

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



Meeting Agenda for Thursday, September 2, 2021  
 5:30 to 8:00 pm, Webex Online Meeting  
 Proposed Agenda Subject to Change  
 Please bring the following items:  
 \*Community Assembly Minutes: August 5, 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. <a href="#">Proposed Agenda (Facilitator)</a> .....	2 min (5:33)	Approve	1
• Including Core Values, Purpose, Rules of Order			
3. <a href="#">Approve/Amend Minutes (Facilitator)</a> .....	5 min (5:35)	Approve	5

### Open Forum

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

5. City Council (CC) (City Council Member Burke) .....	10 min (5:50)	Oral Reports	-
6. <a href="#">Comprehensive Economic Development Strategy</a> .....	15 min (6:00)	Presentation	11
<a href="#">(Gary Ballew, Greater Spokane, Inc. (GSI))</a>			
7. <a href="#">Housing Action Plan Letter to City Council (Mary Winkes)</a> .....	10 min (6:15)	Discussion & Vote	25
8. <a href="#">Potential Creation of Liaison Positions to the Park Board</a> .....	10 min (6:25)	Discussion	26
<a href="#">(Paul Kropp and Greg Francis)</a>			
9. Office of Neighborhood Services (ONS) Update (Carly Cortright) .....	10 min (6:35)	Oral Report	
10. Community Assembly (CA) Administrative Committee Items .....	10 min (6:45)	Discussion	
(Greg Francis)			
a. Formation of CA Administrative Nominating Committee			
b. Call for CA/CC Agenda Items for September 30, Meeting			
11. Role of Community Assembly Committees (Greg Francis) .....	30 min (6:55)	Discussion	
12. Roundtable Discussion .....	10 min (7:25)	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.

• <a href="#">Administrative Committee</a> .....	29
• <a href="#">Budget Committee</a> .....	31
• <a href="#">Building Stronger Neighborhoods Committee (BSN)</a> .....	34
• <a href="#">Liaison Committee</a> .....	37
• <a href="#">Pedestrian, Traffic, and Transportation Committee (PeTT)</a> .....	38

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

• <a href="#">Community Housing and Human Services (CHHS) Liaison Report</a> .....	40
• <a href="#">Plan Commission Liaison Report</a> .....	42

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

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

Join WebEx Meeting [Online](#).

Tap to join from a mobile device (attendees only)

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# **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:**

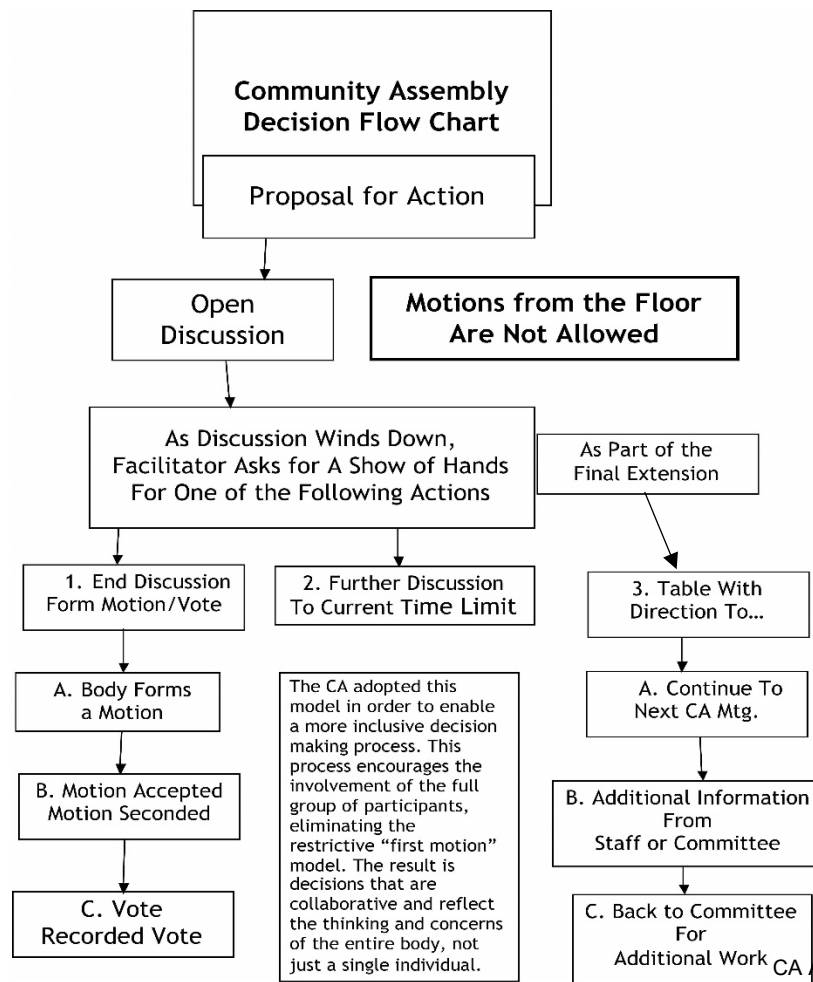
The Community Assembly fulfills its purpose, achieves its goals, and stays true to its core values by its members engaging each other and the community with honest communication and having transparent actions in all of its dealings. Community Assembly representatives are knowledgeable and committed to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

August 5, 2021 via WebEx web conference

Meeting called to order at 5:30pm by Jennifer Cumbie

### Attendance:

- **Neighborhood Councils Present:** Audubon/Downriver, Bemiss, Browne's Addition, Chief Garry Park, Cliff/Cannon, East Central, Emerson/Garfield, Grandview/Thorpe, Hillyard, Latah/Hangman, Lincoln Heights, Logan, Manito/Cannon Hill, North Indian Trail, Northwest, Peaceful Valley, Rockwood, Southgate, West Hills, West Central, and Whitman.
- **Neighborhood Councils Absent:** Balboa/South Indian Trail, Comstock, Five Mile Prairie, Nevada-Heights, North Hill, Riverside, Shiloh Hills, and Minnehaha.
- **City Staff Present:** Council Member Lori Kinnear, Carly Cortright (Office of Neighborhood Services, ONS), Kevin Friebott (Planning), Shauna Harshman (City Council), Kirstin Davis (Community, Housing, and Human Services, CHHS), and Annie Deasy, (ONS).
- **Visitors:** Gretchen Chomas (Gonzaga University), Christina Kamkosi (Gonzaga University), Rachel Swather (Gonzaga University), Paul Kropp (Pedestrian, Traffic and Transportation (PeTT) and Liaison Committees), and Jennifer Cumbie (facilitator).

### Administrative Agenda:

1. **Introductions:** The facilitator asked for all CA Reps to identify themselves and their NC in a poll for attendance and for permission to record the meeting for Annie Deasy (CA Admin Committee Liaison) to provide accurate minutes. This request was approved (11-approve, 5-deny, and 0-abstain).
2. **Proposed Agenda:** Daniel Zapotocky moved, Colleen Gardner seconded to approve the agenda. Motion passes with 17-approve, 0-deny, and 1-abstain.
3. **June Minutes:** Greg Francis moved, Daniel Zapotocky seconded to approve June minutes. Motion passes with 16-approve, 0-deny, and 2-abstain.
4. **Open Forum:**
  - Paul Kropp. Paul asked that CA representatives share the [Parks and Recreation survey](#) and [Spokane Regional Transportation Council survey](#) that are addendums in the packet with their neighborhood councils because the priorities are important.
  - Kathryn Alexander, Community, Housing, and Human Services (CHHS), and Housing Action Plan (HAC) CA Liaison Committee. Kathryn said that because of

lack of staffing in CHHS there is not much to report on. Also, the Affordable Action Housing Plan presentation is included but outside of the presentation there is not much more to share

- Greg Francis, Administrative Committee. The Park Board may have a new CA Liaison position or begin soliciting opinions from the CA.

### **Legislative Agenda:**

**5. City Council Report:** Council Member Lori Kinnear, [lkinnear@spokanecity.org](mailto:lkinnear@spokanecity.org).

**Development Incentives:** Council Member Kinnear, other members of City Council have been working with City staff on a suite of development incentives. The incentives, passed unanimously earlier this week, target things that would be easy to fund and implement right away. The incentives were crafted to promote housing development within half a mile, known as the 15 minute walkable city, of our existing center and corridor growth model, and fits in within the City's comprehensive plan. The City also offered a version of most of these incentives in a recent ask, for example, the transformation of the former Macy's building. The incentives are intended to be in place for 3 years and then each incentive should be reviewed to determine if the incentive should be offered for a longer term.

**City Budget:** The City of Spokane has about 185 vacancies, or about 10% of our City staff. The vacancies have several impacts: services to citizens; current staff who are working overtime and possibly beyond what they should be working; and also our budget. Going forward Council Member Kinnear said that her office will be focusing on the 2021 budget, last year the budget process was very collaborative between Council and Administration, and that she looks forward to building up that success this year.

There were questions and answers.

**6. Comprehensive Plan:** Kevin Friebott, Planning Services, [kfriebott@spokanecity.org](mailto:kfriebott@spokanecity.org) or 625-6184. Kevin gave a presentation on the 2020 Comprehensive Plan Amendment applications and process. The annual amendment process is about 14 months and begins with applications submittal in October; review of applications by ad hoc docketing committee, City Council resolution to set work program; 14 day agency comment period; 60 day public comment period (current stage); Plan Commission hearing; City Council hearing; and Mayor signature and amendments take effect.

In 2020, six applications have been received, five for land use and zoning and one of which was prepared with the Bicycle Advisory Board and City-departments to amend the bike facilities map. The applications include:

- Z20-194COMP 120 N. Magnolia Street, the old McKinley School Building, asking to change to centers, corridors and core from light industrial.

- Z20-206COMP 155 E Cleveland Avenue, asking to change from residential 4-10 units to residential 15-30. The applicant is asking to go from single family to multi family. The property is on a bluff, so homeowners in the area will not have their view obstructed if a multi-family project is built
- Z20-207COMP 1015 W Montgomery Avenue, asking to change from residential 4-10 to general commercial so that the zoning and land use for all properties in the area match and develop multi-family housing.
- Z20-208COMP 208 and 209 W. Sinto Avenue, asking to change from residential 10-20 to residential 15 plus to develop into multi-family housing, leaving the alleyway.
- Z20-209COMP 1025 W. Spofford Avenue, the community school, asking to change from residential 10-20 to cc core so that the school can be redeveloped to be more modern and efficient, but retained as a school.
- BZ21-022COMP Bike Facilities Map, to add two new bike lanes, five new neighborhood greenways; one new shared use path, and two bikes to shared use lanes.

To review the plan and provide feedback, visit: [my.spokanecity.org/projects/2020-2021-proposed-comprehensive-plan-amendments/](https://my.spokanecity.org/projects/2020-2021-proposed-comprehensive-plan-amendments/).

Motion to extend: Daniel Zapotocky motioned. Fran Papenleur seconded. Motion passes with 12-approve, 6-deny, and 0-abstain.

There were questions and answers.

- 7. Citizens' Transportation Advisory Board (CTAB) and Transportation Benefit District (TBD) Update:** Shauna Harshman, City Council, [sharshman@spokanecity.org](mailto:sharshman@spokanecity.org) or 625-6174. Shauna announced that the CTAB is expanding and will have two board members from each Council District, instead of one, and that applications will be posted to the [website](#). The TBD is a \$20 assessment that is collected on vehicle licensing/tabs which is combined with Street Department funds for residential street maintenance projects. Each year, the state requires a report out to the community of the projects that were completed the previous year. The [2020 Transportation Benefit District Annual Report](#) is smaller than previous years because there are fewer projects highlighted due to the I-976 ballot measure. TBD funds were put on hold so TBD funds were not overspent and the projects listed later in the report were funded by the Street Department. The TBD funding priorities include: reducing risk of transportation failure, improving travel time, air quality, modal connectivity, freight mobility, increase daily and peak period trip capacity, and preserving infrastructure. The TBD has collected \$26,446,986.29 to date

and has funded \$21,473,535 on grind and overlays, chip and crack sealing, and sidewalk repairs, including the following projects completed in 2020:

- Residential crack seal throughout the City of Spokane
- Queen Ave. from Standard to Magnolia streets.
- Scott and Garfield streets from 43<sup>rd</sup> to Thurston avenues.
- Longfellow Ave. from Monroe to Division streets.
- Unpaved road strip paving.
- Sidewalks on Driscoll Ave. from Wellesley to Bismark streets, 37<sup>th</sup> Ave. from Manito to Latawah streets, and the Cincinnati Greenway.

There were questions and answers.

8. Gonzaga Leadership Training: Christina Komkasi and Gretchen Chomas. Gretchen started the Gonzaga Leadership Training presentation with the current state of the things in the Neighborhoods then went into the guiding vision and the phases of the assessment. Phase one included a strength and needs assessment comprised of interviews, surveys, focus groups to understand the City's systems and research what other cities have done to support civic volunteers in leadership roles. They started the assessment in February, analyzed data (105 surveys, 29 interviews, 6 meetings, and 2 focus groups) and presented recommendations to the City in June, in August finalized the report, and now are developing and customizing a leadership program that will begin implementing recommendations late 2021. Christina shared phase two, the new guiding vision, "How might we equip neighborhoods with knowledge, skills, and resources to increase engagement and effectively address their priorities?" Then went into phase three, ideas for recommendations and next steps that include: recognize or incentivize, build partnerships with local employers, mentor and peer led initiatives, evaluate and revise Building Stronger Neighborhood resources, support community led events, provide a recommended structure, and working on projects in their neighborhoods.

There were questions and answers.

9. Police Reform Task Force Committee: Luke Tolley, [luke.tolley@gmail.com](mailto:luke.tolley@gmail.com). The Police Reform Committee met last Friday. The same group met with a couple of additions and the group may be expanded. The committee is continues to work on building relationships and trust, which is good, but also hard because members also are very busy high-level executives. The committee will most likely meet monthly. A concern within the group was the power differential and armed police officers so the officers agreed to be unarmed. The committee discussed the recent legislative changes on policing, including militarization, changes being added to local policing, police officers are public servants and follow rules, and reimagining policing.



Motion to extend: Tina Leurssen motioned. Mark Davies seconded. Motion passes with 11-approve, 3-deny, and 0-abstain.

- 10. Police Advisory Committee (PAC):** Colleen Gardner, [kelcag72@gmail.com](mailto:kelcag72@gmail.com). Colleen shared a presentation on the Spokane Police Department (SPD) and Police Advisory Committee. The PAC was formed in 1981 to act as an advisory board representing various community groups to the office of the Chief of Police. The PAC meets four times a year and meetings are open to the public. The next meetings will be held on September 16 at 5:30pm at West Central Community Center (WCCC); and November 18 at 5:30pm at East Central Community Center (ECCC). The presentation also highlighted various [Police Reform bills](#) (1054, 1227, 1310, 5038, 5051, 5135, and 5476 may be most impactful) passed at the state level. The bills may contain requirements that SPD has initiated in past years such as non-use of choke holds, body cameras, non-use of knock warrants, behavioral and health officer teams, and new use of force policy. Colleen also shared the crime rates and crime statistics and how many officers assigned to the north and south precincts. The presentation, with additional information, will be emailed to the CA representatives.

Motion to extend: Mark Davies motioned. Gail Cropper seconded. Motion passes with 10-approve, 0-deny, and 1-abstain.

There were questions and answers.

- 11. Memorandum of Understanding (MoU) Update:** Luke Tolley, MoU adhoc committee. Luke shared the MoU between ONS and CA and said that he and the adhoc committee are recommending that the CA vote to approve. No changes or comments have been since the MoU was shared at the July meeting. Tina confirmed that there were no further comments and hopes it is approved and can be forwarded to City Council. Luke added that he will be happy to attend the meeting with City Council.

Vote to approve the draft Memorandum of Understanding. Andy Hoye motioned, Mark Davies seconded. Motion passes: 13- approve, 0-deny, 2-abstain.

- 12. Administrative (Admin) Update:** Greg Francis had three items: meeting in person will be reviewed on a month by month because of the changes with COVID; the WCCC meeting room is not equipped for hybrid meetings; and a quick recap of the Community Assembly and City Council joint meeting. The CA/CC recap: bulk of meeting was on Housing Action Plan which was passed last week; the traffic calming program; \$82 million in American Rescue Plan (ARP) funds and encouraged everyone to complete the [survey](#) to help provide feedback on prioritizing spending; and laws changing policing. The next CA/CC meeting is September 30, at 5:30pm. Tina added that committees need to review your Policy and Procedures (P and P) now is the time to do so because updates are coming due.

There were no questions.

**13. Office of Neighborhood Services (ONS):** Carly Cortright. Carly said that a number of representatives have expressed an interest in street maintenance projects. The City publishes a weekly [Obstruction Notice](#) that includes road closures and street projects that are under construction inside and outside Spokane city limits (a link also is included in the Monthly Report that Neighborhood Councils receive from their staff liaison). The **Pedestrian Safety and Traffic Awareness** work trying to reduce speeding, especially in residential neighborhoods continues. The feedback from the stakeholders group was to look at using traffic calming funds to purchase yard signs (Neighbors Drive 25), public service announcements and outreach. Our sub-committees are working together to come up with ideas and what we can do. Annie is working with communications and Annica is working with data. The communications sub-committee met and is recommending a campaign focusing on child's pedestrian safety that would launch when school starts. **Clean-Up** update. Disposal Pass distribution information was shared as well as the fall events. The events will be held between September 14 to November 6 and clean-up coordinators will be notified next week. Clean-up event postcards will be mailed to residents giving them 10 days' notice of the event. The bi-weekly **News You Can Use** district videos are going well and the latest video was published today. The videos are posted on our [website](#) and can be found in the right column under Items of Interest. If you have anything that you want shared, please let us know.

There were questions and answers.

**14. Round Table: Mark Davies, Budget:** showed the Utility Bill insert that the Budget Committee worked on with the City graphics department. The insert will go out with the October bills and on the website for online billing customers. Extra copies of the insert will be printed so that NCs can distribute at events or include in welcome bags

**Mary Winkes, CA/CC:** expressed a concern about the lack of process for the amendment to the recently passed housing action plan that allows constructing four-plexes in areas made up of single family homes. Mary said she would like to draft a letter addressed to City Council requesting that the neighborhood councils be included in discussions on processes and will work with the Admin Committee to request time on the next agenda.

**Colleen Gardner, PAC:** questions or concerns about the PAC presentation should be emailed to: [kelcag72@gmail.com](mailto:kelcag72@gmail.com).

Motion to extend: Andy Hoye motioned. Fran Papenleur seconded. Motion passes with 15-approve, 1-deny, and 0-abstain.

**Meeting Adjourned at 7:48pm.**

Next Community Assembly scheduled for **Thursday, September 2, 2021.**





THRIVE SPOKANE!

GREATER SPOKANE INC.





# AGENDA

- ▶ Introduction
- ▶ Project Details
- ▶ Call to Action



# INTRODUCTION

# PROJECT GOAL

...To convene a community conversation to update the **Comprehensive Economic Development Strategy (CEDS)** and create a **unifying vision** focused on enhancing the prosperity of the community.

# CEDS OVERVIEW

- ▶ A **data-** and **strategy-driven** plan for regional economic development
- ▶ The result of a **regionally-owned planning process** designed to **build capacity** and guide the economic **prosperity** and **resiliency** of an area or region
- ▶ Considers, integrates, and **leverages other regional planning efforts**
- ▶ Required elements of a CEDS include a **SWOT** analysis, regional demographic and socioeconomic **data**, target **sector analysis**, and **infrastructure** assets
- ▶ Regions must update their CEDS at least **every 5 years** to maintain an Economic Development District (**EDD**) and qualify for Economic Development Administration (**EDA**) assistance

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## Why is a CEDS important?

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The background is a solid teal color. On the left side, there are several overlapping circles and a large, stylized number '2' in a lighter shade of teal. The text 'PROJECT DETAILS' is written in a large, white, sans-serif font on the right side of the image.

# PROJECT DETAILS



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**OUR MISSION:** to **engage** and **inspire** community leaders to help the people they serve thrive economically, financially, and socially

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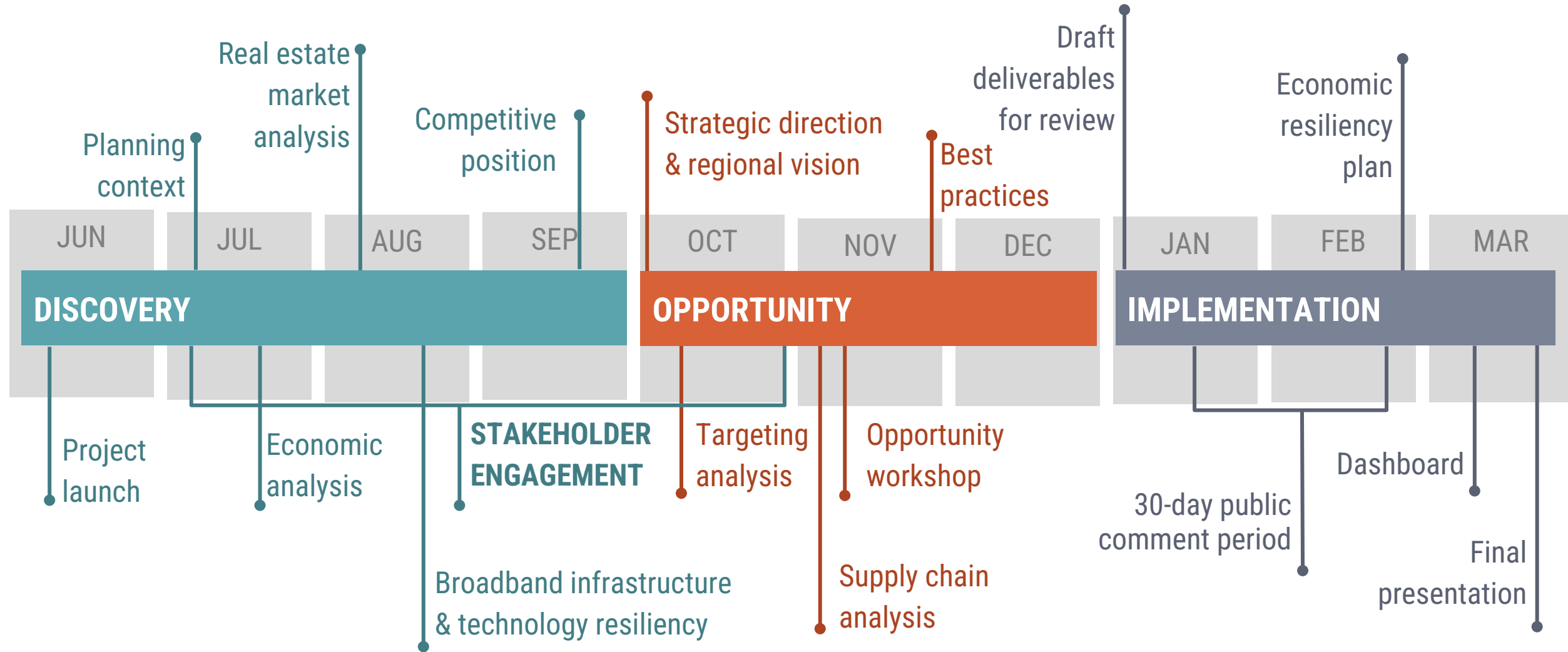


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**OUR PURPOSE:** We improve **communities** and the environment by **collaborating** to solve complex problems

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# PROJECT SCHEDULE





# CALL TO ACTION

# STAKEHOLDER ENGAGEMENT STRUCTURE



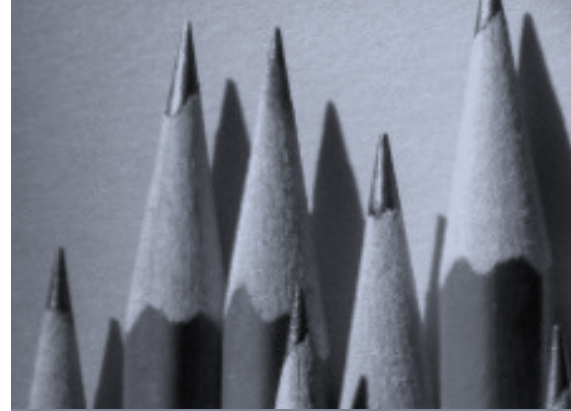
## STEERING COMMITTEE

CEDS Committee responsible for attending monthly meetings, reviewing materials, and engaging stakeholders



## ADVISORY COMMITTEE

Committee responsible for attending approx. quarterly meetings and participating in roundtables



## WORKSHOPS

Solutions-oriented, topic or sector focused meetings with defined scope



## ROUNDTABLES

Series of focus groups with broad range of diverse stakeholders to understand regional needs

## COMMUNITY VISION SURVEY + CEDS DRAFT STRATEGIES PUBLIC COMMENT PERIOD

Flexible public engagement without scheduling constraints

# HOW YOU CAN HELP

1

Help us identify individuals and groups to participate in **stakeholder engagement**  
*Email Joey Gunning ([jgunning@greaterspokane.org](mailto:jgunning@greaterspokane.org)) with your connections*

2

Complete the **community vision survey**, and share it with your network  
*You can access the survey here:*

3

Sign up to receive **email updates** on the project's progress  
*More information can be found on the project website: [ThriveSpokane.org](http://ThriveSpokane.org)*

4

Contact **Gary Ballew** ([gballew@greaterspokane.org](mailto:gballew@greaterspokane.org)) for additional information on how to get involved





THANK  
YOU

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@TIPStrategies

# SCOPE + KEY TASKS BY PROJECT PHASE



## DISCOVERY

- 1.1 Project launch
- 1.2 Planning context
- 1.3 Economic context
- 1.4 Real estate market analysis
- 1.5 Broadband infrastructure & technology resiliency
- 1.6 Stakeholder engagement
- 1.7 Competitive position



## OPPORTUNITY

- 2.1 Strategic direction & regional vision
- 2.2 Targeting analysis
- 2.3 Supply chain analysis
- 2.4 Best practices
- 2.5 Opportunity workshop



## IMPLEMENTATION

- 3.1 Draft CEDs
- 3.2 Implementation matrix
- 3.3 Final CEDs
- 3.4 Economic resiliency plan
- 3.5 Dashboard
- 3.6 Final presentation & workshop





To: Spokane City Council  
From: Community Assembly  
Date: September 2, 2021

RE: Amendments to Ordinances and Resolutions

After the last-minute amendment to the Housing Action Plan resolution at the July 26th City Council legislative session, the Community Assembly had a discussion at our August 5th meeting about that amendment and its ramifications for neighborhoods and neighborhood councils. What the Community Assembly focused on is the process, or lack thereof, which did not allow neighborhood councils to have input before the resolution, including the last-minute amendment, passed.

The Community Assembly concluded that last-minute amendments have no place in transparent legislation. Therefore, the Community Assembly requests that, in the future, the City Council allow reasonable notice prior to the introduction of amendments to resolutions or ordinances coming before Council, particularly when such legislation would impact neighbors and neighborhood councils. This request has to do with process and transparency.

Frankly speaking, the city is made up of 29 neighborhoods/neighborhood councils. We *are* the City. We deserve to have input into decisions made by City Council.

Respectfully,

Greg Francis  
Chair, Administrative Committee  
Community Assembly

## **Spokane Park Board**

### **Development & Volunteer Committee (DVC) and Citizen Advisory Committee (DVC-CADC)**

#### **Summary of Roles and Responsibilities for Each**

#### **Development & Volunteer Committee (DVC)**

The Development and Volunteer Committee serves as an advisory to the Park Board on matters pertaining to Parks' friends and volunteer groups, and the division's fundraising initiatives. The committee serves as a conduit between friends organizations, and the Parks Division and Park Board. The committee meets on an as-needed basis at various times during the year.

The DVC is a standing committee of the Park Board established per the board's bylaws and is comprised of four Park Board members, three business/community members, and the chair of its "citizen advisory committee" (CAC). One of the members will be from the neighborhood council system via the Community Assembly.

Goals of DVC:

- Guide and support Parks & Recreation's capital and programming fundraising priorities
- Serve as an umbrella over "Friends of" groups
- Foster the creation and growth of new "Friends of" groups

See attached "Development & Volunteer Committee (DVC) Overview" for details. The composition and representation specifics, however, have changed since March and should be disregarded. The objectives statements for goal implementation are key.

Provision of City Charter and Code:

Park Board standing committees operate under the authority of the Board established by City Charter Article V, Section 44 and implemented in city code at SMC 4.011 Administrative Agencies and Procedures / Park Board, and the Board's bylaws.

Proposed Affirmation of Responsibilities for CA Representative Member of DVC:

(See next page)

#### **DVC Citizen Advisory Committee (DVC-CAC)**

**Committee Role:** The DVC-CAC advises the Development and Volunteer Committee (DVC) and is intended to increase citizen involvement back to the DVC on matters of maintaining our parks. The Committee will consist of up to 12 members, including five members from "Friends of" groups, two from Community Assembly, two from volunteer focus groups, two business leaders, and two from partner organizations. The chair of the DVC-CAC will be on the DVC.

**CA Appointment:** The Community Assembly selects two members of the DVC-CAC with one of them serving on the DVC. Appointments are acknowledged by a letter of appointment from the Spokane Parks Director.

**Terms:** Terms are two years with a maximum of two terms served by a member.

**Meetings:** Meeting times are not fully established, but the DVC-CAC will likely meet once a month and might meet prior to the DVC meeting. The DVC meeting is typically once a month in the afternoon (3pm).

Proposed Affirmation of Responsibilities:

*With respect to service on the Spokane Park Board Development and Volunteer Committee (DVC), as the Community Assembly representative member of this committee I acknowledge and affirm the following:*

*I am acquainted with and understand the organization, duties, and responsibilities of Park Board committees specified in the Park Board Bylaws at Section 17, and in particular their advisory role to the Park Board.*

*I am responsible, collectively and with my fellow committee members, for ensuring effective stewardship of and strategic direction for Spokane Parks and Recreation programs with the Spokane Park Board.*

*I understand and accept the time commitment involved as a committee member of the Spokane Park Board Development and Volunteer Committee, and the obligation to inform the committee chair of any anticipated meeting absences.*

*I understand it is my obligation to the Community Assembly to provide a written report after each DVC meeting for inclusion in the agenda packet of the next Community Assembly meeting.*



## Development & Volunteer Committee (DVC) Overview

A special committee of the Spokane Park Board

*Updated: March 31, 2021*

### Purpose/Mission

The purpose of the Development and Volunteer Committee is to help guide fundraising priorities (capital and programmatic), and to enhance the growth and coordination of the “Friends of” volunteer groups who work to fulfill those fundraising priorities.

### Goals

- Guide and support Parks & Recreation’s capital and programming fundraising priorities
- Serve as an umbrella over “Friends of” groups
- Foster the creation and growth of new “Friends of” groups

### Objectives to obtain those goals

Goal: Guide and support Parks & Rec’s capital and programming fundraising priorities

- a. Develop an annual priority fundraising list for capital and programming projects, in concert with Parks & Recreation leadership and the full Park Board
- b. Develop a fundraising master plan
- c. Create toolkits/presentations/videos as needed
- d. Utilize Park Board members’ connections to solicit potential donors
- e. Develop procedures for accepting and recognizing funds

Goal: Serve as an umbrella over “Friends of” groups:

- f. Centralize MOU agreements for consistency
- g. Create a Citizens Advisory Committee (CAC) comprised of reps from all Friends groups, and Community Assembly/neighborhood councils as appropriate
- h. Increase coordination between Friends groups for shared resources, ideas, concerns/issues, marketing, and support
- i. Support Friends’ fundraising efforts, guided towards the determined fundraising priorities
- j. Support communication with their staff liaison and additional appropriate Park Board committees (i.e. Land, Riverfront Park)

Goal: Foster the creation and growth of new “Friends of” groups

- a. Create a Friends of Riverfront Park

### Composition & Representation

The DVC is a “special” committee of the Park Board, similar to the Joint Arts Committee. All actions will come through a “regular” committee of the Park Board (i.e. Land, Riverfront). Please see Park Board Organizational Chart for reference.

It will be comprised of 50% Park Board and 50% non-Park Board community members. There will be four Park Board members, one representative from the CAC, and three business/community members.

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

**August 24<sup>th</sup>, 2021. 12pm via Zoom**

**Attendees: Committee members:** Greg Francis (Chair), Tina Luerssen (Secretary), Christopher Savage, Kelly Blyth, Daniel Zapotocky (Vice Chair). City Staff: Annica Eagle, Carly Cortright. Visitor: Paul Kropp.

**June and July minutes** approved by consensus.

**September CA Agenda requests:**

~~Potential discussion re: housing & homelessness (moved to October)~~

Comprehensive Economic Development strategy (GSI-Gary Ballew). GSI is trying to get broad input from Spokane residents to create this strategy. 15 minutes. Greg will emphasize to Gary that the presentation should be short & engaging, and allow time for Q&A.

Review/approval of Housing Action Plan letter from CA to CC. Proposed by Mary Winkes during August CA Roundtable. 10 minutes.

Potential creation of additional CA and NC liaison position to Parks Board subcommittee. New Development & Volunteer Committee. Can we get specifics from the Parks Board to present in October? Delegate to the Liaison Committee to create the formal position/form/etc? Request came from Bob Anderson, Vice Chair of Parks Board. Noted in Parks Board minutes the creation of these committees, and desire to have CA participation. Greg has further info that he will share to Paul; Liaison committee meets next on 9/14. 10 minutes.

Paul requested time for PeTT. Tonight, Paul will notify his intent to not continue as Chair for the committee after the end of 2021. Paul believes the role of this committee has been superseded by CC funding with outreach directly to the NCs for traffic calming issues and projects. There will also be a sidewalk “solution”. Paul believes that this has made the PeTT committee’s original purpose accomplished, because the committee is not sought out for input by Streets Department. The CA should perhaps have a liaison directly to CTAB, not as a subcommittee liaison through PeTT. Tina suggested a discussion within CA this month, and then bringing it to CA/CC at the end of September for discussion with the City Council as a whole. This affects all committees, not just PeTT. Full discussion about Role of CA Committees. 30 minutes

CA Admin items: form nominating committee, call for agenda items for 9/30 CA/CC meeting  
ONS Update. 10 minutes.

Potential October Agenda: SRTC Horizon 2025 update (bumped from August)

**Other discussion:**

Johnnie Perkins cannot attend September CA, but is available for October.

Carly would like to start recording CA at the very beginning, after last month when there were troubles with the Host of the meeting. There are a lot of votes at the beginning of the meeting that the recording can help with so we know who moved/seconded and the vote. Tina pointed out that CA P&P requires an affirmative vote to record, so we would have to have a quorum and vote before the Record button is pushed. This could be edited in the upcoming P&P review.

**Proposed Agenda for CA 9/2/21.** Approved by consensus.

Council Update: From our scheduled Councilmember (Kate Burke). 10 minutes.

Comprehensive Economic Development Strategy (GSI, Gary Ballew). 15 minutes.

Housing Action Plan Letter to City Council (Mary Winkes). 10 minutes with potential vote.

Parks Board Subcommittee Liaisons (Paul Kropp & Greg Francis). 10 minutes.

ONS Update (Carly Cortright). 10 minutes.

Admin Committee Update: (Greg Francis). 10 minutes. Admin Nominating Committee formation, CA/CC 9/30 agenda topics.

Role of CA Committees (Greg Francis). 30 minutes.

Roundtable. 10 minutes.

**Topics for next Admin Committee meeting.** Tuesday, September 28<sup>th</sup>, 2021: Policies & Procedures CA and committee updates; September 30<sup>th</sup> is the next 5<sup>th</sup> Thursday for CA/CC—set agenda; Nominating Committee for 2022 Admin (October-candidates; November-vote); Johnnie Perkins Housing & Homelessness discussion; SRTC 2045 Transportation Plan.

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**\*DRAFT\*** Community Assembly Committee Meeting Notes: Budget Committee  
8/30/2021 6:30pm, virtual via Zoom

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

## Agenda:

1. Meeting notes from 7/26/21 approved by consensus.
2. Utility bill insert will go out during October. There will be some extras (about 360) available to distribute at events, Mary Winkes requested some for the Manito/Cannon Hill block party. Expect to see about 800 extra after the mailings have been distributed. These would be available at the very end of October, and could be distributed at Neighborhood Clean-Ups in the fall. Annie is in the office on Tuesdays & Thursdays between 10am-4pm to pick up inserts to distribute.
3. Manito/Cannon Hill is the only NC with a late event, all others should have their reimbursements submitted. Annie gave leeway to Lincon Heights since Carol was sick with Covid. Five Mile asked for an extension for their Zoom reimbursement; Latah/Hangman requested a Zoom but haven't submitted yet; Minnehaha and Nevada Heights haven't done anything; Emerson/Garfield also requested a Zoom but haven't submitted anything yet. Zoom renewals are tricky, it may require a call to ensure that the contact info is all carried over because the renewal is earlier than the accounts were formed last year.
4. Accounting hasn't gotten much info entered onto the spreadsheet, but Annie expects that there is at least \$2300 still available. There were 16 orders just placed in the past week, so the spreadsheet is not fully updated yet. The remaining funds are enough to fund Zoom accounts for all who want them. Committee consensus to allow all NCs to renew/open a Zoom account with new deadline of Fri. September 17. Tina will request an agenda modification at CA to add 5 minutes for Budget to discuss Zoom accounts and extension.
5. NECC storage room: measurements are too small to fit shelving without blocking electrical boxes. Also, our equipment is too big/bulky to store on shelves. If we had a larger storage space, a rolling cart for tables/chairs would be ideal but there is no such space available.
6. Next Budget Committee meeting is scheduled for Monday, September 27<sup>th</sup>, 2021 at 6:30pm. We will stick with Zoom for September meeting. September agenda: spreadsheet update; utility bill insert distribution (October); committee P&P. Kelly will be unavailable for September meeting.
7. Meeting adjourned at 7:30pm.

**Attached: Committee P&P for review and possible edits**

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## Community Assembly Budget Committee Policy and Procedures

1/27/2020

**Our Mission/Charge:** To assist Neighborhood councils financially through the budget process and by doing so to support and develop themselves to better serve their neighborhoods.

### **Duties:**

- 1) The fundamental responsibility of the Committee is to encourage and assist the Neighborhoods in applying to the Office of Neighborhood Services (ONS) for Engagement Grant funds allocated by the City Council for neighborhood use in building capacity and participation in Neighborhood activities. Final approval for specific uses of individual neighborhood funds is decided by the ONS. Members of the Committee shall keep in contact with their assigned neighborhoods to encourage completing applications and spending their approved allocations.
- 2) The Committee encourages independent neighborhood funding, in addition to the ONS grants of all Neighborhood Council activities. However, the Budget Committee shall not be responsible for independently funded programs wholly generated within a neighborhood.
- 3) Each neighborhood shall be assigned to a Committee member as liaison. Each Committee member shall be assigned no fewer than five neighborhoods, unless the Committee has more than five members. Support shall include monitoring the budget-related activities of each neighborhood. Each neighborhood shall be instructed to assign a single individual as a contact point for all grant communications.
- 4) The Committee shall design and revise the Application and Budget Calendar as needed.
- 5) The Committee shall review and advise on the preparation of the “Neighborhood Council & Community Assembly Grant Program Guidelines,” and provide training as needed.
- 6) All applications for funding shall be sent to the ONS. ONS will forward the applications to the chair for distribution to the committee before the next monthly meeting. Final and formal approval or rejection or modification of a planned expenditure and all applications shall not reside with this Committee, but rather with the Office of Neighborhood Services.
- 7) At an appropriate time, the Committee shall prepare a set of goals for the following year and share those goals with the CA.

### **Membership and Decision-Making Process:**

The Committee shall maintain a minimum of three members who are members of different Neighborhood Councils. Membership of committees shall be open to all interested citizens and representatives of agencies, businesses, government, institutions and property owners, in addition to Community Assembly Representatives and Alternates. Each member shall have one vote.

If possible, the Committee will have at least five members, each representing a different neighborhood. Proxies are not allowed -- members must be present to vote. A majority of the members shall constitute a quorum. Consensus is not required for action in the Committee – a simple majority is sufficient for action. For actions resulting in a tie with no abstentions (if only four members are present), the vote of the fifth member shall be solicited by phone. If an abstention or other event (such as a resignation and unfilled position) results in a tie, the unresolved action shall be taken to the next CA meeting for action. Actions taken between meetings shall be kept to a minimum; however, for actions required to be taken between scheduled meetings, an



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effort shall be made by the Chair to contact all members and achieve a majority. Any interim actions shall be ratified at the next meeting and included in the minutes.

### **Officers and Terms:**

Two officers shall be determined by vote or consensus or appointment by the Chair. These shall be Chair and Secretary.

Duties of the Secretary shall be to take notes at meetings and send the minutes to the Chair, so that committee members have them before the next meeting, in time to review. Also, the Secretary shall send a draft copy of the Minutes to the ONS for inclusion in the next CA meeting packet. The Secretary shall keep a copy of all meeting minutes.

Duties of the Chair shall be to review and certify all distributions, working closely with the ONS and the assigned oversight liaisons. Additional duties of the Chair consist of sending out the agenda and submitted minutes for each meeting in a timely manner and managing the meetings and other administrative duties.

Elections of officers shall occur annually in December for terms beginning the following year. The term of office as a member of the Committee shall be two years, with a maximum of two consecutive terms. Terms shall be staggered which means that two of the five membership terms shall expire one year after the inception of the Committee in January, 2016, thereby assuring that at least two members from the previous year are present at the beginning of each year.

**Meeting Schedule:** The Committee shall meet monthly on the 4<sup>th</sup> Monday, 6:30pm at Fire Station #4, or as needed, but no fewer than three times per year.

**Reporting:** The ONS representative shall provide to the Committee the current status of every neighborhood regarding applications and spending at every meeting of the Committee or more frequently as needed.

A summary of the Budget Committee activities will be submitted to the Community Assembly semi-annually in July or August, with the goals for the coming year to be submitted between October and December.

**ONS Staff Support:** Annie Deasy.

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**\*DRAFT\*** Community Assembly Committee: Building Stronger Neighborhoods  
8/23/2021 12:00PM virtually on Zoom

Present on Zoom: Kelly Lotze (Chair: Browne's Addition), Dave Lucas (Vice Chair: Rockwood), Tina Luerksen (Secretary: Grandview/Thorpe), Charles Hansen (Whitman), MaryLou Sproul (Browne's Addition), Cliff Winger (Shiloh Hills). City staff: Gabby Ryan (ONS), Carly Cortright (ONS).

1. Committee Housekeeping
  - Kelly will not be here for the September meeting, but Dave is available to Chair the meeting. Tina will also be on virtually and can host the Zoom.
  - July meeting notes approved by consensus, with the addition of Charles Hansen in the attendance.
2. Committee Business
  - Meeting Location. Indoor facilities masks are required. Don Kelley room at WCCC is available. Thomas Hammer costs money (\$300?) to reserve, but is available first come first serve if not in use. Same with Tom Sawyer. Little Garden Café in Audubon has a room, but it's often occupied with people playing chess. The Hive on Sprague is open now, Eva is the person to talk to about reserving a room, or it can be reserved online. **Plan on meeting at The Hive and virtually in September.**
3. Announcements & Upcoming Events:
  - MaryLou reported on Browne's Addition. One concert was cancelled because of air quality, rescheduled for 9/5/21 at 5pm. Two apartment buildings in Browne's burned down last week, the NC has spoken with the Red Cross about how to help. Central Adventist Church has set up a PayPal account for donations for the displaced residents from those fires. Cannon Street Shelter contract discussion and outreach plan is on the NC agenda.
  - Tina reported on Grandview-Thorpe, they held their outdoor movie night last week. The weather and air quality were great, and about 70 people were in attendance. There is a roll-off cleanup event on November 6<sup>th</sup>, neighbors are excited about it but they hope it won't be snowing! The Parks Department also let Tina use the key for the park bathroom for the event.
  - Dave reported on Rockwood, their block party may not be happening because of Covid. They have a cleanup at the end of September.
  - Cliff reported on Shiloh Hills. They had a picnic and movie night last week (in the rain). TDS Fiber sponsored the movie and handed out free pizza.
  - ONS Update. Carly reported on the GU Leadership Training. She and Rachelle are planning to "polish up" Gretchen & Kristina's report before sharing. They will also be presenting to City Council next week about the program, 11am next Thursday. Next steps: GU will be creating a video library accessible to anyone in NCs to use. Categories include: Essential leadership skills (effective meeting facilitation,

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difficult meetings, running NC events, conflict resolution); Municipal governance & policies; Community Block Grants; Planning information/development. They will then “pilot” this with a specific NC or two. Carly has budgeted additional funding for this program for 2022, with a goal to develop trainings to go along with these videos. BSN can help with outreach to inactive NCs. They also need “subject matter experts” to feature in these videos. Carly suggested Tina for Taking Minutes, and Carol Tomsic (Lincoln Heights) for Meeting Agendas.

## 4. Education & Outreach

- Neighborhood Events Calendar: Gabby has been updating the Google Calendar with information that has been sent in. Web Team and Communications have said that the City has event calendars that people can upload events to (i.e. Riverfront Park). There would have to be 1 or 2 people from this committee to be designated to upload this information (perhaps using the BSN Gmail account). Other entities (newspapers, websites) pull info from the City web calendar. Also, ONS can upload the information that is shared with them.
- BSN Committee Policies & Procedures update. The website still has a 2016 version posted, but Tina found a 2020 update on her computer. Discussion to add a bullet re: ONS Liaison and sharing NC events on City calendars. Updated version is at the end of this document, for discussion/vote at September meeting.

## 5. Topics for September 27<sup>th</sup> meeting:

- Meeting location.
- Neighborhood outreach.
- GU Leadership Training update.
- Neighborhood Services Department update.
- P&P Update

**Next meeting:** Next regular meeting will be noon on Monday, September 27<sup>th</sup>, 2021.  
Location: Virtually on Zoom, and in-person at The Hive as well.

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## Building Stronger Neighborhoods Revised 8/23/2021

**Mission Statement:** "Build stronger neighborhoods by promoting the growth of Neighborhood Councils through training, education, and opportunities, with input from the Neighborhood Councils."

**Membership Note:** Same for all standing committees – see Section D-Community Assembly Committees

1. Committees shall maintain a minimum of three members who are members of separate Neighborhood Councils.
2. Membership on committees shall be open to all interested citizens and representatives of agencies, businesses, government, institutions, and property owners, in addition to Community Assembly Reps and alternates.

**Voting & Quorum:** At minimum representation from 3 separate Neighborhood Councils and 2/3 of the executive team (members of which can also count toward the representative of the three separate Neighborhood Councils required) will constitute a quorum for voting purposes. When there is no consensus, the committee members present will vote and a 2/3 majority vote is needed to pass a recommendation on to the Community Assembly.

**ONS Liaison:** As determined by Office of Neighborhood Services. Liaison helps to promote Neighborhood Council events by posting on City calendars.

**Officers and Terms:** Chair, Vice Chair and Secretary; Calendar year term with elections in January.

**Meeting Schedule:** 4<sup>th</sup> Monday of each month from 12:00pm to 1:00pm on Zoom and in-person TBD.

**Reports:** Committee procedures require minimum of once per quarter or more often if requested by the Community Assembly; written minutes to be included in CA packets each month.

## **CA Liaison Committee Draft Notes – August 10, 2021 – at Tom Sawyer Coffee House**

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

2:00 - Meeting called to order

Agenda Approved with the addition of the Parks Department Citizen Advisory Committee discussion.

We reviewed and approved the Attendance Record format and noted current contents, with only one excused absence.

We accepted the current changes to the Liaison Committee Policies and Procedures, noting the approval of “continuous” reporting of attendance so we can quickly look back at the preceding 12 months. (Item “H.”)

Regarding the responsibility of the DRB liaison, there was a very lengthy discussion centering around what responsibility the liaison has to report out to and receive information from specific neighborhoods. Several documents with various wordings were reviewed, some going back to 2016. We decided to discuss this with Kathy Lang at our upcoming meeting with her. (Paul is working on that timing / location, etc.) The challenging example of the recent re-routing of the Centennial Trail in the West Central neighborhood was reviewed. The issue of the liaison attending any or all CA meetings was also discussed.

We discussed the “archiving” mentioned in the MoU between the CA and ONS. Paul will investigate what this means, possible clarification needed, impact on this committee, etc.

We reviewed the email from Greg Francis, and mentioned at the last CA meeting, regarding the likely formation of a Citizen Advisory Committee to the Park Board Development and Volunteer Committee meeting. We will need more clarification as to how the CA wants us to respond to this after, or perhaps during formation of this new committee. For the record:

*Development and Volunteer Committee serves as an advisory to the Park Board on matters pertaining to Parks' friends and volunteer groups, and the division's fundraising initiatives. The committee serves as a conduit between friends' organizations, and the Parks Division and Park Board. The committee meets on an as-needed basis at various times during the year.*

Meeting adjourned at 3:25. Next meeting will also be at Tom Sawyer, but we are considering other options including the Bark restaurant – 905 N. Washington.

Submitted by Andy Hoyer, recorder

Underline edit by Paul Kropp, chair

Community Assembly  
**PeTT Committee Monthly Meeting**  
**August 24, 2021** – 6 PM via Zoom  
Meeting Notes *DRAFT*

**Neighborhoods and Attendance**

Randy McGlenn (East Central/CTAB), Jesse Crawford (Browne's Addition), Jessica Engelman (Logan), Marilyn Lloyd, Carol Tomsic (Lincoln Heights), Paul Kropp (Chair, Southgate), Charles Hansen (Whitman), Annica Eagle (ONS), Shauna Harshman (City Council staff)

**July Committee Notes**

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

**Agenda Topics** (from July minutes)

*Further discussion of the roles and responsibilities of PeTT representatives on CTAB and PCTS.  
Plus TBD*

**Statement of Responsibilities for the PeTT member of the Citizen Transportation Advisory Board (CTAB)**

The committee agreed on a statement of the basic responsibilities of CTAB membership to be included in its policies and procedures.

*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, which are:*

- *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.*

*In addition, I am aware*

- *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.*

**Statement of Responsibilities for the PeTT member of the Plan Commission Transportation Subcommittee (PCTS)**

The committee agreed on a statement of the basic responsibilities of CTAB membership to be included in its policies and procedures.

*I am aware of the role and responsibility of the City of Spokane's Plan Commission Transportation Subcommittee (PCTS) according to City Council Resolution 2014-0078, which is:*

- *to review and prioritize street improvements as part of the Six-Year Comprehensive Street Program and other transportation funding for recommendation to the Plan Commission and the City Council.*

*In addition, I am aware*

- *of the attendance and time commitment required, and*
- *of the additional requirement to provide a verbal report for the PeTT Committee after each PCTS meeting and a written report for the next Community Assembly meeting after each PCTS meeting.*

### **Committee Email Notices and Email Lists**

There was a roundtable discussion of the two kinds of email lists for a CA committee such as PeTT – special interest and general interest (CA leadership) – and the ways each are managed on the committee’s behalf by ONS.

The group reached agreement on a basic management concept or scenario for the “special interest” (non-CA leadership) email list to be presented in detail for consideration at the next meeting for inclusion in the committee’s policies and procedures. The notion is that the special list - that is added to by the request of interested parties - should only be edited for deletions after a specific request by the individuals themselves and that no culling or curation of any sort would be initiated by ONS staff or by the committee chair.

### **Traffic Calming “2.0”**

Annica Eagle and Shauna Harshman discussed and elaborated on the initiative coming this fall described in Annica’s email of August 18:

*Subject: Traffic Calming Issue-Identification Fall Workshops: Update*

*To: Neighborhood Council Contacts, Community Assembly Reps & Alts, & PeTT Committee*

*The logistics for the fall issue-identification workshops are starting to all come together ....*

*These workshops will be a wonderful opportunity to dive deep on the traffic and pedestrian safety issues that you know and witness in your neighborhoods. The work done here will be integrated into the Traffic Calming program and having a thorough understanding of your neighborhood’s issues will be a tremendous help in planning for future projects and focus.*

### **PeTT Committee Fundamentals and the Chair’s Announcement and Rationale**

#### **PeTT 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.*

With reference to the committee’s function (B.) quoted above, the chair stated his opinion that the purpose of the Community Assembly’s Pedestrian, Traffic and Transportation Committee – namely to provide an interface with city street department representatives on street and safety issues - will be effectively superseded by the “issue identification workshop” system starting this fall “to dive deep on traffic and pedestrian safety issues ... in your neighborhood.”

That being the case, plus the low participation rate in committee meetings by neighborhood council representatives, the chair stated his decision not to continue as PeTT chair in 2022.

### **Next Meeting**

Tuesday, September 28, 2021 -- 6 PM via Zoom

## CHHS Board Liaison Report July 7, 2021

Due to the staffing changes, both Cupid Alexander and Tim Stigler have left, David Lewis, acting interim, made the NHHS presentation.

NHHS is down at least 7 positions. They are starting a hiring process and expect to start interviews this month. In the past those vacancies were removed from the budget, so that needs to be addressed. They do have options, if permanent hiring lags, they can hire for projects, which is a good way to find and test new people, and they can hire for 90 days, but that is much less satisfactory.

There is considerable money available for rental assistance for both tenants and landlords. They will be putting a dashboard on the webpage and it is possible that this program will become a standing program.

They are looking at two grants for homeless youth.

Hud's Continuum of Care (COC) was renewed

They are putting out RFI (Requests for Information) to learn about other communities examples.

Staff is complete on their training requirements.

There will be a performance audit in August for the homeless support project.

NHHS will share bed availability with an update in August.

The actual budget for the rental assistance money distribution by Better Health Together is coming, they are in that process now.

Submitted by  
Kathryn Alexander  
CA CHHS Board Liaison



CA Liaison HAS Report July 15, 2021

We reviewed the Resolution 2021-0020 forming the ad hoc subcommittee of the city Councils Urban Experience Committee.

We reviewed the Briefing Paper provided for the City Council establishing a strategic plan for housing for Resolution 2021-0053 including Council Member Kinnear's Proposed City-Sponsored Development Incentives.

There was considerable discussion about Michael Cathcart's concerns about the difference in the numbers between the City's Housing Plan and the Relator's report concerning the number of additional affordable housing units we need in the next 10 years.

We established our regular meeting time: 3<sup>rd</sup> Thursday 9:30-11:00 am

We are in the process of choosing the subcommittee leadership. We have four candidates and will continue this discussion and potentially vote at our next meeting.

Submitted by  
Kathryn Alexande4r  
CA HAS Liaison

## **Plan Commission (PC) Liaison Report**

**Community Assembly Report, September 2, 2021**

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

### **August 11, 2021 PC Meeting via WebEx**

Workshops:

#### **1. Comprehensive Plan Amendment Workshops Wrap-up**

The Plan Commission decided to recommend that the original proposed amendment to Chapter 3, Map LU-1, Land Use Plan Map Amendment and a concurrent amendment to the City of Spokane Official Zoning Map at 155 E. Cleveland be modified to include all single family properties to the east and upzone these properties beyond multi-family (RMF) to residential high density (RHD). This project is a private application for a [2020/2021 Comprehensive Plan Land Use Amendment](#). These proposed changes to the original application will be posted and properties in the area will be notified.

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

#### **2. Spokane Regional Transportation Council (SRTC) Metropolitan Transportation Plan Update**

<https://www.srtc.org/horizon-2040/>

Be sure to answer this survey:

<https://www.surveymonkey.com/r/horizon2045>

### **August 25, 2021 PC Meeting via WebEx—cancelled**

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