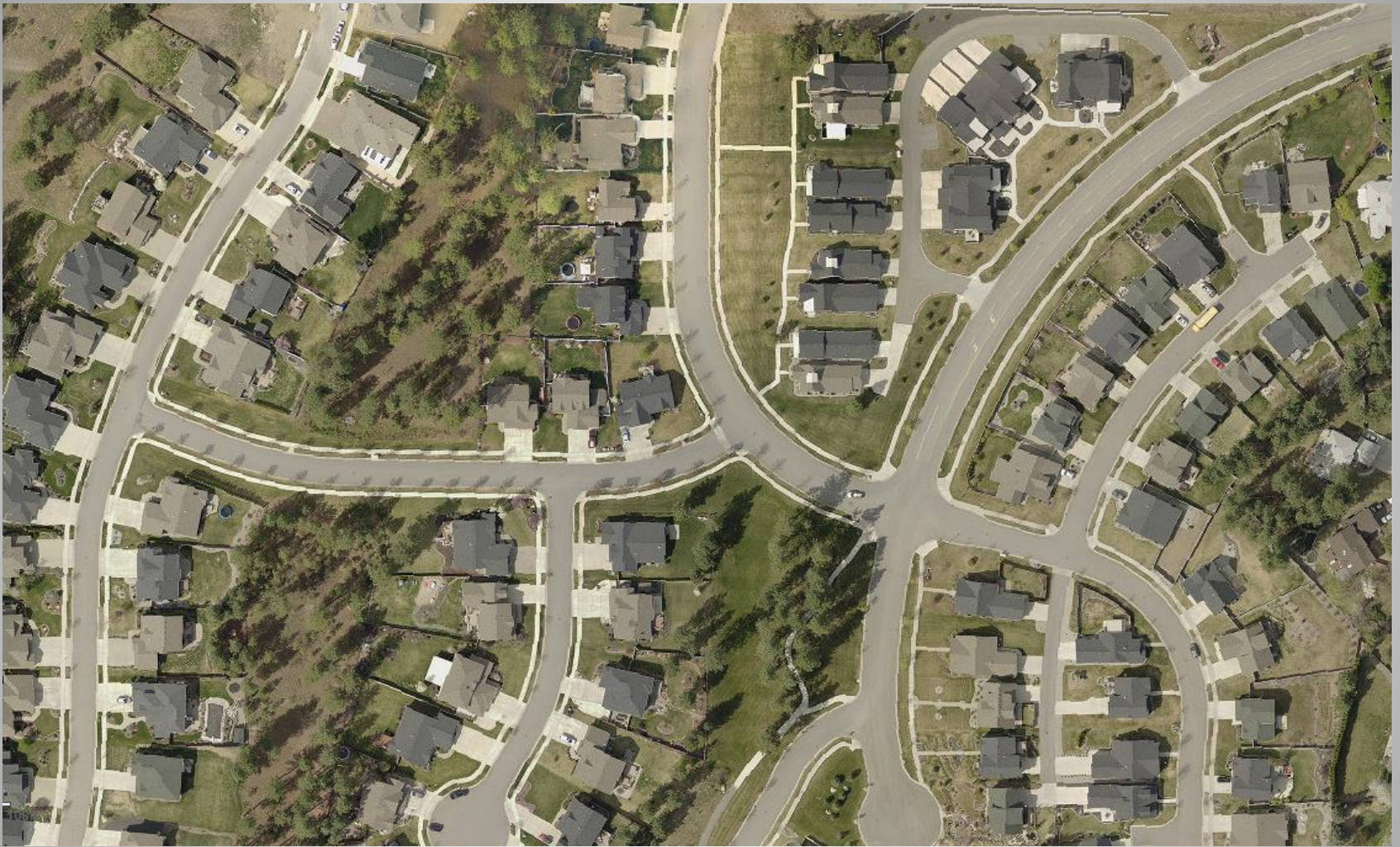
No Connections

Easements:

- Easements for public utilities shall be provided adjacent to any right-of-way. Such easements shall be the minimum necessary to provide public utilities.
- Easements for sewers, drainage, water main, electric lines or other public use utilities shall be dedicated whenever necessary.
- Adequate provisions for public access to publicly owned parks, conservation areas or open space land shall be provided.

Subdivision Design Standards

SMC 17G.080



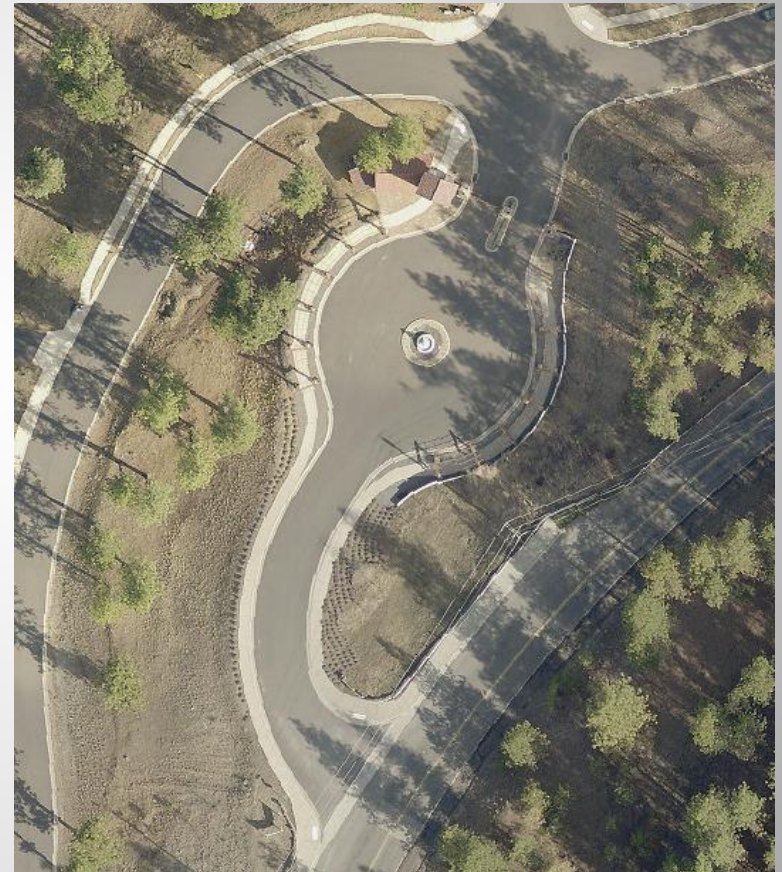
Better Drainage Track Design

Other Important Features:

- Dead-end and Cul-de-sac Streets
- Private Streets and Private Access
- Entrance Gates
- Hillside Development
- On-street Parking
- Alleys
- Emergency Vehicle Access and Staging Areas
- Roundabouts
- Traffic Calming
- Curb Ramps
- Driveways
- Street Lighting
- Bicycle Network
- Street Trees

Subdivision Design Standards

SMC 17G.080



Gated Access & Turnarounds



Hillside Development



Traffic Circles & Roundabouts



Traffic Calming



Street trees - also traffic calming!



Same street width...

Questions?

2021 Budget Committee Goals

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

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

January 26th, 2021. 12pm via WebEx web conference

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

December minutes approved by consensus.

Agenda requests/discussion:

Water Tower – rescheduled from January. Marlene Feist and Kyle Twohig 20 min.

SRTC DivisionConnects -- Jason Lien 15 min. Update to report on project status and public engagement launch. Annie will request to include information in the Packet, and reach out to NCs for presentations. Greg will announce this during Open Forum and ask whether CA wants this presented at a future meeting.

DRB: Design Guidelines Phase 1 findings -- Dean Gunderson Kathy Lang 15 min.

Development Proposals land use applications --Tami Palmquist 15 min. Informative overview of how development proposals go through the process, as requested by southwest neighborhoods.

Comp Plan Amendments -- Kevin Friebott 10 min could reduce to 5 or just include the document. Suggestion to include info in the Packet, and maybe put this onto March CA meeting if requested.

Budget Committee CE Grant allocation, training, and deadlines. Also approve goals--Mark Davies 10 min

BSN Committee Training plans -- Kelly Lotze 5 min

Councilmember Kinnear will be present for February CA.

Facilitator: Carly will have an update in March.

ONS: Gabby has clean-up focus group meetings scheduled for February, should have more to present in March. Carly will give a brief update on the clean-up process, and Cupid Alexander will present a quick division update. Carly reported that Cupid has offered an opportunity for CA to include information in NHHS monthly e-newsletter. She will bring this up during her report. 10 minutes.

Committee Goals: PeTT have not been submitted yet. Have we voted on CACD?

P&P committee met in December, but isn't ready to present to CA yet.

Police Oversight Commission hasn't met yet.

Proposed Agenda for CA 2/4/21. Approved by consensus.

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

Public Works: Presentation from Kyle Twohig & Marlene Feist on Hamblen Park Water Tower. 20 minutes.

Design Review Guidelines: Presentation from Dean Gunderson & Kathy Lang. 15 minutes.

Development Proposals/Land Use Applications: Presentation from Tami Palmquist. 15 minutes.

Budget Committee Update: Report from Mark Davies, and Goals approval. 10 minutes.

BSN: Update from Kelly Lotze. 5 minutes.

NHHS/ONS: Updates from Cupid Alexander and Carly Cortright. 10 minutes.

Roundtable. 10 minutes.

Topics for next Admin Committee meeting. Tuesday, February 23rd, 202: Committee goals. Policies & Procedures committee. Police Oversight Committee. Facilitator update. Kevin—Comp Plan amendments. Possibly Division Connects presentation, if requested by CA. Kara Odegard has asked to present 30 minutes on Water Conservation Plan in March. April 29th is the next 5th Thursday for CA/CC.

DRAFT

DRAFT Community Assembly Committee Minutes: Budget Committee
1/25/2021 6:30pm, virtual via WebEx

Members virtually present: Mark Davies (Chair: North Indian Trail), Tina Luerssen (Secretary: Grandview-Thorpe), Kelly Lotze (Vice Chair: Browne's Addition), Ken Cruz (West Central), Scot Webb (North Hill). City staff: Annie Deasy, Carly Cortright. Guests: Christopher Savage (Balboa/South Indian Trail).

Agenda:

1. Minutes from 11/23 meeting approved by consensus.
2. 2021 Committee Elections. This is Mark's final year on this committee, he will have to be replaced in October. Mark will remain as Chair, Tina as Secretary, and Kelly will be Vice Chair. Approved by consensus.
3. Status of BSN books: They have all been received and stored at City Hall; BSN is working on planning these Trainings. \$25,000 Leadership Training allocation: Gabby and Annica are working on this program with representatives from City Council and Gonzaga University. BSN will be brought into this committee as well. Budget committee will not be overseeing this allocation for Leadership Training.
4. 2021 Goals: continued as the same from 2020. These will be brought to the CA for approval.
 - a. Continue to refine our process, application and timeline procedures.
 - b. Prepare a year-end report for the CA, Mayor and City Council to include a summary chart of all neighborhoods' financial activities, and several examples of expenditures. This will be delivered by April 1 of the following year.
 - c. Provide a mid-year report in July or August with the status of requests and spending.
 - d. Maintain and increase neighborhood grant participation wherever possible.
5. New tracking spreadsheet drafted by Annie. Tina requested that a column be added for Budget Committee Approval date, and a column for Notes (i.e. Sent back for correction on this date).
6. 2021 funding plan.
 - a. \$25,000 available. \$800/Neighborhood=\$23,200. This leaves \$1800 for committees.
 - b. Tina brought up the idea of sharing Zoom accounts between NCs/Committees. Carly and Annie will look into this and see if there are better options for sharing accounts.
 - c. Dates; training and timeline. Last year the training was on 2/10; this is too soon for this year. Thursday February 25th (6:30-7:30pm via WebEx) is available with no conflicting NCs, CA Committees, or ONS Trainings. Applications accepted beginning March 1st. April 30th for Application Deadline. August 27th for receipt submit deadline.
 - d. Decision to offer just 1 allocation of \$800, with an earlier deadline. On the application, Neighborhoods can have an Event Request, and an alternate request if Covid restrictions make the event impossible. Reallocation will be determined in September, possibly for printing and dump passes. Ken suggested that excess funding might be used for a printout for the City to put into utility bills explaining the NC

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- program. Carly has done this in the past for other departments, and thinks it was about \$3000. She will look into this.
- e. We've held the spending deadline out to late September because of Cliff/Cannon's block party in the past, but that puts the reallocation in a very short time frame. Tina is the committee liaison to this NC, she will reach out to discuss this with Cliff/Cannon.
 - f. Utilizing Slack worked well last year for Annie to upload applications and committee members to approve.
 - g. We need to allow flexibility like we had to do in 2020, because of pandemic restrictions.
7. Other discussion:
- a. Tina will ask Admin for 10 minutes on the CA Agenda for Mark to present the 2021 Community Engagement Grant plan. We will also ask the CA to approve our committee goals.
8. Final funds expenditure for 2020 was given to CA in January by Annie. She will get this report to Mark for presenting to City Council.
9. Next Budget Committee meeting is Monday, February 22nd, 2021 at 6:30pm.
Topics: Finalize Training materials.
10. Meeting adjourned at 7:52pm.

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DRAFT Community Assembly Committee: Building Stronger Neighborhoods
1/25/2021 12:00PM virtually on Zoom.

Present on Zoom: Kelly Lotze (Chair: Browne's Addition), Dave Lucas (Vice Chair: Rockwood), Tina Luerssen (Secretary: Grandview/Thorpe), Anne Luttrull (Emerson-Garfield), Charles Hansen (Whitman), Fran Papenleur (Audubon-Downriver), Chris Flanagan (Manito/Cannon Hill), Luke Tolley (Hillyard). City staff: Gabby Ryan, Annica Eagle.

1. Committee Housekeeping
 - November regular meeting minutes approved by consensus.
 - This month, Forza is closed so we have no in-person option for this meeting.
 - Gabby is now the ONS liaison to BSN, instead of Annica.
2. Committee Business
 - Neighborhood Proposed Outreach assignments/NC updates. Kelly will work on a template with outline/suggestions for how to help NCs.
 1. Kelly: Riverside & Peaceful Valley
 - Browne's Addition is using RSVPs for meeting link, and is having about 20% of those who RSVPd not attending.
 2. Dave: Comstock & Southgate
 3. Tina: Bemiss & Whitman
 - Tina updated from Grandview-Thorpe, they had many more attendees at December's virtual meeting than they typically have at an in-person December meeting.
 4. Chris Flanagan: Hillyard & Minnehaha
 - Manito/Cannon Hill did not meet in January because of the power outages. December Zoom meeting was well-attended, with robust discussion about the Comstock resolution re: Hamblen water tower.
 5. Fran: South Indian Trail & Five Mile. Fran reached out to all District 3 NCs for NCDP.
 - Fran's Audubon-Downriver first Zoom meeting had 17 attendees, which is lower than typical attendance.
 - Five Mile CA Rep Kelly Blythe is "on her way", learning a lot about the CA/NC program.
 - Balboa/South Indian Trail, Karen Kearney is running for CM Mumm's seat on City Council. Question whether the NC is meeting virtually—they don't meet over the holiday period, but Gabby and Karen had a phone call to discuss ideas. They might switch to quarterly meetings since they don't have any big continuous issues.
 6. Anne: West Central & Shiloh Hills
 - Shiloh Hills had a concern/confusion about funding for Zoom meetings during pandemic. SH did not get a Zoom account in 2020 with Community Engagement Grant funds. Annie is their ONS liaison, so she can discuss this with the NC.

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- Officer Elections for 2021: Fran proposed that 2021 officers continue for this year. Kelly Lotze-Chair, Dave Lucas-Vice Chair, Tina Luerssen-Secretary. Approved by consensus.
- 3. Leadership Training
 - Tina suggested using “5th week” nights for trainings, so we’re not conflicting with NC or committee meetings (5th Thursdays are CA/CC). There’s a 5th Tuesday in March, and a 5th Tuesday or Wednesday in June. Tina suggested Robert’s Rules/CA Process Training first. There may be ability to have small groups in-person in March, as well as virtual. Gabby will reach out to community centers to see what availability/restrictions would be for Phase 2 and 3. Tina suggested the NECC, since those off-line CA reps are mainly from District 1.
 - Roberts Rules/CA Procedures Training: Robert’s Rules In Brief book. How to get the training materials to participants? Tina and Fran would be willing to deliver to people. Luke is willing/able to help lead this training.
 - 1. Pre-training survey to ask how NCs are leading meetings, what their experience is, how we can best help them. Kelly sent a GoogleDoc on this.
 - Gabby re-shared the NC Training Topics that ONS has been compiling over the past couple of years. Beginner level: Social Media; Building Relationships with Local Businesses; Civics 101; Meeting Facilitation/Conflict Resolution. Mid-level: Effective Communication; Historical; Transitioning Leadership; Cultural Competencies; Community Visioning/Planning.
 - 1. CC Leadership Training: ONS is working with CC on this, they’ve met with GU leadership to discuss plans. CA/NC topics are on the list for training topics. Alexander Gibilisco agibilisco@spokanecity.org is the CC point person for this.
 - 2. Gabby & Annica are using their professional development funds to take a GU leadership development program.
 - 3. BSN should be involved in helping to develop this training as well. The next meeting will be in February, and facilitators will be linked in then. The GU team is drafting a scope of work to bring back to the committee, the work is still in the very beginning stages.
 - Clifton Strengths Finder Training: plan for June.
 - Tina & Kelly will request 5 minutes on CA agenda to discuss training plans.
- 4. 2021 Committee Goals were approved by CA:
 - a. Plan and execute training around Clifton Strengths Finder book.
 - b. Plan and execute training around Robert’s Rules and CA process.
 - c. Update CA Handbook with new City division specifics and Committee/CA P&P updates.
 - d. Continue working with NCs to help them increase engagement. Possibly invite specifically to BSN meetings for a “roundtable”?
 - e. Work with ONS staff for liaisons to connect better with NCs.
- 5. Announcements & Upcoming Events:

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- Annica reminded everyone that Comp Plan Amendment training is happening this Thursday at 5:30pm via WebEx. Most NCs responded quickly to Annica's email last week, asking for updated NC officer contact.
 - Strategic Retreat earlier this month for ONS/NHHS/311, information from this will be shared soon with mission/goals/activities/etc. Gabby feels that the ONS department is receiving more support from the Administration than in the past couple of years, and they are able to work strategically and be more proactive.
 - Annica sent a division chart showing the new NHHS/ONS division breakdown in December.
6. Topics for next meeting:
- For February meeting:
 1. Neighborhood outreach.
 2. BSN Trainings: work on outlines, facilitators and dates.
 3. Leadership Training update
 4. Department update.

Next meeting: Next regular meeting will be noon on Monday, February 22nd, 2021.
Location: Forza Coffee on Hamilton (if able) and on Zoom.

Recorder notes DRAFT – CA Liaison Committee Zoom Meeting - January 12, 2021

Present: Paul Kropp, Chair; Andy Hoyer, Southgate, Recorder; Bonnie McInnis, West Central

Excused Absences: Susan Burns, Peaceful Valley; Carly Cortright, ONS

We approved the Agenda and December Minutes by consensus. We noted that the Liaison Committee 2021 Goals were accepted by the CA at the January meeting.

We noted that the Urban Forestry liaison position can be filled by someone who does not live in the city of Spokane. This is in response to a request from the Rockwood neighborhood. Paul will contact David Obbie, the former liaison, who now lives in Deer Park, to see if he is still interested in serving. We did note that the CA web page has the necessary materials for interested persons to understand the position and apply...thank you, Paul!

At the end of these notes are revisions to the Liaison Committee P&P regarding withdrawal of nomination and other matters.

Andy has updated the Terms of Service table with new rows: "Date Appointed" and "Date of Last Performance Evaluation"

We agreed to table a discussion of the PeTT committee's responsibility for managing their liaison. Paul will bring it up at the next PeTT meeting. We discussed briefly the renaming of the PeTT Committee to de-emphasize pedestrians.

We are still working on the "position profiles" project, but no progress was made at this meeting.

The next meeting will be February 9, 2021.

Respectfully submitted, Andy Hoyer, Recorder, CA rep for Southgate

Additional Note:

The committee discussed but did not adopt a standard meeting agenda outline, as follows:

- Attendance/Quorum
- Agenda
- Minutes
- Info/Reports (incl. liaison attendance)
- Old Business
- New Business
- Adjourn

#

The Liaison Committee at its meeting today finalized one amendment and two additions to the committee's policies and procedures.

The amendment is to section **F. Decisions**. The section is amended to read as follows:

For matters requiring a decision at a meeting convened with notice and a quorum being present, the committee will make its determination by the consensus of members or by agreement without objection. Unanimity on the matter not being apparent, a motion shall be brought before the committee, seconded and a vote shall be conducted with each member having one vote. Members absent from the meeting shall be polled by the chair with an immediate phone call or by email posted on the day of the meeting by the chair or her/his designee. Votes shall be tallied by the chair five days after the date of the meeting at which a motion is submitted for a vote. If there are more "ayes" than "nays" the motion is agreed to.

The first added section is section **H. Records and Reporting**, as follows:

The committee will keep twelve-month liaison attendance records.

The committee will keep separate records of liaison interviews and report in the minutes the matters discussed only in general and without personal details.

The committee's liaison attendance and interview records may be used to support a recommendation to the Community Assembly for the withdrawal of the nomination of a liaison to their position.

The second added section is section **I. Withdrawal of Nomination**, as follows:

The committee may from time to time recommend the Community Assembly withdraw the nomination of a liaison for cause. Examples of grounds for removal are demonstrated non-fulfillment of the terms of the liaison's Affirmation of Responsibilities, absence from Community Assembly or board/commission meetings without being excused for three (3) consecutive meetings or six (6) regularly scheduled meetings in any twelve-month period, unresolved conflicts of interest, or other inappropriate actions as determined by the Community Assembly.

Community Assembly
PeTT Committee Monthly Meeting
January 26, 2021
Via WebEx, 6 PM
Meeting Notes *DRAFT*

Neighborhoods and Attendance

Browne's Addition (Michael Harves), Emerson-Garfield (Carlie Hoffman), Lincoln Heights (Carol Tomsic), Logan (Jessica Engelman), Southgate (Paul Kropp, chair), Whitman (Charles Hansen).
Staff liaison, Annica Eagle, Neighborhood Services

Previous Notes/Minutes

The committee approved the notes/minutes for the December 22 meeting as drafted.

Alternative Agenda

The committee did not adopt the proposed agenda in favor of an extended round table discussion of the roles or initiatives the committee and its members may pursue, including for example:

- That regular members of the committee might visit adjacent neighborhood councils and promote their participation in the committee
- That the committee could initiate the addition of traffic calming features to the traffic calming toolbox with the Community Assembly and the neighborhood councils, so-called speed humps for example.

Next Meeting

- Tuesday, February 23, 2021
6 PM via WebEx
"Traffic Calming 2.0" with city council president Breean Beggs

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

Observer Notes – CHHS Virtual Meeting - January 6, 2021

Quorum Achieved. Kathryn Alexander was briefly introduced as being the proposed representative from the Community Assembly. She has yet to be formally nominated by the Mayor, but she mentioned that her meeting with the Mayor went well.

There was a discussion of the OPMA as it relates to the CHHS – Anne Wigham suggested that the Executive Committee could act if there were emergencies. The CHHS did not formally decide at this meeting regarding the OPMA – there was a video with poor audio that was stopped. The Board members will be reviewing this issue privately and report later.

There was a long discussion of Conflict of Interest, why it is important etc., especially for use of Federal Housing money.

There is \$1,988,214 available for use for rental assistance from CDBG sources. Rowena Pineda from United Way is coordinating the distribution, and will find an agency to help distribute. The next meeting on this is Jan 13, from 1:00 – 3:00. Contact Tim Sigler for details.

Councilmember Wilkerson mentioned that there is also some SB 1590 money for distribution.

The first “Substantial Amendment” for use of the CA-directed CDBG (NCDP) money was presented by George Dahl. He condensed the various District recommendations into the “do them all” option which was to fund all the items on the menu with the exception of Habitat, and fund Habitat with only \$81,000. The CHHS Board unanimously voted to accept and endorse his recommendation, and the one-month period for public comment began on January 6. At the February 26 meeting of the CHHS, a final recommendation will be requested. It was noted that \$1.5M has been already set aside for Habitat without this CA money, that is yet unspent.

Tim Sigler has new staff, was grateful for the arrival of Cupid Alexander, spoke about the new Crosswalk building and the new Hope House building. The Rose Apartments are scheduled for completion in March...8 units.

There were no Affordable Housing Committee comments at this meeting.

The By-Laws Committee was meeting January 7.

Respectfully presented by CA observer, Andy Hoyer, CA rep for Southgate Neighborhood Council

Design Review Board Report

Submitted by Kathy Lang
January 30, 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

There are currently no DRB reviews confirmed for February, 2021.

Design Review Board Project Reviews

There were no DRB reviews conducted during January, 2021.

Administrative Design Reviews

Administrative Design Reviews (AR) differ from a typical DRB design review. The AR is set aside for those projects that qualify. As stated in the [Design Review Application Handbook](#), "Projects of routine nature that clearly meet all applicable design standards and guidelines may be eligible for an Administrative Design Review with concurrence of the Design Review Board Chair (p. 6)."

In the past, ARs have not been included in this DRB Liaison's report to the Community Assembly, as the Liaison does not participate in the AR process. The DRB Chair, however, has a role within the AR process. That role, also defined in the Handbook, is to review the application. "After the application has been reviewed by the Chair, the Chair may accept the recommendations in the staff report, modify the recommendations, or decide that the project warrants review by the full board (p.6)."

As this CA Liaison also holds the position of DRB Chair (2020-2023), ARs will now be included in the CA report. Below is a list of the ARs projects seen thus far during this Liaison's/Chair's term. Each of the

below listed projects continued through their design review as an AR; meaning, these projects were not referred to the full board for a full DRB review. Please note, AR projects are *not* posted on the DRB webpage. Questions about ARs should be directed to Kathy Lang or Dean Gunderson.

- 1803 West 5th Avenue
 - Remodel of existing building for the offices for Hanson Carlen Company
 - Design Review trigger: Greater than 25% of building façade renovation
- 1302 West Gardner Avenue
 - Remodel of existing Spokane County Maintenance Garage for the Spokane County Mental Health Crisis Stabilization Facility
 - Design Review trigger: Public Building
- 4508 North Madison Street
 - New building to serve as an Equipment Storage Building for the Department of Ecology
 - Design Review trigger: Public Building
- 46 West 3rd Avenue
 - Ground floor façade renovation of the Brownstone Building for the Washington State Department of Corrections
 - Design Review trigger: Public Building and greater than 25% building façade renovation
- 101 West 2nd Avenue
 - Remodel of the former Les Schwab building into the Browne Street Market
 - Design Review trigger: Greater than 25% of building façade renovation
- 620 North Monroe Street
 - Remodel of existing building
 - Design Review trigger: Greater than 25% of building façade renovation

Design Review Board Retreat

January 20, 2021

Board and staff members participated in a board retreat aimed at continued improvement of the board's work. Three topics were discussed: Board Member Experiences, Board-Staff Engagement, and Project Packet. From these discussions, the decision was made to form two subcommittees. The first subcommittee is tasked with reviewing the Collaborative Workshop. That subcommittee has met once and will soon meet a second time. The second subcommittee will review the applicant's experience in the DRB process. Other subcommittees may be called in follow-up to the retreat discussions. Final outcomes of the subcommittees will be reported to the CA.

Plan Commission (PC) Liaison Report

Community Assembly Report, February 4, 2021

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

January 21, 2021 PC Meeting via WebEx (postponed from the regularly scheduled January 13, 2021 meeting due to windstorm and power outages)

Briefing Session:

Giacobbe Byrd, Legislative Assistant to CM Lori Kinnear, highlighted the Water Use Workshops hosted by the Water Resource Collaboration Group. I planned to attend the first session which was scheduled the same day at 6 p.m. CM Lori Kinnear is this year's liaison from City Council.

Todd Beyreuther and Greg Francis were re-elected as Commission chair and vice-chair respectfully. They will serve two-year terms.

The 2021 Transportation Sub-committee will begin meeting in February. Cliff Winger is the new chair and Mary Winkes is a new member.

Plan Commission members appointed to the Comp Plan Amendment Threshold Review: Greg Francis, Todd Beyreuther and Tom Sanderson.

Plan Commission members appointed to the Downtown Plan Update Sub-committee: Michael Baker, Todd Beyreuther, Carole Schook and Tom Sanderson.

Workshops:

1. Shoreline Master Program Periodic Update (SMC 17E):

<https://my.spokanecity.org/projects/shoreline-master-program-periodic-update/>

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

<https://static.spokanecity.org/documents/bcc/commissions/plan-commission/agendas/2021/01/plan-agenda-2021-01-13.pdf>

January 27, 2021 PC Meeting via WebEx

Briefing Session: The first Transportation Sub-Committee meeting of the year is scheduled for February 3, 9:00 a.m. Cliff Winger is this year's chair.

Workshops:

1. Downtown Plan Update: <https://my.spokanecity.org/projects/downtown-plan-update/>
2. Housing Action Plan Update: <https://my.spokanecity.org/housing/spokane-housing-action-plan/>

3. Continued 2021 Work Program Discussion. (See # 4 from the previous meeting.) The work program was discussed, and that discussion was followed the next day, January 28, 11:00 a.m., by a joint meeting/study session of the Plan Commission and City Council. A draft Plan Commission work program will be sent to the City Council soon.

All Spokane Plan Commission documents, including agendas, minutes and related resources can be found at: <https://my.spokanecity.org/bcc/commissions/plan-commission/>.

Division Line

A New Vision for Transit in the Region's Busiest Corridor



Project Description

Completion of the North Spokane Corridor (US395) provides an opportunity to reimagine the future of Division Street. Anticipating less traffic, the community is coming together to envision improvements to the overall corridor experience for all modes of transportation.

Alongside partner organizations and the public, Spokane Transit is evaluating better ways to serve the thousands of people who travel on Division daily. Currently served by Route 25, Division is one of the busiest routes in the region with more than a million passenger trips in recent years. As multi-modal transportation options are explored and the community continues to address traffic congestion caused by regional growth, public transit's ability to carry even more passengers is an important priority.

As a part of the process to explore future options, Spokane Transit is beginning to plan ways to implement a high performance bus rapid transit (BRT) route on Division. BRT, combined with strategies to address land use, housing and economic development, has the potential to create significant benefits for all.

For illustrative purposes only



High performance stations will be distinctly branded and provide various passenger amenities.

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Benefits

BRT projects include frequent, all-day service including earlier and later service seven days a week, making it a valuable new transportation option for daily commuters and occasional riders alike. BRT stations can be similar to railcar stations in other cities; they are distinctly branded, provide near-level boarding, all-door boarding and have amenities like bus pass vending machines at stations and Real Time information signage.

Other benefits include:

- **More shelters and amenities for passengers**
- **Improved station design for faster boarding**
- **Improved access for residents and employees in the area**
- **Support for local redevelopment efforts**

Budget

This project is early in the conceptual phase, and initial funds will be dedicated to more study and community planning in the corridor.

Total funds committed to date **\$1 million**

- Spokane Transit local funds **\$100,000**
- Surface Transportation Block Grant **\$400,000**
- Surface Transportation Block Grant (SRTC) **\$400,000**
- Washington State Department of Transportation (WSDOT) **\$100,000**

Division Line

A New Vision for Transit in the Region's Busiest Corridor

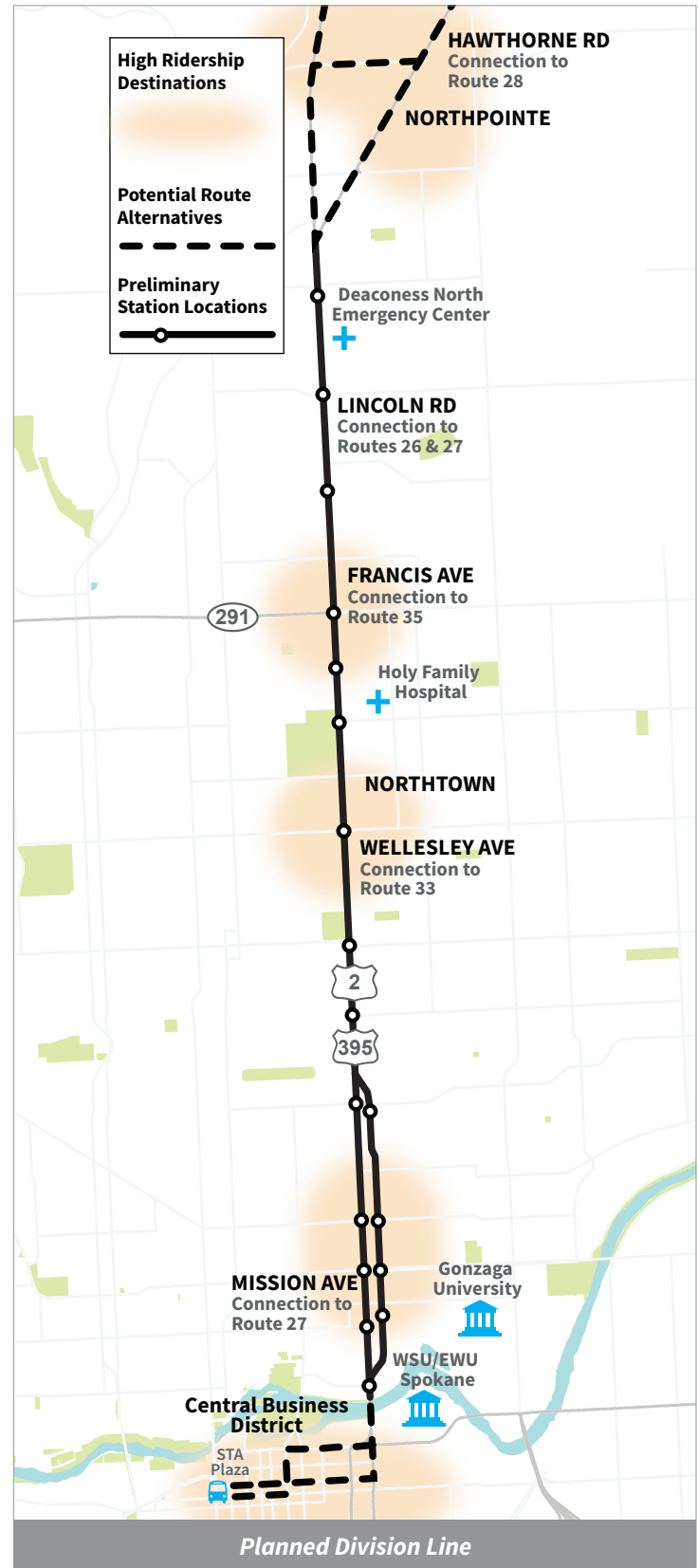
Timeline:

2020-2021 – Partner organizations (SRTC, City of Spokane, Spokane County and WSDOT) to initiate corridor planning with community input.

Beyond 2020 – SRTC (with support from City of Spokane and Spokane County) will lead an in-depth land use study in the corridor and the neighborhoods along it.

The following phases and milestones are subject to stakeholder collaboration and project funding, including a potential \$25 million allocation in the proposed state transportation revenue package:

2021	Select Preferred Alternative and begin preliminary engineering and environmental scoping.
2023	Subject to funding and FTA approval, enter project development phase to undertake full design, engineering and environmental review.
2023-2024	Seek full funding of Division High Performance Transit project through state, federal and local sources, estimated \$100-150 million.
2025	Construction of the project may begin.
2027-2029	Introduce Bus Rapid Transit in the Division corridor to accommodate ridership growth and support economic redevelopment efforts.





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February 2, 2021

Representatives and Alternates
Spokane Community Assembly

RE: 2021 Comprehensive Plan Amendment Applications

Dear Representatives,

The time has come once again to begin the public outreach around the various applications and proposals for Comprehensive Plan amendments that the City has received for consideration this year. Each year, the City accepts applications from the public, agencies, and City departments in September and October each year for consideration by the Plan Commission and City Council. This year the City has received seven (7) such applications and one (1) proposal from a City department, as listed in the following table.

File #	General Location/Type	Neighborhood	Proposed Change
Z20-194COMP	120 N. Magnolia St.	East Central; adjacent to Chief Garry Park	"Light Industrial" to "CC Core"
Z20-195COMP	6211 S. Meadow Lane Rd.	Latah/Hangman	New Center Designation and related map changes
Z20-196COMP	S. Freya St. & Palouse Highway	Southgate	"Residential 4-10" to "Residential 15-30"
Z20-206COMP	155 E. Cleveland Ave.	Logan; near Nevada Heights, North Hill, Emerson/Garfield	"Residential 4-10" to "Residential 15-30"
Z20-207COMP	1015 W. Montgomery Ave.	Emerson/Garfield	"Residential 4-10" to "General Commercial"
Z20-208COMP	1022 & 1028 W. Sinto Ave.	West Central; near Emerson/Garfield	"Residential 10-20" to "Residential 15+"
Z20-209COMP	1025 W. Spofford Ave.	West Central; Near Emerson/Garfield	"Residential 10-20" to "CC Core"
TBD	Map TR-5 Proposed Bike Network Map	Citywide	Amendments to the Proposed Bike Network

There is a project website you can visit throughout the year to learn more about these applications and to follow the process as it moves through consideration by both Plan Commission and the City Council. The project website is located at:

<https://my.spokanecity.org/projects/2020-2021-proposed-comprehensive-plan-amendments/>

The first step in the process is for a Docketing Subcommittee, comprised of three (3) City Councilmembers and three (3) Plan Commissioners, to evaluate the private applications and to recommend which the City Council should include in the work program for full review and consideration this year. Each application is considered against [the threshold criteria in the Spokane Municipal Code \(SMC\)](#) and a recommendation will be issued to City Council.

The Docketing Subcommittee meeting is scheduled for February 17, 2021 from 11:30 AM to 1:00 PM. Connection information will be posted on the website above when it is available, and notice will be issued to all neighborhood council and Community Assembly contacts. The Docketing Committee does not accept verbal comments, but they will consider any written comment submitted prior to that date. Those wishing to comment should send by email at the address below or by mail to the address on this letterhead.

As always, please do not hesitate to contact me if you have questions or concerns regarding the proposals above. Thanks, and have a great meeting this Thursday.

Sincerely,



Kevin Freibott
Assistant Planner II
Department of Neighborhood and Planning Services
kfreibott@spokanecity.org

KF:kf

CHHS Notes Feb. 3, 2021

Rowena Pineda from United Way is coordinating the \$1,988,214 available for use for rental assistance from CDBG sources, reported the issues agencies had in trying to distribute those funds:

- Hard to contact re; COVID
- The agency can't find out if the applications have been approved
- No language support
- The application process was seen as onerous
- How does the actual paying process happen?
- What is the final amount – who pays – reimbursement or?
- Reimbursement makes it difficult for small non-profits to participate
- How to separate out other funding support from the CDBG funding?

The various agencies would like to be able to distribute funds directly. She and others are working to see how these issues can be addressed more effectively.

The subcommittee on communication and outreach presented their work.

There was a discussion about how to get data for the point-in-time survey this year since COVID prevented doing the on the street count.

George presented the 'shared equity' concept being explored by Habitat and Community Frameworks as one way of increasing home ownership. This is currently a pilot program

The Board voted to accept the 'substantial amendment' as finalized after the closing of the public comment period on Friday.

Tim Sigler shared the Business Resilience program results to date.

Cupid Alexander shared his Smart Growth program and the new *Local* newsletter.

The COC update shared that they are working to ensure that all participating agencies are following their Policy and Procedure statements. Ben Stuckart is the new chair.

Respectfully submitted by Kathryn Alexander, pending CA Liaison, subbing for Andrew Hoye

Understanding Housing and Citizen Displacement

<https://my.spokanecity.org/news/stories/2021/01/19/understanding-housing-displacement-risk-in-spokane/>