

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



Meeting Agenda for Thursday, January 6, 2022  
 5:30 to 8:00 pm, Webex Online Meeting  
 Proposed Agenda Subject to Change



Please bring the following items:  
 \*Community Assembly Minutes: December 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. <a href="#">Proposed Agenda (Facilitator)</a> .....	2 min (5:33)	Approve	3
• Including Core Values, Purpose, Rules of Order			
3. <a href="#">Approve/Amend Minutes (Facilitator)</a> .....	5 min (5:35)	Approve	5

### Open Forum

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

5. City Council (City Councilmember Kinnear).....	10 min (5:50)	Oral Reports	-
6. NHHS Director Introduction (Eric Finch).....	10 min (6:00)	Presentation	-
7. <a href="#">Residential Code Amendments (Nathan &amp; Amanda- Planning)</a> .....	30 min (6:10)	Presentation	12
8. PeTT Committee Leadership/January Meeting (Carly Cortright).....	10 min (6:40)	Presentation	-
9. <a href="#">Policies &amp; Procedures Proposed Changes (Daniel Zapotocky)</a> .....	10 min (6:50)	Discussion	31
10. Liaison Committee- 2022 Presentation Scheduling (Seth Knutson).....	5 min (7:00)	Discussion	-
11. Neighborhood Boundary Changes (Carly Cortright).....	5 min (7:05)	Discussion	-
12. Neighborhood Services Update (Carly Cortright).....	20 min (7:10)	Presentation	-
13. Roundtable Discussion .....	10 min (7:30)	Open Discussion	-

a. Guest Recognition (Kathryn Alexander)

### Other Written Reports

Plan Commission Agenda Materials See Website at <https://my.spokanecity.org/bcc/commissions/plan-commission/>

Committee Reports, Agendas, Minutes, etc.

- [Administration Committee](#) ..... 59
- Budget Committee..... #
- Building Stronger Neighborhoods Committee (BSN)..... #
- Liaison Committee..... #
- Pedestrian, Traffic, and Transportation Committee (PeTT)..... #

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

- [Community Housing and Human Services \(CHHS\) Liaison Report](#)..... 61
- [Design Review Board Liaison Report](#) ..... 62
- [Plan Commission Liaison Report](#)..... 65
- Urban Forestry-Citizen Advisory Committee Representative Report ..... #

**Meeting Link & call-in number located on next page...**

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

**Spokane Neighborhoods Community Assembly**

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

Join from the meeting link

<https://spokanecity.webex.com/spokanecity/j.php?MTID=mc6805970bf06c865e83ab2c6b1ff20a5>

Meeting number (access code): 146 231 4807

Meeting password: PUhbVmQR322

Join by phone

+1-408-418-9388

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

1/4/22

# **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:**

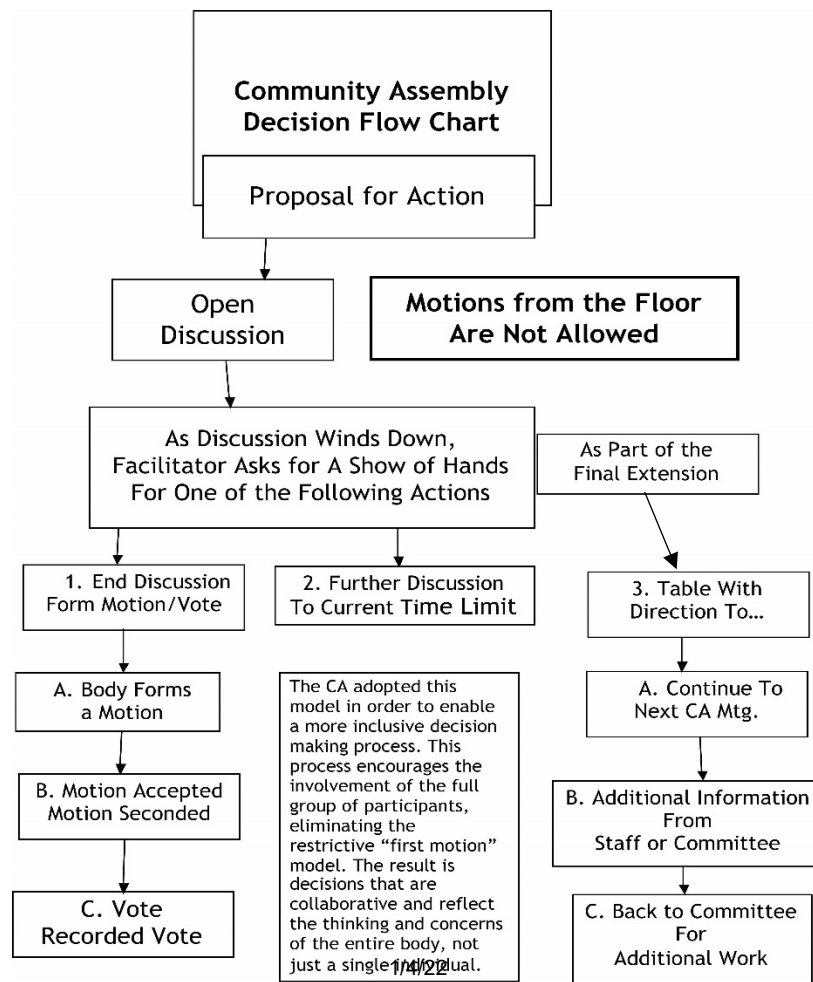
The Community Assembly fulfills its purpose, achieves its goals, and stays true to its core values by its members engaging each other and the community with honest communication and having transparent actions in all of its dealings. Community Assembly representatives are knowledgeable and committed to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

December 2, 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, Chief Garry Park, Cliff/Cannon, East Central, Emerson/Garfield, Grandview/Thorpe, Hillyard, Latah/Hangman, Lincoln Heights, Manito/Cannon Hill, North Hill, North Indian Trail, Northwest, Riverside, Rockwood, Shiloh Hills, Southgate, West Hills, West Central, and Whitman.
- **Neighborhood Councils Absent:** Browne's Addition, Comstock, Five Mile Prairie, Logan, Peaceful Valley, Nevada-Heights, and Minnehaha.
- **City Staff Present:** Michael Cathcart (City Council), Lisa Gardner (City Council), Shauna Harshman (City Council), Nathan Gwinn (Planning), Brian Walker (CHHS), Carly Cortright (Office of Neighborhood Services, ONS), Annie Deasy (ONS), and Annica Eagle (ONS).
- **Visitors:** Kathy Lang (DRB), Jeff Mergler (Comstock), Dale Walker (Chief Garry Park), 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 (15-approve, 3-deny, and 0-abstain).
2. **Proposed Agenda:** Daniel Zapotocky moved. Andy Hoyer seconded to approve the agenda. Motion passes with 18-approve, 0-deny, and 1-abstain.
3. **November Minutes:** Andy Hoyer moved. Kathryn Alexander seconded to approve the amended November minutes, "Admin committee decided \*not to include\* the presentation". Motion passes with 20-approve, 0-deny, and 2-abstain.
4. **Open Forum:**
  - **Mary Winkes.** Mary apologized for not having the Plan Commission report included in this month's packet and will include next month.
  - **Seth Knutson.** Seth asked the CA representatives to review the Residential Code Amendment because it had some important proposed changes to the State Environmental policy act to single family zoning and number of allowed houses from two to more than two. We are anticipating a presentation from Planning in

January. Nathan Gwinn attended the meeting in case any representatives had questions.

- **Daniel Zapotocky.** Daniel gave an update on the Policies and Procedures ad hoc committee meeting. Daniel, Mary Winkes, and Christopher Savage met and did a preliminary review of the Policies and Procedures; made some changes; and will bring to Admin Committee next month and most likely include next month to vote on in February. Daniel also reminded the committees to send in their Policies and Procedures and representatives send any changes or updates that they would like to have made to him at [daniel.zapotocky@gmail.com](mailto:daniel.zapotocky@gmail.com).
  - **Colleen Gardner.** Colleen introduced Dale Walker, the person who will taking over as the CA representative for the Chief Garry Park Neighborhood Council in January. Dale said hello and introduced himself to the CA.
5. **City Council Report:** Council Member Michael Cathcart, [mcathcart@spokanecity.org](mailto:mcathcart@spokanecity.org). Council Member Cathcart gave a little bit of background and an update on the **Way Out Shelter** and **Good Neighbor Agreements**. The Way Out Shelter, which is now bridge housing, had concerns raised from City Council and neighbors about how the building would be used, mostly the basement, and possibly using it as a low barrier or emergency shelter, which is about a third of a year. Council Member Cathcart would like to form a stakeholders group. Council Members Cathcart and Stratton felt this location would make a good location to formulate a Good Neighbor Agreement policy.

Council Member Cathcart also gave brief updates on:

- **Envision Center:** City Council unanimously agreed to fund for the next two years. After the two year period the center is expected to be self-sufficient.
- **Rental Assistance:** Council Member Cathcart would like a new Request for Proposals (RFP) be sent for rental assistance because he is concerned how slow it is to respond. Continue to fund Live Stories and also take another portion to obtain RFP for new vendors who can improve on timeliness.
- **East Central Library:** City Council is seeking [public input](#) on how citizens would like to see the vacant space used, including mini town halls.
- **Planning Director:** the City is getting close to filling that position.
- **Fire Department Overtime Pay:** \$3.5 million has accrued in overtime pay for fire that will be part of the 2021 budget. City Council is doing a study to determine why overtime is so high and what we can do to mitigate it.

Motion to extend: Seth Knutson motioned. Debby Ryan seconded. Motion passes with 11-approved, 7-deny, and 1-abstain.

Second motion to extend: Daniel Zapotocky moved. Seth Knutson seconded. Motion passes: 17-approve, 7-deny, 2-abstain.

There were questions and answers, including a discussion on American Recovery Funds expenditures.

#### **Legislative Agenda:**

- 6. Traffic Calming:** Shauna Harshman, [sharshman@spokanecity.org](mailto:sharshman@spokanecity.org). Shauna shared a draft Traffic Calming Timeline.

**2021:** Workshop and training prep, including developing structure, staff workgroups and convening group.

**2022:** Kick-off workshops with three district meetings that will explain the process. Hold neighborhood workshops to identify safety and connectivity issues in their neighborhood and start to prioritize issues. This is the starting point for the traffic calming work that will go to Engineering who will refine and draft solutions from the neighborhood identified concerns. There will then be a neighborhood workshops and comment period in which the neighborhoods select the solutions they want. Once neighborhoods have refined their solutions, the list will go back to the engineers to create a draft four-year project list. The final draft project list will need City Council approval.

City-wide celebration at the end of the process.

**2023:** Construction begins and neighborhood activation.

Motion to extend: Seth Knutson motioned. Andy Hoyer seconded. Motion passes with 13-approved, 4-deny, and 2-abstain.

There were questions and answers.

- 7. Liaison Committee, Parks Department Committee Nominations.** Paul Kropp, [pkropp@fastmail.fm](mailto:pkropp@fastmail.fm). Paul brought forth three proposals from the Liaison Committee regarding Park Board committee nominations. The committee has selected Julie Biggerstaff for the Development and Volunteer Committee (DVC) and Lindsey Shaw, for the Citizen Advisory Committee (CAC). In addition to voting on the nominations, the Liaison Committee is proposing that the CA should request the Park Board's Development and Volunteer Committee to designate one of its at-large positions specifically to the CA. Paul suggested that three separate actions be taken to approve these items. Discussion ensued on the proposed actions and then all were in agreement to use the language that the Liaison Committee brought forth for the vote.

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 CA and set its term as two years. Motion to vote: Mark Davies motioned. Daniel Zapotocky seconded. Motion passes with 18-approved, 0-deny, 1-abstain.

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 years. Motion to vote: Andy Hoye motioned. Tina Luerssen seconded. Motion passes with 19-approve, 0-deny, 1-abstain.

The Community Assembly nominates Lindsey Shaw of the Logan Neighborhood Council to the Spokane Director of Parks and Recreation to serve as the designated CA member on the Citizen Advisory Committee of Park Board's Development and Volunteer Committee for a term of two years. Motion to vote: Andy Hoye motioned. Tina Luerssen seconded. 21-approve, 0-deny, and 1-abstain.

Motion to extend: Daniel Zapotocky motioned. Tina Luerssen seconded. Motion passes with 17-approved, 2-deny, and 2-abstain.

8. **Neighborhood Council Boundaries:** Ed Bruya was not in attendance, so the item was tabled. Before moving on to the next item, Tina Luerssen gave a brief summary regarding Ed's request to look at neighborhood boundary lines. Some boundary lines should logically be moved because of development, especially in the south and west part of the city and instead of looking at one or two neighborhoods maybe this could be looked at as a whole package. Fran Papenleu suggested that neighborhood council boundary maps be available for viewing on screen during upcoming discussion. Kathryn Alexander said there has been some discussion between Hillyard, Bemiss and Minnehaha about changing boundaries. The item was tabled.
9. **Gonzaga University Leadership Training Update:** Tina Luerssen and Carly Cortright. Tina announced that the deadline for the Gonzaga University Leadership applications has been extended to Monday, December 6, so it is after the CA meeting. Tina requested that CA representatives encourage residents that are interested in serving on a neighborhood leadership role apply for training. Carly added that there is a selection committee reviewing the applications and will choose 10-12 participants. In closing, if any CA representatives would be interested in serving as a mentor, please email Rachelle at [strawther@gonzaga.edu](mailto:strawther@gonzaga.edu).

There were questions and answers.

10. **Office of Neighborhood Services (ONS) Update:** Carly Cortright. Carly announced that Eric Finch, the City of Spokane's Chief Information and Technology Officer will be the



**Neighborhood Housing and Human Services Interim Director** while active recruitment continue for a permanent director. Eric is planning on attending the January CA meeting. **Snow season** runs through March 15, and we encourage everyone to park on the odd side of the street, especially when a full-City plow is called; get those large vehicles, boats off the street. (The bookmarks that can be used as a friendly reminder are available at City Hall and the C.O.P.S. shops.) If you live next to someone who needs help with shoveling, please help them. The **Neighbors Drive 25** yard signs will have a big (distribution) push in the spring. Signs are available and can be picked up at C.O.P.S. shops or each neighborhood can have up to 10 they can pick up at City Hall. Email Annie at [adeasy@spokanecity.org](mailto:adeasy@spokanecity.org) to coordinate pickup at City Hall. The **Clean Up Program** has officially ended for the year and stats will be shared at the January CA meeting. Patrick Striker, C.O.P.S. Shops Executive Director, expressed his appreciation for the energy from citizens who came in to pick up disposal passes and he was glad to have an opportunity to connect with them and build better communities.

There were questions and answers.

- 11. Awards Ad Hoc Committee:** Andy Hoyer. Andy gave a brief presentation that included a sample of the Good Neighbor and Spirit of the CA certificates. There are 100 Good Neighbor and 30 Spirit of the CA certificates and folders that have been ordered and will be printed, and the pins have been delivered. Cost to date is \$443. There have been about nine people who have been nominated to receive the awards (six Good Neighbor and three Spirit of the CA). Distribution may be an issue. Stamps can not be purchased using CE Grant funds and the City of Spokane can only mail bulk items. Tina Luerssen, Carol Tomsic, Daniel Zapotocky, Fran Papenleu, Kathryn Alexander, Carly Cortright, and Annie Deasy volunteered to deliver awards; they can be picked up at City Hall; or maybe we could have meet at a coffee shop. Nominations can be sent to Gail Cropper at [glcropper@yahoo.com](mailto:glcropper@yahoo.com) or [nwncspokane@gmail.com](mailto:nwncspokane@gmail.com) through Monday, January 24.

Motion to extend: Daniel Zapotocky motioned. Carol Tomsic seconded. Motion passes with 14-approved, 3-deny, and 0-abstain.

- 12. Administrative Committee:** Seth Knutson. Seth announced that the Admin Committee 2022 Officers as follows, Seth Knutson, Chair, Christopher Savage, Vice-Chair, and Tina Luerssen, Secretary. Seth also announced meeting date changes. Admin will meet on Tuesday, December 21 instead of Tuesday, December 28, because of the holidays, and on Tuesday, March 29, instead of Tuesday, March 21. The CA/CC meeting dates for 2022 are as follows: March 31, June 30, and September 29. Tina Luerssen added that Admin Committee would be breaking their own rules by allowing Tina to serve as the Secretary for three years, so Admin is asking to edit the Admin Policies and Procedures to reflect that the Secretary position can serve on a committee for more than two years. Daniel Zapotocky said that he would try to have the Policy and Procedure ad hoc committee meet and discuss at next meeting, but he was favorable of the change.

Discussion ensued.

- 13. Budget Committee:** Mark Davies. Mark announced that this is his last official meeting as the Budget Committee Chair, he terms out December, and Ken Cruz has been elected as the incoming Chair, Gail Cropper, Vice-Chair, and Tina Luerssen, Secretary. Mark concurs that Tina has done a wonderful job as Secretary and should be allow to continue to serve as long as she would like, so Budget would like the Budget Policies and Procedures updated to allow the Secretary to serve for more than two years. Mark then asked for input from the CA on how to break up the funding. One scenario would set aside \$165 for Zoom and \$700 for each neighborhood council or outright \$850 per neighborhood. The CA representatives were more favorable of \$850 per neighborhood council. The Budget Committee is planning on having the CE Grant 2022 training take place in late February; extending the application deadline to June to allow more neighborhood councils to get their applications together, and that expenses be turned in mid-September. Approximately \$21,424.77 was spent in 2021.

Motion to extend: Fran Papenleur motioned. Debby Ryan seconded. Motion passes with 14-approved, 5-deny, and 0-abstain.

There were questions and answers.

- 14. Round Table: Colleen Gardner:** said goodbye to all of the CA representatives as she steps down and requested that everyone be nice to Chief Garry Park's new CA representative Dale Walker.

**Jeff Mergler,** guest from Comstock Neighborhood Council, asked what the best practice would be to draft a Resolution to City Council to consider reducing the speed limits along High Drive. It was suggested that the request be made to the entire body of City Council. Discussion ensued.

**Fran Papenleur:** suggested that there be a way to know when guests attend a CA meeting at the beginning of the meeting so they can be welcomed. Carly Cortright said this would be a good topic to discuss at Admin Committee and she would work with them to develop a strategy. Discussion ensued.

**Mary Winkes:** Mary asked Jeff Mergler to attend a Manito-Cannon Hill Neighborhood Council meeting because that neighborhood also is along High Drive and has the same concern. Jeff and Mary will connect offline.

**Kathryn Alexander:** commended Jeff Mergler for attending the CA meeting and offered assistance to connect him to members that may be able to provide support. Carol Tomsic thanked Jeff for attending. Fran Papenleur added that the Comstock Neighborhood Council did a fantastic job at their tree planting event.

**Meeting Adjourned at 7:42pm.**

Next Community Assembly scheduled for **Thursday, January 6, 2021.**

# Residential Code Initiatives: Range of Alternatives

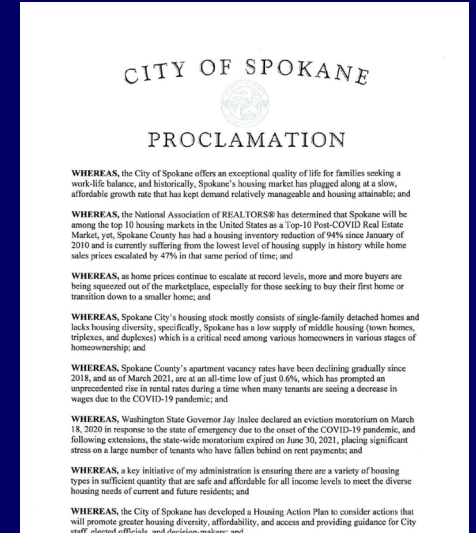
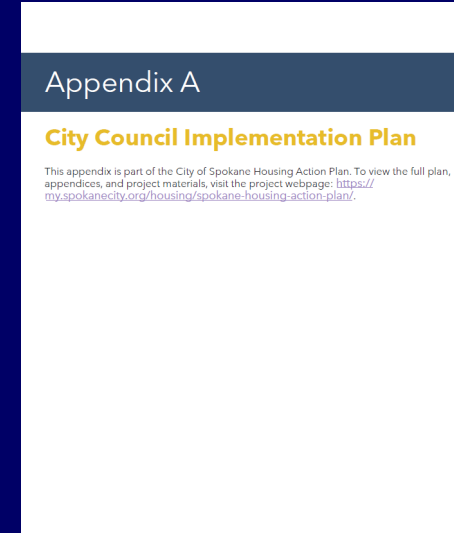
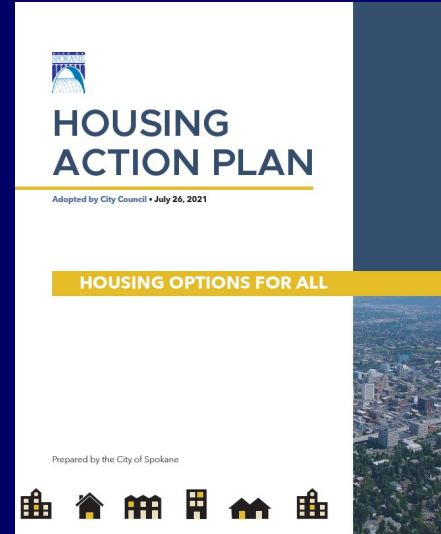
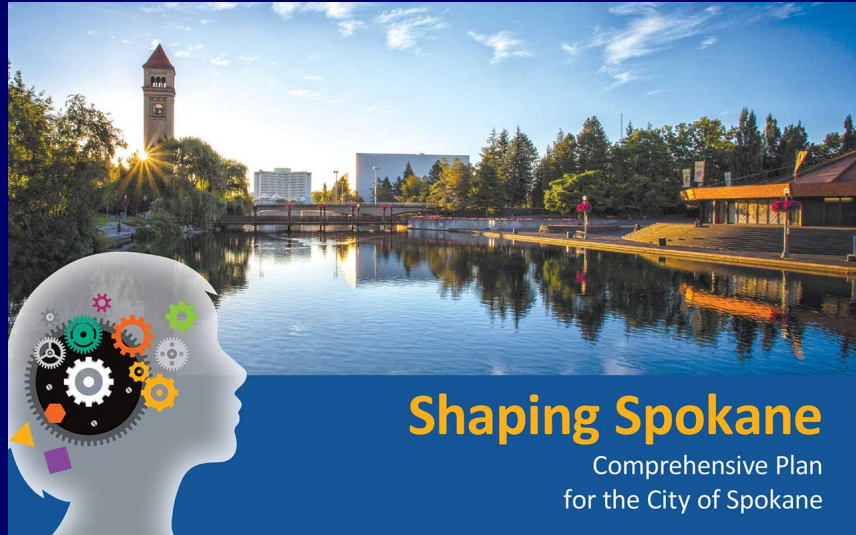
## Community Assembly



Nate Gwinn & Amanda Beck | Assistant Planner IIs  
Community & Economic Development — Planning Services  
January 6, 2022



# Guiding Documents



- **Comprehensive Plan**

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

- **Housing Action Plan and Related Documents**

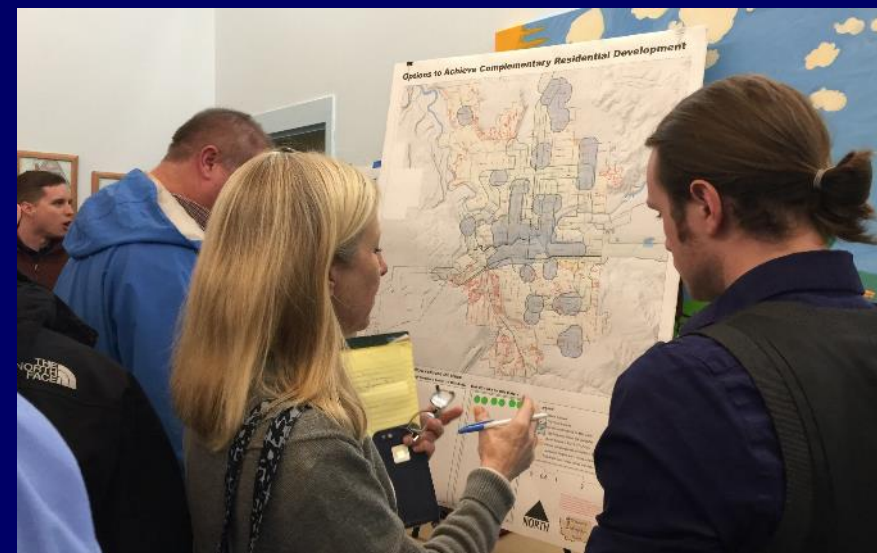
- Adopted July 2021 (Resolution No. 2021-0062)
- Appendix A: **City Council Implementation Plan**
- **Proclamation of Housing Emergency**

# Housing Options – Continuum of Different Types



# Past Residential Code Amendments

- 2006 Residential Code to Implement Comprehensive Plan
  - Cottage Housing, Attached Housing
  - Detached Accessory Dwelling Units
- 2012 Infill Housing Task Force
  - RSF-Compact Zone | Garage Wall Limitations
  - Pocket Residential Development (Except RA & RSF Zones)
- 2014 Unit Lot Subdivisions - Pre-Existing Development
- 2018 – 2019 Infill Development Code Revisions
  - Cottage Housing
  - Pocket Residential and Compact Lots Added to RSF Zone
  - Attached Homes, Parking Transitions
  - Height Exceptions, Wall Height in Higher-Density Zones (RMF & RHD)



2017 Open House



# Proposed Amendments

## Phase 1

### 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

### 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)



# Proposed Amendments

## New Residential Development



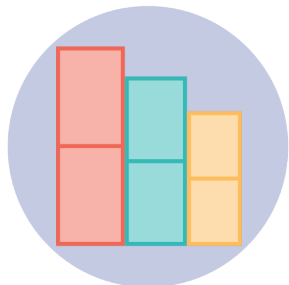
Accessory Dwelling Units



Duplexes

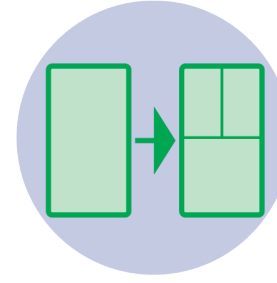


Attached Homes



Lot Size Transitions

## Permit Processes



Short Plats



Short Term Rentals



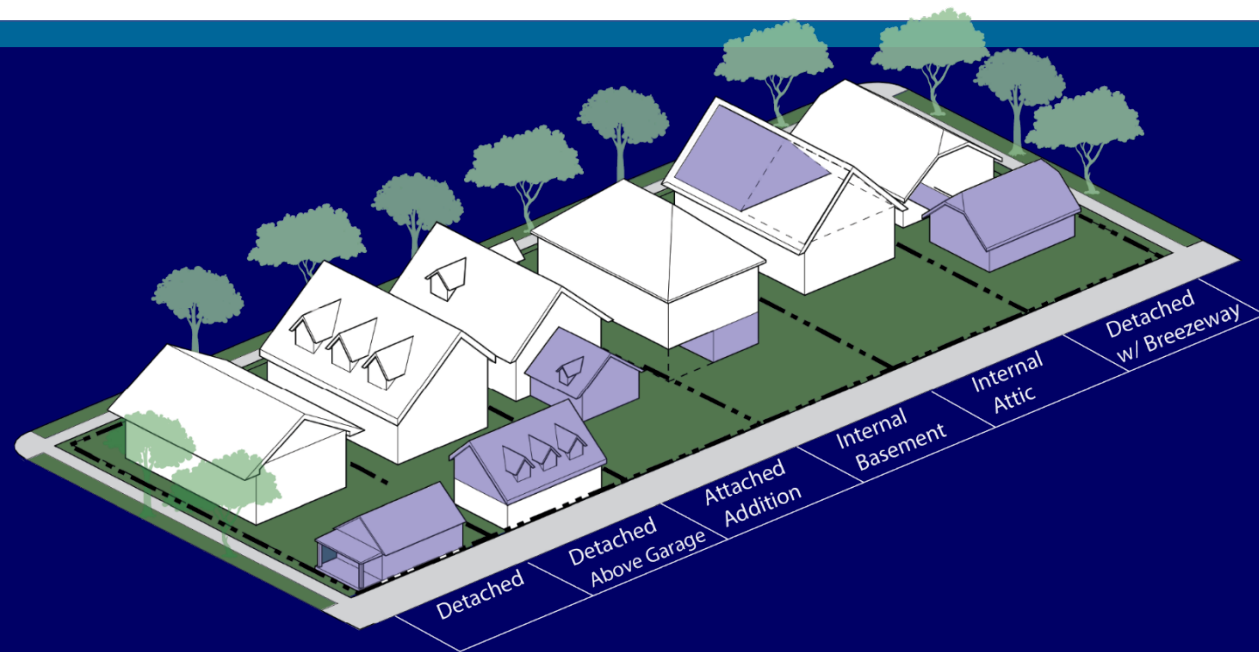
SEPA

# New Residential Development

# Accessory Dwelling Units (ADUs)

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



Duplex



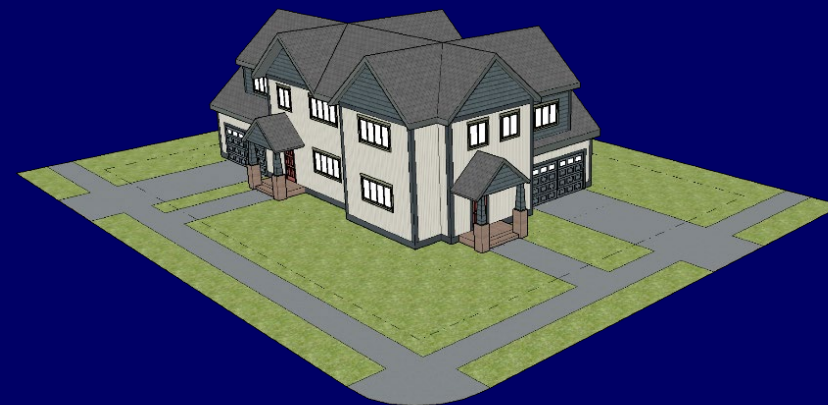
Attached House



# 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



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

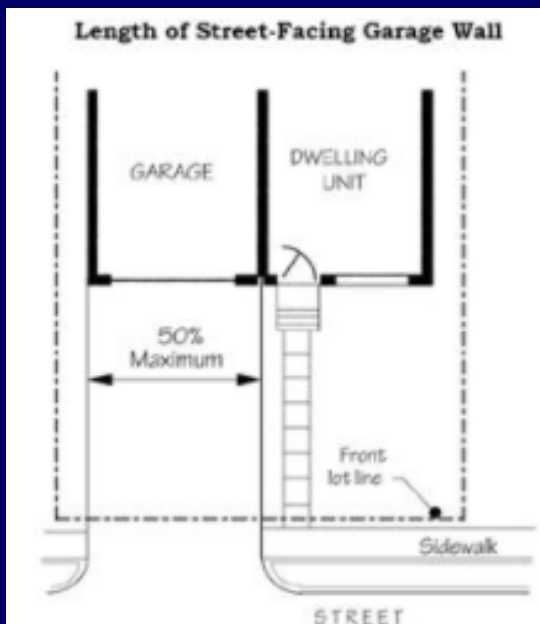


# Attached Housing (Townhouses)

SMC 17C.110.310



- In RSF and RSF-C zones change max. number allowed to more than 2 without PUD process
- Option to add siting and design standards:
  - Distance near adjacent rear lot lines
  - No front yard vehicle access



1/4/22



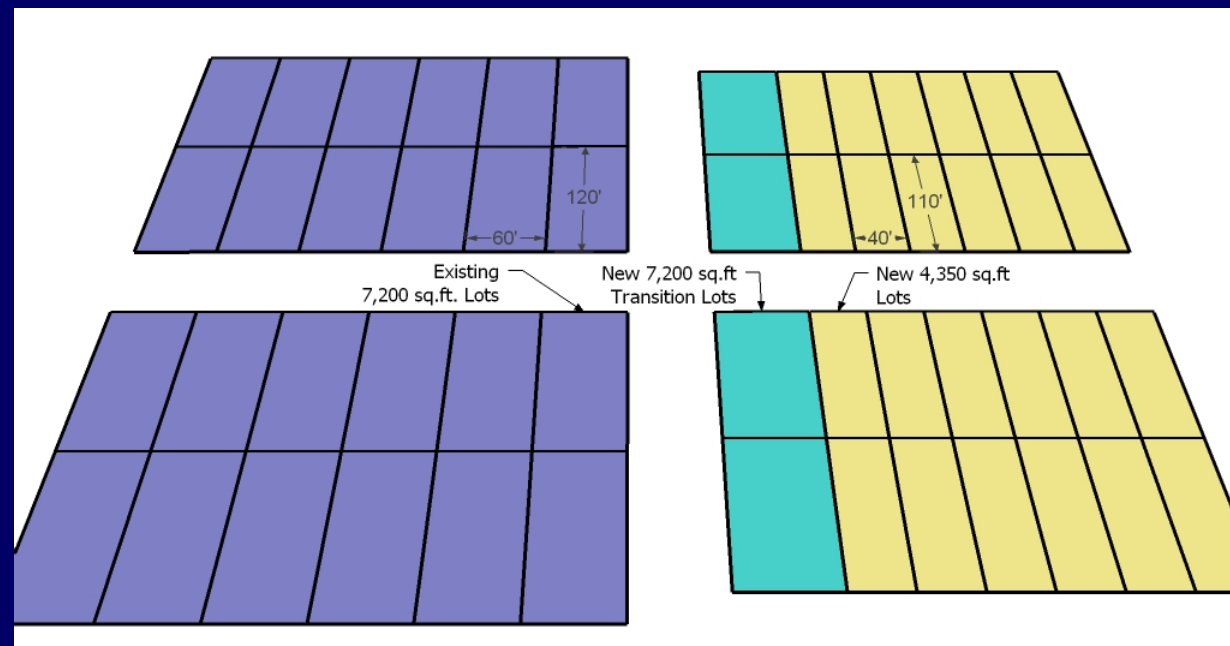
Housing Action Plan Strategy A1 (pp. 22-24)



Proclamation Addressing Housing Emergency 2.b

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

- Option to eliminate requirement altogether
- If retained:
  - Transition cannot be smaller than 75% of block average
  - Exceptions for natural topography/vegetation
  - Smaller lots paired with common areas
  - Planned Unit Developments



Housing Action Plan Strategy A1 (p. 25)



City Council Implementation Plan Strategy III.10



Proclamation Addressing Housing Emergency 2.h

# Permit Processes



# Short Subdivision Applications - Components

Chapter 17G.080 SMC



Land Survey



Application & Fees



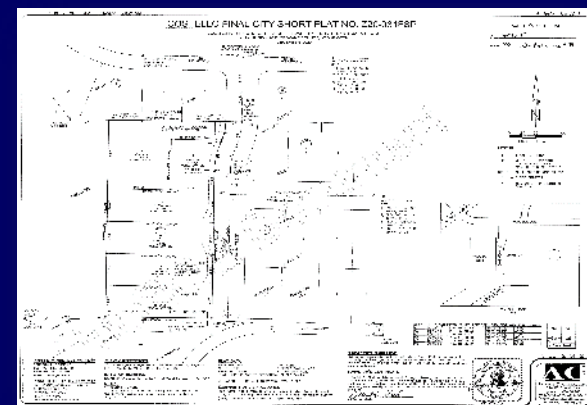
Public Process  
& Decision



Appropriate Provisions  
for Utilities & Streets



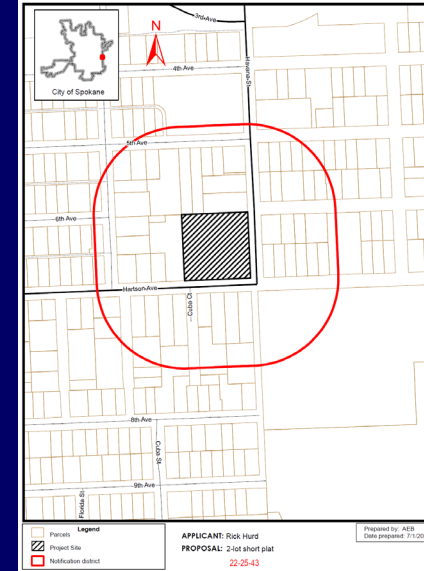
Final Review  
& Acceptance



Final Plat

# Preliminary Short Subdivision - Notification

- City is exploring how to reduce time and/or cost of notification process
- Reduce cost of notification methods
  - Smaller sign for posting?
  - Two lot short plat no notice, or
  - Different method, such as mailed notice only
- Processing time is reduced when notification is removed for some projects



Notification Map



Posted Sign



Housing Action Plan Strategy A3 (p. 30)

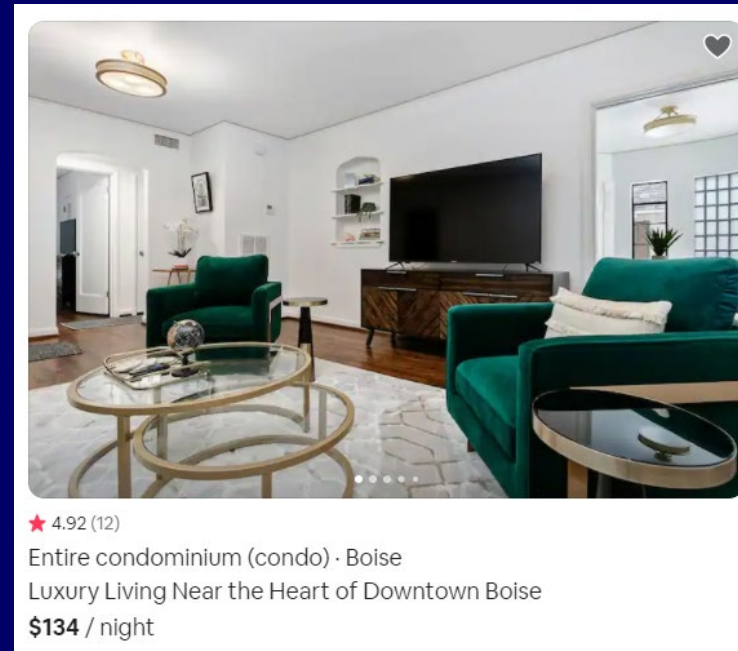


City Council Implementation Plan Strategy I.6



Proclamation Addressing Housing Emergency 2.c

- Permit STRs in all zoning districts where residential uses are permitted (e.g. commercial zones)
- With the goal of...
  - Legalize short-term rentals in Commercial and Downtown zones
  - Encourage legal permitting to inspect and enforce life and safety requirements
  - Will help create a level playing field for Phase 2



City Council Implementation Plan Strategy II.7



Housing Action Plan Strategy B5 (p. 43)



City Council Implementation Plan Strategy II.6

- Adopt exemption levels for minor new construction, allows residential and non-residential construction to be exempt from SEPA
  - As permitted in WAC [197-11-800\(1\)](#)
- Ensure continued consultation with neighborhoods, agencies, and tribes for land use permits



*Source: Creative Commons*



Housing Action Plan Strategy A3 (p. 30)



Proclamation Addressing Housing Emergency 2.d



RCW 36.70A.600 Increasing residential building capacity





# Provide Comment

- Comments or Request to Be Placed on Mailing List:  
[DevelopmentCode@spokanecity.org](mailto:DevelopmentCode@spokanecity.org)
- Staff Contacts:
  - Nathan Gwinn [ngwinn@spokanecity.org](mailto:ngwinn@spokanecity.org) 625-6893
  - Amanda Beck [abeck@spokanecity.org](mailto:abeck@spokanecity.org) 625-6414



# Upcoming

- Plan Commission
  - January 12 at 2:00 p.m. Workshop to discuss Short Plats, Short-term Rentals, and SEPA
  - January 26 at 2:00 p.m. Workshop to continue discussion about ADUs, Duplexes, and Attached Homes
- Open Houses
  - January ##

## CA P&P Committee Meeting – 12/7/2021

Meeting started at 6:26 PM via Zoom

Mary, Chris, and Daniel in attendance.

### Items of Discussion:

- Paul Kropp email regarding adding newly created liaison positions to Article XII.  
Community Assembly Liaisons
  - Committee members discussed and unanimously agreed to adopt new entries into the proposed P&P draft
    - Citations still needed for creation of positions
  - Committee members unanimously agreed to recommend revising the wording of Section C to “Liaisons shall be members of a neighborhood council.”
- Term limits for Admin committee officers
  - Discussion ensued regarding whether or not to keep term limit requirement as currently written
  - Committee members agreed unanimously to keep the current P&P language as is
  - Recommendation is for Admin to select another member to serve as secretary for this year
- Draft P&P will be presented for review by the whole body at next meeting in January and voted upon in February
- Other committees are encouraged to submit any changes to their own P&P prior to January’s meeting. Submissions can be sent to Daniel, [daniel.zapotocky@gmail.com](mailto:daniel.zapotocky@gmail.com)

Meeting adjourned at 7:00 PM



## Community Assembly Policies and Procedures

Amended ~~May~~: 2021

Approved by CA: 5/6/21

### I. Purpose

- ~~II.~~ According to Article VIII, Section 75 of the City of Spokane City Charter: ~~T, "the Community community Assembly-assembly [herein referenced as the "CA"] is a mandated coalition of recognized independent neighborhood councils and serves as a forum for discussion of issues of broad interest" to the neighborhoods and City. representatives or designated alternates (hereinafter referred to as "representatives"), recognized in Article VIII, Section 75 of the City Charter, and serves as a forum for the discussion of issues of broad interest to the neighborhoods and City.~~

Commented [DZ1]: Using wording from the City Charter as a direct reference.

### III. Duties and Responsibilities:

~~II.~~ ~~As outlined in~~ According to the Article VIII, Section 75 of the City Charter, the CA shall:

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- A. Review and recommend an action, policy or plan to the ~~City Council~~, neighborhood committees, the city council, the mayor, the city, and any City-city agency, commission, or board on any matter affecting the City;
- B. Support and promote citizen participation and neighborhood enhancement;
- C. Promote and facilitate open communication between the City and neighborhood councils and provide the primary means of communication between individual neighborhood councils;
- D. Support and assist, as requested, individual neighborhood councils in becoming recognized and in performing their functions and responsibilities; and
- ~~D. Take action on items when member neighborhood councils request assistance with specific problems, or if the membership feels that a common problem requires common action;~~
- E. Consider all sides of issues before the Community Assembly and engage in thoughtful dialogue. Serve as an information resource to neighborhood councils.

Commented [DZ2]: This wording is also taken directly from the City Charter. I believe this is the wording we should prefer to use as this is taken from the Charter.

### III-IV. Membership

- A. Membership in the Community Assembly ~~CA~~ is available to neighborhood councils, as ~~recognized~~ stated in Article VIII, Section 7 ~~53~~ of the City Charter.
- B. Each neighborhood council ~~shall select~~ have one representative and an ~~assigned designated~~ alternate [hereinafter referred to as representatives] to participate-serve on the community assembly.
- ~~B-C.~~ Representatives are expected to represent the interests of their respective neighborhood council. in the absence of the representative.

Commented [DZ3]: Consistent Abbreviation

Commented [DZ4]: Correction

Commented [DZ5]: This is wording used in the Charter.



~~C~~.D. Each neighborhood council shall submit in writing or by email, the names of their representative and designated alternate to the Office of Neighborhood Services as changes occur.

Commented [DZ6]: Grammar

Commented [DZ7]: Matched wording of charter

~~D~~.E. Each neighborhood council representative has one vote.

~~E~~.F. A representative may only vote on behalf of the one neighborhood they represent at a CA meetings.

Commented [DZ8]: Clearing up language.

~~F~~. The Office of Neighborhood Services shall maintain an email distribution list for communicating to representatives of the CA. The distribution list shall include, ~~at~~ minimum, the current email addresses for each neighborhood council's CA representative and designated alternate, chair, vice-chair, and all CA committee chairs.

Commented [DZ9]: Specification.

Commented [DZ10]: Unnecessary wording.

#### IV.V. Meetings

- A. A minimum of ten CA regular meetings shall be held annually. Regular meetings shall be held on the first Thursday of each month.
- B. Meetings of the CA with and the City Council shall be held a minimum of three times annually.
- C. Electronic recording of Community Assembly and of regular meetings of the CA and CA committee meetings. Community Assembly committee meetings shall only be allowed if approved by a majority of these voting members present at the meeting. If a recording is to take place, it shall be disclosed by the recorder, including members of the media, and announced by the meeting facilitator prior to the beginning of that meeting's business.
- D. An independent facilitator shall preside at CA regular meetings. In the absence of an independent facilitator, an Office of Neighborhood Services representative may preside/facilitate the meeting. The facilitator shall act in accordance with the procedures outlined herein.
- E. Presentation and decision-making process (figure on page 3):
1. 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.
  2. When a proposal for action is made, open discussion shall occur before a motion is formed by the group.
  3. Presentation timetable protocol:
    - a. When a presenter has one minute left in the time allotted, the facilitator shall raise a yellow card and indicate give a verbal notice.
    - b. Should any representative wish to extend the time of the presentation or comment/question period, they may make a motion to extend the time by five (5) minutes.
    - c. An immediate call shall be made for a show of hands in support of the extension of time. With a simple majority (50% plus 1) concurring, the time shall be reset by the amount of time requested.
    - d. Extensions shall be limited to two (2) or until a request fails to show a simple majority approval.
    - e. When the allotted time has expired, a red card and verbal notice shall be given.
    - f. As part of a 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:
      - 1) End discussion and move into forming the motion and voting,
      - 2) Further discussion,
      - 3) Table discussion with direction,

**Commented [DZ11]:** Though meetings are regular, I believe "general" to be a clearer word. Also specifies meetings are held on the first Thursday of the month.

**Commented [DZ12]:** Rewording.

**Commented [DZ13]:** Might need some more work. This section should be more concrete. Electronic recordings can be a contentious issue so making the procedure more clear would be helpful.

**Commented [DZ14]:** Rewording and clarification.

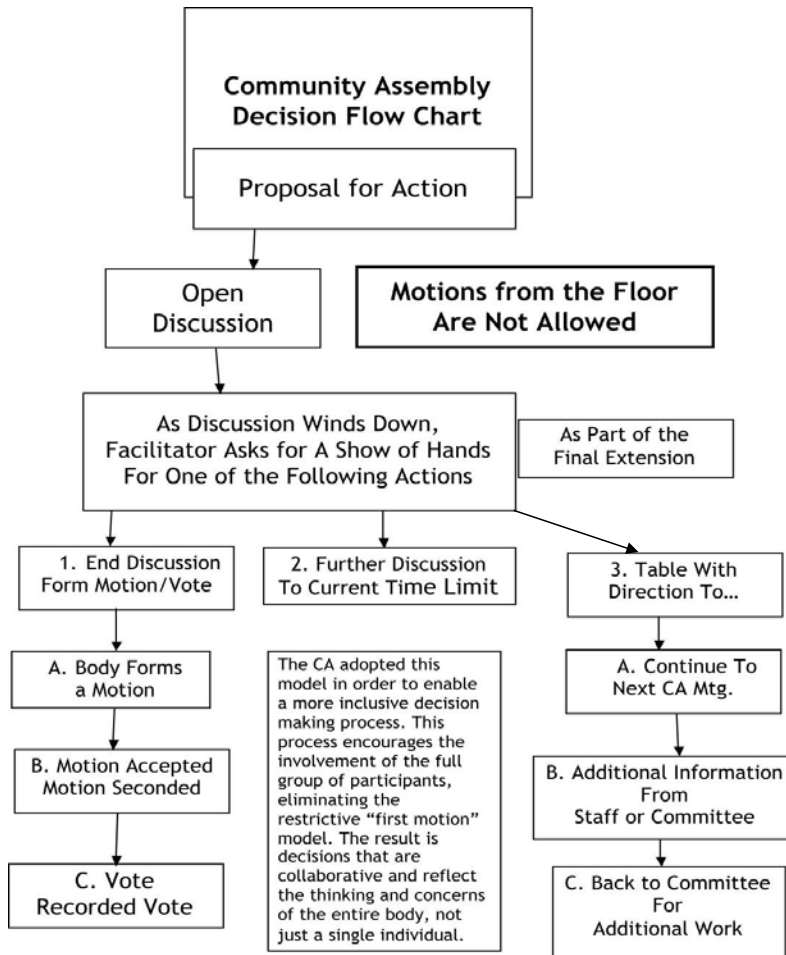
**Commented [DZ15]:** Grammar

**Commented [DZ16]:** ??? Will this be used when we go back to in person?

**Commented [DZ17]:** Clarification

**Commented [DZ18]:** ??? Will this be used when we go back to in person?

- 4) Request time to continue discussion at next CA meeting,
- 5) Request additional information from staff or CA committee, or
- 6) Send back to the appropriate CA committee for additional work.



- 4.—Other questions regarding the conduct of the meeting shall be decided by the facilitator. If someone speaks out of turn or disrupts the meeting, the facilitator shall rule that person out of order. If anyone objects to any decision by the facilitator, that person may challenge the ruling of the facilitator. When this

occurs, each representative and the facilitator may speak to the challenge once and for only one minute. Debate is then ended and a vote is taken immediately to either uphold or reject the decision of the facilitator.

4.

F. Quorum and attendance:

1. A quorum is defined as a simple majority (50 percent + 1) of those neighborhood representatives, ~~that have attended regularly. If the neighborhood representative has been absent for two or more consecutive meetings, they are not counted in the quorum. Once the representative attends again, he/she is added to the number on which a quorum is established.~~

2. ~~An abstention records a member's attendance but neither a "yes" or a "no" vote.~~

3. ~~Attendance is defined as the representative's or alternate's presence for the duration of the agenda.~~

4.2. Absent neighborhood council representatives shall be noted in the CA minutes.

5.3. ~~If neither a neighborhood council is not represented's representative or alternate is present,~~ for two consecutive meetings, the Administrative Committee shall notify that neighborhood council's executive committee of the absences. (See Section VI.A.3.)

G. Minutes:

1. Minutes of ~~the~~ CA meetings, which are the official record of the CA proceedings, shall be prepared by the Office of Neighborhood Services.

2. All discussions and actions by the CA shall be documented in the minutes, with all motions and votes documented verbatim.

3. As soon as practical, allowing time for adjustment, a draft of the minutes shall be distributed to the CA email distribution list as information to the neighborhood councils and for review and comment by attendees. A final draft shall be included in the next CA packet for approval at the next ~~monthly regular~~ meeting.

4. The approved minutes shall be published on the Office of Neighborhood Services website ~~for use by the CA neighborhood council representatives, the neighborhood councils, and the public.~~

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Commented [DZ19]: Removal of attendance requirement for quorum.

Commented [DZ20]: Removed as unnecessary

Commented [DZ21]: Definition no longer required with removal from preceding section.

Commented [DZ22]: Reworded for clarity

Commented [DZ23]: Grammar

Commented [DZ24]: Consistent reference to type of meeting

Commented [DZ25]: Unnecessary. The minutes should be posted and that's all that needs to be said. If they are posted on the website, it comes with the understanding that they are available all these groups.

Commented [DZ26]: Formal Titling

VI. ~~CA Community Assembly~~ Committees

A. The function of CA committees shall be to research or address issues that may impact neighborhoods or issues designated by the CA and report their findings and proposed recommendations to the CA for appropriate action.

B. All committees must include a minimum of three (3) assigned representatives in order to have standing.

C. When a committee is initially established by the CA, one of the representatives shall be appointed the interim chairperson by the CA. At the first committee meeting, there must be an election of officers.

D. Types of committees:

1. Standing committees are established by the CA for ongoing work to address citywide neighborhood issues.
  2. Ad hoc committees are established by the CA to address specific issues that do not fit within the charge of any standing committee. An ad hoc committee, e.g. a grievance committee, shall sunset after its work has been completed.
- E. The CA shall have the following standing committees:
1. Administrative
  2. Budget
  3. Building Stronger Neighborhoods (BSN)
  4. Community Assembly/Community Development (CA/CD)
  5. Land Use ~~(LUC)~~
  6. Liaison
  7. Pedestrian, Traffic and Transportation (PeTT)
  8. ~~Neighborhood Safety~~
- F. Membership and Officers/Terms
1. In addition to the CA representative, committee membership shall be open to all interested Spokane residents and representatives of agencies, businesses, government, organizations and property owners.
  2. Each committee shall have a minimum of two (2) elected officers. These officers shall be a chair ~~person~~ and secretary.
  3. Officers shall be elected at the first meeting of the committee and as determined by the committee thereafter.
  4. Each officer of the committees must be a member of a neighborhood council.
- G. Committee Meetings
1. Standing Committees
    - a. Standing committee meetings shall generally meet at a regular time and location and be included on the Neighborhood Meeting Calendar on the city's website.
    - b. Standing committee meetings and agendas shall be announced in advance using the Office of Neighborhood Services' email distribution list for that committee.
    - c. ~~The Office of Neighborhood Services shall maintain email distribution lists for all standing committees.~~ The list shall include, at a minimum, neighborhood chairs and vice-chairs, CA representatives and alternates, committee officers, and committee members. Other interested parties may request to be added to any committee distribution list.
    - d. When a committee meeting is to be held ~~online~~ ~~virtually~~, the meeting link shall be included in the meeting announcement.

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Commented [DZ28]: ??? Does this committee still meet?

Commented [DZ29]: Removed as unnecessary

Commented [DZ30]: ???

Commented [DZ31]: Virtually better captures that meetings could take place via any virtual avenue, not necessarily on the internet.

## 2. Ad Hoc Committees

- a. Ad hoc committee meetings and communications shall be the responsibility of the committee's chair.
  - b. Information regarding meeting times, locations, and agenda items shall be shared with committee members as well as any CA representative or alternate that has made a request to the committee chair to be kept informed of the committee's activities.
- H. Committees shall follow the CA's decision-making process. (See Section IV.E.)
- I. Committees shall present a report to the CA on a quarterly basis or more often if requested by the CA. Each standing committee ~~shall be~~ encouraged to present a report ~~in person~~ to the CA at least once a year.
- J. Recommendations from a committee shall be presented ~~to the CA for the CA at regular meetings of the CA~~ to determine appropriate action.
- K. Standing Committee Policies and Procedures:
1. Each committee will complete/review/modify a Policy and Procedures Committee document in accordance with the Committee Policies and Procedures Template prior to the November CA meeting and submit the revised document to the ad hoc Policies and Procedures Committee for inclusion in the main document.
  2. The document shall include its charge, goals, membership, meeting times, officers and terms, reporting, decision-making process and calendar. (See addendum titled "Committee Policies and Procedures Template.")

**Commented [DZ32]:** Shall too strong of wording inferring requirement. "is encouraged" better captures the intent that committees are encouraged, but not required, to give reports.

**Commented [DZ33]:** Removes in person requirement and leaves it more broad as to how reports may be given (email, virtually, etc.)

**Commented [DZ34]:** Clarification

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## VI.VII. Administrative Committee

### A. Duties:

- A. The Administrative Committee shall:
1. Set CA meeting agendas. In the time between an Administrative Committee meeting and the next scheduled CA meeting, the Administrative Committee may adjust the draft agenda through email discussion and vote.
  2. Sign CA communications.
  3. Notify neighborhood council executive committees of the absences of a representative at regular CA meetings. (See Section IV.F.3.)
  4. Keep and maintain a yearly calendar of recurring CA business and events.
  5. Manage the use of the City Council placeholder position. (See Section VIII.)
  6. Take emergency actions on behalf of Community Assembly. (See Section VI.G)

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### B. Membership and Officer Positions:

1. ~~The committee~~ shall ~~be five positions~~ consist of five members.
- 1.2. ~~There shall be three officer positions of the committee: chair, vice chair, and secretary. A member individual~~ may serve only two terms in any one position.
- 2.3. ~~The chairperson~~ shall serve as the contact person, spokesperson, and signatory for the CA.

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**Commented [DZ37]:** Reworded

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**Commented [DZ38]:** Clarifications of officer positions

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3.4. The ~~Vice Chairperson~~ shall assume the roles and duties of the chair in their absence, act as the Chairperson in the absence of the chairperson.

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4.5. The ~~S~~ecretary shall record minutes and keep attendance ~~of for~~ Administrative Committee meetings.

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#### C. Qualifications:

~~C.~~ -Members of the CA Administrative Committee must:

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1. Be a currently serving CA representative.
2. Have attended at least six (6) regular CA meetings within the last two (2) years.
3. Agree to serving at least one the entirety of their full term.

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Commented [DZ43]: Reworded for clarity

#### D. Nominations and Elections:

1. An ad hoc Nominating Committee shall be formed each September and be composed of three (3) representatives selected by the CA.
2. Representatives serving on the Nominating Committee are not eligible to be nominated for the Administrative Committee.
3. Assumption of duties: The newly elected Administrative Committee members will assume office and duties at the next regular meeting of the Administrative Committee.
4. Nominating Election Time Frame:
  - a. September – Form Nominating Committee.
  - b. October – Bring back a qualified pool of qualified potential candidates.
  - c. November – Vote by CA for Administrative Committee members.

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#### E. Term Limits:

1. An Administrative Committee member may serve for a maximum of three (3) consecutive one-year terms.
2. A one-year break in service from the Administrative Committee will allow qualified candidates to be nominated.

#### F. Replacement of Administrative Committee members:

1. In the case of a vacancy, the CA shall elect a replacement at the earliest convenience from a qualified pool of qualified candidates. (See Section VI. D.)
2. If the vacated position is the chairperson, the vice chairperson shall assume the chairperson's position and a replacement vice chairperson will be appointed by the Administrative Committee.

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Commented [DZ46]: Remove unnecessary wording

#### G. Emergency Actions:

It may be necessary for the Administrative Committee to take action on behalf of Community Assembly CA due to time constraints or other circumstances beyond the control of the Community Assembly CA. On such occasions, the following provisions shall apply.

Commented [DZ47]: Abbreviations for consistency

1. Taking action at a regular CA meeting shall always be the preferred option.

2. If an electronic vote of ~~the Community Assembly~~CA representatives can be performed within the time constraints, that will be the second most preferred option. The voting period will be at least 48 hours. A simple majority of those voting is sufficient for the vote to pass.
3. As a final option, the Administrative Committee may make an interim decision, which shall require a super-majority vote of the Administrative Committee to approve.
4. Any emergency decisions by the Administrative Committee shall be documented in the next monthly CA meeting packet, announced, and a vote of confirmation sought during the meeting.

Commented [DZ48]: Abbreviation

#### ~~VII.~~VIII. Use of Community Assembly Logo

- A. The Community Assembly logo is only to be used under the following circumstances:
  1. By the chair of the Administrative Committee for official CA business,
  2. By a vote of the CA,
  3. By ~~the~~ Office of Neighborhood Services, on behalf of the CA, for official CA communications and publication, or
  4. By CA committee chairs and secretaries for CA committee minutes and agendas.
- B. Committee proposals not yet approved by the CA may use the logo accompanied by a "DRAFT" watermark on the document.
- C. Use of the logo otherwise is not allowed without permission of the CA membership or Administrative Committee.

Commented [DZ49]: Grammar correction

#### ~~VIII.~~IX. CA Placeholder on the City Council agenda

- A. The ~~Community Assembly~~CA placeholder on the City Council agenda shall be used for reports and statements that have received majority approval of the CA.
- B. Any committee or group of neighborhoods who has prepared a position paper on behalf of the CA, may request of the Administrative Committee time on the CA agenda in order to present the paper, seeking feedback and approval. Once approved, the committee or group may represent the CA at a City Council meeting, when appropriate.
- C. The Administrative Committee will notify the City Council of the use of the placeholder.
- D. In the case of time-sensitive issues, the Administrative Committee may approve a position paper/report by four (4) affirmative votes and allow the use of the placeholder position at a City Council meeting. In this instance, the report will not be considered to be representative of the entire CA, and such will be stated to the City Council. This action will be reported at the next CA meeting.

Commented [DZ50]: Abbreviation for consistency

~~IX.~~X. **Boundary Changes:** The affected neighborhoods shall reach a mutually agreeable resolution to any proposed boundary change(s). No recommendation shall be presented to the CA without an agreement between or among the respective neighborhoods.



## **XI. Amendments**

- A. Establish an ad hoc CA Policies and Procedures (P&P) Review Committee in November of each year.
- B. Present a written report including any amendments to the approved policies and procedures to the CA in February of each year.
- C. A vote to approve any amendments will shall occur at the following regularly scheduled meeting.
- D. Amendments require a 2/3 affirmative vote.
- E. The formal amendment process described herein does not apply to the P&P Committee Policies and Procedures documents.

Commented [DZ51]: Addition of common abbreviation for Policies and Procedures Committee

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Commented [DZ53]: Abbreviation for consistency

## **XII. Community Assembly Liaisons**

- A. The city council City Council has allocated the Community Assembly (CA), in the municipal code and by resolution, membership positions on four (4) five (5) city advisory boards, commissions or committees, and two (2) to the Community Assembly's Pedestrian, Traffic and Transportation (PeTT) Committee. - Also, the city's park board has allocated the Community Assembly two (2) membership positions in its committee structure.

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These positions are considered collectively as Community Assembly liaisons. The holders of these memberships are expected to serve as communication links between their advisory panel and the Community Assembly, including the neighborhood councils affected.

### **B. Liaison List:**

#### **1. City Council Appointees:**

##### **a. Community Housing and Human Services Board (CHHS) Liaison Member**

- 1) Established By: SMC 04.34A.030
- 2) Term: Up to two (2) terms of three (3) years each
- 3) Voting Status: Voting

##### **b. Design Review Board (DRB) Member**

- 1) Established By: SMC 04.13.025
- 2) Term: Up to two (2) terms of three (3) years each
- 3) Voting Status: Voting

##### **c. Housing Action Subcommittee (HAS) Member**

- 1) Established By: City Council Resolution 2021-0020
- 2) Term: One (1) year minimum
- 3) Voting Status: Voting

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##### **d. Plan Commission (PC) Liaison Member**

- 1) Established at SMC 04.12.040
- 2) Term: Up to two (2) terms of three (3) years each
- 3) Voting Status: Non-Voting

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## 2. Community Assembly Appointees:

### a. Park Board Development and Volunteer Committee (DVC) Member

- 1) Established By: Spokane Park Board \*citation needed
- 2) Term: Two (2) years renewable
- 3) Voting Status: Voting

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### b. Park Board DVC Citizen Advisory Committee (DVC-CAC) Member

- 1) Established By: Spokane Park Board Development and Volunteer Committee\*citation needed
- 2) Term: Two (2) years renewable
- 3) Voting Status: Voting

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### a-c. Urban Forestry Citizen Advisory Committee (UF-CAC) Members

- 1) Established By: SMC 04.28.060
- 2) Term: Two (2) voting memberships of up to two (2) terms of four (4) years each
- 3) Voting Status: Voting

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## 3. PeTT Committee Appointees:

### a. Citizens Transportation Advisory Committee (CTAB) Member

- 1) Established By: city council resolution TBD-RES 2010-002
- 2) Term: Up to two (2) terms of three (3) years each
- 3) Voting Status: Voting

### b. Plan Commission Transportation Subcommittee (PCTS) Member

- 1) Established By: city council resolution TBD-RES 2014-0078
- 2) Term: Three (3) year terms, renewable indefinitely
- 3) Voting Status: Voting

## C. Liaisons shall be members in good standing of a recognized neighborhood council.

**Commented [DZ55]:** Simplification of wording.

## D. Liaisons shall perform the following basic responsibilities to the best of their abilities:

1. Represent the neighborhoods and the Community AssemblyCA.
2. Provide a conduit for two-way communication between the CA (or PeTT Committee) and the board, commission or committee they serve on.
3. Inform the CA (or PeTT Committee) of specific issues on which it may want to consider taking action.

**Commented [DZ56]:** Abbreviation for consistency

4. Make an in-person annual report at a CA meeting and monthly provide information for inclusion in the CA agenda packet.
5. Any additional responsibilities are detailed in specific liaison position descriptions or profiles maintained by the Liaison Committee.

E. Role of the Liaison Committee:

1. The Liaison Committee supports and evaluates the five (5) liaisons serving on city advisory boards, commissions or committees. See the Liaison Committee's policies and procedures.
2. Candidates to fill liaison positions are recommended by the Liaison Committee for selection by the ~~Community Assembly~~CA for nomination by the ~~m~~Mayor and appointment by the ~~city council~~City Council.
3. The Liaison Committee also, upon due and timely consideration of facts and circumstances, may recommend the ~~Community Assembly~~CA withdraw the nomination of a liaison.

Commented [DZ57]: Abbreviations for consistency and formal capitalization

F. Role of the PeTT Committee:

1. The Pedestrian, Traffic and Transportation Committee selects appointees to the two (2) board and committee memberships established by ~~city council~~City Council resolution from its own regularly attending members who are also members in good standing of their neighborhood council. See the PeTT Committee's policies and procedures.

Commented [DZ58]: Formal capitalization

~~XII-XIII.~~ **Historical Record Retention:** The Office of Neighborhood Services, as staff support to ~~Community Assembly~~the CA, shall be responsible for maintaining the historical records of ~~Community Assembly~~the CA and its standing committees. This shall include, at a minimum, the meeting minutes, agendas, and policy documents of ~~Community Assembly~~the CA and its standing committees.

Commented [DZ59]: Abbreviations for consistency.

## **Addendum - Committee Policies and Procedures Template**

### **A. Committee Name (Revision Date)**

1. **Charge:**
  2. **Goals:**
  3. **Membership:**
  4. **Meeting Times:**
  5. **Officers and Terms:**
  6. **Reporting:**
  7. **Decision-Making Process:** Refer to the CA Policies and Procedures.
  8. **Calendar:**
  9. **ONS Staff Support:** As Assigned
-

Addendum – Standing Committees Policies and Procedures

**A. Administrative Committee – Defined in Section VI of CA Policies and Procedures**

## **B. Budget Committee Policies and Procedures (January 2020)**

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

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

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

**4. Officers and Terms:**

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

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

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

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

**5. Meeting Schedule:**

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

**6. Reports:**

Written reports: The Secretary shall provide to the ONS (as detailed above), and to the members of this Committee, the minutes from the most recent meeting within one week.

A report limited to the account status of each individual neighborhood will be sent to the Chair of that neighborhood, monthly by the committee member having oversight for that neighborhood.



A yearly summary of the budget committee activities, along with the goals for the coming year will be submitted to the Community Assembly in December.

Oral reports: The Committee shall approve presentations and presenters reporting on behalf of the Committee to the CA or other forum.

7. **ONS Staff Support:** As Assigned

### **C. Building Stronger Neighborhoods Committee Policies and Procedures (January 2020)**

1. **Mission Statement:** Build stronger neighborhoods by promoting the growth of Neighborhood Councils through training, education, and opportunities, with input from the Neighborhood Councils.
2. **Membership:**  
**Note:** Same for all standing committees – see Section V - CA Committees
  - a. Committees shall maintain a minimum of three members who are members of separate Neighborhood Councils.
  - b. 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.
3. **Voting & Quorum:** At minimum representation from 3 separate Neighborhood Councils and 2/3 of the executive team (members or 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.
4. **Officers and Terms:** Calendar year term with elections in January.
5. **Meeting Schedule:** 4<sup>th</sup> Monday of each month at 12:00pm to 1:00pm at Forza Coffee, 1028 N Hamilton.
6. **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.
7. **ONS Staff Support:** As Assigned

#### **D. Community Development Committee (CA/CD) Policies and Procedures (December 2018)**

1. **Purpose:** The CA Community Development Standing Committee will provide a forum for educating neighborhoods regarding CDBG funding and make policy and other recommendations in regard to neighborhood funding, through the Community Assembly, to the CHHS Board.
2. **Membership:** Same as Community Assembly Policies & Procedures for Standing Committees, which are as follows:
  - a. Committee shall maintain a minimum of three members who are members of separate Neighborhood Councils with maintained voting status on the Community Assembly.
  - b. Membership on committees shall be open to all interested citizens and representatives of agencies, businesses, government, institutions in addition to Community Assembly Representatives and Alternates. CA-CHHS Liaison
3. **Voting:** One vote for each Neighborhood Council in attendance.
4. **Quorum:** At minimum, representatives from three separate Neighborhood Councils and 2/3 of the committee's executive team (members of which also count toward the representation of the three separate Neighborhood Councils required), will constitute a quorum for voting purposes.
5. **Email Polling Procedure:** To facilitate the work of the committee that needs to be completed between meetings
  - a. In order to qualify for email polling a matter must have been discussed at a regular meeting of the committee
  - b. The committee must agree to the poll being used.
  - c. A quorum must respond to the survey and approve the action
  - d. The action taken will be noted in the minutes of the next regular committee meeting.
6. **Officers and Terms:** Terms are one year in length and voting representatives may serve in any one position no more than two consecutive terms.

There will be a minimum of three and up to 5 voting representatives serving on the Executive Team.

  - a. **Chair:** The Chair is responsible for communicating with the committee, setting the agenda with the approval of the Executive Team and facilitating Committee meetings unless another team member or independent facilitator is designated. The Chair may also call Executive meetings.
  - b. **Vice Chair:** The Vice Chair is responsible for acting as Chair when the Chair is not available. This individual will also ensure that the sign-in sheet is available and that attendees are signed in for voting purposes. During votes, this individual is responsible for counting and identifying official votes.

- c. **Recorder:** The Recorder is responsible for taking official minutes for Committee meetings and Executive Team meetings. The Executive Team may request a ONS/CE or CHHS staff member to take minutes at a regular committee meeting. The minutes will be submitted to the Chair for approval. Approved minutes will be sent ONS/CHHS support staff to be sent to the committee members in advance of the scheduled meetings, as well as a copy for the Community Assembly monthly meeting packet and the committee' s record book located in the ONS/CE office.
- 7. **Reports:** The chair will prepare and deliver in person a report to the Community Assembly at least twice a year or more often if needed. Ideally all minutes will be forwarded to ONS for inclusion in the CA packet
- 8. **Elections:** Elections for the executive team will be held annually in the month of December. The Executive Team and officers take office immediately upon election.
- 9. **City Liaisons:** Support will be offered by CHHS for HUD content and expertise, and by ONS for city department and policy expertise.

## **E. Land Use Committee Policies and Procedures (December 2018)**

### **1. Mission Statement**

As a standing Committee of the Community Assembly (CA), the Land Use Committee (LUC) seeks opportunities to interact with Neighborhood Councils (NC), citizen groups and individuals within the boundaries of the City of Spokane to serve as a resource for land use resolutions; to propose changes to policies, regulations actions and plans to the Community Assembly.

### **2. Purpose**

The LUC provides education, information and resources through outreach to City Departments including the Office of Neighborhood Services, Code Enforcement, Planning and Development and the collected wisdom of our Neighborhood Councils. The CA-LUC will take inquiries as directed by the City and/or assigned by the CA and/or from other Committees and/or Subcommittees in addition to Neighborhood Councils.

### **3. Membership**

As per CA Policies and Procedures for standing committees, LUC membership is defined as follows:

- a. The LUC shall maintain a minimum of three members who are members of separate NCs with maintained voting status on the Community Assembly, which represents a quorum.
- b. Membership on the LUC shall be open to all interested citizens and representatives of agencies, businesses, government, institutions and property owners, in addition to CA representatives.

### **4. Voting**

Voting members of the CA-LUC are defined as follows:

- a. A single official representative or alternate from each NC may vote as long as the neighborhood has been represented at two meetings of the last four meetings convened.
- b. Anyone attending the meeting has standing to discuss the issue/motion on the table. However, the official vote shall be represented and recorded by only the NC representatives with standing.

### **5. Emergency Voting**

In case of emergency, the Chair may call for a vote between scheduled meetings of the CA-LUC. The pending question or vote will be sent via email format to the Executive Board members, who are required to vote via email.

### **6. Leadership**

An Executive Board serves as the leadership of the CA-LUC and is defined as follows:

- a. Executive Board members must maintain voting eligibility.

- b. Terms of one year in length. Qualified individuals may serve in any one position for no more than two terms. Term limits may be waived if there are no other persons available to serve on the Executive Board.
  - c. There may be up to five members serving on the Executive Board. The Board members will determine which members will serve in the various defined positions or the Board may choose to rotate leadership positions as it sees fit.
  - d. **Chair.** The Chair is responsible for communicating with the LUC, setting the agenda with the approval of the Executive Board, and facilitating LUC meetings. In the absence of designated positions, the Executive Committee shall set the meeting agenda. A member will be designated to report to the CA after such report is approved by the LUC. The Chair may also call and serve as facilitator of Executive Board meetings.
  - e. **Vice Chair.** The Vice Chair is responsible for acting as Chair when the Chair is not available. This individual will also ensure that the sign-in sheet is available and attendees are signed in for voting purposes. During votes, the Vice Chair is responsible for counting and identifying the official votes. Note: Eligible voting member neighborhoods will be identified on the previous minutes and current agenda.
  - f. **Recorder.** The Recorder is responsible for keeping official minutes for all LUC and Executive Board meetings. The Recorder will forward the minutes to ONS to distribute to LUC members one week in advance of the regularly scheduled LUC meetings.
  - g. **Other Executive Board Positions.** Other positions may be appointed by the Chair and by vote of the Executive Board.
7. **Elections**  
Elections for the LUC Executive Board leadership will take place annually in December. A review of eligible members who are qualified voting members shall be reviewed each November prior to elections.
8. **ONS Staff Support:** As Assigned

## **F. Liaison Committee Policies and Procedures (January 2021)**

### **1. Committee Charge**

Maintain the city-established positions on advisory boards and commissions related to the Community Assembly.

### **2. Functions**

The committee will (1) keep up to date a profile of basic information for each liaison and representative board and commission membership position related to the Community Assembly, including a position-specific statement of duties and responsibilities; (2) manage and recommend as necessary liaison and representative member appointments and reappointments according to term limit provisions; (3) engage in periodic evaluations of liaison and representative activities; and (4) monitor their timely reporting to the Community Assembly.

### **3. Membership**

The committee operates with a minimum of three individuals who are members of different neighborhood councils.

### **4. Meetings**

The committee meets as needed to accomplish its functions at the call of the chair or of two members. For the convening of a meeting, a quorum is a majority of members.

### **5. 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.

### **6. Decisions**

For matters requiring a decision at a meeting convened with notice and a quorum being present, the committee will make its determination by the consensus of members or by agreement without objection.

Unanimity on the matter not being apparent, a motion shall be brought before the committee, seconded and a vote shall be conducted with each member having one vote.

Members absent from the meeting shall be polled by the chair with an immediate phone call or by email posted on the day of the meeting by the chair or her/his designee. Votes shall be tallied by the chair five days after the date of the meeting at which a motion is submitted for a vote. If there are more "ayes" than "nays" the motion is agreed to.

7. **Selection Standards**

Selections for nomination by the Community Assembly to liaison and membership positions allocated to the Community Assembly by city code will be neighborhood council members in good standing who are qualified for the positions and acknowledge the responsibilities the positions entail.

8. **Records and Reporting**

The committee will keep twelve-month liaison attendance records.

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

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

9. **Withdrawal of Nomination**

The committee may from time to time recommend the Community Assembly withdraw the nomination of a liaison for cause.

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

10. **ONS Staff Support:** As Assigned



## **G. Pedestrian, Transportation and Traffic Committee (PeTT) Policies and Procedures (December 2018)**

### **1. Committee Charge:**

Support the Community Assembly and neighborhood councils in promoting active, livable neighborhoods with multi-functional streets and a balanced transportation system.

### **2. 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.

### **3. 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.

### **4. 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.

### **5. 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.

### **6. 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.

### **7. 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.

**8. Advisory 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 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 to occupy these positions who are members of neighborhood councils in good standing and who agree to regularly report to the committee and the Community Assembly.

**9. ONS Staff Support:** As Assigned

## H. Neighborhood Safety Committee Policies and Procedures (December 2018)

1. **Mission / Purpose Statement:** The Community Assembly Public Safety Committee will research issues involving public safety as directed by the Community Assembly, as requested by City Departments or Committee Members and provide recommendations on these issues to the Community Assembly.
2. **Membership:** Same as Community Assembly Policies & Procedures for standing committees which are as follows
  - a. Committees shall maintain a minimum of three members who are members of separate Neighborhood Councils with maintained voting status on the Community Assembly.
  - b. 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 Representatives and Alternates.
3. **Voting and Quorum:** At minimum, representation from three separate Neighborhood Councils and 2/3 of the executive team (members of which can also count toward the representation 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.
4. **Officers and Terms:** The committee will have a minimum of three officers. Chairperson, Vice-Chairperson and Secretary. Elections will be in November for a term of one year.
5. **Meeting Schedule:** The committee meets the 4th Tuesday of each month, January through November. Additional meetings may be called as necessary.
6. **Reports:** Community Assembly Policy and Procedures require a report from standing committee once per quarter or more often if requested by the Community Assembly.
7. **ONS Staff Support:** As Assigned

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

**December 21<sup>st</sup>, 2021. 12pm via Zoom**

**Attendees: Committee members:** Seth Knutson (Chair), Tina Luerssen (Secretary), Christopher Savage (Vice Chair), Mark Davies. **City Staff:** Carly Cortright, Gabby Ryan. **Visitors:** Paul Kropp (Liaison Committee), Kathryn Alexander (Bemiss), Dale Walker (Chief Garry Park). **Absent Committee Member:** Cliff Winger.

**November minutes** approved by consensus.

**January CA Agenda requests/details:**

1. Residential Code Amendments, 15 min. Nathan Gwinn. Changes being considered for Plan Commission work program for '22. Presentation was in December CA packet, for residential density changes. Increased from 15 to 30 minutes, to allow for group discussion.
2. City Budget update, specifically on ONS/CA budget. Carly can report on this with ONS report.
3. Eric Finch, Interim NHHS Director introduction. 10 minutes.
4. Policies & Procedures Committee. Update Admin Secretary restriction. Liaison section needs update for 3 new membership positions on city advisory groups. Daniel Z requested discussion on proposed changes. 10 min.
5. Guest attendance/introductions at meetings, Kathryn Alexander. To create a more welcoming culture, allow guests to introduce themselves. Not necessarily an agenda discussion topic. Carly suggested asking guests to put their info in the Chat. Tina suggested doing this during Roundtable, and asking NC visitors to introduce themselves. Kathryn can call out new names and ask for introduction during Roundtable.
6. NC Boundaries. Tabled from December. Carly spoke with Ed last week, he wants to take the topic to Latah/Hangman before coming to CA. Kathryn reported that Hillyard, Bemiss and Minnehaha have been discussing boundaries as well. Perhaps a Retreat for those NCs interested in adjusting boundaries? Gabby has been through the start of this process with Five Mile and North Indian Trail...proposal goes to Urban Experience, NCs present at City Council. Working on creating SOPs, this would be a topic for establishing procedures. 5 minutes, Carly.
7. PeTT Committee recruitment, 10 min. Carly.

**Other discussion:**

ONS host/lead PeTT Committee meeting in January? Paul will not be in place, last committee meeting had poor attendance and couldn't hold elections. No Vice Chair in place, Paul has been Chair and Secretary. Annica is ONS Liaison, propose having a limited agenda to hold elections. Bring this up at January CA to recruit committee members/leadership.

Seth had received feedback re: Secretary change in P&P. Concern about “controlling the history”. Tina commented that although the notes are written in her hand, they are submitted to all meeting attendees for review, input, and approval. Mark expressed concern re: having enough volunteers to serve. Committee agreement to continue as-is now, and allow P&P request to go through CA process.

Liaison Committee Updates: Requesting time on 8 CA agendas in 2022, for each Liaison to update the CA on committee activities. Proposal from committee with monthly schedule for these presentations. Suggestion that this communication request exists in CA P&P, not necessary to bring to CA for discussion, up to Admin to schedule.

**Proposed Agenda for CA 1/6/22.** Approved by consensus.

Council Update: From our scheduled Councilmember (Lori Kinnear). 15 minutes.

NHHS Director Introduction (Eric Finch). 10 minutes

Residential Code Amendments (Nathan Gwinn). 30 minutes

PeTT Committee Leadership (Carly Cortright). 10 minutes

Liaison Committee presentations (Seth Knutson and Paul Kropp). 5 minutes

P&P Committee-Proposed Changes (Daniel Zapotocky). 10 minutes

Neighborhood Boundary Changes (Carly Cortright). 5 minutes

Neighborhood Services Update (Carly Cortright). 20 minutes

Roundtable. 10 minutes. Kathryn will call out Guests and ask for introductions.

**Topics for next Admin Committee meeting.** Tuesday, January 25<sup>th</sup>, 2022: Policies & Procedures Committee. CA Committee Goals. Discussion of in-person meetings. March 31<sup>st</sup> CA/CC meeting.

**Proposed Liaison Schedule:** February: CHHS (Kathryn Alexander). March: CTAB (Randy McGlenn). April: DRB (Kathy Lang). May: DVC (Julie Biggerstaff)/CAC (Lindsey Shaw). June: HAS (Kathryn Alexander). September: PC (Mary Winkes). October: PCTS (Charles Hansen). November: UF-CAC (Toni Sharkey, Kris Neely).

#### Community Frameworks Presentation/Recommendations

- 2 ½ - 3 years for a project

- Metro Counties funding – 19%

- Tax Credits = 50 units a year

- Construction costs are a major driver

  - Multiplier fees – fees charge based on contingencies of project cost

  - Drive up costs – consider 5% retainage requirement instead of 10%

  - This is a public policy issue

- HUD Section 3 – minority business

  - Need better ways to get small business involved.

  - Becomes “I tried” and then same old partners

  - City become a partner in finding and vetting for publicly funded projects

- Conflicting requirements – think strategically

- Stability for construction – create a pipeline of projects contract for a multi-year process

- Bring funders and developers together to plan and strategize

George Dhal – supports section 3 training and these recommendations

- Streamlining funding and technical assistance is difficult

- Regional discussions are possible with city support

- Suggests Tax credit education

#### Affordable Housing Committee

- Recommends approving the extension of the SNAP rental repair contracts

- This was approved

Adriene was granted an extension to stay for another year. She and Ann are both termed out so that would mean that years of experience were leaving the board.

The Board will continue to meet on the first Wednesday from 4 to 6 in 2022 with a retreat in September

CHHS now has an interim director – Eric

- Eric is committed to:

  - Creating better alignment between departments

  - Having a strategic planning review

  - Bringing on 5 new staff members

There were 4 RFP responses for the shelter project

ARP funds are flexible, we should see funding start in January and anticipate monthly after approval by City Council.

## Design Review Board Report

### Submitted by Kathy Lang

December 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

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### New and Renewed Board Member Appointments

Per City Staff, Mayor Woodward will be appointing Robert Scarfo as Landscape Architect, Ryan Brodwater as Citizen at Large, and will be reappointing Grant Keller as Real Estate Developer.

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### DRB Chair Election

The DRB's Chair position is intended to be a 2-year term. Elections for the 2022-2023 term will occur in January with nominations taking place January 12 and the election taking place January 26.

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### Project: Downtown Stadium

Recommendation Meeting:

#### 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.

## **Recommendations**

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

1. The Board formally recognizes that the Stadium project is first, and foremost, a facility for the use of Public School sporting events. As such, the Board offers the following recommendations:
2. The Applicant is encouraged to continue to explore opportunities for art installations specific to this project, and to provide basic infrastructure (power and lighting pathways) to the areas identified for art installations.
3. The Applicant is encouraged to ensure private partners (or PFD as the managing liaison) include funding for artistic elements in any additional visual screening that private events may require, or potentially setting aside a portion of ticket sales to fund future art installations or performing arts spaces.
4. The Applicant is strongly encouraged to introduce general building lighting that is complimentary to the architecture and does not compete with the celebratory vertical accent lighting.
5. The Applicant is strongly encouraged to visually reduce the apparent bulk the masonry walls, specifically the elevation along the west plaza, which may be achieved by the introduction of a horizontal break line, an offset



in elevation plane, a material change, a masonry stack bond offset, or other means complimentary to the presented design.

6. The Applicant is encouraged to study the scale of the building facades and their components as they relate to and enhance the pedestrian realm, in particular the west facade. A varied composition of the lighting accents (size and shape) would be an example that could provide hierarchical zones that complement the planned active zones of the west plaza.
7. The Applicant is encouraged to engage with the City of Spokane Street Department, the Public Facilities District, and/or other appropriate entities, in order to secure funding for the widening of the sidewalks from the northeast and northwest entrance plazas to the nearest intersections along the south side of Boone Ave. This would be done to prioritize and accommodate the anticipated large crowds of pedestrians during events at the Facility, and to ensure that these accommodations are constructed in tandem with the Stadium development.
8. The Board encourages the Applicant to revisit the prior overhangs and sheltering features at the north and south ends of the main building, and the north end of the East building, in recognition that these features do also speak to the architectural language of the surrounding context.
9. The Board encourages the Applicant to continue developing the design of the plazas and associated landscaping as a meritorious example of public space.
10. The Applicant shall take steps to ensure that the south wall and fence combination along Dean Avenue does not, in the future, become fully screened and thereby violate the intent of the 'blank walls' guidelines in the City of Spokane downtown code.

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#### **January 2022 Design Review Board Meetings**

January 12, 2022: The DRB will meet, but no Reviews are slated to take place. Instead, this time will be used for Board Business that includes welcoming of new board members and establishing board member-mentoring plans for 2022.

January 26, 2022: Projects that are tentative for this meeting include a mini storage facility at 1616 Rustle Road or a mid-rise residential building located on Spokane Falls Blvd.

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

### **Community Assembly Report, January 6, 2021 (including the December Report)**

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

#### **November 10, 2021—PC Meeting via WebEx**

Workshops:

1. Summary of 1st Round Residential Development Code Changes

<https://my.spokanecity.org/news/stories/2021/11/11/next-steps-for-housing-action-plan-implementation/>

2. 2022 Plan Commission Work Program

In draft. Neighborhood and subarea planning is listed at the bottom of the work program page and not included in the work program for next year....at least not yet. The City Council is looking for funding to include them in next year's work program.

#### **November 11, 2021—Study Session of the City Council with the Plan Commission—via WebEx**

The study session centered around a discussion of possible changes in the RSF zoning, particularly LU1.3 and LU1.4. CM Kinnear later wrote to the Plan Commission to insist that the planning staff spend their time and resources on neighborhood and sub-area planning.

#### **November 25, 2021—Cancelled**

#### **December 7, 2021—Transportation Sub-Committee**

Workshops included:

1. DivisionConnects Study Update: <https://www.srtc.org/division-street-corridor-study/>

2. Roadways of Significance: chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/viewer.html?pdfurl=https%3A%2F%2Fstatic.spokanecity.org%2Fdocuments%2Fbcc%2Fcommissions%2Fplan-commission%2Ftransportation-subcommittee%2Fmeeting-documents%2F2021%2FRoadways-of-significance-pcts-dec-2021.pdf&cldn=1173752&chunk=true

### **December 8, 2021 PC Meeting via WebEx**

Workshops:

1. Recommendation to City Council regarding LU 1.3 and LU 1.4 of the Comprehensive Plan:

Plan Commission proposes to city council to initiate a review of Comprehensive Plan policies LU 1.3 to and LU 1.4 to facilitate an increase in housing options in the city's residential zones.

2. Docketing Committee—The 3 members of the 2022 docketing committee were selected. They include: Michael Baker, Greg Francis, and Jesse Bank.

3. Phase 1—Residential Development Code Changes:

<https://my.spokanecity.org/business/residential/development-options/>

### **December 17, 2021—Interview Planning Director Candidate**

Two scheduled originally but only one was interviewed.

### **December 22, 2021—Cancelled**

To review all complete minutes documents, etc. for the Spokane Plan Commission, please see <https://my.spokanecity.org/bcc/commissions/plan-commission/>