

Spokane Neighborhoods Community Assembly

“Provide a vehicle to empower Neighborhood Councils’ participation in government.”



Meeting Agenda for Thursday, July 1, 2021
5:30 to 8:00 pm, Webex Online Meeting
Proposed Agenda Subject to Change

Please bring the following items:
*Community Assembly Minutes: June 3, 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	-
--	---------------	--------------	---

Legislative Agenda

5. City Council (Council Member Stratton)	10 min (5:50)	Oral Reports	
6. Sustainability Action Plan (Kara Odegard)	20 min (6:00)	Presentation	12
7. Office of Neighborhood Services Update (Carly Cortright)	15 min (6:20)	Presentation	
8. Pedestrian, Traffic and Transportation (PeTT) Committee Update	5 min (6:35)	Oral Report	
(Paul Kropp)			
9. Memorandum of Understanding Update (Luke Tolley, Carly Cortright)	10 min (6:40)	Oral Report	21
10. Quarterly CA/CC Reminder Call for Agenda Items (Greg Francis)	10 min (6:50)	Open Discussion	
11. 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.

• Administrative Committee	24
• Budget Committee	26
• Building Stronger Neighborhoods Committee (BSN)	27
• Liaison Committee	30
• Pedestrian, Traffic, and Transportation Committee (PeTT)	34

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

• Plan Commission Liaison Report	36
--	----

Join WebEx Meeting [Online](#).

Tap to join from a mobile device (attendees only)

+1-408-418-9388,,1462314807## United States Toll

Join by phone: +1-408-418-9388 United States Toll

Join from a video system or application: Dial 1462314807@spokanecity.webex.com

**** 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:

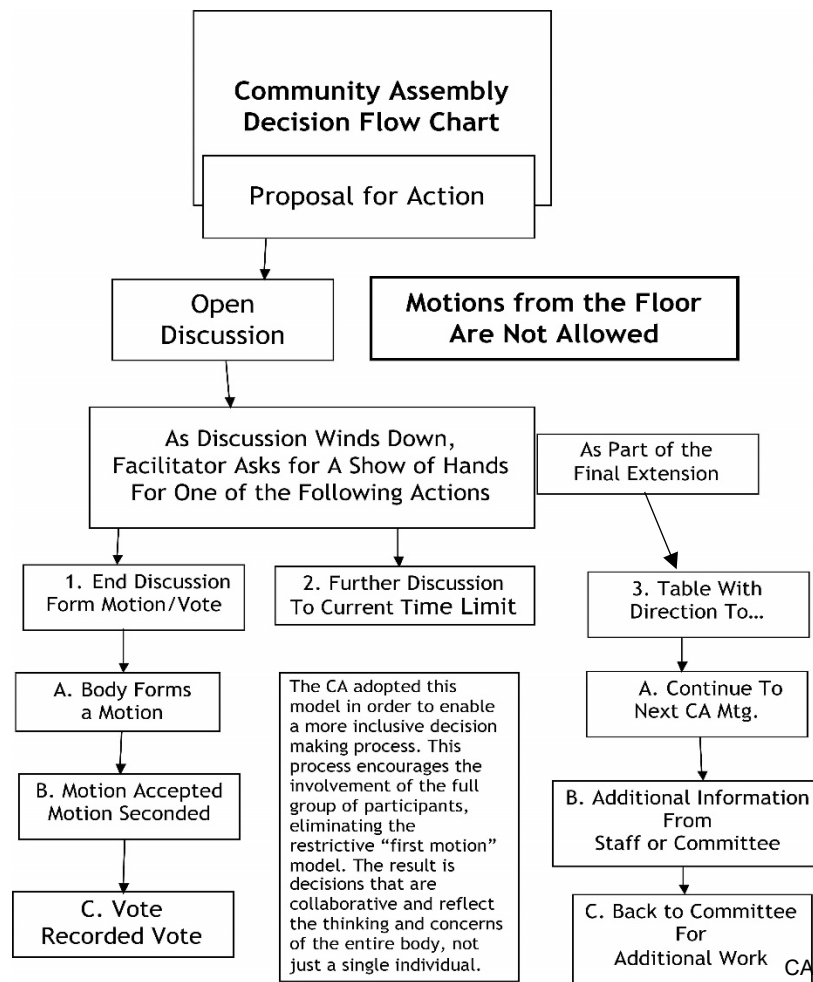
The Community Assembly fulfills its purpose, achieves its goals, and stays true to its core values by its members engaging each other and the community with honest communication and having transparent actions in all of its dealings. Community Assembly representatives are knowledgeable and committed to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

June 3, 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, Cliff/Cannon Hill, East Central, Emerson/Garfield, Five Mile Prairie, Grandview/Thorpe, Hillyard, Latah/Hangman, Lincoln Heights, Logan, Manito/Cannon Hill, North Hill, North Indian Trail, Northwest, Peaceful Valley, Riverside, Rockwood, Shiloh Hills, Southgate, West Central, West Hills, and Whitman.
- **Neighborhood Councils Absent:** Comstock, Nevada-Heights, and Minnehaha.
- **City Staff Present:** Mayor Nadine Woodard, Johnnie Perkins (Mayor's Office), President Breean Beggs, Cupid Alexander (Community, Housing and Human Services, CHHS), Carly Cortright (Office of Neighborhood Services, ONS), Maren Murphy (Planning), Kevin Picanco (Integrated Capital Management), Kirstin Davis (CHHS), Annie Deasy, (ONS), and Gabby Ryan (ONS).
- **Visitors:** Paul Kropp (Pedestrian, Traffic and Transportation (PeTT) and Liaison Committees), Jennifer Cumbie, and Luc Jasmin III.

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 (16-approve, 3-deny, and 0-abstain).
2. **Proposed Agenda:** Greg Francis moved, Tina Luerssen seconded to approve the agenda with the amendment to extend Item 13 from 10 minutes to 15 minutes. Motion passes with 15-approve, 0-deny, and 2-abstain.
3. **May Minutes:** Daniel Zapotocky moved, Mark Davies seconded to approve May minutes. Motion passes with 15-approve, 0-deny, and 3-abstain. The facilitator asked for all CA Reps to identify themselves and their NC in a poll for attendance.
4. **Open Forum:**
 - Andy Hoye. Welcomed Jennifer. Thanked Mary Winkes, Daniel Zapotocky, and Carly for their help on the Memorandum of Understanding adhoc committee. Opinion and comment regarding the minutes; there was some concern that not every detail was expressed, but that is never going to happen. The minutes are excellent; taking minutes is hard, and he thanked Annie for her hard efforts.

- Kathryn Alexander. The CACD. will not be meeting until September .which will give them time to get their stuff together after the audit. The Housing Action Subcommittee met today for the first time and they are looking at who they are and where they are going forward.

Legislative Agenda:

5. **City Council Report:** Council President Breean Beggs, bbeggs@spokanecity.org.

June- housing month: The [draft action housing plan](#) which is really more of a report. The housing action plan includes lots of options. Council is discussing which options that they could put in the plan as priorities and what resources it would take to do that.

Homelessness response: The Mayor held a press conference today on homelessness, so I will defer to her on that.

Police reform: I will let Luke Tolley speak to the police reform committee work. The state legislature made over a dozen major police reform changes. The City of Spokane's work was a critical part of that work using our experience with the police reform work that we have done. In July, we will hear from the City Attorney's Office and Police Chief in regard to how will adapt. House Bill 1310 that identifies de-escalation as creating space and distance and using language to diffuse a situation before using force.

Sustainability draft plan: the plan is out for public review and comment over the next six months. The plan was an effort of about 140 people that consisted of utility companies, architects, developers, environmentalists. The purpose of the plan is to help Spokane get in compliance with state law to have a carbon neutral economy over the next 30 years. Visit the sustainability website (<https://my.spokanecity.org/bcc/committees/public-infrastructure-environment-and-sustainability/sustainability-action-subcommittee/>) to learn more about the Sustainability Action Plan, attend an upcoming workshop, and provide your feedback to help shape our City's future.

Water conservation: the Mayor and City Council are encouraging residents to water every other day between 10 p.m. and 6 a.m. because Spokane now is in a draught. This will help lower your water rates and they will really be lowered if we don't have to build as many water towers, plus it helps the river flow better.

Traffic calming: internal work transitioning to the new model is going well. This fall we should be rolling out facilitators for each neighborhood so they can help identify their traffic calming priorities for the year. Integrated Capital Management will then work the consultant and review the priorities. City Council will decide how many millions of dollars worth of projects we can do using the money collected from red light and speed

radar cameras funds. City Council ultimately will be able to get more projects done by using economy of scale and grant matching.

Downtown plan: the plan is online and City Council would like your feedback because we will soon be taking a vote in early July, once they have made some final amendments to the draft.

COVID restrictions most likely will be lifted end of this month and City Council will end the state of emergency for City of Spokane.

American Recovery: Spokane has a little over \$40 million in the bank and will get \$40 million in May. City Council is looking at most effective way to spend that money. The money is for cities, counties, and school districts to make up lost revenues and make communities more resilient. City Council is analyzing what was lost and what will move us ahead. Council has invited the Mayor to participate on a scoping committee where they look at that to be included in a spreadsheet. A resolution on priorities and structure is being drafted. Email your ideas to Brian McClatchey at bmccclatchey@spokanecity.org.

There were questions and answers.

6. **Office of the Mayor:** Mayor Nadine Woodard and Johnnie Perkins. The City's efforts on the issues of homelessness and our regional partnerships to maximize the space we have for our existing shelters and moving people out of homelessness. We had an event at the Cannon Street Shelter in Browne's Addition announcing a 90-day extension with the Guardians Foundation to operate the shelter and then pivot the use of the shelter into a year round facility. The shelter will be undergoing a \$1 million renovation using Cares Act money. The day shelter will offer showers, laundry, meals, and getting connected to services. Last year, we purchased, with Cares Act money, a shelter on Mission Avenue that is ran by the Salvation Army. That shelter will close at the end of June and will undergo a couple months of renovations and reopen in the fall as a bridge housing model program so that people can exit out of homelessness. .Finally, we received a grant from the Commerce Department to operate a young adult shelter, ran by the Volunteers of America, for youth that are 18 to 24 year olds. That shelter will be for people just on the street or exiting foster care and it's been a gap that we have not been able to fill until now. The shelter location will be on the northside near Spokane Community College, the Spokane Transit lines and new Crosswalk location.

Reopening our state and community: working to get to the 70 percent vaccination rate.

Improve the environment downtown: liter and graffiti crews will be doubled downtown to stay on top of garbage, including adding a dozen big belly garbage cans; re-opening the downtown public restrooms and soon STA; and a pilot program to activate alleyways by resurfacing them and partnering with Spokane Arts on with murals.

Johnnie Perkins, jperkins@spokanecity.org or 509.319.0645: The City had only nine staff members doing camping abatement, litter clean-up and graffiti removal for the whole city which is not enough to take care of neighborhoods. Staff will be doubled in those teams and will allow us to get to areas downtown and in neighborhoods more quickly and efficiently. He then introduced himself and shared his background; his vision of exceeding customer expectations; and having a pulse on the community.

There were questions and answers.

7. **Office of Neighborhood Services Update:** Cupid Alexander and Carly Cortright. Cupid, calexander@spokanecity.org, gave a high level update on the NCDP discussions and how to figure out how to get our shelter in place before winter, housing investments and impact reduction strategies to keep our community safe and secure community.

Carly, gave an update on the **Clean-Up program**: To date, there have been 707 virtual requests made and 16 have been redeemed; 190 paper passes are available for pickup at the C.O.P.S. locations—please call ahead; and postcards are being distributed to include all City households by July. Data is still being collected about your preferences of roll-off versus curbside collection and then work with the CA to select the neighborhoods. Thank you for your patience as we have experienced a few technical difficulties that caused a delay.

Neighborhood Council video clips: that highlight a neighborhood. We will highlight all 29 neighborhoods and produce the videos bi-weekly. Our first video focused on North Hill and the second one Hillyard. At the end of the videos we include information on neighborhood council meetings and how people can be more involved. The videos are posted on Next Door and can be shared on your Facebook and social media pages. Please let us know if you have ideas.

Pedestrian Safety & Traffic Awareness Stakeholders group: held their second meeting today which included internal stakeholders, community partners, and volunteers. We previously met with a citizen group and the feedback was very valuable. We are most likely looking at doing an education campaign and will share the work we are doing as we move forward and have a more formalized plan.

Gonzaga University School Leadership Program update: The needs assessment will be done and available by the end of this month. We still believe that we have enough time to have a training program to pilot by the end of the year.

Volunteer opportunities are posted on the City's website and would like to spread those events out to the neighborhoods. Such as opportunities for you to volunteer at or we can post your neighborhood volunteer events on our website.

There were questions and answers.

- 8. Housing Action Plan Update:** Maren Murphy, Planning. Maren showed a presentation on the [Housing Action Plan](#) which began with project start-up; moved into housing needs assessment; then onto housing policy and tool options; and finally coming up with recommended actions. Ultimately the plan will be considered by the Plan Commission and then forwarded on to City Council for consideration of adoption by resolution. They are hoping to finalize this process within the next month. She went into the different engagement and outreach efforts used, including:

- Project website;
- Stakeholder interviews;
- Multidisciplinary City team;
- Housing action plan working group;
- Stakeholder roundtables;
- Online community surveys;
- Board, commissions, council and committee presentations; and
- Blog posts, social media, and press releases.

The draft Housing Action Plan provides guidance to City staff, elected officials, and decision makers to better meet Spokane's current and future housing needs and promote housing diversity and access to opportunity. There are a number of key project components included as appendixes:

- A. Housing needs assessment,
- B. Additional data analysis,
- C. Housing policy framework,
- D. Summary of community engagement,
- E. Displacement risk analysis,
- F. Proposed monitoring program, and
- G. Glossary of terms.

The four main priorities are:

- A. Increase housing supply options and affordability;
- B. Preserve existing affordability and quality to help people thrive where they live;
- C. Enhance equitable access to housing and homeownership; and
- D. Leverage and grow partnerships to support housing initiatives across the region.

Comments on the plan can be emailed to spokanehousingplan@spokanecity.org.

There were questions and answers.

- 9. Six Year Comprehensive Streets Program Annual Update:** Kevin Picanco, Integrated Capital Management, began his presentation focusing on two areas which is why we have a six year street program and how we go about building and creating that and then I will mention some of the new projects of our program. We have a 20-year goal for an improved arterial system for all with two main focuses :

- Maintenance to keep the good streets good and manage the poor streets like grind and overlays. ,

- Integrated comprehensive streets that not only does a full rebuild but also upgrading and replacing utilities, and bike and pedestrian improvements placement.

They try to stretch dollars in street investments for instance we can chipseal 36 blocks for the cost of rebuilding one downtown capital block. He went over the progression of project like land-use standards, concepts, funding, design, and construction.

New projects added to the program include:

- 44th Ave. from Crestline to Altamont streets, paving an unpaved street including sidewalk on one side of street and bike lanes.
- Strong Rd. from Five Mile to Austin roads, reconstruction including pedestrian and bike improvements.
- Boone Ave. from Howard to Ruby streets, protected bike lanes.
- Riverside Ave. from Grant to Sherman streets, street construction.
- Division St. at Longfellow, Everett, and Weile avenues, pedestrian hybrid beacons or hawk signals, ada ramps, and striping.
- Honorable mention project on Driscoll Blvd. from Alberta to Cochrane streets to install infill sidewalks.

He highlighted the project schedule and next steps that will be approving the program.

There were questions and answers.

- 10. Police Reform Update:** Luke Tolley shared a link to a survey that he would like the CA (and neighborhoods) to take on the state of policing and where it could go. It can be found at <http://tinyurl.com/SPDreform>. They met on May 18 and covered a lot of introductory work with a lot of background work that had been done. He will report in more detail the task force work in the future.

There were no questions.

- 11. Building Stronger Neighborhoods Training:** Tina Luerssen and Gabby Ryan. The next training will be StrengthsFinder is being on Tuesday, June 29, from 6:00 to 7:30pm on Zoom. Each neighborhood can select two attendees (open to anyone in the neighborhood) that will need the StrengthsFinder book. Book pickup will be:

- Tuesday, June 8, South Hill Library from 4-6pm;
- Thursday, June 10, Shadle C.O.P.S. from 4-6pm;
- Tuesday, June 15, Hillyard Library from 4-6pm; and
- Thursday, June 24, City Hall from 3-5pm.

StrengthsFinder is asset based training that focuses on what someone does have and then shows how to work as a leader with other leadership styles. It will help to strengthen your own assets but learning how to look for different assets in the community to help build leaders. Before the training attendees will need to complete the assessment and 1 of 2 reflection sheets, which will take about an hour and half to

complete. More information can be found at: www.gallon.com

There were questions and answers.

12. Budget Committee Update: Mark Davies and Tina Luerssen. Mark thanked Council President and City Council for the Community Engagement Grant funds. He also thanked Annie for her hard work. The budget committee has had a successful year with 25 out of 29 neighborhood councils apply and we have reached out to the four that did not and offer them a Zoom account. This is our best year so far. With the remaining funds, the Budget Committee is looking at doing an October utility bill insert that would invite residents to attend neighborhood council meetings that would cost about \$4,250. Tina added that the Budget Committee felt it was an economical way to reach everyone in the City. Residents that do not receive a paper bill would see the information online. A motion to spend up to \$4,500 in 2021 on utility bill inserts to promote Neighborhood Councils system was moved by Tina and seconded by Kathryn. Motion passed with 20-approve, 0-deny, and 9-abstain.

13. Resuming In-Person Meetings: Greg Francis and Tina Luerssen. Browne's Addition had a change in their CA representative which means that Kelly Lotze is no longer able to serve on the Admin Committee and there is a vacancy. Tina said that the Policies and Procedures state that when there is an Admin vacancy that CA would hold a vote at the next meeting. She contacted all eligible CA representatives to see if they would be willing to serve on the Admin Committee. A vote was taken for one of the following four candidates to serve: Mark Davies, Colleen Gardner, Daniel Zapotocky, and Cliff Winger. Daniel had the most votes and will serve for Kelly Lotze's remaining term.

Greg started a discussion about when to hold in-person meetings with the online option with varying voting options; mixed mode; or in-person only. What month did CA want to begin meeting in-person again in August or September? Carly added that West Central had two meeting rooms available; but they do not have the technology to hold virtual meetings. A couple of other options may be Northeast Community Center or City Hall. While she likes the hybrid meeting option it does create a challenge for the facilitator and requested that also be considered.

Greg asked the CA representatives to email the Admin Committee ([Greg Francis](#), [Tina Luerssen](#), [Kelly Blyth](#), [Christopher Savage](#) or [Daniel Zapotocky](#)) with their thoughts and the topic would be revisited next month.

14. Round Table: Mark Howard, Riverside. The Riverside neighborhood is holding tours and promoting their council through the announcements. The announcements have a QR code that includes a link to their neighborhood council. They plan on holding a few tours, the first was a tour of the new Spokane Police Department precinct with a social

gathering after and the next will be a tour of Hope House. This may be something that other neighborhoods would be like to do in their neighborhood as well.

Meeting Adjourned.

Next Community Assembly scheduled for **Thursday, July 1, 2021.**

The Sustainability Action Subcommittee's proposal to update
Spokane Sustainability Action Plan



**2021 DRAFT
Executive
Summary**



INTRODUCTION

Spokane's Sustainability Action Plan answers the City's call to address environmental and climate related requirements at both the local and State levels. Since 2009 when Spokane's first Sustainability Action Plan was adopted, the city, local leaders, organizations, and residents have worked hard to meet environmental and climate-related requirements at both the local and state levels.

In 2018, the City worked with local energy experts to adopt a goal of 100% renewable electricity by 2030, establishing Spokane as a leader in climate action.

In 2019, the State of Washington enacted legislation that requires Spokane to make meaningful changes to its energy use:

- **Clean Energy Transformation Act (2019)** – requires 100% renewable electricity use by 2045
- **Greenhouse Gas reduction targets (2019)** – 30-year targets requiring a step approach

This updated Sustainability Action Plan provides a guide to achieve these new requirements, mitigate risks from climate change, and invest in strengthening our communities. Our objective is to ensure the equitable prosperity of Spokane residents and the protection of our natural resources for generations to come.

Plan Objectives

95% Reduction by 2050

Use a step approach to reduce greenhouse gas emissions compared to 2016 levels

Build Resiliency

Ensure our neighborhoods and economy are ready for future challenges

Prioritize Most Impacted

Prioritize those most exposed to health impacts and economic downturns related to climate change

How will we know if our actions & strategies are effective?

We'll be able to measure our progress through reduced greenhouse gas emissions. We'll also measure benefits in these four key areas:

- Improved Environment
- Economic Opportunity
- Increased Equity
- Increased Health & Well Being

Areas of Action

To achieve our goals, we are acting across these seven areas



Buildings & Energy



Transportation & Land Use



Waste Diversion & Material Conservation



Water Resources



Economic Prosperity



Natural Environment



Health & Wellbeing

VISION & GOALS



Vision 2050

As a community, Spokane ensures the well-being of all our people and the ecosystems of which we are a part. We do this by investing in our neighborhoods and caring for our natural habitats while building an equitable, regenerative, carbon-free economy that is resilient and sustainable.

Sustainability Action Plan Goals

In order to achieve our vision for Spokane, we have identified the following goals:

1. Reduce communitywide greenhouse gas emissions from 2016 baseline by:
 - 45% by 2030 to 1,159,838 metric tons
 - 70% by 2040 to 632,639 metric tons
 - 95% by 2050 to 105,440 metric tons and achieve net zero emissions
2. Build resilient neighborhoods by investing in our local communities, systems, and economy with these key areas in mind:
 - ☐ Healthy Ecosystems
 - ☐ Economic Opportunity
 - ☐ Equity
 - ☐ Health & Wellbeing
3. Prioritize people and communities most exposed to health impacts and economic downturns related to climate change

The Importance of Collaboration and Partnership

The strategies and actions of this plan are written with the assumption that Spokane and its regional partners will continue our shared history of collaboration and co-creation. Together we work smarter and more efficiently while building trust and amplifying our shared goals.

SUMMARY OF SECTOR STRATEGIES

Plan Summary

The following pages summarize the strategies in each of the seven areas of action. Each strategy identified in this plan was evaluated against four primary factors: greenhouse gas (GHG) reductions, social benefits, upfront costs, and long-term economic benefits. The icons accompanying each strategy help to illustrate the initial cost benefit analysis that we conducted. More analysis will be necessary during the implementation stage and over time.































4 Co-Benefits

Legend


















Environment, Health, Equity










Economic Opportunity

	GHG Reductions	Social Benefits	Investment Cost	Economic Benefit
Moderate			\$	\$
Significant	 	 	\$ \$	\$ \$
High	  	  	\$ \$ \$	\$ \$ \$


































 Buildings & Energy		GHG Impact	Social Benefit	Investment Cost	Economic Benefit
GOAL 1. Encourage efficient, renewable energy buildings					
BE 1	Ensure new construction is as efficient as possible and fully reliant on renewable fuels	 	  	\$	\$ \$ \$
BE 2	Upgrade existing buildings for high efficiency and renewable energy sources; increase energy efficiency at publicly-funded facilities	  	  	\$ \$ \$	\$ \$ \$
GOAL 2. Promote local production and sourcing of renewable energy					
BE 3	Invest in city-scale and distributed energy generation and storage	  	  	\$ \$ \$	\$ \$ \$
BE 4	Harness energy from waste resources	 	  	\$ \$	\$ \$
BE 5	Neutralize carbon emissions from fossil gas and other fossil fuels used in buildings	 	 	\$ \$	\$ \$
GOAL 3. Engage community in energy efficiency and renewable energy					
BE 6	Partner with regional building, energy, & efficiency organizations for public education & outreach		 	\$	\$ \$

SUMMARY OF SECTOR STRATEGIES

 Transportation & Land Use		GHG Impact	Social Benefit	Investment Cost	Economic Benefit
GOAL 1. Support mixed use and walkable communities					
TL 1	Advance land use planning to minimize vehicle miles traveled (VMT) and increase community resiliency			\$	\$ \$ \$
TL 2	Encourage land use that promotes varied housing options			\$	\$ \$ \$
GOAL 2. Reduce motor vehicle miles traveled (VMT) and promote active transportation modes					
TL 3	Increase transit ridership			\$ \$	\$ \$
TL 4	Increase adoption of walking, cycling, and micromobility			\$	\$ \$
TL 5	Improve transportation safety			\$	\$ \$
TL 6	Support existing & new programs to reduce VMT			\$	\$ \$
GOAL 3. Advance alternative and low carbon fuel in regional transportation					
TL 7	Increase adoption rate of Zero Emission Vehicles (ZEVs) including electric bicycles			\$ \$	\$ \$ \$
GOAL 4. Integrate Sustainability Action Plan goals, strategies, and actions into City planning					
TL 8	Update comprehensive plan to incorporate climate action and updated sustainability goals			\$	\$ \$




















 Waste Diversion & Material Conservation		GHG Impact	Social Benefit	Investment Cost	Economic Benefit
GOAL 1. Invest in waste diversion programs to substantially reduce volume of Municipal Solid Waste (MSW)					
WD 1	Maximize composting of inedible food, yard waste, and other organic waste			\$	\$ \$
WD 2	Minimize food waste generated by residents and businesses			\$	\$ \$
GOAL 2. Boost regional economic opportunity by promoting circular waste programs					
WD 3	Promote, support, and incentivize a circular economy			\$ \$ \$	\$ \$ \$
WD 4	Support state-wide and regional waste management solutions			\$ \$	\$ \$ \$



































SUMMARY OF SECTOR STRATEGIES

 Water Resources		GHG Impact	Social Benefit	Investment Cost	Economic Benefit
GOAL 1. Protect the Spokane River and natural aquatic systems through watershed-level planning and policy					
WR 1	Protect water quality, fish, wildlife, ecosystem function, and no-impact recreational opportunities in the Spokane River through responsible, long-term watershed planning and management				
WR 2	Protect and build climate resilience in streams, shorelines, aquifer, wetlands, and floodplains through responsible watershed planning				
GOAL 2. Ensure clean and sustainable water supply					
WR 3	Work with regional partners to align Spokane Valley Rathdrum Prairie (SVRP) Aquifer management in the face of projected population growth and future climate				
WR 4	Create clear process and policies for assessing and approving land use and development that will impact future aquifer pumping volumes				
WR 5	Improve stormwater and wastewater management				
GOAL 3. Educate & engage community in water resources stewardship					
WR 6	Support development of opportunities to engage citizens in City water management				
WR 7	Promote and fund City programs that align with the Water Conservation Master Plan				
GOAL 4. Establish mutually beneficial partnerships with community organizations and agencies to leverage funding and invite community input					
WR 8	Partner with regional groups to provide City input for Spokane River Watershed & SVRP Aquifer management plans and projects				
WR 9	Identify opportunities to acquire critical areas, natural areas, and connecting riparian corridors for protection and conservation				









SUMMARY OF SECTOR STRATEGIES

 Economic Prosperity		GHG Impact	Social Benefit	Investment Cost	Economic Benefit
GOAL 1. Invest and promote a just, regenerative, and resilient local economy					
EP 1	Engage with regional and neighborhood business associations to create coordinated economic resiliency		  	\$ \$	\$ \$ \$
EP 2	Expand access to sustainable business practices & resources	 	  	\$ \$	\$ \$ \$
GOAL 2. Ensure local workforce has access to affordable healthcare, transportation, housing, and education					
EP 3	Adopt and implement regional policies and initiatives that support workers		  	\$ \$	\$ \$ \$
EP 4	Support just and sustainable State and Federal economic development policies	 	  	\$	\$ \$ \$

 Natural Environment		GHG Impact	Social Benefit	Investment Cost	Economic Benefit
GOAL 1. Protect and build climate resilience in natural ecosystems within and surrounding City of Spokane					
NE 1	Strengthen and support regional conservation		  	\$	\$ \$
NE 2	Prevent negative impacts to natural resources and build climate resilience		  	\$	\$ \$
GOAL 2. Increase urban tree canopy and climate-adapted plant landscapes within the built environment					
NE 3	Increase carbon sequestration by growing urban tree canopy	 	  	\$ \$ \$	\$ \$ \$
NE 4	Establish diverse, 'future climate'-adapted landscaping within the built environment		  	\$	\$ \$
GOAL 3. Educate and engage citizen community in Natural Resources stewardship					
NE 5	Support development of volunteer opportunities to engage citizens in City projects		 	\$	\$ \$
NE 6	Promote City programs that align with sustainability goals		 	\$ \$	\$ \$ \$
NE 7	Establish a City funding source for education and outreach programs that promote natural resources stewardship		  	\$ \$	\$ \$ \$
GOAL 4. Establish partnerships with community organizations and agencies to leverage funding and invite community input					
NE 8	Work with regional partners to align natural resource management		 	\$	\$ \$ \$
NE 9	Establish funding for management of City lands		 	\$ \$	\$ \$ \$

SUMMARY OF SECTOR STRATEGIES

 Health & Wellbeing		GHG Impact	Social Benefit	Investment Cost	Economic Benefit
GOAL 1. Prioritize & invest in underserved communities					
HW 1	Increase household food security regionwide			\$ \$	\$ \$
HW 2	Increase access to affordable housing and healthcare			\$ \$	\$ \$ \$
GOAL 2. Implement climate adaption strategies into emergency and disaster response					
HW 3	Include climate impacts in disaster and emergency management response			\$ \$	\$ \$ \$
GOAL 3. Create community engagement around sustainability & climate action					
HW 4	Increase community awareness of climate change risks and impacts			\$	\$ \$



DRAFT Community Assembly Ad-Hoc Committee: CA/ONS MOU
6/29/2021 12:00PM virtually on Zoom

Present on Zoom: Tina Luerssen (Grandview/Thorpe), Fran Papenleur (Audubon-Downriver), Greg Francis (Rockwood), Luke Tolley (Hillyard), Kathryn Alexander (Bemiss), Gail Cropper (Northwest). City staff: Carly Cortright (ONS Director). Guest: Paul Kropp (Chair, CA PeTT and Liaison committees).

Discussion re: Paul's concerns about referencing Committee P&P, since the City Council doesn't/can't approve our P&P. The wording states that ONS will provide "agreed upon support as detailed in committee specific P&P". Because it is "agreed upon", committee belief is that this wording is sufficient.

Individual edits: changing "clarify" to "establish" expectations in 3rd paragraph. There has been an established relationship and established expectations between CA & MOU, committee agreement that "clarify" is the more appropriate word here.

#2: Remove "quarterly" and specify website. Agreement to specify "city neighborhoods website" at first mention.

#3: Change "coordinate" to "support"; add emailing "notices" without adding "as requested". Change Additionally, "ONS" to "staff". Remove "will" from a, b, and c.

d) Edit wording to remove "have appropriate staff in attendance" to "arrange for participation of". Committee discussion with Paul re: email distribution lists.

Committee agreement that the wording assigning CA responsibility for email distribution lists is sufficient, with a footnote that links to the CA P&P.

e) Edit "on city property" to "in city facilities" and change "property" to "facilities".

Paul is also requesting that we have more discussion and more specifics of what ONS should store re: Historical Archives.

Suggestions for CA to clarify via P&P: What needs to be historically archived? Email distribution list inclusion/administration specification.

Carly needs to bring this MOU to City Council, she will update CC that it will be August before the MOU is approved by CA.

Next meeting: Tuesday July 6th at Noon. Tina will send out Zoom link.

Meeting adjourned at 12:59pm.

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (MOU) is between the City of Spokane's Office of Neighborhood Services (hereinafter "ONS") and the Community Assembly (hereinafter referred to as "CA").

Per the City of Spokane Charter, Article 8¹, the CA is a coalition of independent neighborhood councils and serves as a forum for discussion of issues of broad interest. The CA shall act as advisors to the City Council and the Mayor. ONS shall act as the staff support for the neighborhood council program and as the liaison between the neighborhood councils, the CA, the City Council, the Mayor, and the various city departments.

The intent of this MOU is to clarify expectations of both parties per SMC 04.27.040³. In addition to specific staff support listed below, ONS will support the core purpose and values of the CA² and advocate for the Neighborhood Councils.

This MOU does not address the relationship between ONS and the Neighborhood Councils.⁴

The parties agree as follows:

ONS will provide the following staff support to the CA:

1. Staff will attend and coordinate monthly CA meetings by preparing and emailing agenda packets; taking and disseminating minutes per CA policies and procedures; posting both agenda packets and minutes to the city neighborhoods program website (hereinafter "website").
2. Staff will attend and coordinate joint CA/City Council meetings by emailing and posting agendas to website.
3. Staff will attend and support CA Committees meetings by emailing notices and posting agendas to website. Additionally, staff will provide the following support:
 - a. For Admin Committee, track and provide a list of presentation requests for their consideration for CA monthly meeting.
 - b. For Budget Committee, provide a summary of expenses submitted and reimbursed for the Community Engagement Grants.
 - c. For Building Stronger Neighborhoods (BSN) Committee, provide training support as requested by BSN.
 - d. For all committees, staff will work with other city departments to arrange for the participation of appropriate staff and provide additional agreed upon support as detailed in the committee specific policies and procedures.⁵
 - e. If requested, will assist in reserving space for CA, CA/CC, and CA Committee meetings on city facilities or other public facilities.
4. Maintain CA historical archives of meeting minutes and documents, including email distribution lists as provided by the CA.
5. Keep the my.spokanecity.org Neighborhood Council webpages up to date.
 - a. Includes posting minutes and/or agendas as provided by the Neighborhood Councils.

6. Manage any funds and related contracts set aside for CA by the City Council beyond the Community Engagement Grant funding.
7. Provide Community Assembly meeting facilitator (if requested).

The CA agrees to provide to ONS:

1. Current CA policies & procedures.
2. CA Committee meeting agendas, minutes, and list of committee officers/members with up-to date contact information.
 - a. The CA Committees will be responsible for taking their own minutes
3. CA Committee meeting dates, times, and locations.
 - a. The Committees (with exception of Admin Committee) will be responsible for setting up their own meetings, including web meetings.
4. Current email contact information for ONS to create distribution lists.

Per SMC 04.27.040, this MOU will be reviewed on an annual basis in conjunction with the annual CA Policies and Procedures update. This initial MOU and any future changes will be presented to the City Council for approval. Both parties pledge to always comply with this MOU in good faith. If either party fails to fulfill its commitments, either party can trigger a review and renegotiation of this MOU.

¹ Text of Charter Article 8 <https://my.spokanecity.org/opendata/charter/article-08/>

² CA Core Purpose and Values can be found here: <https://my.spokanecity.org/neighborhoods/community-assembly/>

³ Text of SMC 04.27.040: <https://my.spokanecity.org/smc/?Section=04.27.040>

⁴ Per the SMC, if a NC chooses, they can work with ONS to develop an MOU specific to their neighborhood council.

⁵ Community Assembly Policy & Procedures can be found here: <https://my.spokanecity.org/neighborhoods/community-assembly/>

DATED this _____ day of _____, 2021.

OFFICE OF NEIGHBORHOOD SERVICES

COMMUNITY ASSEMBLY

By: _____

Carly Cortright, Director

By: _____

Authorized Representative of CA

CA Admin Committee Draft Minutes – June 22, 2021

CA Admin Members Present: Greg Francis, Kelly Blyth, Daniel Zapotocky

Others Present: Carly Cortright, Annie Deasy, Paul Kropp

Meeting brought to order at 12pm.

With Tina not present, Greg offered to take minutes.

Daniel Zapotocky was elected Vice Chair by a vote 3-0 (replacing Kelly Lotze)

Annie notified us that she would be gone for the July admin meeting and that Annica Eagle will attend in her place.

Annie has reached out to both CM Wilkerson (next on the list) and CM Kinnear (next up) but neither will be able to attend the July CA meeting. She will reach out to all city council members to identify someone that can attend the meeting on behalf of city council. Greg suggested that we ask Council President Beggs again if none of the others are available.

With a light agenda (no full presentation requests), Greg suggested having Kara Odegard present the Sustainability Action Plan since it is in an open comment period. Others concurred so it was tentatively added with twenty minutes allocated. Greg will reach out to Kara to see if she or someone else could present the SAP.

Other agenda items added:

PeTT Committee Chair Comments, Paul Kropp, 5 minutes

Memorandum of Understanding update, Luke Tolley and Carly Cortright, 10 minutes

Quarterly CA/CC Reminder and Call for Agenda Items, Greg Francis, 10 minutes

ONS Update, Carly Cortright, 10 minutes

Carly indicated that Gonzaga has asked for 20 minutes on the August agenda to present the leadership study results.

Annie indicated that Kevin (Freibott?) has requested to add something to the CA packet but will not be presenting.

Paul mentioned that city council is looking at changing the appointment method for the PeTT representative to the CTAB committee. He is thinking it might be ready for discussion at CA in August or September.

The July CA agenda was approved by a vote of 3-0.

Daniel reminded us that CA Admin was going to discuss when CA would return to in person meetings. Greg said that he had only seen two comments from CA members so far (one preferring online and one wanting hybrid) and suggested that with only three CA Admin members present, that we should table the discussion until the July CA Admin meeting. Kelly and Daniel concurred so the item was tabled.

Meeting was adjourned at 12:42pm.

***DRAFT* Community Assembly Committee Meeting Notes: Budget Committee**
6/28/2021 6:30pm, virtual via WebEx

Members virtually present: Ken Cruz (West Central), Mark Davies (Chair: North Indian Trail), Tina Luerssen (Secretary: Grandview-Thorpe), Kelly Lotze (Vice Chair: Browne's Addition), Gail Cropper (Northwest). City staff: Annie Deasy. Absent committee member: Scot Webb (North Hill) (congrats on the baby!).

Agenda:

1. Meeting notes from 5/24/21 approved by consensus.
2. Annie will be out of town 7/22-8/1. Annika can fill in for ONS representation at our July meeting. Mark will be out of town 8/23-9/9.
3. Utility Mailer discussion. Reprographics graphic artist can help create the insert. Tina suggested using a QR Code that will take users to the Neighborhood Councils Map page on the City website. Committee is in agreement that one side of the insert should be the NC map with "You don't have to move to live in a better neighborhood" slogan. Hopefully we can see a draft in a week or two, and review/comment via email.
 - a. Annie mentioned that this website is being updated. Committee members suggested Budget items to remove for the time being, since the application process has closed.
4. Status of Neighborhood Requests/Receipt Submissions. Annie has updated the spreadsheet with recent printing orders. Most events aren't happening until July or August, so there won't be a lot of reimbursements until then. NCs are submitting Special Events Permits, but we also need Parks MOUs submitted. Annie will send out a reminder email about this to the NCs.
5. Missing Applications: Hillyard, Minnehaha, Nevada Heights, Whitman. These NCs were offered the opportunity to apply for a Zoom account. None of these NCs have taken this opportunity.
6. Annual Report to Mayor and City Council. Mark drafted a letter for this report, and Annie updated the spreadsheet to include with the letter.
7. Discussion of purchasing shelves for the CA Storage Room at NECC. Ken sent out pictures of the electrical utility room where all of the CA equipment is held; everything is just piled on the floor. Shelving would help organize and make better use of the space. Ken asked if Mark or Annie would email the Community Center, since Ken has asked for input and hasn't received a response from the Center director. Annie currently has CA folding chairs in her office at City Hall, because there was no space for them in the storage room. Tina suggested gathering info this month, and finding some pricing options to then bring to the CA for approval at the August meeting. Mark will announce that we're looking into this at CA Open Forum this week.
8. Tina will ask at CA Open Forum for NCs to send their concert/movie/market/event dates in, to create a flyer/calendar of summer NC events. CA Committees Zoom account is active for committee meetings.
9. Next Budget Committee meeting is scheduled for Monday, July 26th, 2021 at 6:30pm. Utility insert, storage room racks, update on reimbursements.
10. Meeting adjourned at 7:41pm.

DRAFT Community Assembly Committee: Building Stronger Neighborhoods
6/28/2021 12:00PM virtually on Zoom

Present: Kelly Lotze (Chair: Browne's Addition), Tina Luerssen (Secretary: Grandview/Thorpe), Dave Lucas (Vice Chair: Rockwood), MaryLou Sproul (Browne's Addition), Cliff Winger (Shiloh Hills), Gail Cropper (Northwest), Fran Papenleur (Audubon-Downriver).
City staff: Gabby Ryan (ONS).

1. Committee Housekeeping

- May meeting notes approved by consensus.
- Forza Coffee has closed the business, so we're unable to meet there in-person anymore. New libraries: Hillyard is the only library opening soon. MaryLou suggested Tom Sawyer in Kendall Yards had a back room. Dave suggested the Gathering House on Garland, we had looked into this in the past and they were closed on Mondays, but it would be worth looking into to see if hours have changed. Gabby looked up Pitotti Coffee, in the Gathering House space. The owner is Chris Pitotti, the hours are open Mondays 8am-3pm. 509-570-8397. Goodwill on 3rd Ave has classrooms, so this could be an option as well. After July 1st, Community Centers will have more guidance re: capacity and reopening. Tina, Kelly and Dave will look into these locations and see if any would be a good option.
 - 1. Dave asked whether NCs would be able to use school libraries again for meetings. Gabby said that ONS will be reaching out to SPS to see what's available.

2. Committee Business

- Clifton Strengths Finder Training: planned for Tuesday, June 29th at 6pm on Zoom
 - 1. Book distribution went well, Gabby went to various libraries for NCs to pick up books. 18 NCs have picked up books so far, or are planning to pick up today 4:30-6pm at South Hill Library. An email went out Saturday for participants to complete the assessment and a worksheet before the training tomorrow. Tina will run the Zoom and keep an eye on the Chat to catch any questions for Gabby.
 - 2. NCs that haven't gotten books: Chief Garry Park, Cliff-Cannon, Comstock, Five Mile Prairie, Hillyard, Manito/Canon Hill, Minnehaha, Nevada Heights, North Hill, Rockwood, West Central.
- GU Leadership Training Update.
 - 1. Gabby reported that the group will be meeting Wednesday to review the data in the report created by Christina and Gretchen. This will likely be presented to CA in August.
- Neighborhood Outreach/Updates
 - 1. Gail wasn't able to log back in due to technical issues, but Tina shared an email Gail sent updating on things happening in Northwest Neighborhood.
 - 2. Fran reported on Audubon-Downriver. Thursday 7/15 and 7/22 will be concerts in Audubon Park. Some of this is paid with a

leftover grant from a bank last year that they weren't able to use. There has been a lot of homeless camp/trash issues by the river which was reported at City Council, and Johnnie Perkins said that he would follow up with this issue. Similar to Comstock, A-D will do a major tree planting 10/9 in Audubon Park. This will be a big event with music and will hopefully engage a lot of neighbors. Fran also reported that Liz Marlin from West Central NC gave a great report at City Council. Fran also reported that Bemiss is holding Concerts Under the Oaks in Hays Park this summer.

3. MaryLou updated on Concerts in Browne's Addition August 5, 12 and 19. Browne's Watch is volunteers in the neighborhood picking up trash, engaging with people and reporting to 311 anything necessary. The Cannon Street shelter has been joining this group on Saturdays to clean up around the shelter and the neighborhood. Homeless situation is better than last year, but still some issues with garbage, camping, and RVs parking around the park. CCL update: there is a committee working with an artist to design features around the bus stop shelters, and possibly a roof design that fits more in this historic district. Mike Harves died early this year and was a big volunteer in the area. There will be a Mike Harves Volunteer of the Year award given out in his memory annually.

- MaryLou asked if there was a central place for Concerts to be reported; Dave suggested the Inlander calendar. Kelly said that in the past, there has been money spent on print ads in the Inlander, and then promotion on Facebook and social media. Fran suggested a Press Release that can be sent to the various news outlets. Gabby said that the Friday Update email won't be returning, but there may be a blog which could be used for weekly updates. Tina suggested that NCs could send their event dates in to create a 1-page calendar with all of the summer NC events. Tina will bring this idea up to Budget Committee tonight, and maybe during Open Forum at CA.

4. Dave updated on Rockwood, they're on hiatus for the summer and hoping to meet at the school again in the fall. They applied for the CE Grant for a block party in the fall, but might have an issue with the grant expenditure deadline.
5. Cliff updated for Shiloh Hills. District 1 will have a Candidate Forum via Zoom on July 12th.

3. Announcements & Upcoming Events:

- ONS Update. Cupid Alexander is leaving his position with NHHS. The City has been working to fill senior management roles in the department. The Mayor's appointee for Housing & Homelessness issues is Kirsten Davis as Temporary Deputy Director. Chris Patterson has been appointed as a Special Advisor for policy.
- Gabby reported that the first round of disposal passes expire on 6/30, and about 3000 passes have been requested digitally with 400 paper

passes distributed so far. Fall event possibilities: Gabby has a list of NCs which chose curbside or roll-off events, this list will go back to Solid Waste for them to determine feasibility. This will be updated at CA this week.

- Fran reported that she'd met with Kathryn Alexander, Chair of the CA/CD Committee. With Cupid's departure from the City, there is a lot up in the air at this time with regards to the NCDP (Neighborhood Community Development Program).

4. Topics for July 26th meeting:

- Meeting location.
- Neighborhood outreach.
- BSN Training: Recap of Strengths Finder Training.
- GU Leadership Training update.
- Neighborhood Services Department update.

Next meeting: Next regular meeting will be noon on Monday, July 26th, 2021.

Location: Virtually on Zoom, and possibly in a new location as well.

Draft Recorder Notes – Liaison Committee Meeting - June 8, 2021 – 2:00 PM

Location: Tom Sawyer Coffee House, Kendall Yards

Present: Paul Kropp, Chair, Southgate; Bonnie McInnis, West Central; Susan Burns, Peaceful Valley; Andy Hoyer, Recorder, Southgate

We approved the Agenda, and the Minutes from April 13 and 28 by consensus.

We reviewed and approved the Attendance Record format and data...it was noted that the CHHS Board will meet tomorrow, per Adriane Leithauser, via Andy Hoyer. He planned to call Kathryn Alexander to remind her, although Adriane said she had been reminded.

We reviewed the Term of Record format and data – all in order, thanks, Paul!

The committee reviewed the first reading record for the approval by the City Council of the new City Code chapter 04.37 to reconstitute the CTAB (Citizen Transportation Advisory Board) for a vote on June 28. We reviewed the draft format for the board's membership, noting that the number of voting members (11) and details of those members' positions (8) may not match. We decided that Paul would prepare a document for the CA to review, to be included in the "packet" for the July 1 CA meeting. He will also include a draft of a Liaison Committee suggestion as to how the CA would select a successor for the existing PeTT member, Randy McGlenn, to be appointed by the CC the PeTT CTAB representative. Paul will also ask for time on the Agenda for that CA meeting to explain.

PCTS (Plan Commission Transportation Subcommittee) was formerly involved in developing a scoring matrix for the consideration of rehab and rebuild projects for arterials, and reporting to the PC. It has been relatively inactive of late. The ~~CA~~ PeTT representative is Charles Hansen from the Whitman neighborhood council.

Paul is working on a Position Profile for the DRB liaison. We will invite Kathy Lang to come to the next LC meeting, July 13, to discuss this.

Meeting adjourned at 3:00PM

Submitted by Andy Hoyer

Edited by Paul Kropp

Date: June 8, 2021

To: CA Representatives

From: Paul Kropp, chair
Liaison Committee

Re: Community Assembly Selection of the PeTT Committee Representative on CTAB

As soon as June 28 the city council will be voting to reconstitute the Citizens Transportation Advisory Committee (CTAB) and increase its membership to 11 total members. The enabling ordinance is attached.

The prime responsibility of the CTAB is to advise city staff and the city council on selecting and scheduling local access (aka "neighborhood") street maintenance and sidewalk projects paid for by the city's \$20 car tab fee.

The proposed CTAB ordinance provides for the Community Assembly to be involved in the selection of the PeTT Committee CTAB member, as follows: *"one member from the Pedestrian, Traffic & Transportation Committee (PeTT) as recommended by the Community Assembly."*

The purpose of this memo is to acquaint the Community Assembly with this coming new provision of city code and to suggest the Liaison Committee should take a role in the selection of the CTAB member as it does for all other city code assignments of liaison or membership positions to the Community Assembly.

In the case of the new city code provision for the PeTT Committee CTAB member, it is the view of the Liaison Committee that it should work with the PeTT Committee to formulate an agreed Statement of Responsibilities, similar to all other liaison and membership positions under the aegis of the Community Assembly, and then, perhaps, to set up an application scenario as well (which may or may not reflect any application criteria the city council might establish for the positions under its authority).

Please note: this is not an urgent matter. The current PeTT Committee representative on CTAB, Randy McGlenn of East Central, will be continuing as the PeTT CTAB member.

Note too that Randy was voted on as chair of CTAB at its last meeting!

The Liaison Committee will be asking for time on a CA agenda later in the year to discuss this new CA-related position after the ordinance is adopted and after the next, perhaps several, CTAB meetings.

Section 5. That there is enacted a new chapter 04.37 of the Spokane Municipal Code to read as follows:

Chapter 04.37 Citizens Transportation Advisory Board

Section 04.37.005 Definitions

Section 04.37.010 Membership and Terms

A. Voting Members

1. The Citizens Transportation Advisory Board (CTAB) shall consist of eleven members, who are City residents, appointed by the City Council. Membership shall consist of:
 - i. One member selected by each city council member from among the residents of the selecting city council member's district;
 - ii. One member from the Plan Commission's Transportation Sub-Committee (PCTS), as recommended by the Plan Commission;
 - iii. One member from the Pedestrian, Traffic & Transportation Committee (PeTT) of the Community Assembly, as recommended by the Community Assembly;
 - iv. One member from the Bicycle Advisory Board (BAB), as recommended by the BAB;
 - v. One member from the Spokane Human Rights Commission, as recommended by the Human Rights Commission.
 - vi. One member selected by the City Council President.

B. Liaison Members:

1. The CTAB shall include up to five (5) liaison members representing organizations including, without limitation:
 - i. Spokane Regional Health District;
 - ii. Spokane Public Schools; and
 - iii. Disability Community
2. The liaison members shall be non-voting members of the CTAB.
3. Liaison members shall be appointed by the city council after written notice provided by the respective organizations.

C. Chair

The CTAB Chair shall be selected annually by the members of the CTAB during their first meeting of each year, or at the first meeting after a vacancy occurs. No member shall serve more than three consecutive years as Chair.

D. Terms

1. The terms of all current CTAB members on the effective date of this ordinance shall be transferred to current CTAB memberships.
2. The term of each voting member shall be three years from the date of appointment. Members may be appointed to an initial term of less than three years in order to stagger membership terms. A term of less than half of the full three-year term shall not constitute a full term.

3. No voting member shall be appointed for more than two three-year terms in total as a voting member, or six years total, regardless of what position they fill.
 4. Terms for members appointed from the PCTS, PeTT, BAB and the Human Rights Commission shall not extend beyond the expiration of their membership on their respective boards.
- E. No elected official or city employee shall be appointed as a voting member of the CTAB.
- F. CTAB members may be removed from office by the city council before the expiration of their terms due to a disqualifying change of residence or for cause based upon a determination of incapacity, incompetence, the presence of irreconcilable conflicts of interest, neglect of duty (including three or more consecutive unexcused absences), or malfeasance.
- G. No CTAB member shall be affiliated with any contractor performing work or seeking the award of work for projects financed, in whole or in part, by a Spokane TBD project in any way. CTAB members shall be required to comply with the City of Spokane Code of Ethics (Chapter 04.32, SMC) during their CTAB service, including avoiding conflicts of interest, such as having a direct pecuniary or financial gain.

Section 04.37.020 Duties and Functions

- A. The CTAB makes annual recommendations to City Council regarding the allocation of TBD program funds, including the funds allocated by the Street Department for residential street maintenance. Recommendations may include but are not limited to:
1. pavement maintenance and reconstruction;
 2. paving unpaved streets;
 3. sidewalk infill and maintenance;
 4. ADA accessibility improvements;
 5. multimodal connectivity; and
 6. other transportation projects allowed pursuant to chapter 36.73 RCW. City Council maintains final approval over project funding.
- B. The CTAB shall annually provide a transportation improvement report on progress made in carrying out its responsibilities. This report should be provided in writing and by appearance and presentation before the City Council by the Chair or their designee. Additional reports may be submitted when deemed appropriate by the CTAB or when requested by the city council. Pursuant to RCW 36.73.160(2), the report must be distributed to the public and newspapers of record in the district. The report should include, at a minimum:
1. A summary of the work done by the CTAB and projects that were completed within the previous calendar year or since the last report, whichever is longer including the status of transportation improvement costs, transportation improvement expenditures, revenues, and construction schedules.
 2. The CTAB's expected work plan for the coming year.

Community Assembly
PeTT Committee Monthly Meeting
June 22, 2021 – 6 PM via WebEx
Meeting Notes *DRAFT*

Neighborhoods and Attendance

Doug Salter (Chief Garry Park), Jeffrey Mergler (Comstock), Randy McGlenn (East Central/CTAB), Carol Tomsic (Lincoln Heights), Lindsey Shaw (Logan), Mary Winkes (Manito/Cannon Hill), Charles Hansen (Whitman), Paul Kropp (Chair), Annica Eagle (ONS).

May Committee Notes

The committee accepted for the record the May draft notes prepared by the chair.

CTAB (Citizens Transportation Advisory Committee) Report

Randy McGlenn presented working documents from the CTAB meeting earlier this month to show how Transportation Benefit District (TBD) funds (\$20 car tab fees) are used to leverage other city street maintenance monies for local access (non-arterial, neighborhood) street repair and maintenance, and sidewalk infill. Randy was also voted in as the CTAB chair for the 2021-2022 yearly program cycle.

Restructure for CTAB

The chair reviewed again the proposed addition to city code pertaining to CTAB with the new SMC 04.37. Under this proposal the PeTT member of the CTAB will be selected by the Community Assembly, upon nomination by the PeTT Committee. Various features of the new code provisions were discussed, and committee members were particularly concerned that the expansion of the CTAB to 11 members, 6 of whom are to be selected by members of the city council from residents of their districts, leaves the neighborhood councils without an explicit connection to these members, there being no way from the text of the proposed ordinance to understand how the role of these city council appointees vis-à-vis the neighborhoods is to be understood. A briefing or workshop at a Community Assembly meeting about the roles and responsibilities of council-appointed CTAB members is strongly favored by the committee.

Suggested Statement of Responsibilities for the PeTT member of CTAB

The chair anticipates the Community Assembly may require the selection of a new PeTT member of CTAB to be managed by the CA's Liaison Committee. Were that to be the case (yet to be determined) PeTT and Liaison would presumably need to agree on the basic responsibilities of the CTAB membership. The chair presented the following as an example:

I am aware of the role and responsibilities of the City of Spokane's Citizens Transportation Advisory Board (CTAB) according to the provisions of SMC 04.37

- *to recommend the allocation of Transportation Benefit District revenue for residential street maintenance projects and*
- *to provide a timely annual report for the City Council,*
- *of the attendance and time commitment required, and*
- *of the additional requirement to provide a verbal report for the PeTT Committee after each CTAB meeting and a written report for the next Community Assembly meeting after each CTAB meeting.*

Fundamentals of the PeTT Committee Policies and Procedures (2017)

A. 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.

Upon review of these basis provisions, the committee found them consistent with the 2017 update of the transportation chapter of the city's comprehensive plan and there is no reason to consider a name change for the committee, its more general duties being broadly understood, and its abbreviation ("PeTT") being embedded in all sorts of places.

Next Meeting

Tuesday, July 27, 2021 -- 6 PM [via Zoom](#)

Topics

Citizens Transportation Advisory Committee (CTAB) further considerations – Randy McGlenn
Spokane Regional Transportation Council (SRTC) – Metropolitan Transportation Plan Update

(Notes prepared by the chair)

Plan Commission (PC) Liaison Report

Community Assembly Report, July 1, 2021

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

June 9, 2021 PC Meeting via WebEx

The main focus of this week's Plan Commission was the continuation of the Housing Action Plan hearing. After brief deliberations by the Commission, the members voted to recommend that the housing action plan be forwarded to the City Council, with only minor amendments. There was one absence.

<https://static.spokanecity.org/documents/projects/spokane-housing-action-plan/spokane-housing-action-plan-public-review-draft-may-2021-2021-05-12.pdf>

Mayor's Housing Advisory Council

I have been appointed to the Mayor's Housing Advisory Council. Its first meeting was Friday, June 18. We will meet quarterly.

Three items of note from the first meeting:

There are several housing groups who have come out against the draft housing action plan that was drafted by the city's Planning Department.

The Mayor is considering issuing a housing emergency proclamation.

I asked Paul Warfield, policy advisor to the Mayor, who led the discussion, to give a presentation to the Community Assembly.

June 23, 2021 PC Meeting via WebEx

Workshops:

1. 2022-2027 City Wide 6 Year Capital Improvement Program

Applications for Comp Plan Amendments, 2020-2021

Please note the neighborhoods where these amendments are located and Key Dates for the amendment process:

What's Happening Now:

In October 2020, the City of Spokane accepted applications for proposed amendments to the Comprehensive Plan. During that period the City received six applications for amendments to map [LU-1, Land Use Plan Map](#). Staff anticipates one city-sponsored proposed amendments to maps [TR-5, Proposed Bike Network Map](#). All proposed amendments are summarized 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 Will Be Considered Under a Different Program
Z20-196COMP	S. Freya St. & Palouse Highway	Southgate	"Residential 4-10" to "Residential 15-30" Not Added to Work Program
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"
Z21-022COMP	Map TR-5 Proposed Bike Network Map	Citywide	Amendments to the Proposed Bike Network

The Docketing subcommittee of the City Council met on February 17th to discuss the various applications described above and to form a recommendation to the City Council as to which should be considered fully this year. This recommendation can be found in the official [Docketing Committee Findings](#). The City Council met on April 26, 2021 and set the annual work program. Application Z20-195COMP will be considered outside the annual amendment cycle and no additional information on that proposal will be found here. Z20-196COMP was not accepted into the work program and no further processing of that application will occur at this time. Each of the remaining applications will move forward for full processing and consideration. Look for additional materials on those applications in the links in the table above.

Written comments will be accepted throughout the processing of the applications above. Those wishing to provide written comments should either email them to kfreibott@spokanecity.org or send by postal service to the following address:

Kevin Freibott
Planning and Economic Development Department
City of Spokane
808 W Spokane Falls Boulevard
Spokane, WA 99201

Background

The City of Spokane accepts applications to amend the text or maps in the Comprehensive Plan between September 1 and October 31 of each year, per [SMC 17G.020](#). All complete applications received will be reviewed by a city council subcommittee and those placed on the Annual Comprehensive Plan Amendment Work Program for the City of Spokane will begin full review early in the calendar year. Anyone may make a proposal to amend the City's Comprehensive Plan.

The City of Spokane's Comprehensive Plan addresses many facets of city life, including land use, transportation, capital facilities, housing, economic development, natural environment and parks, neighborhoods, social health, urban design, historic preservation, and leadership.

The City of Spokane is committed to conducting an annual process to consider amendments to the comprehensive plan. The GMA specifies that amendments to a comprehensive plan cannot be made more frequently than once per year. The purpose for this is two-fold: it gives the

plan stability over time, avoiding spontaneous changes in response to development pressures, and it groups all proposed amendments in a common process for consideration, providing the opportunity to examine their collective effects on the plan.

Following review by City Council, who sets the Annual Comprehensive Plan Amendment Work Program, Plan Commission consideration of each amendment proposal on the Work Program will be conducted at public workshops held during the public comment period, typically in the summer. Applicants will be afforded the opportunity to address the Plan Commission during the workshop regarding their application. The City Council considers the amendment proposals, staff report, and Plan Commission's amendment recommendations within the context of its budget discussions, and acts on the amendment proposals prior to or at the same time as it adopts the City budget, usually late fall. If you have any questions or concerns regarding the Comprehensive Plan Amendment process, please contact Kevin Freibott at kfreibott@spokanecity.org or by phone at 509.625.6184.

Contact Information

City of Spokane

Department of Neighborhood and Planning Services

808 W. Spokane Falls Blvd.

Spokane, WA 99201

509.625.6500

Tirrell Black

Principal Planner

509.625.6185

tblack@spokanecity.org

Kevin Freibott

Assistant Planner II

509.625.6184

kfreibott@spokanecity.org

Kara Frashefski

Assistant Planner I

509.625.6146

kmoweryfrashefski@spokanecity.org

4. Transit Oriented Development – Center Line Update

Plan Commission recommendations extracted from the Findings of Fact, Conclusions and Recommendations re: the Housing Action Plan:

RECOMMENDATION: In the matter of the City of Spokane Housing Action Plan (HAP): As based upon the above listed findings and conclusions, by a vote of 9 to 0 (with one member abstaining), the Plan Commission takes the following actions: (1) Recommends to City Council the APPROVAL WITH MODIFICATION a resolution accepting the Housing Action Plan as a guide for future policy development

and potential regulatory and programmatic implementation measures, as amended during deliberations to include the following: Amend strategy A1 in Table 1 to include an additional first step that states, "Form a joint Plan Commission/City Council led task force to conduct a review of all residential-focused zones to develop a set of specific actions that could include both Comprehensive Plan revisions and development code changes." (2) Authorizes the President to prepare and sign on the Commission's behalf a written decision setting forth the Commission's findings, conclusions, and recommendation on the resolution.

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