

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



Meeting Agenda for Thursday, December 2, 2021
 5:30 to 8:00 pm, Webex Online Meeting
 Proposed Agenda Subject to Change
 Please bring the following items:
 *Community Assembly Minutes: November 4, 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	3
• Including Core Values, Purpose, Rules of Order			
3. Approve/Amend Minutes (Facilitator)	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, Council Member Cathcart	15 min (5:50)	Oral Reports	-
6. Traffic Calming, Shauna Harshman.....	20 min (6:05)	Oral Reports	
7. Liaison Committee, Parks Department Committee Nominations	15 min (6:25)	Presentation &Vote	11
Paul Kropp			
8. Neighborhood Council Boundaries, Ed Bruya	10 min (6:40)	Discussion	
9. Gonzaga University Leadership Training Update, Tina Luerssen and	10 min (6:50)	Oral Reports	
Carly Cortright			
10. Office of Neighborhood Services Update, Carly Cortright.....	10 min (7:00)	Oral Reports	
11. Awards Ad Hoc Committee, Andy Hoyer	5 min (7:10)	Update	12
12. Administrative Committee, Seth Knutson	5 min (7:15)	Update	14
13. Budget Committee, Mark Davies.....	5 min (7:20)	Oral Reports	-
14. 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.

• Administrative Committee	15
• Budget Committee	17
• Building Stronger Neighborhoods Committee (BSN)	19
• Liaison Committee	21
• Pedestrian, Traffic, and Transportation Committee (PeTT)	31

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

• Community Housing and Human Services (CHHS) Liaison Report	32
• Design Review Board (DRB) Liaison Report	34
• Plan Commission Liaison Report.....	

** 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.”

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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:

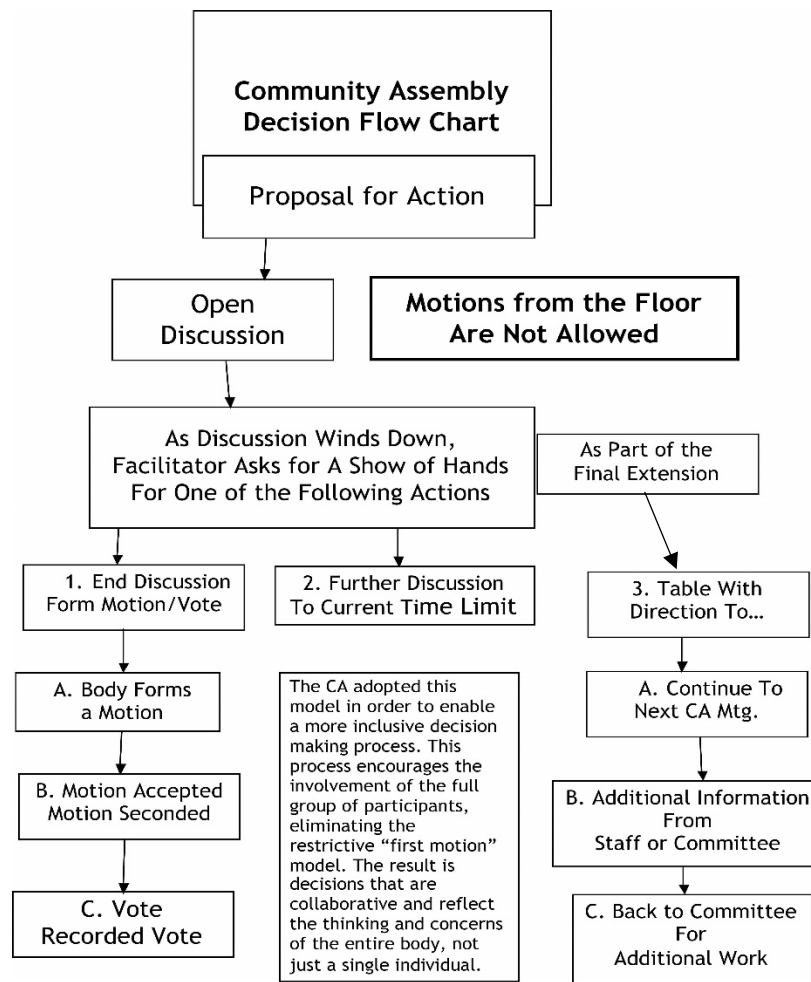
The Community Assembly fulfills its purpose, achieves its goals, and stays true to its core values by its members engaging each other and the community with honest communication and having transparent actions in all of its dealings. Community Assembly representatives are knowledgeable and committed to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

November 4, 2021 via WebEx web conference

Meeting called to order at 5:31pm 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, Five Mile Prairie, Grandview/Thorpe, Hillyard, Latah/Hangman, Lincoln Heights, Logan, Manito/Cannon Hill, North Hill, North Indian Trail, Northwest, Peaceful Valley, Riverside, Rockwood, Shiloh Hills, Southgate, West Hills, West Central, and Whitman.
- **Neighborhood Councils Absent:** Comstock, Nevada-Heights, and Minnehaha.
- **City Staff Present:** Candace Mumm (City Council), Betsy Wilkerson (City Council), Kirstin Davis (Public Works), Brian Walker (Neighborhood, Housing, and Human Services, NHHS), Carly Cortright (Office of Neighborhood Services, ONS), and Annie Deasy (ONS).
- **Visitors:** Mike Tresidder, Spokane Transit Authority (STA), Mike Ulrich, Spokane Regional Transportation Council (SRTC), Kylee Jones, SRTC, Kathy Lang, Design Review Board, 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 (16-approve, 4-deny, and 0-abstain).
2. **Proposed Agenda:** Andy Hoyer moved. Daniel Zapotocky seconded to approve the amended agenda. Motion passes with 18-approve, 1-deny, and 2-abstain.
3. **October Minutes:** Daniel Zapotocky moved. Kathryn Alexander seconded to approve October minutes. Motion passes with 17-approve, 0-deny, and 2-abstain.
4. **Open Forum:**
 - Randy McGlenn. Randy raised concerns about a development proposal by Underhill Park. If the development is approved aesthetics around the park would be diminished, like trees being cut. Shout out to Annie and Annica for the hard work they do.

- **Tina Luerssen.** Tina mentioned the Admin Committee decided to the presentation from Terri Fortner on the [Spokane Parks Foundation](#) grant cycle would have to short of a turnaround time to apply for this year's grant cycle and looking forward to next year to invite Terri to come present in the summer or early fall. Any neighborhoods that are interested in applying this year need to submit the [letter of inquiry](#) by November 26.
 - **Kathryn Alexander.** Kathryn said that she hoped everyone would take the time to read the CHHS and HAAS Liaison reports in the packet and there will be more discussion in Round Table.
5. **City Council Report:** Council Member Candace Mumm, cmumm@spokanecity.org, and Betsy Wilkerson, bwilkerson@spokanecity.org. Council Member Mumm started by saying this would be her last time meeting with the CA in an official capacity and why she got into City work. Council Member said her neighborhood had no city park, safe place for the kids to play, no sidewalks, or bike lanes and she wanted to make a difference. Council Member showed a presentation on a pilot project she worked on, with the assistance of a hired teacher, on the **Walkability Study** that included the challenges of walking (missing sidewalks; sidewalks in poor shape; lack of ADA ramps; and lack of crosswalks); criteria to identify priorities (proximity to school, vehicle traffic patterns, increasing connectivity, and estimated number of students based on student location); and potential project areas by schools. All of the neighborhoods in District 3 will receive a data sheet from Council Member Mumm. Council Member Wilkerson then gave an update on the \$41 million in **American Recovery Plan Act** funds and including as many citizens and administration in the application process. Look for more soon. 2022 Budget does have some challenges but Council does not anticipate laying off employees. Council does want to invest in employees and maintain level of service without going backward. Council Member Wilkerson thinks the City of Spokane really is in a pretty good position.

Motion to extend: Daniel Zapotocky motioned. Kathryn Alexander seconded. Motion passes with 18-approved, 0-deny, and 1-abstain.

There were questions and answers, including an update on Neighborhood Plans.

Legislative Agenda:

6. **Spokane Regional Transportation Council:** Kylee Jones, kjones@srtc.org and Mike Ulrich, mulrich@srtc.org. Kylee opened and gave a brief overview of what she and Mike will be presenting the Horizon 2045—Spokane Region's Long-Range Transportation Plan, as well as a brief overview of SRTC. Mike explained what SRTC does, their board of directors; and their six guiding principles, and that most of what they do is collaboration as a member service agency assisting with transportation system, including a plan, between many cities and jurisdictions by bringing decision makers to the table. A

transportation system is all of the facilities that allow you to get from point a to b and can include sidewalks, regional trails, transit (bus), roads (local, freeways, etc.), air, and railroads. A transportation plan considers all methods of travel and considers where we want to be in 20 years; how we are growing; and how much money is available versus how much is needed.

Horizon 2024 plan:

Chapter 1: who we are. The history of Spokane's transportation.

Chapter 2: where we are at. The existing conditions of our transportation system.

Chapter 3: where we are going. Looks at how our transportation network would perform or function if we did nothing.

Chapter 4: how we will get there. How investments and proposed transportation projects are positively impacting the transportation network.

Public's Input on the Plan. SRTC wants to understand and gather public input and they are asking for comments. The Horizon 2045 Plan has embedded links to leave comments in each of the four chapters. SRTC will provide response to the comments and the comments will be incorporated in to the appendix, and help shape the plan and future updates.

Motion to extend: Daniel Zapotocky motioned. Carol Tomsic seconded. Motion passes with 14-approved, 7-deny, and 0-abstain.

There were questions and answers.

- 7. Spokane Transit Authority (STA) Fare Policy Update.** Mike Tressider, mtressider@spokanetransit.org. Mike showed a presentation on the fare policy update. Fares will not be increased, but a new fare collection system is built and will not implement a fare increase, but improve the customer experience by: fare capping (unlimited rides once passengers have spent the same amount as a day or month pass), more discount options (honored rider, stars and stripes, rider's license, student, and rider in training) and more retail outlet options. Customers also will be able to manage their fare accounts online.

STA is looking for feedback on the fare update policy, visit spokanetransit.com/faresurvey.

Motion to extend: Tina Luerssen moved. Debby Ryan seconded. Motion passes: 18-approve, 0-deny, 5-abstain.

There were questions and answers.

- 8. Liaison Committee Update on Park Board Positions:** Paul Kropp. Paul announced that the Liaison Committee took over the recruiting for the Park Board position and the committee received two applications. The committee interviewed both applicants and there happens to be two positions: Development and Volunteer Committee and also Citizen Advisory Committee focused on Friends Groups for Neighborhood Parks. The committee is not ready make any recommendations to the CA about these positions. There are two great candidates for two positions and we are not sure which position is the right place for them at this time.
- 9. Ad hoc Awards Committee:** Andy Hoyer. Andy shared two proposals, page 40 in the packet, to purchase pins and certificates using Community Engagement Grant funds. There was a discussion surrounding time constraints to ordering pins and plaques before the end of the year as well as nominations for the Spirit of CA and Good Neighbors awards. Because it is late in the year, it was decided to purchase certificates that could be printed through reprographics. Awards are important because people spend a lot of time on neighborhood work with only a thank you, so awards really help. Discussion ensued.

Motion to extend: Tina Luerssen moved. Debby Ryan seconded. Motion passes: 18-approve, 0-deny, 5-abstain.

Second motion to extend: Tina Luerssen moved. Debby Ryan seconded. Motion passes: 18-approve, 0-deny, 5-abstain.

A motion was made by Greg Francis and seconded by Tina Luerssen to authorize the purchase of certificates to be printed through reprographics for up to \$1,000 including the Spirit of CA and Good Neighbor Awards. Motion passes: 19 -approve, 1-deny, and 4-abstain.

- 10. Election of Admin Committee:** Greg Francis. Greg announced the five candidates for Admin Committee who have expressed an interest and will take any nominations from the floor. The five candidates are Christopher Savage, Tina Luerssen, Mark Davies, Cliff Winger, and Seth Knutson. There are five candidates and five positions to fill, but anyone else who is interested can step up. No one else expressed an interest. A motion was made by Greg Francis motioned and seconded by Colleen Gardner to vote for five of the following to serve on the Admin Committee for the next 12 months. You may vote for up to five names. Please choose up to five of the following: Mark Davies: 21, Seth Knutson: 23, Tina Luerssen: 23, Christopher Savage: 23, and Cliff Winger: 23.
- 11. Formation of Ad hoc Policy and Procedure (P&P) Committee:** Greg Francis. Greg announced the annual formation of the Policies and Procedure Committee which needs three volunteers with one being a chair, and there can be more than that. The responsibilities of the committee include collecting any potential changes to the P&P and then draft and bring forward to CA for a vote in the spring (February). Greg is

looking for CA representatives to volunteer. Christopher Savage, Daniel Zapotocky, and Mary Winkes volunteered. Greg Francis motioned to approve Christopher Savage, Mary Wilkes, and Daniel Zapotocky, with Daniel as chair, to serve on the ad-hoc Policies and Procedures Committee. Lindsey Shaw seconded. Motion passes: 21-approve, 0-deny, 1-abstain.

Tina requested the CA representatives look at the committee approved P&P updates for Budget, BSN, PeTT, and Liaison because the CA will be asked to approve them next month. Mary added that those are addenda to the CA P&P and should be attached to the revised P&P.

12. Neighborhood, Housing, and Human Services Director Selection Interviews:

Greg Francis and Carly Cortright. Neighborhood Housing and Human Services did interviews last Friday for the NHHS Director position. The CA Admin Committee was asked to provide representative to serve on the selection committee. Greg is asking for an affirmation of Kathryn Alexander to serve in this role because Kathryn sat in on interviews for the previous NHHS Director Admin proposes that be affirmed at this meeting. Greg added that Kathryn sat in on the interview last Friday, sits on CHHS Board and Sustainability Action Committee, and offered to serve, but other representatives can express an interest. Kathryn said she is happy to serve and will be working with the director to some extent. Carly added that there was a long panel and a candidate who would be good fit for the NHHS Director was moved forward; citizen and internal panel interviews were conducted. Andy Hoyer motioned and Mark Davies seconded to approve Kathryn Alexander to serve on the interview panel for Neighborhood, Housing, and Human Services Division Director. Official representatives please choose one of the following: 18-approve, 1-deny, 1-abstain. Motion passes.

13. Office of Neighborhood Services (ONS) Update: Carly Cortright,

ccortright@spokanecity.org. **Snow season** runs November 15 to March 15. Move RVs, boats off the roadway; park on the odd side of the street during a full-City plow; shovel your sidewalk as soon as possible after a snowfall and help your neighbors. The bookmark is being printed and ready and available next week at City Hall and the C.O.P.S. shops. Parking will be placing the bookmarks on vehicles as a reminder. The **Gonzaga University (GU) Leadership Academy** is being finalized and will run January through June of next year; trying to finalize a facilitator; selection committee, which will include BSN, to choose 10-12 participants that are hopefully evenly spread among the three districts; and picking new and emerging leaders. Still working on video library. The **mobile speed feedback trailer reports** were just finalized and those will be posted online and included in next month's packet. The **Neighbors Drive 25** yard signs are being printed and should be available at the C.O.P.S. shops next week for pickup and do a bigger push in the spring. The **Clean-Up** program final numbers and report should soon be available and include numbers for paper and virtual passes as well as neighborhood clean-up programs. **Packet submission deadline** has been moved up, with Admin

Committee's blessing to end of the day Friday, no later than 8 AM Monday, so we can work on the packet, not rushed, and with less mistakes. Finally, shout out to Gail Cropper for suggesting that the Utility Bill Insert online to a better part of the website. The web team moved the insert to a better location on the screen and included an image of the insert. This is a great example ideas coming neighborhoods that benefit everyone. CHHS continues to hold interviews for their director and open staff positions. Carly announced that at Monday's City Council meeting she was confirmed as the Director of Office of Neighborhood Services, which means she is giving up 3-1-1 and will only have one department and can have more time and attention to neighborhoods. Greg Francis made a motion to approve the Office of Neighborhood Services to use the CA logo for leadership training and Kathryn Alexander seconded. Motion passes: 19-approve, 0-deny, and 2-abstain.

Motion to extend: Daniel Zapotocky motioned. Carol Tomsic seconded. Motion passes with 16-approved, 2-deny, and 3-abstain.

There were questions and answers.

- 14. Round Table: Colleen Gardner:** will be stepping aside as the Chief Garry Park CA Representative as of December 31. Colleen will hopefully introduce the new representative next month; will be staying on as chair of the neighborhood council; and was recently elected chair of the STA Central Line steering committee.

Kathryn Alexander: expressed a concern about citizen's comments about how they are treated and what can the CA do to help support neighborhood councils be more welcoming and supportive. Kathryn would like to have this on next month's agenda. Greg Francis agrees with her comment about the frustration with neighborhood councils and having time on a future agenda. Discussion ensued. Kathryn also suggested that a motion be made if the CA wants to order pins.

Tina Luerssen: made a motion for a roll call vote to approve up to \$300 for 50 pins and Carol Tomsic seconded. Motion passes: 20-approve, 0-deny, and 2-abstain.

Meeting Adjourned at 8:06pm.

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

November 23, 2021

To: Community Assembly Representatives

From: Paul Kropp, Chair
Liaison Committee

Re: Park Board Committee Membership Positions

The Liaison Committee has selected **Julie Biggerstaff** (Browne's Addition) and **Lindsey Shaw** (Logan) respectively for nomination to the Spokane Park Board's Development and Volunteer Committee (DVC) and the DVC's Citizen Advisory Committee (CAC).

With regard to these membership positions, the Liaison Committee hereby is proposing the Community Assembly take a necessary, related action in addition to authorizing each of the nominations.

First, a recommended action by the Community Assembly to affirm the DVC membership position:

The Community Assembly requests the chair and members of the Development and Volunteer Committee of the Spokane Park Board to designate one of its at-large membership positions specifically for nomination by the Community Assembly and set its term as two (2) years.

Second, the nominations:

The Community Assembly nominates Julie Biggerstaff of the Browne's Addition Neighborhood Council to the President of the Spokane Park Board to serve as an at-large member of the Board's Development and Volunteer Committee for a term of two (2) years.

The Community Assembly nominates Lindsey Shaw of the Logan Neighborhood Council to the Spokane Director of Parks and Recreation to serve as the designated Community Assembly member on the Citizen Advisory Committee of Park Board's Development and Volunteer Committee for a term of two (2) years.

Awards Update

Please note samples of the Spirit and the CA and Good Neighbor Awards below, as designed and printed by City Reprographics. We ordered 100 Good Neighbor Awards and 30 Spirit of the CA Awards. We also ordered heavy paper frames, similar to those used in the past. Approximately ten people have been nominated for the Good Neighbor Award and five for the Spirit of the CA Award so far; the deadline for nominations is January 24. (The Ad-hoc Committee will present the nominations at the February, 2022 CA meeting, not today.)

We need to decide how to place the individual names on the awards: City Reprographics is not able to do this because they are only set up to do large print runs. Members of the Ad-hoc Committee will experiment with samples of the award stock to see if we have printers that can handle them. Alternatively, Annie Deasy has volunteered to hand-letter them. Additional 2021 expenses cannot really be committed at this late date for, say, professional calligraphic lettering, and, of course, nominations arriving in 2022 could not be paid for with 2021 Budget money. It is not a crisis. I suggest the CA let the Ad-hoc Committee figure it out.

We also need to determine how to distribute the awards and the 50 pins ordered and ready for pick-up. (Of course, only 29 would be distributed now.) Options include asking the CA reps to pick them up at City Hall, OR having the CA instruct the Budget Committee to pre-allocate postage from the 2022 Engagement Grant Budget, OR waiting until we can meet again in-person, and other methods. Let's talk about this.

- Andy Hoyer, Chair, Ad-hoc Committee on Awards



Spirit of the CA Award

Presented to

PLACEHOLDER NAME

TITLE/RESPONSIBILITY HERE

In acknowledgement of your exceptional service to the Community Assembly and commitment to uphold the Community Assembly's purpose and values.

December 2021



Good Neighbor Award

Presented to

PLACEHOLDER NAME

In acknowledgement of your exceptional service to Spokane's neighborhoods and commitment to uphold the Community Assembly's purpose and values.

December 2021



COMMUNITY ASSEMBLY

DATE:

STAFF:

JANUARY 6	Annie/Carly
FEBRUARY 3	Annie/Carly
MARCH 3	Annie/Carly
APRIL 7	Annie/Carly
MAY 5	Annie/Carly
JUNE 2	Annie/Carly
JULY 7	Annie/Carly
AUGUST 4	Annie/Carly
SEPTEMBER 1	Annie/Carly
OCTOBER 6	Annie/Carly
NOVEMBER 3	Annie/Carly
DECEMBER 1	Annie/Carly

TOWN HALL

In lieu of Town Hall meetings in 2022, Neighborhood Councils are invited to present to City Council during one of their regularly-scheduled 6:00 p.m. Legislative Meetings and should work with Neighborhood Services staff on scheduling. City Council will consider reinstating Town Hall meetings when they resume regular in-person meetings.

CA/CC

DATE:

LOCATION:

MARCH 31	TBD, <u>Virtual or NECC</u>
JUNE 30	TBD, <u>Virtual or ECCC</u>
SEPTEMBER 29	TBD, <u>Virtual or WCCC</u>

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

November 23rd, 2021. 12pm via Zoom

Attendees: Committee members: Seth Knutson, Tina Luerssen, Christopher Savage, Mark Davies, Cliff Winger. **City Staff:** Carly Cortright. **Visitors:** Paul Kropp (Liaison Committee), Ed Bruya (Comstock NC).

Admin Committee Elections Tina is interested in continuing as Secretary, however the P&P limits term to 2 years. Mark suggested that we request P&P committee to remove the term limit for Secretary. Committee consensus to approve Seth as Chair, Christopher as Vice Chair, Tina as Secretary for 2022.

October minutes approved by consensus.

December CA Agenda requests:

1. ~~Snow Season Update, Public Works. 15 minutes.~~ Carly updated last month and bookmarks are available at COPS Shops. Suggestion to include in ONS update to communicate how to get materials. Also listed in NC email reports.

2. ~~City Budget Update. 15 minutes.~~ Haven't reached out to Administration for a presentation, this may be hard to schedule at the last minute. Perhaps CM Cathcart can update on his presentation? Annie will make this request.

3. ~~Policy and Procedure Update,~~ Liaison Committee edits, Admin Secretary term limit? Christopher S., Daniel Z. and Mary W. working on the committee. Not much to report yet, probably present next month.

4. Admin Committee Update, Seth Knutson. 2022 Admin officers. March 29th Admin since CA is 4/7. 2022 CA/CC meeting dates. Gabby confirmed 5th Thursday dates, this will transition to Annie in 2022. December 2021 Admin 12/21? Carly is available, Annie will ask Annica to fill in as she will be out of the office. 5 minutes. March, June, September CA/CC

6. Awards committee update, Andy Hoyer. 5 minutes.

7. ~~Protocol,~~ Kathryn Alexander. 15 minutes. Does Kathryn has a proposal/recommendation for this? Want to avoid free-for-all open discussion. Mark thinks this is overstepping, to tell NCs how to run their meetings. Suggestion to push out to January with request for more information/Kathryn attend next Admin.

8. Liaison Committee, Parks Dept committee nominations. Paul Kropp, 15 minutes. Position isn't established in City Code yet, this is different. CA is being asked to vote to designate 1 position as CA-specific and define 2-year term, and then both nominations are submitted to different places: CAC appointed by Parks Director, Volunteer Committee by Parks Board. Three separate actions requested of CA.

9. Traffic calming, Shauna Harshman. 20 minutes. Increased time request, NCs are feeling left out of the planning and unheard. How can we increase collaboration between NCs and Planning/Engineering?

10. ONS Update, Carly Cortright. 10 minutes. Include Snow Season materials update.

11. GU Leadership Training (BSN), Tina. 10 minutes. Tina will request the application deadline be extended to Mon 12/6.

12. NC Boundaries, Ed Bruya. 10 minutes. Discussion brought to BSN about NC boundary changes with growth in the south/west. Introduce the topic for further discussion on future CA agenda.

14. Budget Committee for 2022 (Mark Davies). 5 minutes.

Other discussion:

Proposed Agenda for CA 12/2/21. Approved by consensus.

Council Update: From our scheduled Councilmember (Michael Cathcart). 15 minutes.

Traffic Calming: Update (Shauna Harshman). 20 minutes.

Liaison Committee: Spokane Park Board Committee Positions Nominations and CA Action. (Paul Kropp). 15 minutes.

NC Boundaries (Ed Bruya). 10 minutes.

Ad-hoc CA Awards Committee. (Andy Hoyer). 10 minutes with vote.

Admin Committee Report. (Seth Knutson). 5 minutes update.

Roundtable. 10 minutes.

Topics for next Admin Committee meeting. Tuesday, December 21st, 2021: Policies & Procedures Committee. Awards. Liaison for Spokane Parks Board Committee. 2022 CA/Admin/CA-CC meeting dates. Snow Plan? City Budget?

***DRAFT* Community Assembly Committee Meeting Notes: Budget Committee**
11/22/2021 6:30pm, virtual via Zoom

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

Agenda:

1. Meeting notes from 10/25/21 approved by consensus.
2. Review spreadsheet. Awards Committee is waiting on final cost from Reprographics. They have ordered CA pins and will be submitting the receipt ASAP. Comstock was the only NC that full utilized all 3 opportunities (initial \$800, plus Zoom account, plus the additional \$200 printing), so they show \$363.37 "overage" but it's really not over. \$1300 allocated for Awards, total expenses \$22,389.12.
3. Improvements that can be made for 2022 cycle: Each NC participating in Training is imperative, this answers a lot of questions that come up throughout the process. Changing Grant Coordinator mid-cycle leads to information being dropped. Perhaps a supplemental training on Special Events to clarify what's allowed and the process for approval. Accounting has asked for copies of announcements/flyers for events that are supported with Budget funds. Hard Tina suggested a later deadline for applications, allowing NCs a little additional time since most events aren't until July or August. Mark suggested Fri June 17th. With a later deadline, Budget committee members can connect with our NCs starting in April to help get their applications submitted before the deadline. Plan for training in February, suggestion of Mon. Feb. 28th when this committee would typically meet. Could be hybrid, if committee members are able to be present in-person so one person could monitor the Zoom and clarify audience questions. Possibly hold training at The Hive or Shadle Park Library, they close at 7pm. For reallocation, suggestion to only allow Reprographics printables. Allow Zoom account/renewal anytime within reimbursement time frame without counting in main grant allocation? We'd have to cut the grant amount to \$700 to allow for the maximum for all 29 NCs with Zoom included. Or we could allow \$850 with no "free" Zoom. First round expense deadline Mon. Sept. 19th. Mark will request 5 minutes on CA agenda to give an update on the 2022 plan.
4. Tina invited Gail to Slack, and asked Annie to share the Budget Guidelines and materials on the app for committee members to review and make suggestions for edit. We can also review the committee liaisons list and edit for 2022.
5. Committee elections were discussed at October meeting: Tina is willing to continue as Secretary, Gail volunteered as Vice Chair, and Ken offered to serve as Chair. Committee consensus to approve these officers for 2022. Kelly Lotze and Scot Webb are the other 2 committee members for the year.
6. Discussion of whether to meet prior to 1/24/22. Annie will be out from mid-Dec to early Jan., and with the training not being planned until end of February we'll stick with 1/24 and possibly meet again in early Feb if needed before the training. Tina will ask committee members in the body of minutes

email about possibly changing the time of this meeting to better accommodate Ken and Scot's schedules.

7. Next Budget Committee meeting is scheduled for Monday, January 24th, 2022 at 6:30pm. Agenda topics: 2022 committee meeting schedule. Assignment of committee liaisons. Program Guidelines/Application finalization.
8. Meeting adjourned at 7:55pm. Thank you Mark for your Chairmanship these past 2 years!

DRAFT Community Assembly Committee: Building Stronger Neighborhoods
11/22/2021 12:00PM virtually on Zoom and at The Hive.

Present at The Hive: Dave Lucas (Vice Chair: Rockwood), Kelly Lotze (Chair: Browne's Addition), MaryLou Sproul (Browne's Addition), Fran Papenleur (Audubon-Downriver), Ed Bruya (Comstock). Present on Zoom: Tina Luerssen (Secretary: Grandview/Thorpe), Sarah & Cliff Winger (Shiloh Hills), Charles Hansen (Whitman), Gail Cropper (Northwest), Catherine Cronin (Five Mile). Gonzaga Leadership Program staff: Rachelle Strawther.

1. Committee Housekeeping: October meeting notes approved by consensus.
2. BSN Rep on GU Leadership Training Selection Committee: Rachelle is leading this program with GU. The program is targeting people who have been involved in NC leadership for 2 years or less, to develop their toolkit. Accepting applications now to start the program in January. They want a committee to review applications: 1 person from GU (possibly Rachelle), 1 from ONS, 1 from City (Alex Gibilisci), 1 from BSN. Looking for diversity in the program, need someone available in early December to meet virtually or in-person for selection and application review. Additionally, the video library being developed for this program will be attached to BSN resources on City website so they will be accessible to anyone. Catherine had a question about how to get the information distributed to connect with people who want to participate. Info/application is online with deadline of 12/1/21. Dave asked about deadline extension to allow more people to determine their schedules. Need participants on board before end of December to get the meeting schedule out. Rachelle encourages all to apply, no commitment if they decide to defer for this first program. Fran is concerned about recruiting time for participants and presenters. Five applications have been received so far; if there's not a sufficient pool of applicants by Dec. 1 they will likely extend the deadline. Rachelle is currently working on instructors/mentors for the program. Will need 3-4 mentors (1.5/month virtual meeting), contact Rachelle if interested. Kelly asked for a volunteer to serve on selection committee: Dave, MaryLou and Catherine all volunteered for this role. With her extensive NC background, committee agreement to approve MaryLou for this position on the selection committee.
 - Curriculum comment: Fran is preparing the training video on special events, and doesn't see where that fits in the curriculum outline. Rachelle explained that they don't want to get too far into the weeds for the Leadership Academy: want to focus on running a meeting, welcoming new members, helping to build confidence in leaders. Additional videos will be available as part of the Library. MaryLou asked about participant "homework": Rachelle explained that this will be related to their NC. I.e. Running Effective Meetings—assignment would be to create an agenda, draft plan to prepare for next meeting; apply what they've learned into practical use.
3. Neighborhood Updates: Ed spoke about editing NC boundaries, especially regarding Latah/Hangman and the southwestern part of the City. Growth needs to be considered in these new boundaries. The existing process is to

propose a boundary change for review/approval by affected NCs and City. Cliff in Shiloh Hills and Fran in Audubon/Downriver have both participated in this process. The hardest part of this process is having a leadership team ready to lead the new split NC. Ed is contacting these NCs and asking whether this should be looked at for the whole CA/City. Charles mentioned that Whitman was interested in moving boundaries to line up with the neighborhood school boundary. Also Minnehaha has a triangle that will be west of the new freeway that would logically be moved to another NC. Tina will send Ed the link to join Admin meeting tomorrow to discuss adding this to CA agenda.

4. ONS Update: Gabby was unable to attend today, but had forwarded an email from Colleen Gardner (Chief Garry Park) asking about NC outreach, and what's working for other NCs. Dave suggested using other activities that aren't NC-related, like Boy Scout Food Drives, church events, school events to publicize NC. Neighborhood updates are generally discussed in these BSN meetings, but with today's extended discussion on the Leadership Training, we didn't have time for this.
5. Dave asked what the NCs think about the Traffic Calming program and changes? Rockwood and Audubon/Downriver are having an issue with communication from City, feels like NCs are not having input because the transportation plan is set. Grandview/Thorpe also had a proposal from Engineering that the NC didn't agree with and hasn't gotten any additional feedback after responding to Annica. Seems that NCs are not able to coordinate with Engineering to come up with solutions that are satisfactory to the NC. Should this be elevated to CA for discussion? Invite Shauna? Dave contacted City Council; Council President Beggs stated that he's planning a meeting with Engineers on solutions for identified problems in Rockwood. New consultant group was hired for these traffic projects, and ONS has not been part of the meetings. Tina will bring this topic to Admin for consideration on a CA agenda.
6. Topics for January 24th meeting:
 - GU Leadership Training update
 - Committee elections
 - 2022 Goals/work plan
 - Neighborhood Services Department update
 - Neighborhood outreach

Next meeting: No meeting in December. Next regular meeting will be Noon on Monday, January 24th, 2021. Location: Virtually on Zoom, and in-person at The Hive as well.

Draft Notes – Liaison Committee Special Meeting November 3, 2021, 11:30AM – via Zoom

Present: Andy Hoyer, Southgate; Susan Burns, Peaceful Valley, Bonnie McInnis, West Central; Paul Kropp, Southgate, Chair. Guests Julie Biggerstaff, Browne's Addition; Lindsay Shaw, Logan

The purpose of this meeting was to meet and interview the two candidates for the Park Board Liaison positions.

All Committee Members introduced themselves.

Paul reviewed a bit about the history of the two positions (Development and Volunteer Committee – DVC and Citizen's Advisory Committee – CAC). He then shared some text documents that outlined the details of the functions and composition of each committee.

Julie Biggerstaff shared some experiences in Coeur d'Alene Park beginning in 2013 and two MOUs, one with the City regarding the Concert Series, and one with the Parks Foundation regarding fundraising. She also expressed dismay at the non-profits who were feeding the homeless but not providing "wraparound" services.

Lindsay Shaw said that she agreed with Julie regarding the need for smaller parks to get attention and funding. She was hopeful for work on the Illinois Bluff, Minehaha, etc.

Paul told everyone that he would call the two candidates and work with them regarding which of the two positions to take. Paul planned to report back to the Committee at the regular monthly meeting on November 9.

In general, the Committee members were impressed with both candidates.

Submitted by Andy Hoyer

Draft Notes Liaison Committee Monthly Meeting via Zoom 11-9-2021 at 2:00PM

Present: Paul Kropp, Chair / Andy Hoyer, Southgate, recorder / Susan Burns, Peaceful Valley / Annie Deasy, ONS

Meeting started late due to difficulties with Zoom invitation.

We reviewed and approved by consensus the Notes from the two meetings on October 12, and one on November 3.

We reviewed the attendance and noted only one Excused absence, others were either attended or did not meet.

We discussed the Park Board positions (DVS and CAC) and our two appointees (Julie Biggerstaff for DVC and Lindsey Shaw for the CAC. Paul will prepare a formal nomination document for presentation to the CA, draft to be reviewed by the Liaison Committee. We noted that the CAC member must be appointed/approved by the Park Board Director.

We discussed asking the CA to schedule an annual presentation by each Liaison – about 20 minutes. There is history for this.

Submitted by Andy Hoyer

November 23, 2021

To: Community Assembly Representatives

From: Paul Kropp, Chair
Liaison Committee

Re: Park Board Committee Membership Positions

The Liaison Committee has selected **Julie Biggerstaff** (Browne's Addition) and **Lindsey Shaw** (Logan) respectively for nomination to the Spokane Park Board's Development and Volunteer Committee (DVC) and the DVC's Citizen Advisory Committee (CAC).

With regard to these membership positions, the Liaison Committee hereby is proposing the Community Assembly take a necessary, related action in addition to authorizing each of the nominations.

First, a recommended action by the Community Assembly to affirm the DVC membership position:

The Community Assembly requests the chair and members of the Development and Volunteer Committee of the Spokane Park Board to designate one of its at-large membership positions specifically for nomination by the Community Assembly and set its term as two (2) years.

Second, the nominations:

The Community Assembly nominates Julie Biggerstaff of the Browne's Addition Neighborhood Council to the President of the Spokane Park Board to serve as an at-large member of the Board's Development and Volunteer Committee for a term of two (2) years.

The Community Assembly nominates Lindsey Shaw of the Logan Neighborhood Council to the Spokane Director of Parks and Recreation to serve as the designated Community Assembly member on the Citizen Advisory Committee of Park Board's Development and Volunteer Committee for a term of two (2) years.

Julie Sanford Biggerstaff
Application for Park Board Development and Volunteer Committee

Educational History:

B.A. Molecular, Cellular and Developmental Biology, University of Colorado, Boulder, 1981
M.S. Human Genetics, University of Texas Grad. School of Biomedical Sciences, 1983
Ph.D., Human Genetics, University of Texas Grad. School of Biomedical Sciences, 1987
Post-Doctoral Fellowship, Baylor College of Medicine, Human Genetics 1987-1988
Post-Doctoral Fellowship, University of Texas Medical School, Clinical Cytogenetics 1988-1990

Certified by the American Board of Medical Genetics in Clinical Cytogenomics, 1990

Employment History:

Consultant Cytogenetics Director, Seattle Cancer Care Alliance, Seattle, WA; September, 2018-present

Kaiser Permanente Portland Locum/Interim Director of Cytogenetics Portland, OR October 2014-June 2021

Assistant Clinical Professor University of Colorado, Department of Pathology Aurora, CO December 2013- February 2018

Medical and Technical Director Idaho Cytogenetics Diagnostic Laboratory Boise, Idaho July, 2002-April 2018

Director, Virtual Genetics and Technology/Locum Director of Cytogenetics, Pathology Associates Medical Laboratory/Labcorp Spokane, WA December 2007- May 2018

Director, Cytogenetics Hematologies, Inc. Seattle, WA March 2009 – January 2012

Consultant Director Signature Genomic Laboratories, LLC Spokane, WA January-December 2008

Director, Cytogenetics Sacred Heart Medical Center Spokane, Washington September, 1997-September, 2007

Director, Cytogenetics Genzyme Genetics, Santa Fe, NM, February, 1993 - July, 1997

Clinical Scientist, Division of Cytogenetics Duncan Guthrie Institute of Medical Genetics Glasgow University Glasgow, Scotland, April-September, 1992

Adjunct Faculty, Houston Community College Houston, Texas, August to December, 1990

During the majority of my employed years, I have had responsibility as a clinical laboratory director, so had full responsibility for personnel selection, training and discipline; setting and overseeing operating budgets; strategic planning including 'Request for Proposal' processes; test menu development, and maintaining Federal laboratory certification to include quality assurance and quality control. This was all collaborative work, with people who reported directly to me as well as with peers and administration. My job also entailed writing (clinical reports, White Papers, and peer- and non-peer-reviewed journal articles) as well as presenting at regional and national meetings. I also have experience teaching, both in a 'one on one' capacity as well as in organized training/educational programs.

Involvement in the Community:

Ethics and Moral Perspectives Committee Member, Sacred Heart Hospital
2004-2007

Advisory committee to the State of WA Dept of Health, Division of Maternal and Child Health
Member 1998 to 2001
President 2001 to 2004

Chairperson, March of Dimes Program Services Committee, Inland Northwest Division
1998 to 2004

College of Science Health and Technology Advisory Board, Eastern WA University
2007 to 2012

Spokane Preservation Advocates
Board Member 2011
Silent Auction Co-Chair 2010 to 2012

Friends of Coeur d'Alene Park Co-Chair 2014 to present

Browne's Addition Neighborhood Council Treasurer 2014 to present

Skills and Interests:

As I have gotten closer to the end of my professional career I have become more interested in historic preservation and the preservation of the built environment and public lands, to include parks. After moving to Browne's Addition my husband and I got involved in our neighborhood council as a way to meet neighbors and learn more about the neighborhood; through this we've learned a lot about the city and how it functions. During this time, we've seen first-hand how park maintenance and capital improvement deferment has impacted neighborhoods, so I'm interested in advocacy for Spokane's historical park system. I feel this has so many societal benefits, to include economic activity and citizen mental and physical health. As a clinical lab director, I've developed organizational, communication and writing skills and have spent my entire career working within groups of people to identify and realize common goals.

**Community Assembly
Application and Questionnaire**

NAME: Julie Biggerstaff

Position applied for: **Park Board Development and Volunteer Committee Member**

In a separate document to accompany this form, please provide your information on these four topics.

A. Educational History

Describe your higher education background, higher education major(s) and degree(s), and any other formal education or certifications earned.

B. Employment History

Outline your employment history, and discuss any employment positions held and skills employment has provided that relate to this position.

C. Involvement in the Community

List the community projects, and/or community, civic, trade or professional organization in which you have been active.

Highlight the organizations that have provided the opportunity to experience and to learn in matters that relate to this position.

Discuss the community projects that have provided the opportunity to experience and learn in matters related to this position.

D. Skills and Special Interests

Discuss any skills, interests and/or other experiences gained that relate to this position.

Neighborhood Council Connection

Which neighborhood council do you relate to? Brown's Addition

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

Please supply a neighborhood council reference.

Name: Marylou Sprowl

Phone: 509-270-2308 Email: MLSprowl@gmail.com

Affirmation of Duties and Responsibilities

Sign and date the affirmation statement on the second page of this form.

Application Submission

Email scanned PDFs to both:

DEADLINE = October 25, 2021

Paul Kropp, Liaison Committee Chair
pkropp@fastmail.fm

Annie Deasy, Neighborhood Services
adeasy@spokanecity.org

Or mail paper documents to:

CA Liaison Committee c/o Carly Cortright
Neighborhood Services
808 W. Spokane Falls Blvd, Spokane WA 99201

Va

NAME: Julie BiggerstaffPosition applied for: **Park Board Development and Volunteer Committee Member****Affirmation**

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 17.1, 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 and to meet with the Community Assembly's Liaison Committee annually.*

Signature: Julie S. BiggerstaffDate: 10-1-21

BYLAWS OF THE PARK BOARD
City of Spokane, Washington
April 2021

Section 17. Duties of Committees.

1. Committees are advisory to the Park Board and shall serve the Park Board acting as fact finders to provide information and make recommendation to the Park Board.
Recommendations to the Park Board will be submitted by a majority of committee members present at the committee meeting. Votes or other actions taken by committees shall not be deemed as official actions of the Park Board but rather as recommendations to the Park Board. Only members appointed to a committee or an alternate substituting for a committee member may vote at any committee meeting. Any Park Board member attending the committee meeting may be designated by the Chair as an alternate for an absent committee member. Any Park Board member who attends a Park Board committee and is not a member or has not been appointed as an alternate may participate in meeting discussions.
8. All monthly Committee meetings will take place before the corresponding monthly meeting of the full Park Board.

Community Assembly Application and Questionnaire for Park Board Development and Volunteer Committee Member

- A. Education History: I graduated North Central Class of 1999. Moved to Seattle to attend the Seattle Art Institute for photography and did not graduate. Attended Pima Community College for English, Math, Economics, and basic education classes for one year. 2019-2020 spent the year as an AmeriCorps VISTA for the ZoNE Project out of the Northeast Community Center where it was my job to interview youth on how they felt about their neighborhood and what they would like to see and do with their time. Here is my report from that experience.
<https://static1.squarespace.com/static/5fa17c87e20fa45e9afacf58/t/5fd6f7e8ab77727176a4ee99/1607923692229/Zone+Project+Northeast+Spokane+Youth+Assessment+2020.pdf>
 At this time, I also learned so much about the communities needs and gaps. Completed Women's Leadership Certificate program at GU winter of 2020 and am currently enrolled in their Servant Leadership Certificate program. I am also a Parent Ambassador for ECAEP and Head start, where we are learning about how to be better advocates for our children and community through all levels of government, as well as racial equity and the importance of inclusion.
- B. Employment History: Currently working in a new position at the Northeast Community Center as Campus Engagement Coordinator. My job is to know all who offer services and how to best serve children and families in Northeast. Previously have worked at the ZoNE as a community Health Worker from 2/2020 to 9/2020. In this work I delivered fresh produce and proteins to families in NE with a child seeing a therapist. We sent recipes and ingredients while encouraging families to cook together and eat more healthy meals. We also worked on goal setting and aligned them with any services they were in need. AmeriCorps 2019-2020, see more above. Spent many years as a stay-at-home mom and did work for years catering weddings with a Couple of Chef's food truck. My previous profession was in food service. Had the pleasure of working at Dry Fly Distilling for three years (this is where I did my first clean up on the centennial trail, 2009). Please ask if you would like more information.
- C. Involvement in the Community: Current chair of the Logan Neighborhood. Took over December of 2019. I was already the secretary, Clean Up co-coordinator, and PETT representative. I was secretary of the District One Leadership meetings until Karen Satula left. Still attend as Logan chair. I was on the boundary adjustment committee for district 81 for a year and a half. On the naming committee for the three new schools and for the renaming of the On Track. Each of these committees have taught me to have patience and the importance of being there and representing my area. I love the D1LC because so many leaders in district one have been leading their neighborhoods for many years, it is nice to hear how they do things and to get their encouragement with some ideas, especially through these Covid times. I am constantly looking for new ways to approach my neighbors in new ways hoping to inspire them to get more involved. Last year I worked with the New Venture Lab out of Gonzaga and had a team of students and a project manager helping me organize and prioritize and figuring who to target for outreach. Working with the school district on boundary lines made me realize how little the people of NE show up to committees when it really matters. Our committee started out with eight people from NE and ended (when all the voting happened) with only 3 or 4 NE residents

while the 8 or so representing all other areas of our city were still there. Did not help to see not one person on the school board from the Northside of the freeway. My husband worked for years in dog town, an area in Hillyard that is east of the train tracks and still home to many unpaved roads and zero bus access. This area is also home to a little park where we would all meet after my husbands work sometimes and I would have to pull the thistle out of play area due to parks neglect. Northeast Spokane needs representation on all committees across our city. I have led clean ups at Minnehaha Park that were overwhelming with unmentionables, clean ups on Green Street near the train tracks, and at Mission Park and along the Centennial trail and many more. My knife collection started and has grown through these efforts. I would say that all these experiences plus growing up in this city have prepared me for a role like this. Navigating our city streets and parks as a mom pushing a double stroller has helped me see barriers that many in our area face daily.

- D. My skills are that I am curious, innovative, and have a strong desire to persuade others to reimagine our city as more user friendly for all. Thinking about solutions keep me up at night. I have loved helping upgrade little things that will have a bigger impact. This year I have participated and organized two large murals in Logan and repaired a broken neighborhood sign. The new sign, along with some encouragement, inspired the parks department to do some overdue tree pruning and the water department to plant some plants. These developments elevated this area from Spooky Hallow to Wow, this is my neighborhood.

Neighborhood Council Connection-Logan Neighborhood and District One

I have been a member since 2016 of the Logan Neighborhood.

Neighborhood Council Reference: Hazel Jackson 1-509-340-1885 hazelimm@yahoo.com

Amber Waldref 1-509-487-1603 awaldref@necommunitycenter.com

Lindsey Shaw
Lindsey Shaw

October 8, 2021

NAME: Lindsey ShawPosition applied for: **Park Board Development and Volunteer Committee Member****Affirmation**

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- *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 and to meet with the Community Assembly's Liaison Committee annually.*

Signature: Lindsey ShawDate: 10-8-2021

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City of Spokane, Washington
April 2021

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8. All monthly Committee meetings will take place before the corresponding monthly meeting of the full Park Board.

Va

Community Assembly
PeTT Committee Monthly Meeting
November 23, 2021 – 6 PM via Zoom
Meeting Notes *DRAFT*

Neighborhoods and Attendance

Steve Cox (Audubon/Downriver), Jesse Crawford—Browne’s Addition, Pam Schermerhorn, Cliff/Cannon), Carol Tomsic and Marilyn Lloyd—Lincoln Heights, Lindsey Shaw (Logan), Mary Winkes—Manito/Cannon Hill, Cheryl Sussell (West Hills), Paul Kropp—Chair, Annica Eagle—Office of Neighborhood Services.

Open Forum and Deferral of Election

As attendance lacked a number of “regulars,” the meeting convened in an open forum format. The chair suggested the meeting could be adjourned to the next scheduled monthly meeting date in order to conduct a committee leadership election then, which would be in January.

October Committee Notes

Approval of the October meeting notes is deferred to the January meeting.

Rountable Introductions

Those in attendance introduced themselves and their neighborhood connection. Some new faces were seen and welcomed for their interest in the committee.

2022 Traffic Calming

There remains great interest and speculation about the ways and means of neighborhood council input for traffic calming project identification and selection in the new year. It was noted the agenda for the December 2 Community Assembly meeting has a traffic calming report item for Shauna Harshman.

As to 2022 traffic calming project construction, Annica Eagle is expecting all projects will be finalized by early spring for the 2022 construction season. It was suggested the neighborhood councils might be interested in a master list so everyone could see what adjacent neighborhoods were scheduled for and what is planned for construction, for example, district wide.

Adjournment

At approximately 6:50 PM the chair adjourned the committee meeting to continue on January 25.

Next Meeting

Tuesday, January 25, 2022 -- 6 PM via Zoom
Agenda: Election of Officers / Organizing for 2022
(Note: No meeting in December)

CA Liaison Report City of Spokane Community, Housing, and Human Services, November 3, 2021.

Director's Report- Kirstin Davis-

Updating from September with no meeting in October, informed of weekly update report and what is included: operational items, training, staffing levels, policy, and planning.

Update on isolation unit with UGM ended October 31st and now Salvation Army took over operations at their facility with no gap in service.

Youth Homelessness Demonstration Program grant was awarded and work is started, Matt Davis is assisting.)

Introduced Kim as new Clerk III. November 15 and 16 and 29 there are 3 program professionals starting.

Kris, Eric, and Kirstin are the strike/support team for interviews and assisting CHHS.

Board Education- CHHS Department Plan- Eric Finch was unavailable, Kirstin Davis shared a power point with an image of four main tracks with a short-term plan on the areas of focus and plan. Adriane talked about the CHHS Board learning the CHHS process.

RFP Committee Recommendations: Release of additional COVID funds-Action Item- Anne Whigham and Margaret Hinson, Anne introduced Margaret, Margaret shared a power point presentation on Department of Treasury Emergency Rent Assistance Program. There are two rounds of funds from both the Federal Treasury and the Washington Department of Commerce. Process of applications has a 45 day average for the Federal funds and a 70 day average for State funds. Applications are 54% less than 30% of AMI, 37% BIPOC, 49% from the zip codes of 99207, 99223, and 99208. The Urban Experience Committee expects to release ARP funds by the end of November.

Motion passed: Due to the end of eviction moratorium and ongoing needs of community the CHHS board recommends that no new RFP's be issued and that the \$10.1 award from Department of Commerce rental assistance funds be fully distributed to Live Stories. We recognize that Family Promise has had an issue with capacity and if they would like additional funding they can reach out to Live Stories.

Future of the Board- leadership/membership-Adriane gave update that there haven't been any executive board applications. CHHS Board needs a chair and two vice chairs.

Adriane mentioned the NHHS Director interview. City Council Updates CM Wilkerson attends, CM Burke hasn't for a while.

Affordable Housing Committee Update- SNAP is focusing on repair to date the essential repair and the single-family rehab form about 70% of the program. Landlords are not sharing their financial institution information so that they can get paid. Non-profits are acting as the middle man to connect to the renters and ensuring that any replacement of tenants during this term meets Federal criteria.

CA Liaison Housing Action Subcommittee Report Nov 17, 2021

The committee proposed to send a letter to the City Council encouraging the renewal of the Beacon Hill (Camel Farm) application.

The City Councils Framework for the use of the Sales and Use Tax money for Affordable Housing was shared:

- Provide access to transit
- Provide access and support for home ownership
- Provide access to healthy living
- Provide access to sustainable and affordable living
- Advance Equitable Development goals and address displacement
- Serve the needs of residents

A minimum of 60% of the money collected must be used for:

- Constructing or acquiring affordable housing
- Constructing or acquiring behavioral health-related facilities or land to be used for these purposes.

The Nov 22 Working Group Meeting was canceled.

Design Review Board Report

Submitted by Kathy Lang

November 28, 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, 2nd term ending 12/31/2021

Chuck Horgan, Arts Commission

Grant Keller, Real Estate Developer, 1st term ending 12/31/2021

Chad Schmidt, Urban Designer

Ted Teske, Citizen at Large, 2nd term ending 12/31/2021

Drew Kleman, Architect

City of Spokane Staff Members

Dean Gunderson, Senior Urban Designer, dgunderson@spokanecity.org

Taylor Berberich, Urban Designer, tberberich@spokanecity.org

Stephanie Bishop, Clerk III, sbishop@spokanecity.org

New and Renewed Board Member Recommendations

The DRB's interview committee (composed of the Chair, Vice Chair, and the outgoing Landscape Architect and Citizen-at-Large members) have concluded their interviews and made the following recommendations to the Mayor's office for consideration. These membership terms will commence on January 1st, 2022 and conclude on December 31st, 2024.

- For the *Developer* member, the full DRB strongly supports the reappointment of **Grant Keller** to his second 3-year term.
 - For the *Landscape Architect* member, the full interview committee unanimously supports **Robert "Bob" Scarfo** for the position.
 - For the *Citizen at Large* member, the full interview committee unanimously supports forwarding both **Ryan Brodwater** and **Carlos Fernando "Fernando" Diaz-Garcia** for consideration. While both candidates offer clear, distinct and insightful voices that would contribute to the work of the Design Review Board, the interview committee does recommend a ranking of these candidates, with Ryan Brodwater serving as the first choice and Fernando Garcia as second choice.
-

New Design Guidelines Workshop: November 10, 2021

The board met for one of two workshops focused on the new Design Guidelines. The board will meet for a second workshop December 8, 2021. Project types included in this Design Guidelines update include Skywalks, Public Projects, and Citywide Projects. The City of Spokane Design Guidelines for skywalks, public projects, and citywide needs were developed in collaboration with residents, community organizations, agency partners, and the City of Spokane. In its Draft form, the new Design Guidelines define these project types as follows:

Design Guidelines for Skywalks

This category of project includes any type of structure or building intended to be built over a publicly-owned right-of-way. Here's a brief list these kinds of projects:

- Conventional Skywalks (like those in the downtown)
- Buildings over public streets (like some in the areas around the hospitals)
- On/Off-ramps to elevated structures located on adjacent parcels
- Open-air pedestrian trail bridges

Design Guidelines for Public Projects

All public projects in the city are subject to design review. Here's a brief list these kinds of projects:

- All City of Spokane Projects (Parks, Bridges, Trails, City Buildings/ Structures, Open Space)
Spokane School District Buildings and Structures Elementary Schools, Middle Schools, Senior Highs, Administrative and Maintenance Buildings)
- Charter School Building and Structures » Public Colleges and Universities Buildings and Structures (SCC, SFCC, EWU, WSU, UW)
- Spokane Public Libraries
- Spokane Transit Authority Buildings and Structures
- County, State, and Federal Buildings and Structures

Citywide Design Guidelines

This is not a type of project or development, but may be best described as a set of urban design Best Management Practices. The reason these are necessary relates back to why we have design guidelines in the first place: in order to facilitate effective conversations about a project or plan design elements in order to meet the community's aesthetic expectations. When would such guidelines be used?

- When Urban Design staff of the Design Review Board are asked to provide advice on a Plan (not connected to a development proposal).
- When Urban Design staff or the Design Review Board are tasked with evaluating a Design Departure (to determine whether an alternative design proposal is superior in design and may qualify for a departure).
- When Urban Design staff or the Design Review Board are asked to provide advice on unique projects that have no adopted design guidelines.

Additional information, including a sample of the draft Design Guidelines booklets can be found [here](#).

Upcoming Design Review Board Meetings

Downtown Stadium - Recommendation Meeting
Tentatively Scheduled - December 15, 2021

Development Code Initiatives

Draft Ideas for Exploration of Alternatives

DRAFT
WORK IN PROGRESS



Residential Development Code Initiatives
Planning & Economic Development
November 29, 2021

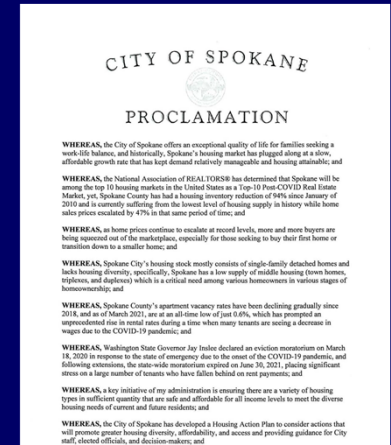
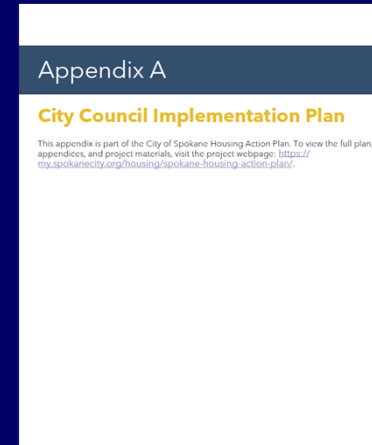
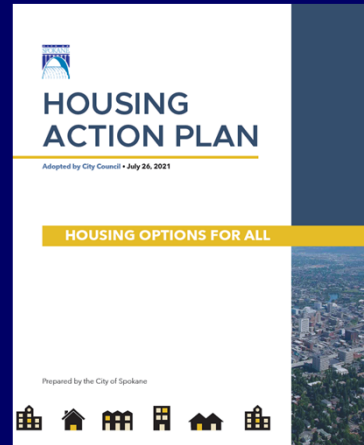
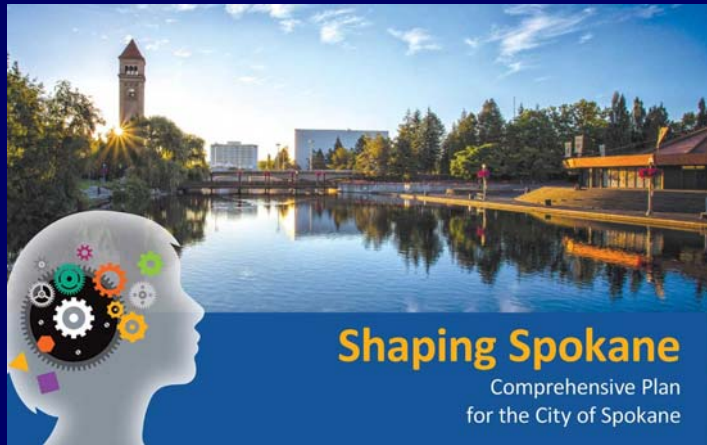
Comments or Request to Be Placed on Mailing List:
DevelopmentCode@spokanecity.org

Staff Contacts:

Nathan Gwinn ngwinn@spokanecity.org 625-6893
Amanda Beck abeck@spokanecity.org 625-6414



Background and History



• Comprehensive Plan

- Adopted 2001
- Annual Amendment Cycle
- Periodic Updates
 - Last Updated in 2017
 - Next Major Update Due 2026

• Housing Action Plan and Related Documents

- Adopted July 2021 (Resolution No. 2021-0062)
- Appendix A: **City Council Implementation Plan**
- **Proclamation of Housing Emergency**



Proposed Amendments

Phase 1 (Adopt Q1 2022)

- More Flexibility - New Residential Development
 - Lot Sizes, Duplexes, Attached Housing (Townhouses), Accessory Dwelling Units
 - Short Term Rentals in Commercial Zones
- Streamlined Permitting
 - Updated Subdivision and Environmental Review Thresholds

Phase 2 (2022-2023)

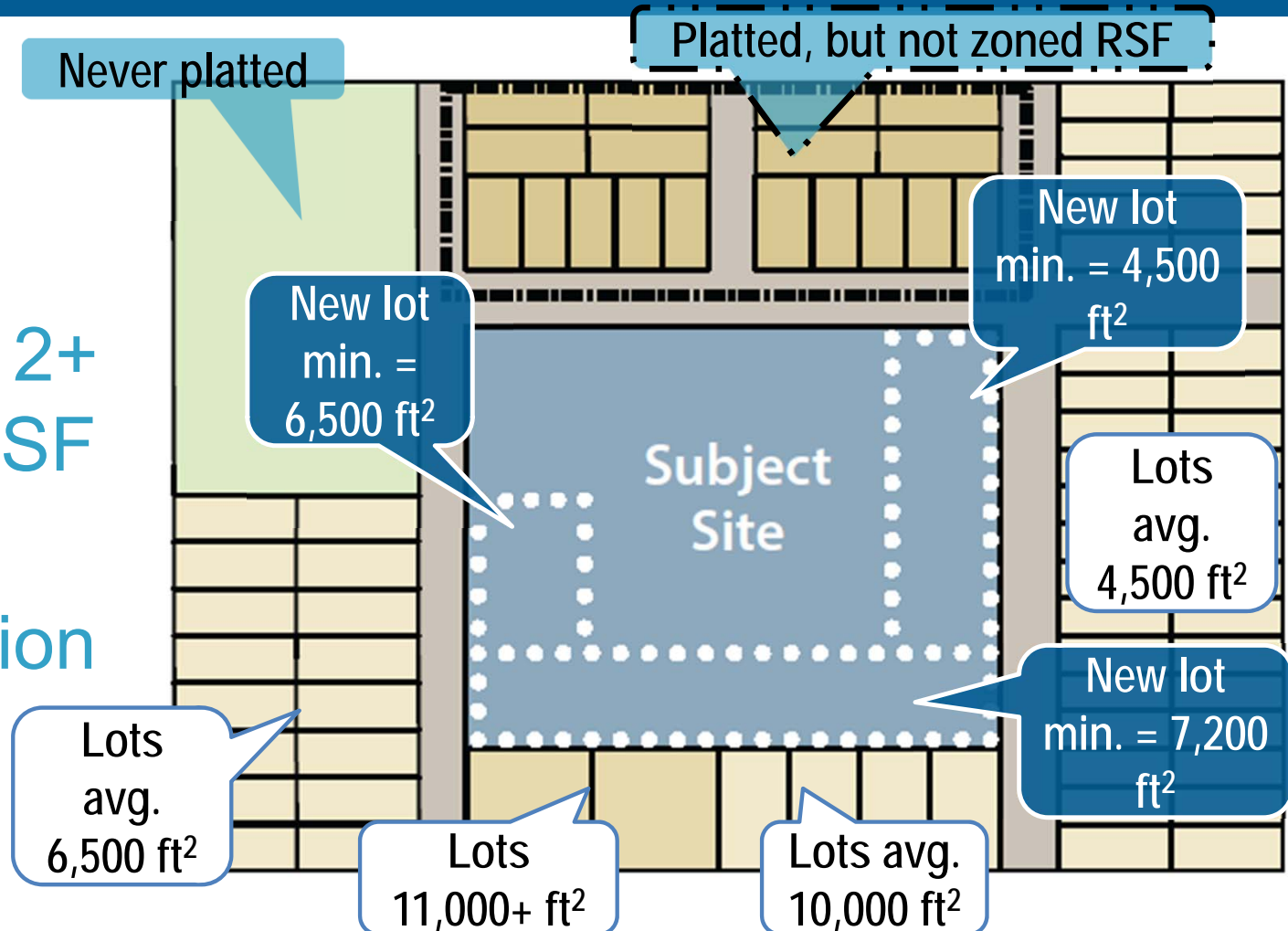
- Changes may require Comprehensive Plan amendments
 - Additional housing types (plexes)
 - Additional density/zones
 - Increase number of homes faith institutions can build affordable to low-income households (<80% median family income)

New Residential Development



Transitional Standards

- Lot size transition
 - Only sites 2+ acres in RSF zone
 - If subdivision proposed



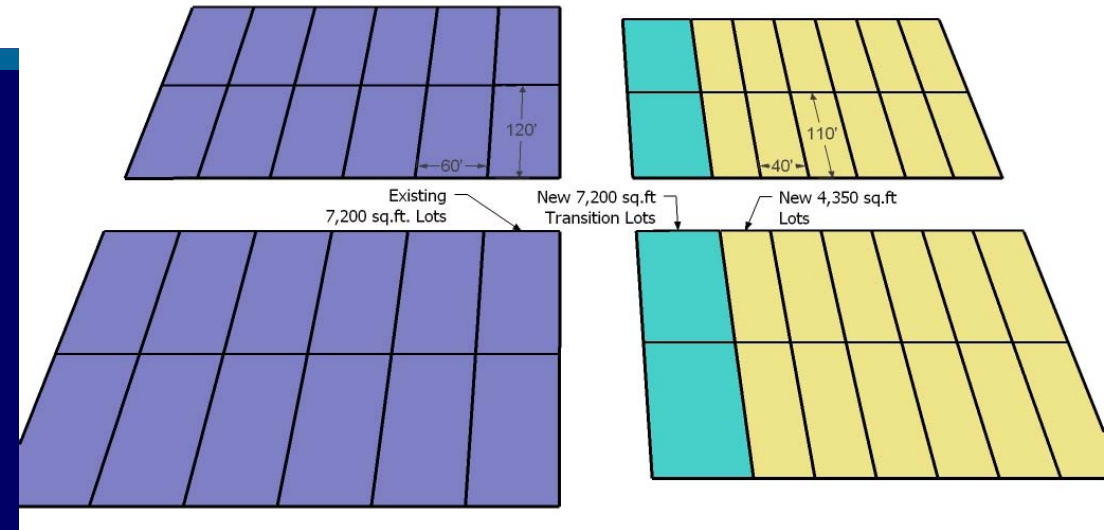


Lot Size Transition in RA & RSF Zones

SMC 17C.110.200

The Lot Size Transition Requirement applies to subdivisions on sites larger than 2 acres

- Option to eliminate requirement altogether
- If retained, additional flexibility:
 - Exceptions for natural topography/vegetation
 - Smaller lots paired with common areas
 - Planned Unit Developments



Existing Requirement – Subdivisions 2+ acres



Housing Action Plan Strategy A1 (p. 25)



City Council Implementation Plan Strategy III.10



Proclamation Addressing Housing Emergency 2.h



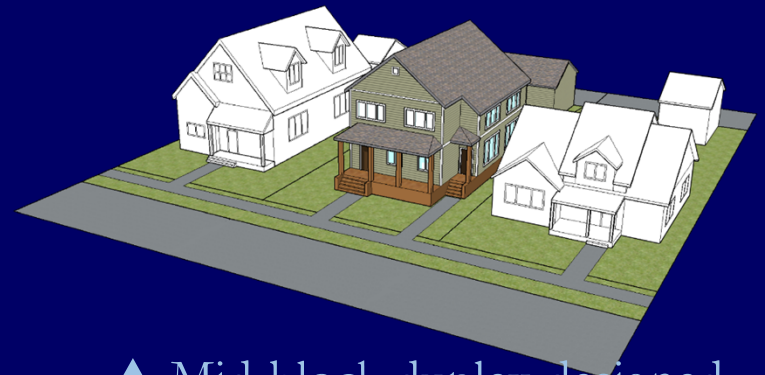
Duplexes in Residential Single Family Zones

SMC 17C.110.115
17C.110.310

- What areas are appropriate?
 - ? Close to centers/transit
 - ? New larger developments only
 - ? Corner lots only, where streets intersect
 - ? All lots
- Updated design standards



▲ On corner lots, each unit oriented towards a different street



▲ Mid-block duplex designed as single-family home



Housing Action Plan Strategy A1 (pp. 22-24)



City Council Implementation Plan Strategy III.3



Proclamation Addressing Housing Emergency 2.i



RCW 36.70A.600 Increasing residential building capacity



Duplex

- A building that contains two primary dwelling units on one lot. The units must share a common wall or common floor/ceiling.

Attached House

- Two or more dwelling units that are single-family residences on individual lots attached by a common wall at a shared property line.



Attached Housing (Townhouses)

SMC 17C.110.310

- Change max. number allowed from 2, to more than 2
 - In Residential Single-Family (RSF) & RSF-Compact zones
- Option to add siting and design standards:
 - Distance near adjacent rear lot lines
 - No front yard vehicle access



- ▲ Residential Two-Family (RTF) zone currently allows up to 8 attached houses with common walls on separate lots, with alley access and no curb cut



Housing Action Plan Strategy A1 (pp. 22-24)

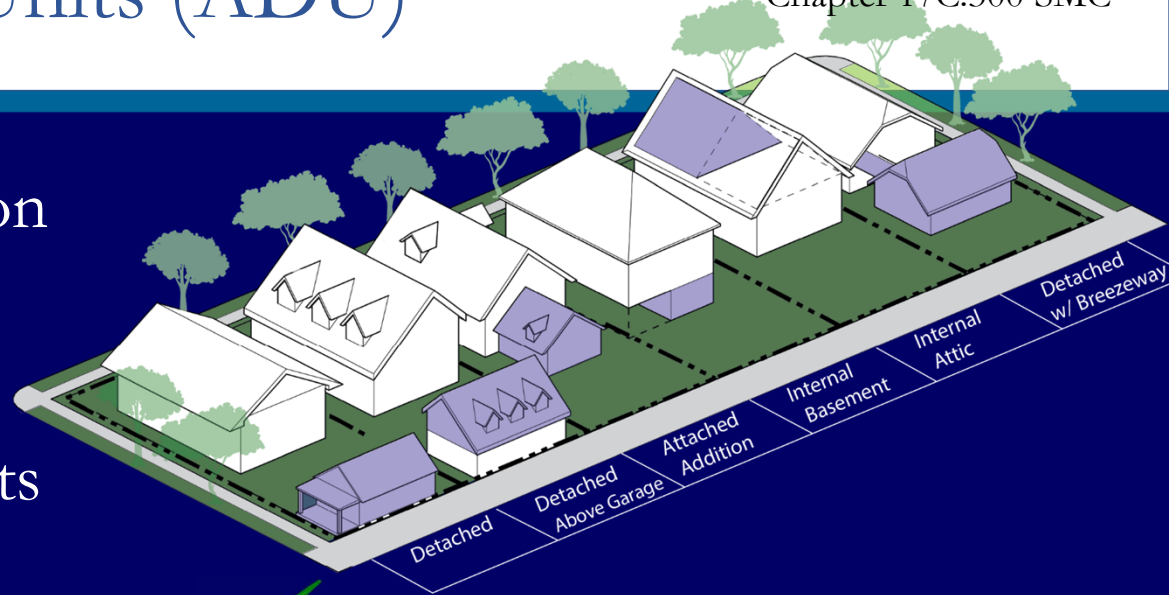
Proclamation Addressing Housing Emergency 2.b



Accessory Dwelling Units (ADU)

Chapter 17C.300 SMC

- More flexible size/dimension
- Add flexibility to design/roof form
- Reduce parking requirements
- Explore removing owner occupancy/covenant requirement



Housing Action Plan Strategy A5 (p. 33)



City Council Implementation Plan Strategy III.2



Proclamation Addressing Housing Emergency 2.g



RCW 36.70A.600 Increasing residential building capacity



Short Term Rentals

Chapter 17C.316 SMC

Phase 1 Code Revisions

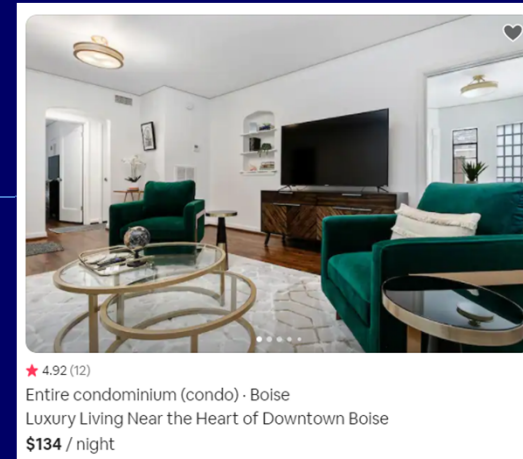
- Improve licensing compliance
 - Make a permitted use in commercial zones **without** classification as **hotel or motel**

Future Phases

- Study short-term rental market
 - Understand impact on affordability
 - Track foreclosures and STRs
- Permitting and size requirements for residential zones



City Council Implementation Plan Strategy II.7



Source: Airbnb

● ● ● Housing Action Plan Strategy B5 (p. 43)

● ● ● City Council Implementation Plan Strategy II.6

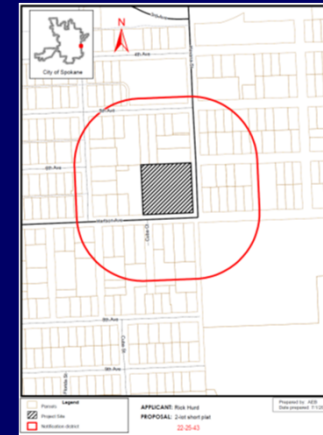
Permit Processes



Preliminary Short Plats – Notice and Fees

Chapter 17G.060 SMC

- Reduce fees for “simple” short plats:
 - A. 2 residential lots, \$250 (1 year)
 - B. Up to 9 lots on existing right-of-way and utilities, \$1,085
- Explore reducing time/cost of notification methods



Notification Map



Posted Sign



Housing Action Plan Strategy A3 (p. 30)



City Council Implementation Plan Strategy I.6



Proclamation Addressing Housing Emergency 2.c



State Environmental Policy Act (SEPA)

SMC 17E.050.070

- Adopt new exemption levels, including residential and non-residential thresholds, to allow additional new construction to be exempt from SEPA
 - As permitted in WAC [197-11-800\(1\)](#)
- Ensure continued consultation with neighborhoods/agencies, tribes for land use permits
- Code for cultural resources
- Plat note about notification and preparation of inadvertent discovery plan



Source: Creative Commons



Housing Action Plan Strategy A3 (p. 30)



Proclamation Addressing Housing Emergency 2.d



RCW 36.70A.600 Increasing residential building capacity