

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



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

Please bring the following items:
*Community Assembly Minutes: September 2, 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	1
• Including Core Values, Purpose, Rules of Order			
3. Approve/Amend Minutes (Facilitator)	5 min (5:35)	Approve	4

Open Forum

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

5. City Council (City Council Member Wilkerson)	15 min (5:50)	Oral Reports	-
6. Update on Homelessness Response, Johnnie Perkins	15 min (6:05)	Oral Report	
7. Office of Neighborhood Services Update	10 min (6:20)	Presentation	
8. CA Administrative Nominating Committee, Colleen Gardner	5 min (6:30)	Oral Report	
9. Parks Board Development and Volunteer Committee (DVC) Position	10 min (6:35)	Oral Report	-
Paul Kropp			
10. Roundtable Discussion	20 min (6:45)	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	10
• Budget Committee	12
• Building Stronger Neighborhoods Committee (BSN)	15
• Liaison Committee	18
• Pedestrian, Traffic, and Transportation Committee (PeTT)	19

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

• Community Housing and Human Services (CHHS) Liaison Report	22
• Design Review Board Liaison Report	23
• Plan Commission Liaison Report	27

Join WebEx Meeting [Online](#).

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** 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:

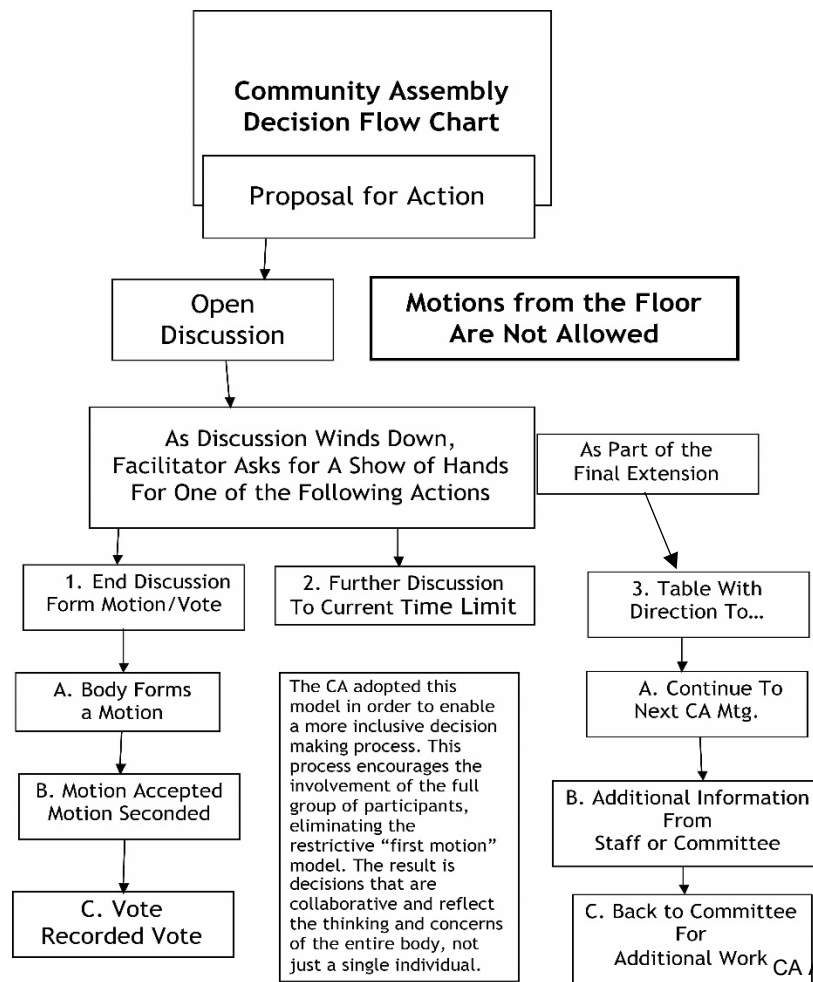
The Community Assembly fulfills its purpose, achieves its goals, and stays true to its core values by its members engaging each other and the community with honest communication and having transparent actions in all of its dealings. Community Assembly representatives are knowledgeable and committed to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

September 2, 2021 via WebEx web conference

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

Attendance:

- **Neighborhood Councils Present:** Audubon/Downriver, Balboa/South Indian Trail, 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 Hill, North Indian Trail, Northwest, Peaceful Valley, Riverside, Rockwood, Shiloh Hills, Southgate, West Hills, West Central, and Whitman.
- **Neighborhood Councils Absent:** Comstock, Five Mile Prairie, Nevada-Heights, and Minnehaha.
- **City Staff Present:** Carly Cortright (Office of Neighborhood Services, ONS), Kirstin Davis (Community, Housing, and Human Services, CHHS), and Annie Deasy, (ONS).
- **Visitors:** Randy McGlenn, Citizens Transportation Advisory Board CTAB), Gary Ballew, Greater Spokane Incorporated (GSI), 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, 3-deny, and 0-abstain).
2. **Proposed Agenda:** Tina Luerssen moved to amend the agenda to add an update from Budget Committee on Zoom accounts between item 9 and 10. Greg Francis seconded to approve the amended agenda. Motion passes with 11-approve, 0-deny, and 1-abstain.
3. **August Minutes:** Greg moved. Terry Deno seconded to approve August minutes. Motion passes with 14-approve, 0-deny, and 0-abstain.
4. **Open Forum:**
 - Mary Winkes. Mary announced their summer concert featuring Abbey Crawford, a cabaret singer and her musicians, will take place on Wednesday, September 8, from 6 to 8pm at the Scoop, 25th Avenue and Monroe Street. Bring your lawn chairs. N95 masks will be available.
 - Kathryn Alexander. Kathryn gave the Community Housing and Human Services (CHHS) report and mentioned that a hard copy will be included in next month's

packet. The board is frustrated with the timing and slowness of implementation of the Housing Action Plan (HAP). The focus is on code change so they can add a variety of housing options, so our letter is timely. \$750,000 has been contributed to toward the young adult shelter and it also has County support. The CHHS Board is looking for new members with community college or education, lift, banking, or real estate experience. Kirstin Davis said that CHHS has 12 candidates for the Director of CHHS and interviews will soon begin; and the Communications Director, Brian Ruppel, and Community Economics Director, Stephen McDonald, both start on September 20. The COVID Isolation Center in the Spokane Valley's contract was up on August 31 and there is not an isolation facility currently due to contract issues.

- Greg Francis. Final signatures have been received and City Council approved the Memorandum of Understanding between the Community Assembly and Office of Neighborhood Services (ONS) so it is fully in force at this point.
- Fran Papenleur. Fran announced that the Spokane Parks Foundation's [2022 Letter of Inquiry](#) grant cycle is now open and explained the application process and project priorities. Fran also mentioned that she put a request in to the Admin Committee to have Terri Fortner, Spokane Parks Foundation Director, on the November agenda.
- Randy McGlenn, CTAB. Randy said that he would regularly attend CA meetings to provide CTAB updates and reports, and solicit feedback. Randy is working with Shauna Harshman on developing procedures and processes around that, and recruiting new members to the board because City Council expanded the board and their roles.

Legislative Agenda:

5. **City Council Report:** Council Member Kate Burke was unable to attend, kburke@spokanecity.org.
6. **Comprehensive Economic Development Strategy (CEDS):** Gary Ballew, Greater Spokane Incorporated, gballew@greaterspokane.org or 321-3634. Gary gave a presentation on CEDS for the Spokane region called THRIVE Spokane. The work will create a unifying vision focused on enhancing the community through SWOT (Strengths, Weaknesses, Opportunities, and Strengths) analysis, regional demographic and socioeconomic data, target sector analysis, infrastructure assets. Regions need to update their CEDS every five years to maintain their Economic Development District and qualify for federal Economic Development Assistance (EDA). Why CEDS is important:
 - Anchor institutions
 - Workforce

- Client organization
- Vulnerable populations
- Small business and micro-enterprises

The mission is to engage and inspire community leaders to help the people they serve and thrive economically, financially, and socially. The purpose is to improve communities and the environment by collaborating to solve complex problems.

The project schedule has three phases that include discovery, opportunity, and implementation that take place over a 10 month period ending in March of 2022.

Currently CEDS is in the stakeholder engagement phase, which includes a:

- Steering committee (attend monthly meetings, review materials, and engage stakeholders),
- Advisory committee (responsible for attending quarterly round meetings and participating in round tables),
- Workshops (solutions-orientated, topic or sector focused meetings with defined scope), and
- Roundtables (series of focus groups with a broad range of diverse stakeholders to understand regional needs).

To participate in a stakeholders group, email gballaw@greaterspokane.org or jgunning@greaterspokane.org. To complete the survey, visit: [THRIVE Spokane](https://thrive.spokane.net).

There were questions and answers.

- 7. Housing Action Plan (HAP) Letter to City Council:** Mary Winkes, adhoc committee. Mary shared the HAP letter that the adhoc committee wrote regarding the last minute emergency amendments that were passed during the Spokane City Council legislative session to be included in the Housing Action Plan Resolution. The emergency amendment, that allowed four-plexes being allowed in single family residences, did not allow for input or additional comments from the neighborhoods. The Community Assembly would like to be included in the process so that last minute resolutions or ordinances are not passed.

Discussion ensued.

Carol Tomsic mentioned the Lincoln Heights Neighborhood Council had spent a year fighting a change in zoning in the comp plan update and in one night the Spokane City Council passed a (HAP) change with the emergency amendment. She was disappointed that the emergency amendment was passed without soliciting comments from the neighborhoods. Greg Francis also stated during the discussion that the emergency ordinance sets a pathway to zoning changes. Luke said he very much in support of the letter, but didn't like the wording because it didn't speak to the CAs mission and values to become an equal partner in city government as referenced on page 3 of the BHAG

(Big Hairy Audacious Goal) in the packet. Ken Cruz would like the letter read at the next City Council meeting so that it goes into the record. Terry Deno suggested bringing the CAs displeasure with this matter at the CA/CC meeting on September 30.

Motion to extend: Cliff Winger motioned. Terry Deno seconded. Motion passes with 12-approve, 4-deny, and 0-abstain.

Motion to approve the Housing Action Plan letter to City Council made by Cliff Winger. Terry Deno seconded. Motion passes with 9-approve, 3-deny, 1-abstain.

8. **Park Board Liaison Positions:** Greg Francis and Paul Kropp, spoke about the Park Board potentially creating a liaison position to a new committee that was formed underneath the Park Board. The new Development and Volunteer Committee (DVC) and has Park Board and outside members. The Park Board would like to give CA a seat on that committee. This committee is looking at long term maintenance and planning in support of parks, like a "Friends of...". Underneath the DVC, the Park Board has created a Citizen Advisory Committee to advise the DVC. They would like potentially two CA representatives sit on the committees; the packet includes the roles of these committees and overview of the DVC. Paul felt this was a good opportunity and one that is rarely presented. These positions would be a standing part of the Park Board. Greg proposes that the CA assign one CA liaison that would sit on both the advisory committee and DVC.

There were questions and answers.

Motion to extend: Daniel Zapotocky motioned. Tina Luerssen seconded. Motion passes with 13-approve, 0-deny, and 0-abstain.

Second motion to extend: Daniel Zapotocky motioned. Debby Ryan seconded. Motion passes with 12-approve, 3-deny, and 0-abstain.

Greg Francis made a motion to direct CA Liaison Committee to create one CA Liaison position to DVC and DVC-CAC and begin recruitment process. Cliff Winger seconds the motion. Motion passes with 15-approve, 0-deny, and 1-abstain.

9. **Office of Neighborhood Services (ONS) Update:** Carly Cortright, ccortright@spokanecity.org. The **curbside and roll-off events** with Solid Waste are scheduled to start the week after Labor Day and postcards have begun to be mailed. Carly did speak with Marlene Feist and there are some concerns about the safety of employees with rising COVID counts and we are asking everyone to mask up at the events. At this time, the City is planning on moving forward with those events, but things may change. **Traffic calming** still waiting to hear back from Shauna Harshman on the vignettes. The full force vendor was approved and just waiting to finalize the contract put in place. The **Street Mural program** is nearly finalized and the plan will be

shown to the Urban Experience committee the Monday after Labor Day. Next year there should be a system in place to do street and sidewalk murals. The **MoU** with City Council was approved and Carly has done some training with ONS staff. Some of the expectations in the MoU are connected to CA Committee's Policies and Procedures (P and P) and Carly would like the staff position, not the name of staff, included in the P and P's. The **Communications Manager**, Brian Walker, has been hired for Community Housing and Human Services and he starts on September 20. One of the first items that Carly would like Brian to work on is getting the Locale newsletter up and going. Carly will be doing outreach soon to the neighborhood councils on the work that she has done revising the **expectations of the staff liaison roles** to neighborhoods (what should staff provide to neighborhoods; how often should staff attend meetings, etc. Carly said this is a proposal and wants this to be a two-way street and work with the neighborhood councils and chairs. Carly would like to have the staff liaison roles finalized to present to City Council at the Urban Experience meeting in October.

- 10. Budget Committee Update:** Tina Luerksen. Tina said that the Budget Committee would like to remind all neighborhood councils that requested a Zoom account for this year to submit their reimbursement form and also extend an offer to be reimbursed to all neighborhood councils that do not have a Zoom account. The Budget Committee has extended the deadline for Zoom reimbursements by Friday, September 17. If your neighborhood council has a Zoom account that is coming up for renewal later in September or October, the account will need to be canceled and immediately renewed so that the deadline for reimbursement is met. Annie Deasy will send an email with instructions on how to cancel and reapply, and include the reimbursement form.

There were questions and answers.

- 11. Community Assembly Administrative Items:** Greg Francis.

a. Form Annual Nominating Committee for Next Year's CA Admin Committee. Greg terms out at the end of this year, so he will volunteer to be on this committee. Colleen Gardner and Kathryn Alexander volunteered to be on the nominating committee. The qualifications to serve on the Admin Committee include: currently serving as a CA representative; attended at least six meetings in the last two years; and agree to serve a full-term. The nominating committee will bring the list of candidates to the CA next month.

b. CA/CC Agenda for Thursday, September 30. There is one item on the list to discuss the Housing Action Plan emergency amendment and he is putting out a call for agenda items. Please email your item(s) to Greg or the Admin Committee.

There were questions and answers.

- 12. Role of Community Assembly Committees:** Greg Francis and Paul Kropp. Greg opened with asking the CA to give thought as to what is the role of the CA's standing committees. Then, turned it over to Paul Kropp to make an announcement. Paul said that he will no longer be chairing the PeTT committee at the end of this year because

the purpose of the PeTT committee has been superseded and participation is low. There are two more meetings for this year because the PeTT committee does not meet in December and someone else may step up to be the chair of that committee. Paul also explained the origination of the PeTT Committee and its framework.

Discussion ensued about the importance of the PeTT committee, and other standing committees, and continuing to have representation on the committee. Overtime, the role, purpose, and direction of the standing committees need to be addressed and evolve.

- 13. Round Table: Luke Tolley:** expressed a concern on low vote participation during the meeting, especially on item as important as the HAP letter. Discussion ensued. The CA representatives all were in agreeance and a suggestion made was to announce the poll is up and neighborhood representatives that are not allowed to vote abstain.

Fran Papenleur: the Audubon-Downriver Neighborhood Council used their Community Engagement grant to mail a post card to residents to also announce their special event tree planting in October. Fran was surprised with the increase in mailing costs because the \$800 grant was not enough and was curious if any other neighborhood councils experienced the same thing. Ken Cruz works for the post office and said that they had an increase in postage recently and applying for a non-profit authorization and may get a cheaper mailing rate.

Greg Francis: singed the HAP letter and emailed it to City Council and it will be on the CA/CC agenda on September 30.

Meeting Adjourned at 7:50pm.

Next Community Assembly scheduled for **Thursday, October 7, 2021.**

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

September 28th, 2021. 12pm via Zoom

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

August minutes approved by consensus.

October CA Agenda requests:

- Update on Homelessness Response, 15 min. Johnnie Perkins.
- SRTC: Metropolitan Transportation Plan Horizon 2045 Update, 10-15min. Kylee Jones (bumped from August). There will be a draft to share, and the open public comment period is open now.
- Update on Homelessness Response, 15 min. Johnnie Perkins.
- Nominating Committee, presentation of candidates, 5 min. Colleen Gardner. Carry into November agenda for vote.
- Parks Board Development and Volunteer Committee (DVC) position, 10 min. Paul Kropp. Paul would like to emphasize recruitment by the NCs for this volunteer position authorized by CA.

Other discussion:

Greg will be on vacation for the next 2 weeks, so he will miss CA/CC and CA next week. P&P Committee is formed in November. Carly will be away for the November Admin meeting.

Proposed Agenda for CA 10/7/21. Approved by consensus.

Council Update: From our scheduled Councilmember (Betsy Wilkerson). 15 minutes.

Update on Homelessness Response (Johnnie Perkins). 15 minutes.

SRTC Metropolitan Transportation Plan Horizon 2045 Update (Kylee Jones). 20 minutes.

ONS Update (Carly Cortright). 10 minutes.

CA Administrative Nominating Committee (Colleen Gardner). 5 minutes.

Parks Board Development and Volunteer Committee (DVC) Position (Paul Kropp). 10 minutes.

Roundtable. 20 minutes.

Topics for next Admin Committee meeting. Tuesday, October 26th, 2021: Policies & Procedures Committee. Nominating Committee for 2022 Admin-vote; Spokane Parks Foundation grant presentation: suggestion to revisit this in the spring. Awards Committee?

CA/CC agenda discussion:

Kathryn Alexander requested the following topics be included on the agenda:

- **Affordable Housing** (Housing Action Plan, Housing Action Subcommittee, CHHS Role)
- **ARP Committee** (City Council committee)
- **Impact on City of WSDOT changes** (SR195 and N/S Freeway)

Tina suggested adding **CA Budget/Leadership Training funds** since budget-planning season is coming up. Carly has requested \$10k for the leadership training, plus the \$25k for CA. Also, **City Councilmembers' engagement with NCs**.

CA/CC agenda 9/30/21

CA topics:

- Budget for CA and Leadership Training (Tina)
- City Council engagement with NCs (Tina)
- Affordable Housing (Kathryn)
- Impact on Spokane from WSDOT changes (Kathryn)
- ARP Committee (Kathryn)

CA/CC Agenda approved by consensus. In Greg's absence, Daniel will be on the meeting and able to preside if desired by City Council. Tina will run the Zoom meeting.

DRAFT

DRAFT Community Assembly Committee Meeting Notes: Budget Committee
9/27/2021 6:30pm, virtual via Zoom

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

Agenda:

1. Meeting notes from 8/30/21 approved by consensus.
2. Review spreadsheet. Accounting updated last week on 9/22, and Annie updated as of today. Some NCs are over \$800 because they got a Zoom account after it was opened. \$19,685.27 is the total amount paid out, leaving \$5314.73 remaining. Scot raised a concern from North Hill, they are still in conversation with the printing company for bags because the company never replied to Scot's email 2 months ago. Scot can have the bags ordered this week, estimated \$385. Will this committee approve an extension for this reimbursement? Due to extenuating services (pre-term baby combined with lack of response from supplier), committee approves this extension if the bags are ordered/paid for and reimbursement submitted this week. West Central has been waiting for artwork approval and has requested an extension for their \$175 banner request. Committee approves with the same quick turnaround request.
3. Audubon-Downriver overage. The Neighborhood chose to do a mailing with larger paper and more expensive color, and ended up overspending. They have requested that we reimburse them for this overage. Committee unanimously agrees to deny this request. Mark will let ADNC know this decision. Other NCs were faced with a similar predicament and chose to only pay for printing (not postage) or to reduce their mailing list to stay within budget. Annie stated that the price to budget for postcards is 20cents/ea.
4. Committee P&P: Tina made edits in **yellow** for review and vote next month.
5. Committee elections. Tina and Kelly are at the end of their 3rd year. Scot has been on for 2 years, and Ken for 1 year. Gail joined mid-year. Mark is "termed out" after 4 years. All other committee members intending to continue into 2022. Our P&P calls for committee elections in December, change to November because of the December holiday conflict.
6. Final expenses: Committee approval to offer up to \$200/NC for final printing runs or other expenses (Zoom). First come first served, commit funds by Wednesday October 20th. This can not be used for prior projects. Annie will send out an email tomorrow. Mark will mention during Open Forum at CA next week, and also talk about committee membership.
7. Next Budget Committee meeting is scheduled for Monday, October 25th, 2021 at 6:30pm. Vote on committee P&P; discussion of final expenses; prep for November elections.
8. Meeting adjourned at 7:45pm.

Attached: Committee P&P for review and vote in October.

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Community Assembly Budget Committee Policy and Procedures

9/27/2021

Our Mission/Charge: To assist Neighborhood Councils (NC) financially through the budget process and by doing so to support and develop themselves to better serve their residents.

Duties:

- 1) The fundamental responsibility of the Committee is to encourage and assist the NCs in applying for Community Engagement Grant funds allocated by the City Council for NC use in building capacity and participation. Final approval for specific uses of individual NC funds is decided by the Office of Neighborhood Services (ONS). Members of the Committee shall keep in contact with their assigned NCs to encourage completing applications and spending their approved allocations.
- 2) The Committee encourages independent NC funding, in addition to the ONS grants of all NC activities. However, the Budget Committee shall not be responsible for independently funded programs wholly generated within a NC.
- 3) Each NC shall be assigned to a Committee member as liaison. Each Committee member shall be assigned no fewer than five NCs, unless the Committee has more than five members. Support shall include monitoring the budget-related activities of each NC. Each NC 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 ONS. ONS will forward the applications to the Committee Chair and/or post on Slack 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 ONS.
- 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 NCs. Membership of committees shall be open to all interested citizens and representatives of agencies, businesses, government, institutions and property owners, in addition to CA 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. Committee may utilize Slack app in between meetings for application review and approval, or short-term action items. These electronic approvals require a majority approval of committee members.

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Officers and Terms:

Three officers shall be determined by committee vote or consensus. These officers shall be Chair, **Vice Chair** and Secretary.

Duties of the Secretary shall be to take notes at meetings and send the minutes to the committee members. Also, the Secretary shall send a draft copy of the Minutes to 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 ONS and the assigned oversight liaisons. Additional duties of the Chair consist of sending out the agenda and previous meeting's minutes in a timely manner and managing the meeting and other administrative duties.

Duties of the Vice Chair shall be to fulfil Chair duties in absence of the Chair.

Elections of officers shall occur annually in **November** 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 4th Monday, 6:30pm **virtually and/or** at Fire Station #4, or as needed, no fewer than three times per year.

Reporting: The ONS representative shall provide to the Committee the current status of every NC 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 CA semi-annually in July or August, with the goals for the year to be submitted when requested by CA.

ONS Staff Support: **As assigned.**

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DRAFT Community Assembly Committee: Building Stronger Neighborhoods
9/27/2021 12:00PM virtually on Zoom and at The Hive.

Present at The Hive: Dave Lucas (Vice Chair: Rockwood), MaryLou Sproul (Browne's Addition), Fran Papenleur (Audubon-Downriver), Sarah & Cliff Winger (Shiloh Hills). Present on Zoom: Tina Luerssen (Secretary: Grandview/Thorpe), Charles Hansen (Whitman), Christopher Savage (Balboa/South Indian Trail), Gail Cropper (Northwest). City staff: Gabby Ryan (ONS).

1. Committee Housekeeping
 - August meeting notes approved by consensus.
2. Committee Business
 - The Hive meeting location: it looks like there is a/v capability, can we log on and share the Zoom on the big screen? The space is free and has parking, plan to meet here again in October. Gabby will reserve.
3. Announcements & Upcoming Events:
 - MaryLou reported on Browne's Addition, they had their final concert with great attendance. Spook Walk at the end of October, fundraiser for CDA Park. 90-minute tour with "ghost stories", tickets www.tinyurl.com/brownestours. Asked for suggestions to place event posters: Little Garden Café, Huckleberries, Rockwood Bakery, Starbucks. October 4th No Parking 10pm-6am signs will go around CDA Park, to help alleviate RV parking and camping. Cannon Street Shelter sends a representative to BANC meetings for a monthly report, this has been very helpful for residents to understand what they do. The shelter pays staff to help with clean-up walks. Last week there was a towed RV that was left by MaryLou's home with people living in it, and then another van joined it. Neighbors reported drug activity, they texted/emailed neighbors to increase reporting. Notices were posted today on the vehicles, less than a week since they arrived. Fran acknowledged the article a few weeks ago regarding homelessness in CDA Park and the work that BANC has been doing to help with clean-up and reporting. MaryLou suggested that the NC being proactive helps to get the City/COPS more involved.
 - Fran reported on ADNC, they had 2 July concerts in the park and made \$300. Another big tree planting event with Comstock on 10/9. Fran reached out to Rosel at NECC to get maps for the event and hasn't heard back, Gabby suggested calling (509) 487-1603, or info@necommunitycenter.com.
 - Cliff reported on Shiloh Hills, they're in talks with SPS and Mead Schools, their NC is divided between the school districts, the students attend 9 different schools depending on their location.
 - Dave reported on Rockwood, they had a great cleanup on Saturday.
 - Christopher reported on Balboa/South Indian Trail. Excelsior campus is updating to add pods for transitional kids. Trying to address speeding issue on NIT, 2 fatalities this summer. NC met in person last week, Chair resigned and elections will be next month.
 - Fran mentioned that West Central had a roll-off event last week and it was packed. They have a membership chair/welcoming committee putting together welcome bags with donated items.

DRAFT

4. Education & Outreach

- Neighborhood Outreach: nobody has reached out this month. Fran mentioned that it sounds like District 1 needs help to build capacity, several NCs didn't apply for CE Grants because they didn't have capacity. Gabby reported that there are no meetings right now for Nevada Heights, due to "volunteer capacity". Dave suggested hosting an event to gather these residents and spread information about the NCs, maybe at NECC? What can we do to help build leadership? Minnehaha Park is being suggested as a destination Park, so there is an opportunity to get people involved there. Charles mentioned the meeting last week re: Parks Department, there were about 25 people on that call. Fran brought up the Spokane Parks Foundation grant opportunities for Parks improvements. Nick Hammond is also speaking at NCs about the Parks Master Plan. Tina mentioned the utility bill stuffers coming out in October; if residents go online and try to contact their NC, will anyone respond if the NC is inactive? Can the inactive leaders on the website be removed so that contacts go to ONS, which can then be fwd to this committee for contact? Fran said that there may be a contact list from the GU Leadership Training outreach.
- GU Leadership Training: Gabby reported that Rochelle got married last week, so next week things should start moving again.
- ONS Update: Gabby reported that everyone is working from home again because of the rise in Covid cases, so email is the best way to reach CPCs; or leave a voicemail which is sent as an email to the employee. Liaison updates were sent out for updated contacts. Annie met with the web team last week to ask about information they'd like to collect for events posted: family-friendly, seniors-only, etc. Aiming to streamline the process. Fran mentioned that her NC election update hasn't been edited yet on the website, she will contact Carly. Tina asked if the officers in inactive neighborhoods can be removed from the website contacts; Gabby read the auto-reply email sent by the NevaHeights address, which asks for volunteers. Minnehaha—officers are moving out of the neighborhood, Annie is the liaison here.
- BSN Committee Policies & Procedures update. The website still has a 2016 version posted, but we approved a 2020 update. Should we edit our Mission Statement, if GU Leadership Training is going to take over a lot of the training/outreach? Suggestion that the Training is still in the planning process and we don't know yet what it will look like. Dave asked for everyone to take a couple of weeks to look over the P&P and send comments.

5. Topics for October 25th meeting:

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

Next meeting: Next regular meeting will be noon on Monday, October 25th, 2021.
Location: Virtually on Zoom, and in-person at The Hive as well.

DRAFT

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: 4th 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.

Draft Notes - CA Liaison Committee Meeting September 14, 2021 – via ZOOM

Present – Paul Kropp, Chair; Andy Hoyer, Recorder, Southgate; Bonnie McInnis, West Central; Susan Burns, Peaceful Valley; Annie Deasy, ONS; Kathryn Alexander, Bemiss

Call to order at 2:00

Kathryn filled us in on the relative dysfunction of the CHHS Board, lack of staff, lack of meetings, etc. this summer. Also the departure of Cupid Alexander left the Board with some suggestions that constituted a “continuing conversation.” She mentioned that the CC Housing Action Subcommittee had met twice, did not yet select ~~find~~ a leader. Kathryn said that she would speak at the CA/CC meeting on Sept 30 to see if there can be a consensus on how the activities of several committees can be coordinated. The Spokane Housing Action Plan was adopted by Resolution by the City Council on July 26, 2021. Appendix A (pp. 66 – 76) outlines a number of “should” recommendations, several of which are very specific, and could form a basis for action and deliberation by any and all related departments and committees, public, non-profit, volunteer and private. It was emphasized that employment in City Departments is down significantly, but that there have been some new-hires in the Community and Economic Development Division and Communications for a communications position.

She also mentioned that the Washington State Department of Transportation is changing plans for the N-S Freeway without vetting with the neighborhoods affected.

We did not formally address Kathryn’s “performance” at this meeting, in that she is a recent appointee.

We approved the balance of the Agenda and the minutes of the August meeting with a minor change.

The Liaison Attendance sheet is up to date, noting that the Planning Commission decided not to meet for the second August meeting, and that the Urban Forestry Committee has not met in August. The CTAB is meeting monthly.

The topic of “storage” mentioned in the MOU between ~~the ONS Department~~ Neighborhood Services and the CA will be pursued at a later date by the chair ~~Chairman Paul~~.

The committee decided to continue its monthly 2pm Zoom meeting to meet at 7:00 – 7:30PM on Tuesday October 12 and attempt to bring meet with Kathy Lang ~~to that meeting~~ the DRB CA member for a position profile discussion – she was unable to join our meeting today at 2:00PM due to employment.

We reviewed the new CA ~~appointment to position on the Park Board Development and Volunteer~~ Committee, the duties of that liaison and committee, a formal “notice” that the position is open, and an application form, and approved all of them, based largely on ~~earlier~~ existing Liaison Committee documents. The deadline for application will be October 23. We believe the Committee has five members. We noted that the CA wanted to restrict liaison membership to ~~this~~ the main development committee, not the Citizen ~~Action~~ Advisory Committee. Paul reviewed the committee details with Pamela Clark, administrative staff for the Park Board.

The next meeting is ~~tentatively~~ scheduled for 2:00 and continued to 7:00 or 7:30 on October 12 via Zoom. Adjourned at 2:50PM.

- Respectfully submitted, Andy Hoyer

[Suggested edits by the chair]

Community Assembly
PeTT Committee Monthly Meeting
September 27, 2021 – 6 PM via Zoom
Meeting Notes *DRAFT*

Neighborhoods and Attendance

Jesse Crawford (Browne's Addition), Colleen Gardner (Chief Garry Park), Pam Schermerhorn (Cliff Cannon), Randy McGlenn (East Central/CTAB), Carlie Hoffman (Emerson/Garfield), Marilyn Lloyd and Carol Tomsic (Lincoln Heights), Mary Winkes (Manito/Cannon Hill), Rita Conner and Paul Kropp/Chair (Southgate), Charles Hansen (Whitman). Shauna Harshman (City Council staff), Annica Eagle (Office of Neighborhood Services).

August Committee Notes

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

Agenda Topics / Reports

CTAB – Randy McGlenn: Randy serves as chair of the Citizens Transportation Advisory Board. Currently CTAB is working on recruiting for its expanded membership, which is two members per city council district.

PCTS – Charles Hansen: Charles is the PeTT representative on the Plan Commission Transportation Subcommittee. PCTS has not met during the summer but is scheduled to meet again on October 5.

SRTC Transportation Advisory Committee – Carlie Hoffman: Carlie has an appointment to the SRTC TAC. SRTC is finishing an update of its Metropolitan Transportation Plan (MTP) to 2045. The TAC is also providing comments to the SRTC board on a list of priority regional projects for submission to the legislature should a new transportation funding “package” be enacted in the next session.

Connectivity Initiatives – Shauna Harshman: Contract is in place for facilitator training of staff and others to deploy the comprehensive traffic and street issues survey for all neighborhood councils, aka Traffic Calming 2.0. Program start still TBD.

Action Items

See attached draft committee policies and procedures update proposal.

The “Statement of Responsibilities” provisions for the CTAB and PCTS committee representatives were approved for inclusion in the draft Policies and Procedures update as Appendix A.

The committee discussed the chair’s draft proposal for the “special” email list provision for inclusion in the Policies and Procedures update to be added as topic “I”. Further language adjustment will be looked at during the October meeting for both topic “I” and revisions to topic “H”.

Open Discussion

The committee’s discussion of various matter extended beyond the adjournment time of 7:30.

Next Meeting

Tuesday, October 24, 2021 -- 6 PM via Zoom
Agenda: TBD

Community Assembly of Spokane Neighborhood Councils

Pedestrian, Transportation and Traffic Committee (PeTT)

Policies and Procedures (January 2017) *PROPOSED REVISIONS* September 2021

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.

C. Focus Areas:

The committee from time to time may identify, or the Community Assembly may suggest, topics of specific interest for the committee's continuing attention. The committee's focus area topics will be reviewed and restated by the committee in January of each year and may be reduced to four or fewer.

D. Participation and Attendance:

Committee participation is open to any and all individual members of neighborhood councils in good standing with the Community Assembly. The names of individuals attending committee meetings will be recorded according to their neighborhood council and as either self-identified neighborhood council representative, neighborhood council alternate representative, or other.

E. Meetings and Notice:

The committee will establish a monthly meeting schedule to minimize conflicts with neighborhood council monthly meetings. Notice of monthly committee meetings and meeting agendas will be distributed to an email list maintained by Neighborhood Services no later than the day prior to the monthly meeting date, or any day of the prior week if possible. Committee meetings may not convene without there being present neighborhood council representatives or alternates of three different neighborhood councils in good standing with the Community Assembly.

F. Quorum and Decisions:

A quorum for the purpose of reaching a decision is six (6) neighborhood council representatives or alternates of neighborhood councils that have been represented at three (3) of the past six (6) regular committee meetings. For matters requiring a decision at a meeting convened with notice and a quorum being present, the committee will make its determination by the consensus of members or by agreement without objection. Voting by means of e-mail is not available.

G. Officers and Terms:

The committee will operate with a chair and secretary or, in the absence of a secretary, with a chair who agrees to prepare agendas, provide meeting notices and submit a meeting report to the Community Assembly after every committee meeting. The committee does not operate unless one member agrees to the duties of committee chair. The chair and secretary responsibilities are calendar year commitments, ordinarily agreed to toward the end of the calendar year for the succeeding twelve-month period.

H. Advisory Positions ~~Position Selection~~

The committee holds membership positions on the Citizens Transportation Advisory Committee (CTAB) and the Plan Commission Transportation Subcommittee (PCTS) per respectively ~~Transportation Benefit District Resolution 2010-02~~ SMC 08.16 and City Council Resolution 2014-0078. The committee will ~~work in conjunction with the Liaison Committee as~~ from time to time ~~may become necessary to~~ nominate individuals with regular [committee] attendance [records] to occupy serve in these positions who are members of neighborhood councils ~~in good standing and~~ who agree to regularly report to the committee and the Community Assembly and to affirm the statement of responsibilities in Appendix A.

Proposed New Policies and Procedures Provisions:

I. Email Notices and Email Lists

Neighborhood Services will maintain an email notice list for the committee separate from the general Community Assembly notice list which is composed of the email addresses of individuals who have expressed an ongoing interest in the work of the committee. Email addresses for this list are added at the request of individuals and no address is removed except at the request of its owner.

APPENDIX A

PeTT Member Responsibilities on Advisory Positions

Statements of the responsibilities of membership.

Citizen Transportation Advisory Board (CTAB)

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 08.16, 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.*

Plan Commission Transportation Subcommittee (PCTS)

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.*

Additional CHHS Report

CA Liaison Kathryn Alexander

September 23, 2021

The CHHS Board met with the city Council in a study session September 23.

Paul Kropp notified Kathryn Alexander of the meeting, as it was not announced and only the executive committee of CHHS was notified.

There were three topics discussed:

- Staffing

- Management

- Communication

There was also some discussion/update about the ARP funds and the ARP committee

- The City Council has been briefed through presentations by the working group (committee)

- 35% of the funds still need to have recipients identified

- So far the Mayor and the City Council are to provide oversight – but how

- The city Council meets every other Friday with the administration

- The guidelines for proposed selection are still in progress, but the City Council membership on the committee is to select and then the full City Council selects

- Funds will be released in rolling consideration

- Candace recommends clarifying the 'replenishment' funds early to help with the budgeting

There was a very candid discussion about the staffing shortages and the need for an improvement of the culture and management in order to keep people who have been hired.

Design Review Board Report

Submitted by Kathy Lang
October 5, 2021
klang0132@gmail.com
719-338-1632

Design Review Board Members

Kathy Lang, Community Assembly Liaison, Chair
Mark Brower, Civil Engineer, Vice Chair
Anne Hanenburg, Landscape Architect*
Chuck Horgan, Arts Commission
Grant Keller, Real Estate Developer
Chad Schmidt, Urban Designer
Ted Teske, Citizen at Large*
Drew Kleman, Architect

City of Spokane Staff Members

Dean Gunderson, Senior Urban Designer, dgunderson@spokanecity.org
Stephanie Bishop, Clerk III, sbishop@spokanecity.org

*Second terms are ending 12/31/2021. Applications are being accepted.

Project: Sacajawea Middle School Recommendation Meeting: September 15, 2021

Applicant

Jodie Kittel, ALSC Architects
Greg Forsyth, Spokane Public Schools

DRB Trigger

All public projects or structures are subject to design review Recommendations of the Design Review Board.

Project Description

This project is a replacement of the existing Sacajawea Middle School located at 401 E. 33rd Avenue in Spokane's South Hill. The existing school building will remain in use during the construction of the replacement school, and will be demolished upon completion of the new building. The design centers on the theme of "Town Square" which is reflected in the building layout and entry plaza to the school.

Recommendations

Based on review of the materials submitted by the Applicant and discussion during the September 15, 2021 Recommendation Meeting, the Design Review Board recommends the approval of the project subject to the following conditions:

1. Applicant is encouraged to provide, within the buffer along the north boundary, columnar evergreens that take into account overhead power and year-round buffering between residential neighbors and the project site.

2. Applicant shall provide a separation buffer between the playscape and bus drop-off.
 3. Applicant shall continue working with the City in developing a pedestrian crossing at Grand Blvd and 32nd Avenue. Applicant shall consider a more robust, pedestrian centric experience that may integrate low seat walls, paving, lighting, and landscaping, etc.
 4. Applicant is encouraged to more fully develop the signage along Grand Blvd to integrate with the proposed signage at 33rd Avenue and Lamonte Street.
 5. Applicant shall continue dialogue with neighborhood stakeholders and make a good faith effort to satisfy concerns regarding the design for drop off and pickup of students.
 6. Applicant is encouraged to revisit the design intent for the 'tower' element and refine as necessary to achieve the stated goal of a wayfinding element.
 7. Applicant is to be commended for their effort straddling the disparity in code requirements for street trees and the limitations imposed by utility locations, curb cuts, and clear-view triangles. Applicant shall continue working with Urban Forestry to provide as many trees as possible given the code restrictions.
 8. Applicant is strongly encouraged to refine the proposed flat red brick material to further promote the textural depth in the building facade.
-

Project: Downtown Stadium
Collaborative Workshops: September 22 and 29, 2021

Applicant

Andrew Leeper, ALSC Architects
Greg Forsyth, Spokane Public Schools

DRB Trigger

All public projects or structures are subject to design review Recommendations of the Design Review Board.

Project Description

The overall development consists of two distinct elements. The first would entail construction on the existing surface parking lot north of The Podium consisting of a competition stadium (accommodating a football/soccer field, seating for 5,000 attendants, press box, hospitality suite, concessions & restrooms, locker rooms, and storage areas) and two improved surface parking lots located at the northeast corner (NEC) and northwest corner (NWC) of the Stadium Site. The second element would entail the construction of an off-street accessory surface parking lot on the parcel currently housing the Value Village development. This parking lot element would also accommodate the relocated Spokane Transit Authority (STA) Park & Ride lot function and on-street bus pull-out improvements currently located adjacent to the proposed Stadium Site on Boone Avenue.

Parcels south of Boone Avenue are located in the Riverside Neighborhood Council, zoned Downtown General (DTG), are within the Design Review Board's Downtown Perimeter Area (accommodating a facility greater than 50,000 square feet in size), subject to the Spokane Downtown Plan (2021), and subject to the Downtown Design Guidelines. All parcels north of Boone Avenue are located in the Emerson/Garfield Neighborhood Council, zoned CB-150, are subject to design review (as the proposed project is a public development), and subject to the design criteria/policies of the Spokane Comprehensive Plan.

Stadium Site

The Stadium Site would be oriented north/south with a pedestrian circulation spine running from Dean Avenue to Boone Avenue immediately west of the playfield (and outside the fenced portion of the stadium). This would serve as an extension of the pedestrian pathway located along the western side of The Podium site – which itself is an extension of a portion of the Howard Street Promenade through the Ice Age Floods Playground, connecting to the Centennial Trail. The Applicant is requesting a vacation of the eastern-most portion of the Gardner Avenue stub street and the construction of a north/south oriented vehicle circulation lane that would connect the remaining portion of Gardner Avenue with Boone Avenue.

Parking Site

The Parking Site is located on the parcel currently occupied by the Value Village retail establishment. The proposal would entail the demolition of both the Value Village building and the separate building located at the corner of Boone Avenue & Howard Street. The Applicant is proposing that the entirety of the parcel would be devoted to a paved surface parking lot. The construction on the Parking Site would include improvements in the adjacent Howard Street right-of-way to accommodate all the necessary elements to support the relocated STA Plaza Arena Shuttle bus stop.

Advisory Actions

Based on review of the materials submitted by the Applicant and discussion during the September 22, 2021 and the September 29, 2021 Collaborative Workshops, the Design Review Board recommends the following Advisory Actions:

Stadium Site

1. The Applicant is strongly encouraged to work with the governing bodies and seek opportunities to strengthen the Dean Avenue pedestrian crossing between the Stadium and the Podium, for example change in paving material and increased width of crossing.
 2. The Applicant is encouraged to continue addressing scale, bulk, and articulation of the exterior facades to further activate and energize the surrounding pedestrian realm.
 3. The Applicant is strongly encouraged to return with a refined west plaza design that more fully embodies the connection between the Stadium to the Podium and beyond, including but not limited to hardscape continuity, landscaping, site accessories, art, and signage.
 4. The Applicant is encouraged to investigate opportunities to enhance the pedestrian experience in consideration of the celebratory aspect of going-to and coming-from the surrounding areas, knitting the Stadium site into its larger urban fabric. The introduction of benches, tree canopy, site lighting, and/or other site elements may further promote a sense of destination and connectivity to the surrounding area.
 5. In order to activate the public realm around the Stadium when there are no events, the Applicant is encouraged to make improvements inside the public realm along Howard, Dean, Gardner, and Boone that invite the public into some sort of special experience, for example high school sports, history walk, sidewalk games, art, or other cultural experience/activity.
 6. Consistent with the recently updated and adopted Spokane Downtown Plan's Strategy ACH2 of bringing arts & culture into the public realm, the Applicant is encouraged to provide and identify locations for art installations, markers for way-finding, and site identification elements at areas such as entries, path or street view termini, and proposed plazas. The Applicant is encouraged to work with the Arts Commission to identify opportunities for art installations and considerations for artist selection.
-

7. Along Boone, the Applicant is encouraged to activate this elevation by incorporating areas for murals, other artwork, replacing the fence with an artistic screen, creating peek-a-boo views into the arena, or other visually interesting elements.

8. The Applicant is encouraged to leverage innovative, low-impact stormwater Best Management Practices (such as permeable pavements, rain gardens, infiltration galleries) that enhance the public realm throughout the design life of the stormwater treatment installations. Stormwater Strategies to Retain and Treat Runoff On-site as Part of Private Development.

9. The Applicant shall consider strengthening routes within the project (especially non-motorized routes) to facilitate access to and from the Stadium site in all directions.

10. The Applicant shall consider infrastructure that safely facilitates and prioritizes anticipated pedestrian, non-motorized, and transit access for events at the Stadium, as well as events that may occur simultaneously with the Civic Theater, the Podium, and the Arena.

11. The Applicant shall continue to work with STA and the City to optimize equitable access to the facilities.

12. The Applicant is encouraged to refine the design of the STA drop-off areas and bike parking facilities at the Stadium site to address the goals of the Spokane Comprehensive Plan and the Spokane Downtown Plan as they relate to pedestrian-oriented design and promotion of increased urban tree canopy.

13. The Applicant is strongly encouraged to return with a plaza/main entry design, on both sides of the building, that do not simply abut the parking lot area as presented. The Board would like the Applicant to explore the possibility of extending the plazas, and/or the architectural language of the plazas, to meet up at the corners of Boone and Howard, and Boone and Washington. The Board makes note that these plaza and entry spaces need to reflect a real “gateway” to the site, especially at the north end of the property, as it is the main connection to the Podium, North Bank and Riverfront Park off of Boone.

14. The Applicant shall return with a more fully developed promenade from Howard heading east along Gardner as the ‘Sense of Arrival’ architectural statement on the building currently has a disconnect with this access point. Rookery Block in Conjunction with New Development.

Parking Site

15. The Applicant is encouraged to make use of art markers as a means of identifying and tying the proposed offsite parking to the Stadium and other area facilities.

16. The Applicant is encouraged to work with the Arts Commission to identify opportunities for art installations and considerations for artist selection.

Plan Commission (PC) Liaison Report

Community Assembly Report, October 7, 2021

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

September 9, 2021 PC Meeting via WebEx

Briefing Session: Mary Winkes reported that the Community Assembly had sent an email to all members of City Council requesting that potential amendments to both ordinances and resolutions that might effect neighborhoods/neighborhood councils be introduced in sufficient time so that there is time to give input prior to a vote.

Workshops:

1. WSDOT – West Plains Subarea Transportation Management Plan, Phase 1, US 2 Vicinity Study

<https://engage.wsdot.wa.gov/west-plains-subarea-transportation-management-plan/>

2. Floodplain Development Code Update—SMC 17E.030

<https://my.spokanecity.org/projects/2021-floodplain-management-update/>

3. Stormwater code revisions (mandated)—SMC 17D.060

<https://my.spokanecity.org/news/stories/2021/09/10/considering-stormwater-ordinance-changes-to-protect-water-quality/>

4. Sustainability Action Plan

<https://my.spokanecity.org/bcc/committees/public-infrastructure-environment-and-sustainability/sustainability-action-subcommittee/>

5. Comprehensive Plan Amendment Ideas

Discussion as to how to discuss/study ideas that may lead to amendments to the comprehensive plan. It was decided that this would be discussed with the City Council members at the next joint meeting.

September 22, 2021 PC Meeting via WebEx

Workshops

1. 2022-2027 Six-Year Citywide Capital Program: Consistency Review Workshops

Found on: <https://my.spokanecity.org/projects/capital-programs/>

<https://my.spokanecity.org/projects/capital-programs/> <https://my.spokanecity.org/business/resources/>

2. Design Guidelines Update, Citywide, Skywalks, Public Projects

<https://my.spokanecity.org/projects/new-design-guidelines/>

3. Ray Freya Alternatives Analysis: <https://my.spokanecity.org/projects/ray-freya-alternatives-analysis/>

The most support appears to be behind alternative 2.

Hearing

1. Floodplain Text Amendment (mandated)—SMC17E.030

<https://outlook.office365.com/mail/inbox/id/AAQkADliNjQ5YTFjLWI0NTQtNGNmNC1hZjU2LTcxN2JiMGQ2Nzc5ZAAQAMSbtUca80w8rt7NVE37AfU%3D/sxs/AAMkADliNjQ5YTFjLWI0NTQtNGNmNC1hZjU2LTcxN2JiMGQ2Nzc5ZABGAAAAAADjyGWPPezgR5NDzNiWHTrIBwA02aQJ4ol%2FRZDQB0437Db5AAAABUZWAADZT%2B8tM8gxR67IRNpZjXkVAADSi%2FP5AAABEgAQAKWnwgGRfnBAnXnrkSRpt18%3D>

No public comment was offered during the hearing. The Plan Commission recommended unanimously the text amendment for passage to the City Council.

2. Stormwater Code Revisions (mandated)—SMC17E.060

<https://outlook.office365.com/mail/inbox/id/AAQkADliNjQ5YTFjLWI0NTQtNGNmNC1hZjU2LTcxN2JiMGQ2Nzc5ZAAQAMSbtUca80w8rt7NVE37AfU%3D/sxs/AAMkADliNjQ5YTFjLWI0NTQtNGNmNC1hZjU2LTcxN2JiMGQ2Nzc5ZABGAAAAAADjyGWPPezgR5NDzNiWHTrIBwA02aQJ4ol%2FRZDQB0437Db5AAAABUZWAADZT%2B8tM8gxR67IRNpZjXkVAADSi%2FP5AAABEgAQAKWnwgGRfnBAnXnrkSRpt18%3D>

Only one person testified. After some discussion, the Plan Commission recommended unanimously that the City Council pass these revisions.

Commission Business

Comp Plan Amendment Ideas Study Session—The chair will draft a proposal to come before the Commission at its next regularly scheduled meeting.