

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



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

Please bring the following items:
 *Community Assembly Minutes: April 7, 2022



Administrative

<u>Agenda Item</u>	<u>Time</u>	<u>Action</u>	<u>Page</u>
1. Introductions (Facilitator)	3 min (5:30)	Discussion	-
2. Proposed Agenda (Facilitator)	2 min (5:33)	Approve	1
• Including Core Values, Purpose, Rules of Order			
3. Approve/Amend Minutes (Facilitator)	5 min (5:35)	Approve	5

Open Forum

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

5. Office of the Mayor Updates (Mayor Woodward)	20 min (5:50)	Oral Reports	-
6. City Council (Councilmember Cathcart).....	10 min (6:10)	Oral Reports	-
7. Director of Planning Introductions (Spencer Gardner)	10 min (6:20)	Oral Reports	-
8. Shaping Spokane & Short Plat Updates	30 min (6:30)	Presentation	9
(Spencer Gardner & Donna deBit)			
9. Parks Development and Volunteer Committee (DVC)	15 min (7:00)	Oral Reports	-
and Parks DVC Citizen Advisory Committee (DVC-CAC) (Julie Biggerstaff & Lindsey Shaw)			
10. Mighty Networks Ad Hoc Committee (Kathryn Alexander)	15 min (7:15)	Discussion	-
11. Office of Neighborhood Services Update (Carly Cortright)	15 min (7:30)	Oral Reports	-
12. Roundtable Discussion	10 min (7:45)	Open Discussion	-

Other Written Reports

Committee Reports, Agendas, Minutes, etc.

• Administrative Committee	17
• Budget Committee	19
• Building Stronger Neighborhoods Committee (BSN)	21
• Land Use Committee	-
• Liaison Committee	23
• Pedestrian, Traffic, and Transportation Committee (PeTT)	24

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

• Community Housing and Human Services (CHHS) Liaison Report	25
• Design Review Board Liaison Report	-
• Plan Commission Liaison Report	29
• Urban Forestry-Citizen Advisory Committee Representative Report	-
• Housing Action Subcommittee Liaison Report	26
• Plan Commission Transportation Subcommittee Liaison Report	32

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

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

Join WebEx Meeting [Online](#).

Tap to join from a mobile device (attendees only)

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Join from a video system or application

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Community Assembly Core Values and Purpose

CORE PURPOSE:

Provide a vehicle to empower neighborhood councils' participation in government.

BHAG (Big Hairy Audacious Goal):

Become an equal partner in local government.

(This will be further expounded upon in the Vivid Description. What does this mean to you?)

CORE VALUES:

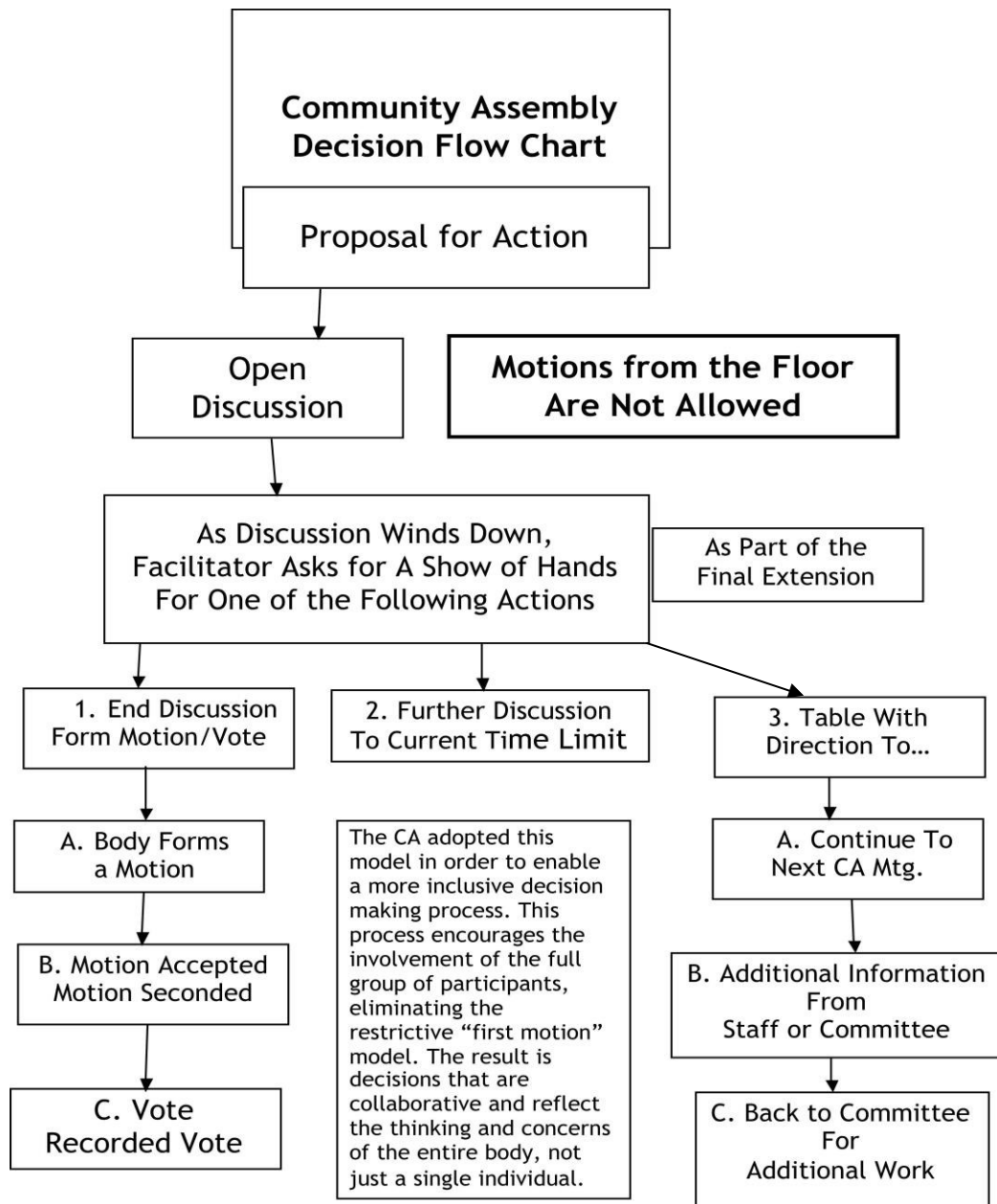
- **Common Good:** Working towards mutual solutions based on diverse and unique perspectives.
- **Alignment:** Bringing together the independent neighborhood councils to act collectively.
- **Initiative:** Being proactive in taking timely, practical action.
- **Balance of Power:** Being a transparent, representative body giving power to citizens' voices.

VIVID DESCRIPTION:

The Community Assembly fulfils 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.



Community Assembly Draft Meeting Minutes

April 7, 2022 via WebEx web conference

Meeting called to order at 5:31pm by Jennifer Cumbie

Attendance:

- **Neighborhood Councils Present:** Audubon/Downriver, Balboa/SIT, Bemiss, Browne's Addition, Chief Garry Park, Cliff/Cannon, East Central, Emerson/Garfield, Five Mile Prairie, Grandview/Thorpe, Latah/Hangman, Lincoln Heights, Logan, Manito/Cannon Hill, North Hill, North Indian Trail, Northwest, Peaceful Valley, Rockwood, Shiloh Hills, Southgate, West Central, Whitman.
- **Neighborhood Councils Absent:** Comstock, Hillyard, Minnehaha, Nevada Heights, Riverside, West Hills
- **City Staff Present:** Carly Cortright (ONS), Gabby Ryan (ONS), Council President Beggs (City Council), Shauna Harshman (City Council)
- **Visitors:** Paul Kropp (Liaison Committee), and Jennifer Cumbie (facilitator), Mike Donahue (Shiloh Hills), Kathy Lang (Design Review Board)

Administrative:

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 Gabby Ryan (CA Admin Committee Liaison) to provide accurate minutes. This request was approved, 17-approve, 2-deny, and 0-abstain.
2. **Propose Agenda:** Kathryn Alexander moved. Greg Francis seconded to approve the agenda. Motion passes with 16-approve, 0-deny, and 1-abstain.
3. **March Minutes:** Kathryn Alexander moved. Greg Francis seconded to approve the March minutes. Motion passes with 16-approve, 0-deny, and 3-abstain.
4. **Open Forum:**
 - **Seth Knutson:** General reminder- WebEx room opens half an hour before meeting, good time to connect with other members. If there are any guests who are non-neighborhood council reps, please identify yourself in chat. Please be patient and polite with staff and facilitator during discussions and in the chat.
 - **Paul Kropp:** Early warning- 2 Liaison positions (Design Review Board, Plan Commission) will be opening later this year. Paul will follow-up after the summer to remind CA of need for nominations.
 - **Mary Winkes:** Happy to renew role as Plan Commission liaison. At beginning of the Plan Commission Report there is a synopsis from Jackie Churchill in the report to review. Proposed comprehensive plan amendments are included in the report and see if there's anything impacting your neighborhood.
 - **Fran Papenleu:** Announcement- Spokane Parks Foundation is having a silent fundraiser at General Store during month of April, portion of proceeds from sales at the General Store will go to the Make-a-Splash program, which provides swimsuits, swim lessons, water safety clinics, and more to children.
 - **Scot Webb:** Millennium Northwest LLC is planning to put a development in the neighborhood, and anytime the neighborhood council requests updates and presentations, they haven't been successful in connecting in their desired way to give feedback to the developers. Scot is requesting that the CA write a letter to support a moratorium on the development until Millennium Northwest LLC meets with the neighborhood council to discuss concerns. They're unsatisfied with current communication between neighborhood and the developers.

Legislative Agenda:

5. **Council President Breean Beggs' Report:**

- New Councilmembers have completed their first quarter in office. New CMs are filling in their roles smoothly.
- City finances are not strong coming out of the pandemic. Reserves are low, and the project costs are high, causing financial strain. Seven open labor contracts that haven't been renewed and the negotiations of those contracts will put additional financial strain for up to 2 years.
- Homelessness: City Council passed/changed many laws regarding homelessness. The Mayor/City has not been able to find enough shelter beds yet, which makes enforcing the homelessness-related laws difficult. The Mayor will be announcing her plan to address homelessness soon (April 27), to explain how the City plans to comply with laws and find more shelter space. New shelter expected to open soon, RFP for shelter operator went out last week.
- Affordable Housing: In June 2021, affordable housing plan was passed. Plan Commission and Planning Department are figuring out ways to implement the plan that was passed.
- Climate change: Snow melt and water levels are concerning, worried about water needs in the late summer. \$13 million tank being built in Airway Heights now. Observing drought responses. Might need to build multi-million dollar infrastructure to address. The wells that the city pumps water from has a significant impact on the river's water levels.
- \$80 million ARPA funding: Trying to get the money approved and into the community. Housing, childcare, first-time home buyers, parks, mental health, apprentice training are some of the focus areas of where that funding will go.

6. Traffic Calming Updates (Shauna Harshman):

- Flier is in the packet about the upcoming workshops.
- Annie Deasy sent an email out about the Cycle 10 projects that the TC Subcommittee approved. These will go up for briefing at Urban Experience Committee and approval at City Council.
- 3 new speed radar cameras will be going into District 2 around schools.
- State Legislator approved desire to put speed cameras around hospitals and parks. Council President Beggs will be accepting feedback on areas that need the speed radar cameras.
- City Council office and ONS have worked to relaunch the neighborhood street mural program. Looking to roll out a 3 year pilot program to install murals in the community, working with Spokane Arts.
- District-Wide Informational Workshops: The chance for neighborhoods to come together and share big picture ideas on how to address traffic concerns in their community. Interactive piece in the workshop for residents to give feedback on traffic calming ideas. *District 1: May 25 (5:30-7pm) at Northeast Community Center; District 2: May 26 (5:30-7pm) at Dr. Martin Luther King Jr. Outreach Center at East Central Community Center; District 3: May 31 (5:30-7pm) at West Central Community Center.*
- Additional workshops (finalized dates to be announced later, June-August) will continue in the summer. 2-4 neighborhoods at each of the summer workshops, and this will give those neighborhoods the opportunity to dig deep into what connectivity, safety, and traffic needs/concerns are. These workshops will create a list of the top 3-5 issues those neighborhoods face. Engineers will then take those lists, analyze them, and come back to the neighborhoods with their proposed solutions. Neighborhoods will have the opportunity to give feedback to the engineers in the workshops. Then finalized ideas will go through the process of collecting all of the details of proposed projects, the money needed to make them happen, and any other details. The results will be a solidified 4-year proposed project list of traffic calming projects.

- Concerns about the list being built out for multi-years: There is still room to amend the list of project ideas should urgent traffic needs arise.

7. Plan Commission Transportation Subcommittee (PCTS) Liaison Presentation (Charles Hansen):

- PCTS was formed in 2014, the committee is represented by many members including local, state and federal agencies in addition to citizens and school representatives.
- The matrixes in the agenda packets show the determination process behind how they determine which projects make the most sense to implement and add to the 6 year plan.
- The longer Street Reconciliation Sheet shows the estimated costs of projects.
- The shorter Street Reconciliation Sheet shows the projects expected to take place this year.

8. Mighty Networks Ad Hoc Committee (Kathryn Alexander):

- Please read the report that the ad hoc committee put together regarding the Mighty Networks platform. They are recommending that CA invests in the platform.
- Kathryn wants CA members to vote on this in the May CA meeting, please review the portion of the report that mentions the pricing/subscription details.
- Email questions to Kathryn Alexander, or ask them in May's CA meeting.
- Lots of questions about what the platform looks like for CA & Neighborhood Councils. There is a demo that can be viewed (link in report) to see what the platform is like.
- This platform is not subject to public records requests, so information requests would have to be approved.
- Concerns voiced about neighborhood capacity to adopt a new platform, in addition to paying for a new platform. There is likely enough Community Engagement Grant funds.

9. Policies & Procedures Adoption (Daniel Zapotocky):

- Final version of P&P is in agenda packet
- **VOTE:** "Motion: Approve 2022 Policy and Procedures as presented." Tina Luerssen moved to vote, Daniel Zapotocky seconded. Motion passes with 22-approve, 0-deny, and 1-abstain.

10. Committee Goal Approvals (Seth Knutson):

- Budget, Building Stronger Neighborhoods, Land Use and Liaison Committees' 2022 Goals are up for approval, located in agenda packet.
- Jokes shared in meeting, requested for inclusion in minutes by Daniel:
 - *What does a frog use to get high? Seaweed!*
 - *What's the difference between a cat and a frog? A cat has 9 lives but a frog croaks every night!*
 - *Why did the scarecrow win an award? He was outstanding in his field!*
- **VOTE:** "Motion: Accept 2022 Committee Goals for Budget, Building Stronger Neighborhoods, Land Use, and Liaison Committees." Greg Francis moved, Tina Luerssen seconded. Motion passes with 21-approve, 0-deny, and 1-abstain.

11. Administrative Committee Updates (Seth Knutson):

- Community Assembly/City Council (CA/CC) Meeting Recap: Started with one of CM Stratton's jokes. They discussed the potential of a homeless shelter on Trent. Vehicles were purchased for the police department (35 vehicles). Relations between developers and neighborhoods were brought up, CP

Beggs will follow-up. Four more traffic officers plan to join the force. Speed radar cameras were discussed as they were in this meeting. 50% of the red light camera money goes to the state, and the other 50% goes to City but realistically leaves us only 25% of the funds to work with. Presence at City Council meetings was brought up.

- Presence at City Council meetings: Fran brought up that presence at the City Council meeting was often issue-based, when there was strong support for some large issue that the CA and NCs wanted to bring to City Council. Then a CA rep would be designated as the guest to bring forth that topic at the City Council meeting.
- In-Person Meeting Discussion: The City Council Briefing Chambers seem to be the best location, but continued construction makes parking downtown difficult. Other locations voiced concern over hybrid capabilities. A return to in-person only meetings would mean lack of access for virtual meetings. Admin plans to continue the CA meeting being hosted virtually on WebEx in May.

12. Office of Neighborhood Services Update (Carly Cortright):

- Carly will send out an email on Monday to the neighborhoods about the Administration's desire to have a presence at the neighborhood council meetings. Administrative guests at the neighborhood council meetings would like 5-10 minutes on the NC agendas to introduce themselves or give a small presentation.
- EMS/Fire Levy coming up, the information regarding it is in the packet. Ballots should be arriving in mailboxes; they have been doing presentations at NC meetings.
- Annica's last day was April 1. We are short-staffed with CPC positions in ONS. Could be July until we have someone hired in the empty role.
- Clean-Up Program: Events were finalized! There are still some fall openings for roll-off events.
- Mobile Speed Feedback Trailers: Annie is working on finalizing the schedule for trailer placement. C.O.P.S. Volunteers will be helping us place trailers as well. Traffic Calming resolution is briefed to Urban Experience Committee next week, will go to City Council vote around end of month.
- Spokane Gives is this month, City is promoting volunteer opportunities, please visit the link to view open opportunities: www.spokanecity.galaxydigital.com

13. Roundtable Discussion:

- **Fran Papenleur:** Video Library link: <https://my.spokanecity.org/neighborhoods/resources/videos/>
- **Dale Walker:** New shelter location on Trent expected. Chief Garry Park already has some shelters in their neighborhood, and the nonprofits in the past have worked really well to establish a good relationship with the neighborhood beforehand. They hoped that the City would encourage the same strong relationship between the neighborhood and nonprofit who will manage the shelter. They were grateful for their Councilmembers meeting with the neighborhood to voice concerns. Working on a Good Neighbor Agreement. Wanted to say thank you for the work put in to involve the neighborhood on the process of putting a new shelter in.
- **Meeting Adjourned at 7:16pm.**
- Next Community Assembly scheduled for **Thursday, May 5, 2021**

Neighborhood Notification

Last updated 4.8.22



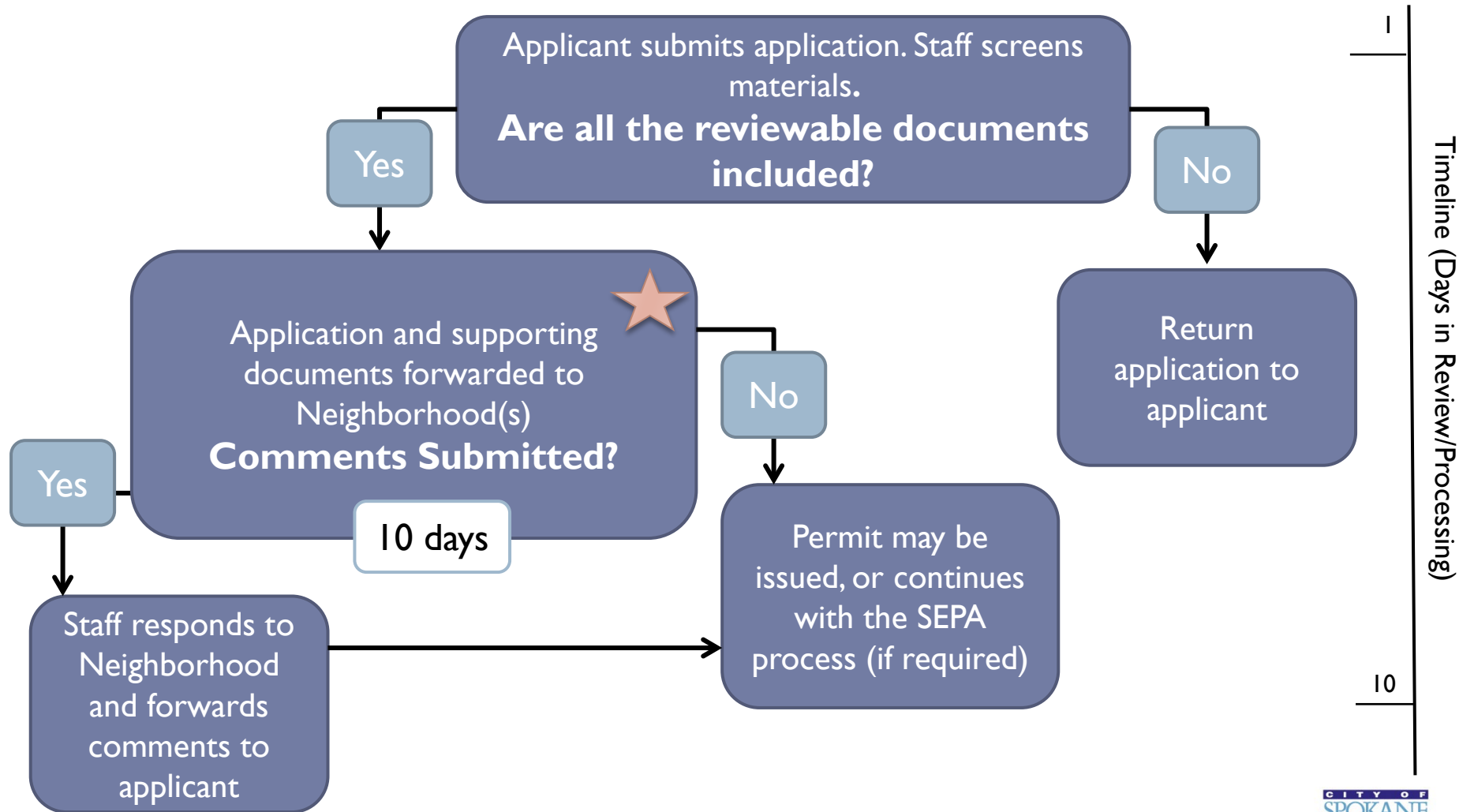
Neighborhood Notification

- ▶ Neighborhood Chairs and Community Assembly Representatives will receive Notice of Application for the following types of applications:
 - ▶ Demolition Permits
 - ▶ Type I Permits w/ SEPA
 - ▶ Type II Permits
 - ▶ Type III Permits

*See Table 17G.060-3 for a list of specific applications included.

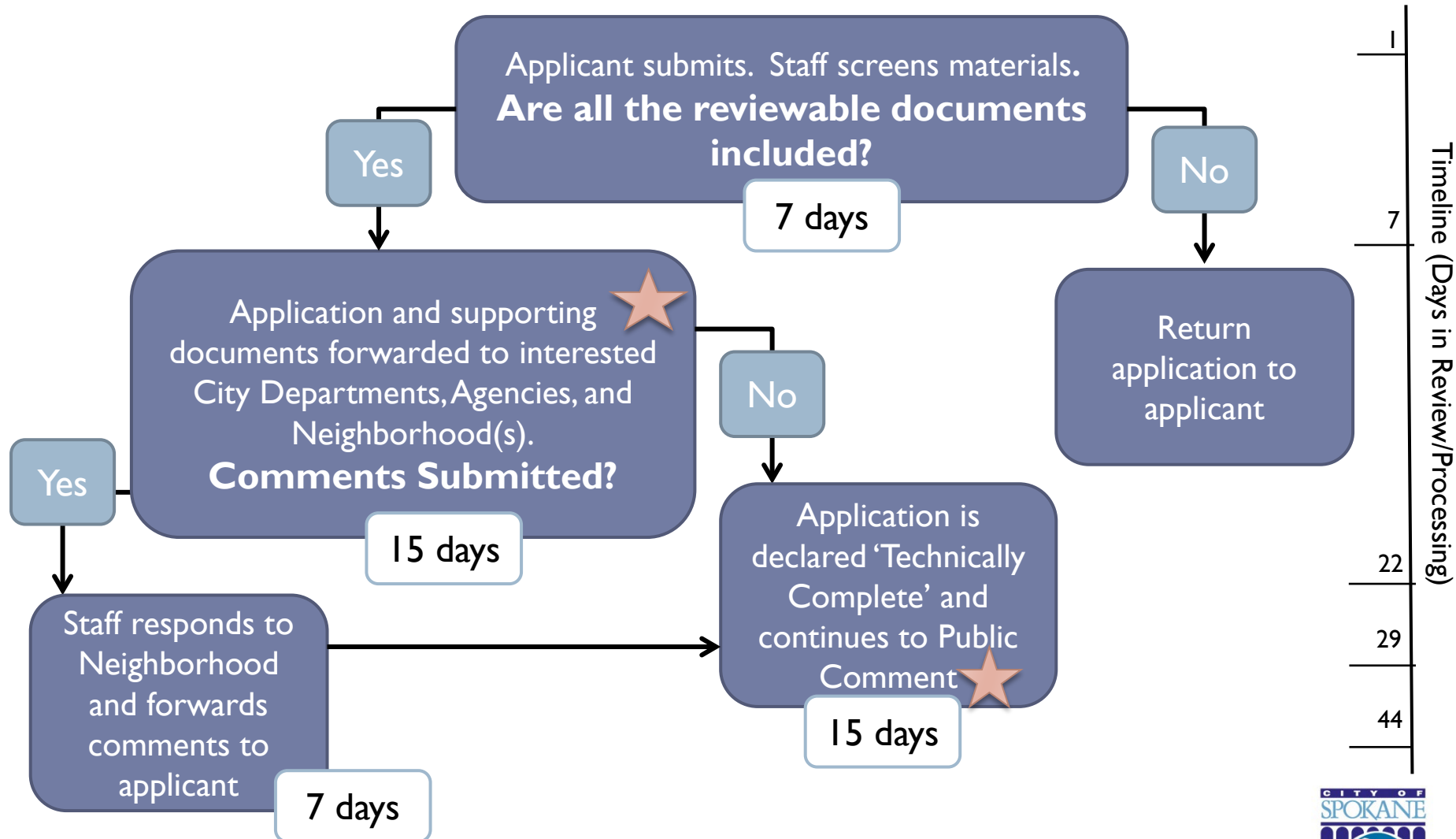


Demolition Permit Notification Process



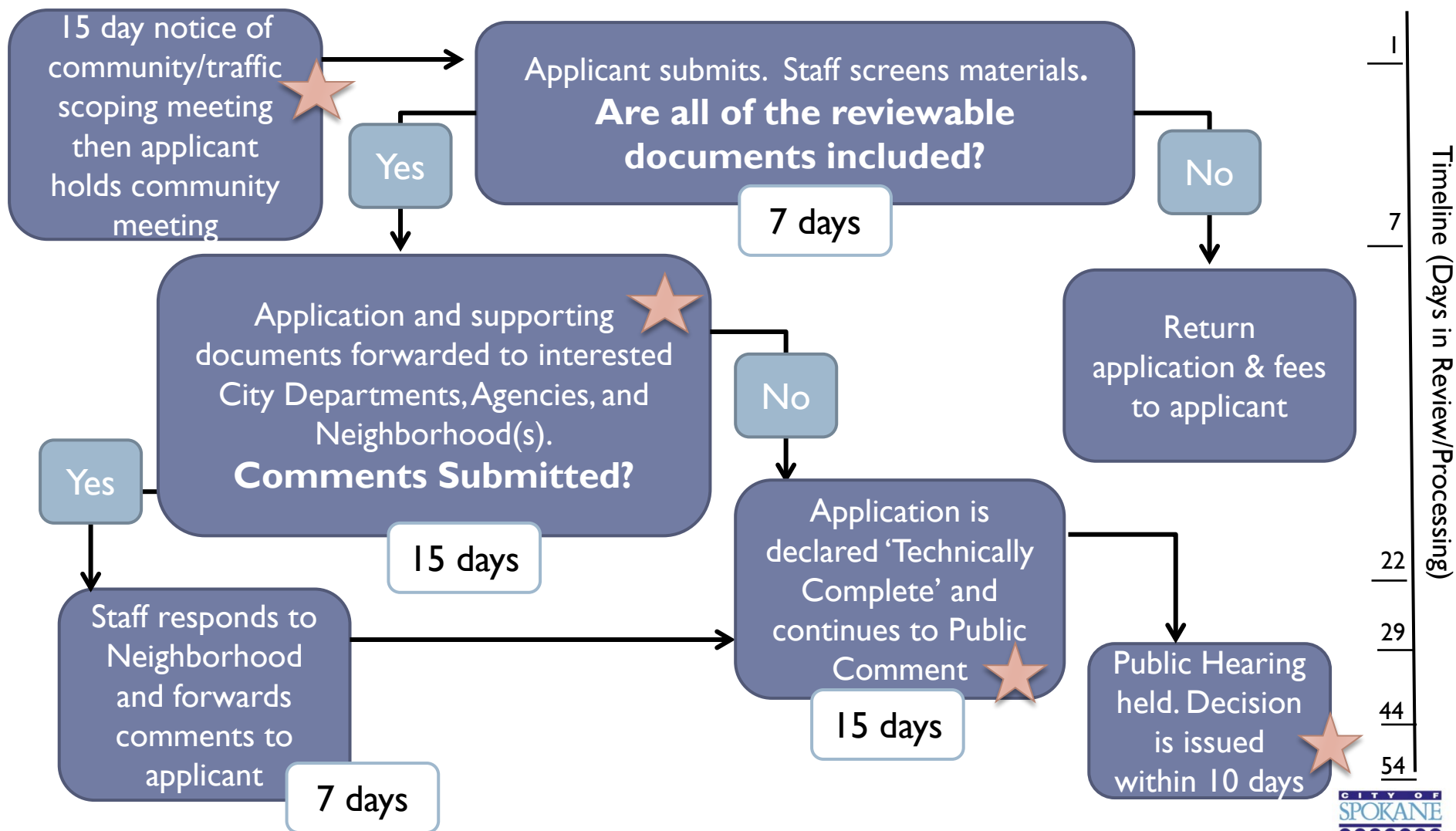
★ Indicates stages when Neighborhoods can provide comments

Type II Application Notification Process



★ Indicates stages when Neighborhoods can provide comments

Type III Application Notification Process



★ Indicates stages when Neighborhoods can provide comments

Neighborhood Council Responsibility

▶ Research

- ▶ All City Project List - My.spokanecity.org/projects
- ▶ Citizen Access Online (view online records) – aca.spokanepermits.org

▶ Commenting on a Project

- ▶ Comments should be consolidated and submitted as one voice and forwarded to the staff contact through the Neighborhood Chair.
- ▶ Comments need to relate to decision criteria, evidence, information from studies, etc.

▶ Keep Neighborhood Contacts Current



Pre-Application

Pre-Development Meetings

▶ Departments represented:

- Planning
- Building
- Fire
- Engineering
- Streets/Traffic
- Water/Sewer
- Urban Forestry
- Health Department (if applicable)

- ▶ Provides the applicant with City, County, and State regulatory requirements, the application process, and procedural submission requirements
- ▶ The comprehensive set of notes are available to the public through Citizen Access Online.
- ▶ Pre-Development meetings are not project approvals



Contact Information

- ▶ Development Services Center
 - ▶ City Hall 3rd Floor – 8am-5pm
- ▶ Planning | 625-6188
- ▶ Building | 625-6114
- ▶ General Questions | 625-6300

***DRAFT* Meeting Notes for the Community Assembly Administrative Committee.**

April 26th, 2022. 12pm via Zoom web conference

Attendees: Committee members: Seth Knutson (Chair), Tina Luerssen (Secretary), Mark Davies, Christopher Savage (Vice Chair), Cliff Winger. City Staff: Carly Cortright, Gabby Ryan. Guest: Paul Kropp (Liaison Committee).

Minutes approval: March 29th meeting notes approved by consensus.

Agenda Requests:

Mayor Woodward (20 minutes). State of the City address coming soon.

Shaping Spokane update, Short Plat changes (Donna DeBit) and Planning Director intro (Spencer Gardner) 30 minutes. Neighborhood comment process update. Split into 2 agenda items: Director intro for 10 minutes, then Shaping Spokane and Short Plat changes for 30 minutes. Request to keep presentations short and allow plenty of time for Q&A/discussion.

Development and Volunteer Committee and DVC's Citizen Advisory Committee (15 min)

MightyNetworks (Kathryn). Not ready for vote yet, but would be good to have more discussion

ONS update: Mayor's cabinet coming to NC meetings. Clean-Up Program committee, standardizing postcards. Traffic Calming update. 15 minutes.

Proposed Agenda for CA 5/5/22. Approved by consensus.

Mayors Update (Mayor Woodward). 20 minutes.

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

Planning Department Director Introduction (Spencer Gardner). 10 minutes.

Shaping Spokane and Short Plat Updates (Spencer Gardner & Donna DeBit). 30 minutes.

Parks Development and Volunteer Committee (DVC) & Parks DVC Citizen Advisory Committee (DVC-CAC) liaison presentations (Julie Biggerstaff & Lindsey Shaw). 15 minutes.

Mighty Networks Ad Hoc Committee (Kathryn Alexander). 15 minutes.

Neighborhood Services Update (Carly Cortright). 15 minutes.

Roundtable. 10 minutes.

Topics for next Admin Committee meeting. Tuesday, May 24th, 2022: Discussion of hybrid meetings? June 30th next CA/CC meeting. Mighty Networks. GU Pacific Northwest Mosaic (storytelling website)—Kristine Hoover 15 minutes. Budget Committee update.

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

DRAFT

DRAFT Community Assembly Committee Meeting Notes: Budget Committee
4/25/22 7:00pm, virtual via Zoom and in-person at The Woman's Club of Spokane

Members present at The Woman's Club: Ken Cruz (Chair: West Central), Tina Luerssen (Secretary: Grandview-Thorpe), Gail Cropper (Vice Chair: Northwest), Scot Webb (North Hill). Present virtually on Zoom: Gabby Ryan (ONS), Kelly Lotze (Browne's Addition).

Agenda:

1. Meeting notes from 3/28/22 approved by consensus.
2. Submitted applications:
 - a. Browne's Addition—summer concert series. Requesting flyers and band fees. BANC should include NC contact info on flyer. **Committee approval as submitted.**
 - b. North Indian Trail—summer concert. Requesting Zoom and band fees. There is no documentation or details for their Alternate Request of printing. Gail will touch base with Jeanine to clarify before we approve.
 - c. Chief Garry Park—welcome bags. Requesting Zoom, printed bags and copies to stuff bags. **Committee approval as submitted.**
 - d. Cliff-Cannon has been in contact about door hangers.
 - e. Lincoln Heights has been in contact about banners.
 - f. Shiloh Hills has been in contact about A-frame signs.
 - g. Whitman has been in contact about events; Legal determined that CE Grant funds can NOT be used to purchase event insurance.
 - h. Rockwood has been in contact about a Neighbor Day event/ice cream social.
 - i. Balboa/South Indian Trail has been in contact about corrugated yard signs encouraging NC participation on one side, and traffic calming on the other side.
3. If any NCs are requesting graphic design work, Gabby will try to provide some assistance as an alternative to what Reprographics might put together.
4. Scot has been elected as Chair of North Hill NC, and will be relinquishing his CA Rep title. He intends to stay involved with this committee through the end of 2022, but likely will be looking to leave the committee next year. We will need to drum up some more CA participation for this committee, as Tina and Kelly both term out at the end of 2022 as well. Suggestion to reach out to NC Budget Coordinators, as committee members don't need to be CA Reps.
5. Committee members should reach out to our liaison NCs if they haven't been in touch yet, to offer assistance with ideas or application help.
6. Next Budget Committee meeting is scheduled for Monday, May 23rd at 7pm at Woman's Club of Spokane. (Benefit Announcement: Saturday May 14th Elvis Tribute show with catering from Charley's, \$45 to benefit Hope House. Doors open 6:30pm, show begins at 7:30pm.) Agenda topics: Review/discuss submitted Grant applications. Tina will bring a laptop to log on to Zoom in case anybody wants to log in remotely for questions/comments about their application.
7. Meeting adjourned at 7:38pm.

DRAFT

2022 Budget Committee Liaisons:

Scot Webb, (509) 499-8631, scotwebb@gmail.com: Lincoln Heights, Manito/Cannon Hill, Rockwood, Whitman, North Hill

Ken Cruz, (509) 413-3430, stratosphere648@gmail.com: Bemiss, East Central, Logan, Emerson/Garfield, Peaceful Valley, West Central

Gail Cropper, (509) 995-6304, glcropper@yahoo.com: Balboa/SIT, Northwest, Five Mile, Minnehaha, Southgate, North Indian Trail

Tina Luerssen, (509) 844-3299, macluerssen@gmail.com: Cliff-Cannon, Latah/Hangman, Riverside, West Hills, Grandview/Thorpe, Comstock

Kelly Lotze, (509) 954-0104, kellylotze@gmail.com: Audubon/Downriver, Chief Garry Park, Hillyard, Nevada Heights, Shiloh Hills, Browne's Addition.

DRAFT

DRAFT Community Assembly Committee: Building Stronger Neighborhoods
4/25/2022 12:00PM virtually on Zoom and at Shadle Library.

Present at Shadle Library: Fran Papenleur (Chair: Audubon-Downriver), Dave Lucas (Vice Chair: Rockwood), MaryLou Sproul (Browne's Addition), Kelly Lotze (Browne's Addition). Present on Zoom: Tina Luerksen (Secretary: Grandview/Thorpe), Gail Cropper (Northwest), Kathryn Alexander (Bemiss), Mike Gifford (West Hills). ONS staff: Gabby Ryan. mshkg@hotmail.com

1. Committee Housekeeping: March meeting notes approved by consensus.
2. Mighty Networks: Kathryn reported that there is a CA ad-hoc committee working on this. Kris Neely (Southgate) put together a very detailed report in the April CA packet about the program. The committee is hoping for an approval vote from CA, and then the network would need to be named (i.e. Spokane Neighborhoods). Kathryn has offered to be the initial setup person, and would need NCs to volunteer to start using the program. Tina asked if the vote could be pushed out to June, allowing NCs more time to discuss the program and get volunteers to organize. This also allows Budget Committee to have a clearer idea of funds available. The committee watched the short demo video on the website: www.mightynetworks.com. The demo video doesn't showcase a lot of the features that we would use.
3. Leadership Training update: Working With Difficult People is the next discussion/class topic. Class members are getting involved and reaching out to NCs.
4. Neighborhood Services update: Gabby gave an update on the department, other staff are picking up Annica's NCs to visit. Last week ONS did a community outreach training. Traffic Calming workshops are being scheduled out, with ONS staff at those workshops. This is the final week of Spokane Gives. Service projects are smaller groups, partnering with Downtown Spokane Partnership. Graffiti cleanups, trash cleanups are happening this week. For clean-up events, Carly and Cendy are going to be the contacts for postcards. Only 3 NCs have submitted CE Grant applications so far. The Mayor is presenting her State of the City soon, and will be presenting on working with local business districts. Gabby has developed surveys to send to NCs and business districts to gauge relationships between NCs and BDs in their area. Colleen Gardner did a video on this relationship for the GU Leadership Training video library.
5. Committee Work Plan:
 - o Online Toolkit: a lot of this is outdated. Fran met with Pia Hallenberg (Riverside) and Pia offered to review the media section.
 - o CA Handbook: this also needs updating, and Tina suggested removing the Committee P&Ps and just referencing the website for these documents; including just the committee mission statements. The body of the Handbook also includes a brief description of each committee. The acronyms list is also outdated, and needs new programs to be added in. This project can be worked on virtually with redlining/editing. Track Changes is a tool that can be used for these edits. We also have a BSN Slack page that can be used as well. Kelly offered to update the invitations to committee members.
6. Neighborhood Outreach:

DRAFT

- Summer events/publicity: Fran suggested that BSN not meet regularly over the summer, but continue to do committee work on our own time/virtually. Brian Walker in City Communications will be coming to our May committee meeting to talk with the committee about developing communications. NCs that are planning any type of event (National Night Out, movie night, concert, etc) can use this information to help promote their events.
 - 1. In lieu of summer BSN meetings, discussion of District Socials each month, to try and gather NC leaders for in-person discussion and collaboration. Possibly on a summer evening at a park, one District each in June, July and August. Kathryn mentioned that Minnehaha and Nevada Heights need assistance.
 - NCDP: Not ready for an update yet, CA/CD committee is in conversation with George Dahl in CHHS. The program is being re-tooled.
 - Mike Gifford spoke about West Hills NC, they have seen a lot of property crime which Chair Karen Carlberg spoke about at City Council recently. They're encouraging neighbors to report all criminal activity to create "hot spots" for the NRO and SPD.
 - Gail Cropper spoke about Northwest NC, they don't have a lot of participation. Annual membership meeting will be next month. Fran suggested that at the Shadle concert on June 30th, they can help to promote the NWNC and try to raise awareness.
7. Topics for May 23rd meeting:
- 2022 Committee Work Plan Progress Report
 - ONS and Leadership Training updates
 - NC Publicity – Brian Walker
 - Summer schedule

Next meeting: Next regular meeting will be at 12:00 on Monday, May 23rd, 2022.
Location: Virtually on Zoom, and in-person at Shadle Library as well. BSN will not meet in June, July or August.

Draft Minutes – CA Liaison Committee Meeting - April 12,2022

Location: Liberty Park Library and Zoom

This was a hybrid meeting thanks to the room facilities at the new Liberty Park Library.

Present: Paul Kropp, Southgate, Chair; Bonnie McInnis, West Central; Susan Burns, Peaceful Valley; Andy Hoye, Southgate, Recorder; Randy McGlenn, East Central, guest; Carly Cortright, ONS, guest; Annie Deasy, ONS

Meeting Called to Order – 2:05PM -- Randy was thanked for use of his Owl 360 Conference Room camera system to help us conduct and demonstrate a hybrid in-person and remote Zoom meeting.

Moved, Seconded, Carried: Approve March meeting draft minutes.

Reviewed Attendance Records (maintained by the chair). Noted: no DRB meetings scheduled in January, February, or March – Liaison member's absence in December 2021 was excused. Urban Forestry Citizen Advisory Committee meeting this month noted to be on a field trip to Camp Sekani.

Next up in the rotation of liaison/representatives at the May CA meeting will be from the Park Board Development and Citizen Advisory committees.

There will be no liaison/representative “check-in” meeting with the committee this month because we did both CTAB and PCTS last month. – Paul will review who is next for a check-in.

Carly Cortright reviewed with us options for the permanent storage of key committee documents per the 2021 MOU with the Community Assembly:

Option 1 is to use the ONS private dedicated City-owned “shared folder” which would require a City staff person to perform all uploads and downloads.

Option 2 is a Microsoft “One-Drive” folder which offers less security (a “link” to the main folder is shared but with no password protection provided). This option was approved by consensus of the committee members.

Paul will confirm and establish the “folder structure” which we reviewed, as follows:

1) Committee meeting minutes, 2) Attendance Record Table, 3) Term of Service Table, 4) Position Profiles, 5) Nomination and Selection Records, 6) Nomination Revocation review meeting records, 7) Committee Policies and Procedures, 8) Annual Goals

Annie will set up the One-Drive folder soon.

We reviewed the room amenities and the integrated Owl camera and microphone system, noting that the library's meeting room opens only at the time requested, not before.

We discussed the Housing Action Subcommittee and the challenges in understanding the structure, membership terms, etc.

Meeting adjourned at 2:50PM

Respectfully Submitted, Andy Hoye, Recorder

(Draft language adjusted and supplemented by the chair)

Pedestrian Traffic and Transportation Committee

Project Review

The following projects were discussed at the April meeting:

- Cook Street 15th – 17th
 - Needs sidewalk infill
 - This area is adjacent to a school
- Tekoa et al. (South Hill)
 - Need clarification as to the scope of the project
- Rebecca and Cleaveland et al.
 - Also needs clarification on the scope of the project
- Boone (near Spokane river East of Avista)
 - Could use sidewalk infill
 - Need to check for vegetation obscuring signs

This was the first iteration of reviewing projects. Unfortunately, my GIS maps were not working to provide the proper detail. I am working to get that corrected or trained on how to locate that information properly.

Recommendations

Since this was our first time reviewing projects, we are not making any formal recommendations at this time. I have collected feedback from the committee for future reports from CTAB.

Other Notes

It is my intention as chair of this committee to increase communication amongst the various transportation related entities. Ultimately, I anticipate the committee to be the communication hub for all transportation related projects for all of the neighborhoods in the city. As a product of our discussions, we will provide feedback and recommendations on projects from the neighborhood's perspective with an emphasis on multi-modal priorities. This report will evolve as I settle in to this position and fine tune the reporting of this committee to the CA and appreciate any suggestions going forward.



Randy McGlenn II
Pedestrian Traffic and Transportation Committee Chair

Community Health and Human Services (CHHS) Board Liaison Report

April 6, 2022 by Kathryn alexander

Mayors Concerns:

1. Emergency housing
2. New buyers ability to own
3. Providing services
4. Transparency
5. Establishing inventory
6. Accountability, including getting people to accept services

The city is collaborating with Empire Health

Inter bridging to avoid burnout

Cannon is full with the same people needing services

Monroe is building relationships with landlords

The Affordable Housing Committee did not recommend funding VOA

Concerns:

No Davis/Bacon at the start

Operations end June 23rd

Longevity concerns – is program renewable?

Concerns about operational costs

CHHC Board voted to return the application to Affordable Housing to get their questions answered and then re-recommend.

New members are needed on the RFP Committee

City Counsel Person J Bingle

ARPA increased 1.2 for mobile medical clinics

1.5 for housing permit fees

3.5 for operating homeless shelters

2 for the city

4.3 for Hud continuum of care downtown/rehousing

1.5 for VOA and Catholic Charities

Hiring for outreach

Directors Report

More money is coming from Commerce, the RFP Committee will allocate

Working with the continuum of care

Involved in a two-month process working with various boards to form a regional approach
Still staffing two programs and looking for senior management
Jenn is also looking at centralizing grants and hiring an attorney assistant to help with grants, replacing Kelsey Martin
Shelter RFP was closed and will reopen at the end of April – there were three applicants.
HOPE House is near its June 30 end of funding, it will need additional HUD and gap funding
Emergency shelters funding has ended – it has been very hard to hire people as the average wage is \$16 hour and Dairy Queen is \$17

CHHS welcomes two new board members: Barbara Lee, Karen Ssebanakitta.

CHHS will become hybrid in June allowing for both local and distant participation.

CHHS is beginning planning for the retreat.

Housing Action Sub-Committee Liaison Report April 21, 2022

Submitted by Kathryn Alexander

Spenser Gardner -Director of Planning

Under consideration:

Short plat zoning

Zoning of duplexes and townhouses

ADU (Alternative dwelling units) issues on May 11

3 year owner occupancy

Owners live on site?

Ben suggested a letter of support, the letter needs to happen by June 19

Working Group Reports

Increase Housing – We developed a spreadsheet for clarity on scope, investigating derelict homes – Mat Folsom

Preserve Affordability – We are developing clarity on our scope, suggesting a renter’s commission on the Community Assembly, and are exploring a tenant’s ability to own their rented home if it becomes available.

Equitable Access - We are reviewing NOFA and Centers and Corridors as keeping homes affordable pushes height, how can we leverage partnerships?

Future Meeting Planning

- Need to get more staff engaged
- Need to get information before hand
- Love to hear from subject matter experts
- Help Working Groups have a better understanding of the processes involved

Funding

- How to address the 50% gap
- Get a Glossary to define categories
- Target immigrants and match targets with priorities.
- Translate documents as needed
- Create a matrix for scoring RFPs
- Design an RFP for multi-family housing and add new needs

Suggesting a 4 hour, Saturday HAS reframing with staff and subject matter experts attending so that HAS can start afresh.

Housing Action Sub-Committee Working Group Liaison Report April 28, 2022

Submitted by Kathryn Alexander

Preserve Housing

- 1590 RFP was put out today and there will be a study session for City Council members
- We had questions about what other cities and country’s are doing as they seem to have moratoriums on out of country investing, but in Washington on the state can decide that.

We feel that business licenses might be used to control out of state/county investors, but the Landlords are not in favor.

We feel owners need to notify tenants of intents to sell.

Avista might help with a renter's list, as might the fire department and Code Enforcement

Plan Commission (PC) Liaison Report

Community Assembly Report, May 3, 2022

Filed by Mary M. Winkes, CA Liaison to the Plan Commission and Vice-Chair, PC Transportation Subcommittee

April 5, 2022 PC Transportation Subcommittee (PCTS) Meeting via WebEx

Workshops:

2023-2028 Comprehensive Street Program consistency matrix scoring.

Staff presented a draft assessment of new projects being brought into the 2023 – 2028 Six-Year Comprehensive Street Program. The assessment includes a review of each project for consistency with the comprehensive plan, particularly the transportation chapter. There was a recommendation made to support the Plan and send it forward to the Plan Commission.

Questions regarding Land Use changes: What impacts will land use changes have on transportation? Colin Quinn-Hurst made a presentation regarding this topic.

The Subcommittee decided to ask the city to amend the subcommittee procedures to include city council staff as required to inform the subcommittee regarding connectivity.

April 13, 2022 PC Meeting via WebEx

Workshops

1. 2023-2028 Six-year Comp. Street Program draft: new projects and comp plan consistency

Recommended to the City Council for passage.

2. Continued Phase 1- Residential Development Code Changes – Return to ADUs—See below (April 27) for additional information.

Hearings:

1. Transit Oriented Development Framework—action plan

<https://my.spokanecity.org/projects/transit-oriented-development-study/>

2. Design Guidelines Update, City Wide, Skywalks, Public Projects

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

Both items were recommended to City Council. There were no comments from the general public on either topic.

April 21, 2020, Joint City Council Plan Commission meeting (hybrid)

During the discussion, the neighborhood plans still to be developed were mentioned, and I offered, as I have before, to do whatever I could to aid in the process of completing these plans.

April 27, 2022 PC Meeting via WebEx

Workshops:

1. Continued Phase 1 – Residential Development Code Changes – Short Plat Processes and notification SMC 17G.060, SMC 17G.080 and

2. Continued Phase 1 – Residential Development Code Changes and Additions – Townhouses/Duplexes/Design Standards/Density rounding SMC 17C.110

- Hearing Items: Staff will briefly detail the draft codes concerning Accessory Dwelling Units (ADUs), Lot Size Transitions, and Short Plat Notification which are scheduled for public hearing on May 11, 2022. Further refinements to code language following the April 13th workshop will be highlighted for Short Plat Notification.

- o New text has been added in 17C.300.130(A)(1) that permits an ADU as accessory to the principal structure in the RTF, RMF, and RHD zones. This aligns with DUP2 to permit an ADU on a lot with a duplex.

- o The agenda packet includes two options for short plat notification. Option 17G.1 is the draft presented at the January 12 and April 13 workshops, with two-lot short plats requiring no notice, and short plats of three or more lots having a mailed notice only.

- o Option 17G.2 aligns draft notification text with proposed changes to short plat application processing that are still being finalized. A two-lot short plat with minor engineering review requires no notice, and a short plat that requires standard engineering review for improvements such as water, sewer, or right-of-way requires a mailed notice similar to the three to nine lot notification under Option 17G-1.*

- Single-Family Residential Development: Discussion of proposed and revised design standards that would address topics that currently affect development on narrow lots (less than 40 feet) and other housing types, to address the pedestrian environment and neighborhood character. Such topics include front finish details, street front entrance, and minimum front window coverage.

- Attached Housing (Townhouses) and Duplexes: The draft text encompasses design standards applicable to duplexes and attached homes, follow the same draft menu of options as those for detached single-family development. Provisions include incentives for small townhouses, additional allowed areas for duplexes, proposed front yard setback exceptions for porch projections, a minimum required outdoor area for duplexes, and new text to diversify the menu of options for architectural elements on a building.

*On short plats (2), notice will be given to relevant agencies which will include affected neighborhood councils, so that the councils will have the opportunity to notice people within the neighborhood.

3. Discussion on creation of a Housing Work Group, a subcommittee of Plan Commission

Beginning May 25, there will be a Subcommittee on Housing meeting 45 minutes before the Plan Commission meets at 2 p.m. The Subcommittee meeting will be noticed, just as the Plan Commission is.

Spokane Plan Commission Transportation Subcommittee Report

The PCTS board met on Webex on April 5, 2022.

First item was the 2023-2028 Six Year Comprehensive Street Plan which I added to the April CA Packet. We voted it on to the Plan Commission and eventually it will go to City Council. So will all the items on this Six Year Plan be constructed as planned? Depends on funding.

Second item was a quick presentation on Land Use Transportation Policies.

Our May 3, 2022 PCTS Meeting will have a presentation on the \$300,000 TIB Street Grant the city received. How should it be used, to benefit Spokane pedestrians?

Charles Hansen
PCTS Liaison