

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



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

Please bring the following items:
 *Community Assembly Minutes: September 1, 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. City Council (Council Member Stratton)	15 min (5:50)	Oral Reports	-
6. Spokane Police Department New Patrol Configuration (SPD Rep.)	30 min (6:05)	Presentation	-
7. Design Review Board and Future Liaison Recruitment (Paul Kropp).....	15 min (6:35)	Discussion	10
8. Reappointment of Plan Commission Liaison (Paul Kropp)	5 min (6:50)	Vote	17
9. CA Retreat (Tina Luerssen)	15 min (6:55)	Discussion	18
10. Admin Nominating Committee (Seth/Tina)	5 min (7:10)	Oral Reports	-
11. Admin Report: CA/CC Recap., Policies and Procedures (Tina)	10 min (7:15)	Open Discussion	-
12. Roundtable Discussion	10 min (7:25)	Open Discussion	-

Other Written Reports

Committee Reports, Agendas, Minutes, etc.

• Administrative Committee.....	20
• Budget Committee.....	-
• Building Stronger Neighborhoods Committee (BSN).....	22
• Land Use Committee.....	25
• Liaison Committee.....	27
• Pedestrian, Traffic, and Transportation Committee (PeTT).....	28

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

• Community Housing and Human Services (CHHS) Liaison Report.....	31
• Design Review Board Liaison Report	-
• Plan Commission Liaison Report.....	32
• Urban Forestry-Citizen Advisory Committee Representative Report	36
• Housing Action Subcommittee Liaison Report	-
• Plan Commission Transportation Subcommittee Liaison Report.....	-
• Park Board Development and Volunteer Committee Representative Reports.....	37

** 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.”

When it's time, join the Webex meeting here.

Join from the meeting link:

<https://spokanecity.webex.com/spokanecity/j.php?MTID=m6bb67dcbb93d6553d7d013823874c84c>

Join by meeting number:

Meeting number (access code): 2480 804 3880

Meeting password: neighborhoods

Tap to join from a mobile device (attendees only)

[+1-408-418-9388](tel:+14084189388),,24808043880## United States Toll

Join by phone

+1-408-418-9388 United States Toll

[Global call-in numbers](#)

Join from a video system or application

Dial [24808043880@spokanecity.webex.com](tel:24808043880@spokanecity.webex.com)

You can also dial 173.243.2.68 and enter your meeting number.

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

Community Assembly Core Values and Purpose

CORE PURPOSE:

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

BHAG (Big Hairy Audacious Goal):

Become an equal partner in local government.

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

CORE VALUES:

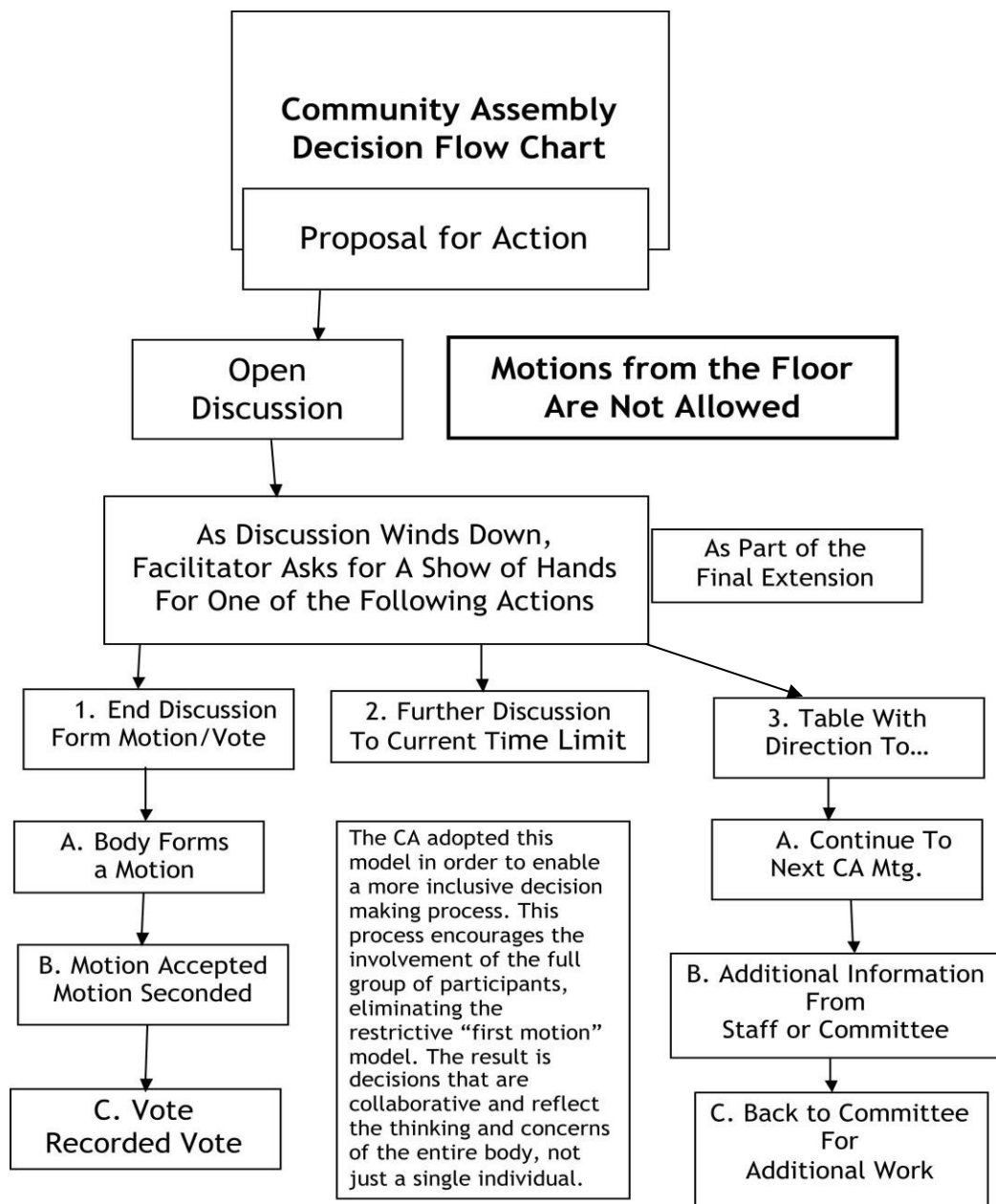
- **Common Good:** Working towards mutual solutions based on diverse and unique perspectives.
- **Alignment:** Bringing together the independent neighborhood councils to act collectively.
- **Initiative:** Being proactive in taking timely, practical action.
- **Balance of Power:** Being a transparent,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

VIVID DESCRIPTION:

The Community Assembly 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

September 1, 2022 via WebEx web conference

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

Attendance:

- **Neighborhood Councils Present:** Audubon/Downriver, Bemiss, Browne's Addition, Chief Garry Park, Cliff/Cannon, East Central, Emerson/Garfield, Five Mile Prairie, Grandview/Thorpe, Hillyard, Latah/Hangman, Lincoln Heights, Manito/Cannon Hill, North Indian Trail, Peaceful Valley, Riverside, Rockwood, Shiloh Hills, Southgate, West Central, Whitman.
- **Neighborhood Councils Absent:** Balboa/SIT, Comstock, Logan, Minnehaha, Nevada Heights, Northwest, North Hill, West Hills
- **City Staff Present:** Gabby Ryan (ONS), Mark Carlos (City Council), Councilmember Wilkerson (City Council), Matt Boston (City Council), Dean Gunderson (Planning)
- **Visitors:** Paul Kropp (Liaison Committee), and Jennifer Cumbie (facilitator), Colleen Gardner (CGPNC), Rick Friedlander (Member on Redistricting Commission), Kathy Miotke (Five Mile Prairie), Randy McGlenn (PeTT Committee, CTAB)

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, 13-approve, 3-deny, and 0-abstain.
2. **Propose Agenda:** Mark Davies moved. Daniel Zapotocky seconded to approve the agenda. Motion passes with 13-approve, 0-deny, and 2-abstain.
3. **August Minutes:** Mark Davies moved. Daniel Zapotocky seconded to approve the amended August minutes. Motion passes with 15-approve, 0-deny, and 4-abstain.
4. **Open Forum:**
 - **Mary:** Manito Cannon Hill concert at The Scoop from 6-8pm, Sept 7th. Abbey Crawford & Mardi Gras Growlers performing!
 - **Mark:** Will we move to in-person meetings soon? Feels it's time to return to the practice of in-person.
 - **Fran:** BSN Committee is reconvening this month on 9/26 from 12-1pm at Shadle Library or via Zoom

Legislative Agenda:

5. Councilmember Wilkerson's Report:

- Matt Boston is the Budget Director for City Council. City Council is in the depths of 2023 budget planning, and will give a brief presentation (included in the packet). The presentation reviews the kinds of fund structures, and what feeds/takes away from the specific funds.
- Slides in the presentation also break down the allocation of the 2022 budget by the departments in the City.
- Question: What will you do about the 2022 Budget shortfall? *No solid-set plan for addressing that. Budget shortfall will be driven under collective bargaining agreement between the employee union groups. We have an anticipated shortfall of \$20 million, we have unallocated reserves around \$12 million, and about \$13 million left in ARPA funds. There will be strategic shifts to cover budget shortfalls.*

- **Move to extend discussion by 5 minutes, first extension.** Fran motioned, Daniel seconded. Motion passes: 12- approve, 4- deny, 2- abstain.
- Question: What is happening about inflation and cost of living raises? *Council ended up shaving off a significant amount of budget to cover COLA and inflation in relation to collective bargaining agreements.*
- Trent Shelter opening today (9/1/22), it will open for public use on Tuesday, Sept 6.
- Question: Is ARPA funds figured into budget calculations or is that a separate budget? *It is a separate budget, since they're one-time funds. About \$13 million is remaining in ARPA pot.*

6. City Redistricting Board (Rick Friedlander):

- Rick is the Chair of the Redistricting Committee. The presentation that was given will be sent to neighborhoods and CA members in an email.
- Criteria was reviewed for the rules that the new plan must follow. Some districts may have to change, due to the populations and the requirement that they must be nearly equal in population size.
- Thought exchange survey resulted in results that expressed a desire for neighborhoods to remain intact as much as possible.
- Public outreach is an important part of this process. They will publish the 4 drafted maps that can be selected from, and there will be a survey sent out where people can provide feedback and ideas. The survey will be shared out when it launches. A town hall-style meeting where comments/feedback on the maps will take place on Oct 4 at 5:00pm in the City Council Chambers.
- Question: When will the maps be published? *Likely in a week or so.*
- Question: As the city continues to grow, any consideration to add additional districts, i.e. split from 3 to 6 to better manage neighborhood representation? *Moving forward, it's definitely something that might have to be considered.*
- Question: What are the population numbers impacting the possibility of needing to change neighborhoods' district assignment? *About 400 people currently impact this.*
- Agenda for August's redistricting meeting is posted at:
<https://static.spokanecity.org/documents/bcc/boards/city-council-districting-board/agendas/2022/08/ccdb-agenda-2022-08-31.pdf>

7. Design Review Board 101 (Dean Gunderson):

- Dean's presentation will be emailed out to neighborhoods and CA Reps.
- The presentation covers how Spokane's design review process goes. The process is considered an element of economic development, because design review is about amplifying the quality of the public realm.
- Design Review's Relationship to other City of Spokane Policies and Codes:
 - They look at the City's Comprehensive Plan, Subarea Plans (ex.: Downtown Plan), and Neighborhood Plans. The DRB is the only citizen body that looks at and evaluates development proposals.
- They don't review every proposed project, they focus on the ones that the public has expressed being most important. These include any projects of major size in the downtown area, storage units near residential areas, any public project/structure. Those are automatically subject to design review.
- They adopted a full list of design guideline values that allow for a thorough evaluation of design projects.

- **Move to extend discussion by 5 minutes, first extension.** Mark motioned, Daniel seconded. Motion passes: 11- approve, 3- deny, 2- abstain.
- During the Collaborative Workshop, the developer, advisory board and community members all provide presentations/feedback. Then the advisory board provides Advisory Actions, which is advice given back to the applicant. “Based upon the interest of the public realm, these are suggestions to your project.” And they have 12 months to address these advisory actions. They then come back to the Recommendation Meeting, and present new information on any changes made and how they took the advisory actions and public comments into consideration. The advisory board then makes recommendations, not to the developer, but to the Action Approving Authority (who is in charge of issuing the permit). If the advisory board unanimously votes on the recommendations, then the Action Approving Authority must add those recommendations as a condition of permit.
- **Move to extend discussion by 5 minutes, second and final extension.** Daniel motioned, Carol seconded. Motion passes: 10- approve, 4- deny, 3- abstain.
- What’s the difference between Design Guidelines and Design Standards?
 - Design Standards are part of the Unified Development Code. Design Guidelines are a vision statement about the quality of design. Standards do not take into account the quality of design.
- The CA Liaison to the Design Review Board are given full voting abilities. The previous Liaison (Kathy Lang) was elected as the Chair of DRB.

8. Plan Commission Liaison (Mary Winkes):

- **Authorized by and Date:** Authorized through Charter Section 128, in 1910 and [SMC 04.12](#)
- **Mission Statement/Purpose:** The Plan Commission provides advice and makes recommendations on broad planning goals and policies and other matters as requested by the City Council. The minutes from the Plan Commission meetings and their findings and recommendations are available on this [website](#).
- The Plan Commission holds public hearings and makes recommendations to the City Council regarding the following matters:
 - Amendments to the City's Comprehensive Plan and the development regulations implementing the Comprehensive Plan
 - Changes in the corporate limits of the City, including the land use designations and zoning to become effective upon the annexation of any area proposed for annexation or which might reasonably be expected to be annexed by the City at any future time.
- **Meeting date, time and location:** The [Plan Commission](#) meets the second and fourth Wednesday of each month at 2 p.m. in the Council Briefing Center, 808 W. Spokane Falls Blvd., in Spokane City Hall.
- **Meeting date, time and location:** The [Transportation Subcommittee](#) meets the first Tuesday of each month at 9 a.m. in the Council Briefing Center, 808 W. Spokane Falls Blvd., in Spokane City Hall.
- **Meeting date, time and location:** [Housing Action Subcommittee](#) meets every 2nd and 4th Wednesday of the month at 1:00pm until 1:30 pm. These will be held in a hybrid format on Webex and in the City Council Briefing Center.
- There may be an opportunity for the Liaison to have voting ability on the Plan Commission in the future, but currently, Mary is doing her absolute best within her role’s ability to be the voice of the CA and the neighborhoods. CA members profusely thanked Mary for her work on the Plan Commission.

9. NRO Updates (Colleen Gardner):

- Colleen is not representing or serving as a spokesperson for Spokane Police Department; the information presented is what she found when she did research as a neighborhood council chair.
- Worries about Neighborhood Resource Officers going away. Colleen is discussing changes with some of the Chief's command staff.
- In January 2023, the precinct model that currently stands might change to sectors, 4 sectors will be in place. North precinct will be divided into NW and NE sector (Division being dividing line). This will place more officers on the streets in a patrol role, sectors will have 24/7 response. This sector model will impact how they work with neighborhoods, and whether or not they'll be able to attend NC meetings as guests has not been finalized. The sectors will determine their community outreach model once they're established.
- If neighborhoods have any questions for the Chief's command staff, please email Colleen ASAP, so that she can bring them to the meeting. Email at: chiefgarryparknc@gmail.com
- Colleen will keep folks up-to-date on news as she finds out.

10. Budget Committee Updates (Ken Cruz):

- The deadline for submitting receipts for reimbursement and orders is September 19th
- The reimbursement process takes about 2 weeks once all receipts and paperwork are submitted and signed. A W9 form, ACH Vendor Reimbursement form, receipts showing proof of payment, and supporting marketing materials (if it's an event/concert being funded).
- There are two Budget Committee members terming out next year, so please consider being a part of the Budget Committee!
- **Move to extend discussion by 5 minutes, first extension.** Fran motioned, Carol seconded. Motion passes: 11- approve, 3- deny, 1- abstain.

11. CA Retreat (Tina Luerssen):

- Contract with Gonzaga has been finalized, and looking at Monday October 10 will be the date, which is Indigenous Peoples' Day. 9:00am-2:00pm, at the Hive (2904 E Sprague Ave, Spokane, WA 99202) in Rooms B & C.
- Ideas of doing a SWOT (Strengths, Weaknesses, Opportunities and Threats) analysis to gauge where the CA is.
- There may be an opportunity to record the training. There are options for food, do folks feel comfortable with a potluck, bringing their own lunch, or pre-ordering meals for the retreat? There will be a survey going out to gauge interest in lunch arrangements. Gail will be providing coffee and Luke will be bringing Donut Parade.
- Some topic suggestions: Inclusion, and being more inviting and welcoming to newcomers, especially those of different underrepresented populations.
- Please register using the survey link on the flyer (<https://www.surveymonkey.com/r/L8FNPCX>) so that we can prepare for an accurate headcount. Consider bringing a dish to share for lunch, or you can bring an individual lunch if you prefer. We will plan to continue our work/discussions during the lunch break, so plan to remain on-site. Some of our generous CA Reps have offered to donate coffee and donuts, so come a little early for best selection!

12. Admin Nominating Committee (Seth/Tina):

- The Admin Nominating Committee (3 person committee) forms in September, creates a list of eligible members for Admin committee in October, list presented in November.

- Tina offered to Chair the ad-hoc committee, Kathryn Alexander and Mark Davies offered to serve on the committee.
- **Motion:** Approve the formation of the 2022 ad-hoc nominating committee. Dale motioned, Luke seconded. Motion passes: 17- approve, 0- deny, 0- abstain.

13. Roundtable Discussion:

- **Randy:** Follow-up with CA about work been happening with PeTT and CTAB. Getting folks up-to-speed on CTAB. Focusing on building a process on how to communicate on traffic-related projects with the neighborhoods. Is experiencing difficulty in emailing participants because emails are getting sent to spam, so have folks check spam box if they're expecting communication. Randy's contact info is chair@ecspokane.org, (509) 495-1161.
- **Luke:** Mayor created a Police Reform Advisory Task Force, Luke represented CA in the few meetings they held. Luke wanted to ask CA how he should proceed with continuing participation on the task force since they've been inactive and not received any communication from Mayor or Communications. There was support for writing a formal letter asking the Mayor to address the status of the task force and how CA can be involved.
- **Meeting Adjourned at 7:39pm.**
- Next Community Assembly scheduled for **Thursday, October 6, 2021**

Project background, explanation, purpose

Guideline vs. Standard
What is a Design Guideline?

Design Guidelines: A set of design parameters for development which apply within a design district, sub-district, or overlay zone.

The guidelines are adopted public statements of intent and are used to evaluate the acceptability of a project's design. (Spokane Municipal Code 17A.020.040.L)

In practice, since design review is an advisory process only, the adopted Design Guidelines help guide conversations that Urban Design staff and the Design Review Board have with a design review applicant.

... Ensure that projects subject to design review under the Spokane Municipal Code are consistent with adopted design guidelines and help implement the City's comprehensive plan. (Spokane Municipal Code 04.13.015.B)

The guidelines help ensure that these conversations, and the advice rendered, stays focused on the community's set of aesthetic expectations for the public realm elements of a project or plan.

How is this different than a Design Standard?

Design Standard: an obligatory design requirement for any project.

These standards are not advisory, they must be followed – just like the requirements in the building code, fire code, or electrical code.

The design review process cannot waive compliance with these standards.

While Design Standards and Design Guidelines are similar in that they are both about a project's design, they differ mostly in that the standards are mandatory obligations applied to that project – while guidelines are a list of relevant subjects, and examples, intended to improve the design of any project subject to design review.

The standards were adopted to ensure that all development in the city achieve a minimum quality of design.

The guidelines are used in order to improve the quality of design above bare minimums, for a select set of projects. Those projects have already been identified by the community for special consideration.

Citywide Design Guidelines

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

When would such guidelines be used?

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



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Design Guidelines for Public Projects

- All public projects in the city are subject to design review.
Here's a brief list these kinds of projects:
- All City of Spokane Projects (Parks, Bridges, Trails, City Buildings/ Structures, Open Space)
 - Spokane School District Buildings and Structures Elementary Schools, Middle Schools, Senior Highs, Administrative and Maintenance Buildings)
 - Charter School Building and Structures » Public Colleges and Universities Buildings and Structures (SCC, SFCC, EWU, WSU, UW)
 - Spokane Public Libraries
 - Spokane Transit Authority Buildings and Structures
 - County, State, and Federal Buildings and Structures



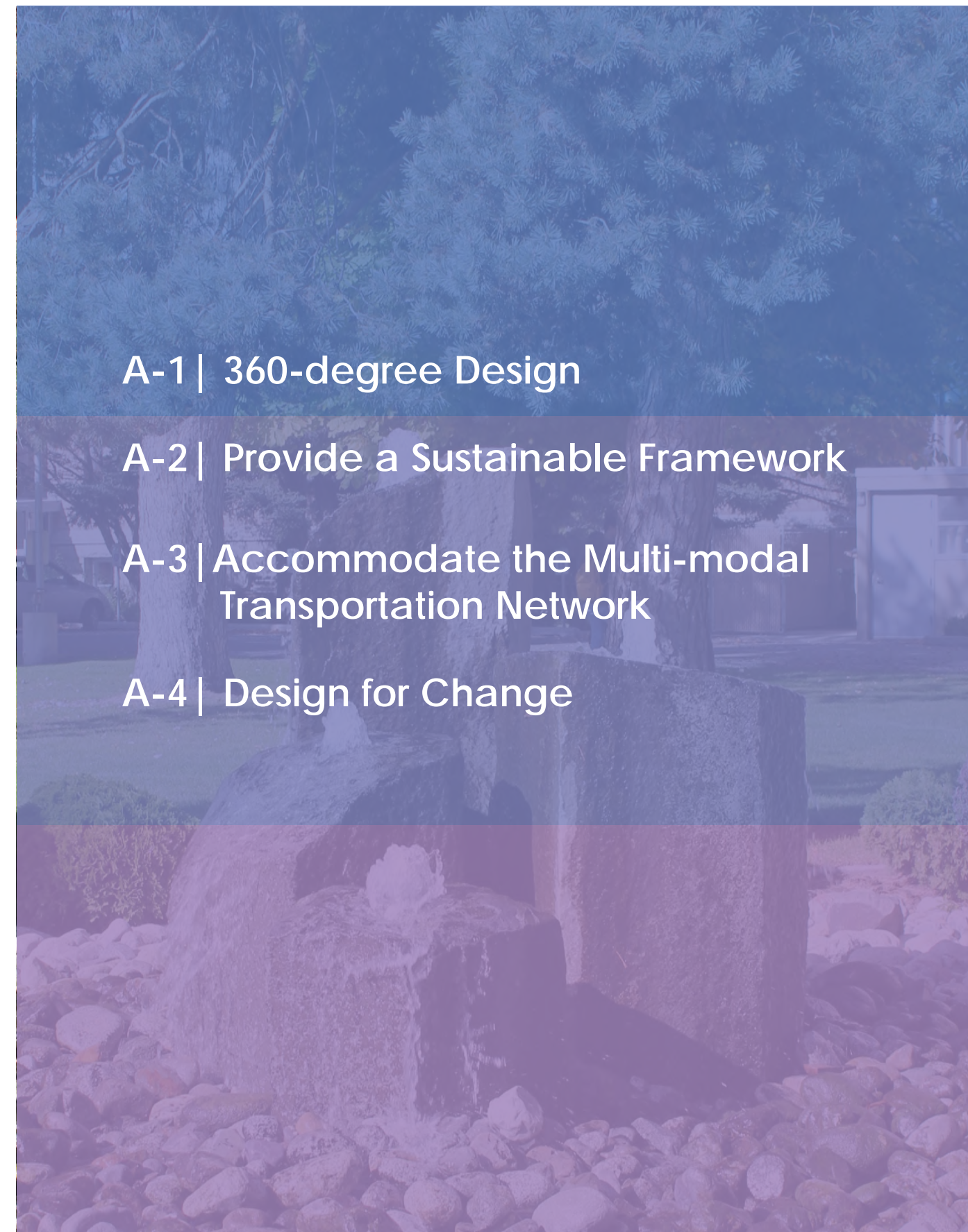
Figure i.01

A URBAN DESIGN

Area of Influence: Region, City, Neighborhood, District

Design Objective

Urban Design guidelines assist designers and developers in recognizing and respecting physical systems that extend beyond the site so projects can respond to regional, municipal, neighborhood, and district patterns in space and time. Any new intervention should extend, mend, connect, or enhance the context through all aspects of the project, big and small—from public amenities to site design to the street-path network serving all modes of transportation, natural systems (e.g., natural resources, stormwater flow, topography, land forms), or historic settlement patterns.



B PUBLIC AMENITIES

Area of Influence: Public Realm

Design Objective

Public Amenity guidelines assist designers and developers in creating projects that enhance the public realm; including streetscapes and open spaces.

B-1 | Provide Elements that Define the Place

B-2 | Provide Context-Sensitive Signage and Lighting

B-3 | Design for Personal Security

B-4 | Universal Design

B-5 | Provide Inviting and Usable Open Space

B-6 | Enhance the Building and Site with Landscaping

C PEDESTRIAN ENVIRONMENT

Area of Influence: Public Realm

Design Objective

Pedestrian Environment guidelines assist designers and developers in creating skywalks that define the pedestrian environment.

The intent of the guidelines is to promote a safe and healthy environment where the pedestrian is the priority.

While there is a need for automobile, bicycle and transit in Spokane, in all cases the most important consideration is the ease of pedestrian movement.

Where intersections with other transportation modes occur, the pedestrian's comfort, safety and best interests must not be compromised.

The pedestrian should be unimpeded and relatively comfortable in all seasons and hours of the day, in all areas of Spokane.



C-1 | Reinforce Primary Building Entries

C-2 | Develop Pedestrian-Oriented Spaces Along Street Frontages

C-3 | Provide High Quality Walkable Design for the Public Realm

C-4 | Design Façades at Many Scales

C-5 | Provide Appropriate Weather Protection

C-6 | Enhance Alleyways

D ARCHITECTURAL EXPRESSION

Area of Influence: Building, Structure, & Site

Design Objective

Architectural Expression guidelines assist designers and developers in creating skywalks that relate to the neighborhood context and promote quality development that reinforces the individuality, spirit, and values of Spokane. The guidelines are intended to promote architectural design that is complementary to Spokane's heritage

and character. The following objectives and guidelines for Spokane primarily address the exterior of skywalks and their relationship to its architectural surroundings.



D-1 | Create Transitions in Bulk and Scale

D-2 | Design a Well-Proportioned and Unified Building/Structure/Site

D-3 | Maintain the Prevailing Street Edge

D-4 | Design with a Legible Parti

D-5 | Enhance the Skyline

E ACCESS & SCREENING

Area of Influence: Building, Structure, & Site

Design Objective

Access and Visual Impact guidelines assist designers and developers in creating skywalks that minimize adverse environmental impacts.



**THE LIAISON COMMITTEE PROPOSES THE COMMUNITY ASSEMBLY TAKE THE FOLLOWING ACTION
TO CONTINUE MARY WINKES ON THE PLAN COMMISSION:**

*In accordance with the provisions of Spokane municipal code SMC
04.12.040 Plan Commission / Liaison Members at B., the Community
Assembly hereby nominates Mary Winkes to the mayor as its Plan
Commission liaison for a second and final term of three (3) years from
1/1/2023 to 31/12/25 subject to appointment by the city council.*

*The Administration Committee is also requested to convey the
nomination to the office of the mayor and to the planning director.*

BACKGROUND:

Title 04 Administrative Agencies and Procedures

Chapter 04.12 Plan Commission

Section 04.12.040 Liaison Members

- A. The city council shall appoint one city council member to serve as a liaison to the commission and shall also appoint an alternate city council member to serve in the absence of the liaison.
- B. The community assembly shall nominate a member of the assembly to serve as a liaison to the plan commission, subject to confirmation by the mayor and appointment by the city council.
- C. The liaison members shall be non-voting participants in commission business.

First appointment by City Council

December 17, 2019

*Appointment of Mary Winkes to a three-year term, from 01.01.20 -
12.31.22, as the Community Assembly liaison to the Plan Commission, as
recommended by the Community Assembly.*



2022 Community Assembly Retreat

*For all neighborhood leadership –
stronger together, making an
impact!*

Monday, October 10

9 am – 2 pm

The HIVE

**2409 E Sprague Ave
Spokane, WA 99202**



In collaboration with
Gonzaga University Leadership Studies
Professional & Community Education

For more information, contact
Office of Neighborhood
Services
(509) 625-6858, or email
Neigh.Svcs@SpokaneCity.org



Meeting Goals

*Discussions will focus on addressing
Challenges and Opportunities from
a Perspective of Relationships:*

Advocacy and Partnerships.

- Community Assembly & Neighborhood Councils – Reintegration, being Welcoming and Capacity building.
- Community Assembly – Working effectively with City Council and City Departments.

Facilitation by

Rachelle Strawther, Ed, MA & Kristin Telin, MA
Gonzaga University Leadership Studies
Professional & Community Education

(Note: Lunch is brown bag or bring a dish to share.)

RSVP: <https://www.surveymonkey.com/r/L8FNPCX>

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

September 27th, 2022. 12pm via Zoom web conference

Attendees: Committee members: Tina Luerssen (Secretary), Mark Davies, Christopher Savage (Vice Chair). **City Staff:** Annie Deasy, Amber Groe. **Guests:** Paul Kropp (Liaison Committee/Southgate), Fran Papenleur (BSN/Audubon-Downriver). **Absent committee members:** Seth Knutson (Chair), Cliff Winger.

Minutes approval: August 23rd meeting notes approved by consensus.

CA/CC Meeting agenda for 9/29, approved by consensus:

Carol Tomsic sent a request for **NCDP update** from the CHHS department. Jennifer Cerecedes replied to Gabby's outreach that she can be available to update on this meeting.

Mark brought a request for FMP and NIT re: Douglass development in the County, land sits on the City/County border, infrastructure is lacking. Similar issues to Latah Valley development issues, but this is directly involving the County.

Tina requested to add CA Retreat to the agenda, so we can inform the City Council about our retreat plans and ask for a conversation with CC and the Administration in the near future.

Fran requested that CC be prepared to talk with us about Redistricting.

CA Agenda Requests:

SPD new patrol configuration: Not sure who will be presenting from SPD, no time request included. Allow 30 minutes.

Liaison Committee: 15 minutes was reserved for DRB member, but we don't have one at the moment. Paul would like to use this time for "recruitment" for this position and future liaison vacancies. Additionally, Mary Winkes re-appointment to the Plan Commission for a second (final) 3-year term. 5 minutes for vote.

Budget Committee: No update, staffing changes in Accounting and ONS have delayed the spreadsheet.

Retreat: 15 minutes for update. .

Admin Committee: CA/CC meeting Sept. 29th recap. P&P committee update reminder/topics. 10 minutes

Other Committee discussion:

September CA minutes: were never sent out. Annie reported that Gabby hadn't been able to complete them yet and she is out of the office this week. Annie will likely be writing the minutes for the October CA meeting. **Nominating Committee:** Form in September, slate of qualified candidates in October, vote in November. **P&P Committee:** Establish P&P Committee in November.

John Hall is planning to attend the CA/CC meeting. Annie will be out of office last 2 weeks of October, and then out for surgery in November.

Proposed Agenda for CA 10/6/22. Approved by consensus.

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

SPD New Patrol Configuration: SPD representative. 30 minutes.

DRB and Future Liaison Recruitment (Paul Kropp). 15 minutes

Reappointment of Plan Commission Liaison (Paul Kropp). 5 minutes, vote.

Retreat Committee: update (Tina Luerssen). 10 minutes.

Admin Nominating Committee: candidates list (Tina Luerssen). 5 minutes.

Admin Report: CA/CC recap, P&P committee in November (Tina or Seth). 10 minutes.

Roundtable. 10 minutes.

Topics for next Admin Committee meeting. Tuesday, October 25th, 2022: November establish P&P committee (MOU and CA recordings included). Retreat recap. Budget update/final expenses, committee recruitment. Admin elections. ONS budget update (Eric Finch).

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

***DRAFT* Community Assembly Committee: Building Stronger Neighborhoods**

9/26/2022 12:00PM virtually on Zoom and at Shadle Library.

Present at Shadle Library: Dave Lucas (Vice Chair: Rockwood), Mary Lou Sproul (Browne's Addition), Anne Luttrull (Emerson-Garfield), Kelly Lotze (Browne's Addition). Present on Zoom: Tina Luerksen (Secretary: Grandview/Thorpe), Fran Papenleir (Chair: Audubon-Downriver), Kathryn Alexander (Bemiss), Charles Hansen (Whitman). City staff: Annie Deasy (ONS), Amber Groe (ONS), John Hall (NHHS Director).

Meeting Agenda:

1. Committee Housekeeping: May meeting notes approved by consensus.
2. Committee Updates:
 - Summer Events:
 1. Audubon-Downriver did not hold any events, but COPS sponsored a concert in the park in June. A-D will be holding concerts next year, volunteers have stepped up to plan.
 2. Browne's Addition had 8 concerts, was their 25th anniversary and best-ever series. Passed the hat for donations, lowest event (poor weather) was \$300, highest was over \$1k, average \$700. Spokane Poet Laureate candidates performed as well. Spook Walk is coming up next month.
 3. Bemiss held a series of concerts in Hays Park. Very well-received. Donna and Kathryn are both stepping down from leadership roles in the NC.
 4. Rockwood held an ice cream social in June, went well. Q&A board with sticky notes of what residents would like to do, about 40 people attended.
 5. Grandview-Thorpe held their annual movie night, it was included by Brian Walker in the City e-newsletter but turnout was lower than in past years, about 70 attendees compared to 90-100.
 - CA Retreat: Monday October 10th 9am-2pm at The Hive. City Councilmembers invited for the morning, Mayor invited to speak during lunch, internal capacity-building work in the afternoon. GU Leadership Studies facilitators: Rachelle Strawther and Kristin Tellen. Hoping for great turnout from CA and NCs.
 - 2022 Workplan Progress

1. CA Handbook: Fran, Kathryn and Mary Lou have done a lot of work on this update. Nothing content-wise has substantially changed, the document has been edited to tighten up the language and maintain consistency. The standing committee addendums for P&Ps has been removed, and mission statements are included. Ideally, we will embed links to the standing committee current P&P.
 - Fran needs a Word version of the CA P&P. Mary Winkes was the chair of the last P&P committee.
 - Common Acronyms has been updated, are there other acronyms to add?
 - The Retreat committee purchased flash drives to load the Handbook onto, for handouts at the Retreat. Fran is also requesting some hard copies for any folks who don't have computers.

○ Other updates:

1. NHHS/CHHS/ONS: Welcome to Amber, the new CPC in ONS. John has also been interviewing for another CPC to add to the team. ONS Director job closed 9/18, HR is working through the applicants, interviews will be happening soon. John's hope is to have a hire in place before the new year. Volunteers have been doing Graffiti Busters, Rotary had 15+ volunteers involved. John reclassified Cendy Ortiz' position to create a 4th CPC opening. Fran asked whether Graffiti Busters would move out to the Neighborhoods or just stay in the downtown core: this is a possibility for next year, but finishing out the existing projects this year.
2. NCDP: Kathryn gave an update on the 2019 projects currently in progress. Nothing much has been happening for the past 2 years due to lack of leadership at CHHS/NHHS at City Hall. John will try to get a defined timeline, staff reported that projects are moving forward now that CHHS is staffed up.
3. SNLA: 1st cohort graduated June 4th 2022, Tina & Fran attended and met the participants/mentors/facilitators. These graduates are expected to be involved in their NCs and participate, and we are seeing those folks in leadership positions within their NCs. Application is open through November 15th for the next SNLA class to start in January 2023.
4. Open Forum

- Fran suggested a possible speaker at future BSN meeting: Randy McGlenn, former East Central resident/current West Central. Has been Chair of ECNC, worked with various groups and has strong communication skills to work within different groups. Randy is the current chair of CA PeTT committee.

Next meeting: Next regular meeting will be at 12:00 on Monday, October 24th, 2022. Location: Virtually on Zoom, and in-person at Shadle Library as well. Agenda topics: Retreat debrief. Committee workplan: online Toolkit update.

Draft Minutes: 9/15/22 CA Land Use Committee

LUC Members Present: Chuck Milani (Lincoln Heights), Toni Sharkey (Rockwood), Mary Winkes (Manito/Cannon), Tiffany Picotte (Browne's Addition), Pam Schermerhorn (Cliff/Cannon), Greg Francis (Rockwood)

City Staff Present: None

Commenced at 5:30pm

Meeting Chair: Toni Sharkey

Note Taker: Greg Francis

Introductions

Approved May and July 2022 meeting minutes

All discussions for the evening are related to LUC meetings and future topics

Meeting Format

Discussion of hybrid – some people are mixed

Thinking of meeting at Shadle Library because of tech for hybrid (used to be at WCCC)

The Hive is another option as is the Central Library (parking downtown was a concern)

Plan is to start with Shadle and work from there

Meeting Dates

Third Thursday has been an issue for some people for awhile; conflicts with three NCs

Looking at the dates, 1st Wednesday looks good and only conflicts with Whitman

Approved moving to 1st Wednesday by consensus

Greg will notify Community Assembly (we'll update LUC P&P as well)

Meeting Time

Need to consider city staff (Dean Gunderson) availability

Most people prefer sticking to earlier in the evening; some wanted later

Checking with Dean and Spencer Gardner (Planning Director) about date and time

Plan is to stick with start time of 5:30pm and going until 6:30pm, same as current

Future Topics

Historical District Overlays and how to implement them (November?); Megan Duvall?

Capital Projects in the next year

Permitting Process (October?); what recourse for neighborhood if no permit is done?

How is development code changed

Traffic planning and its impact on development (Inga Note?)

North/South Corridor

Highway 395 issue and development around it; how did we get here?

Catholic Charities and shelters; placement; process for placement

Housing affordability and attainability (NHHS Director?)
Short-term rentals

Executive Board Membership

Currently Toni Sharkey, Doug Tompkins, Terryl Black

Terryl has had to step back to deal with some other issues

Doug hasn't been able to attend online; plans to attend when we get back to hybrid

Greg and Mary can't do it because of potential conflicts with plan commission

Chuck Milani volunteered to be on the executive board; all were thankful for his participation

Reviewed Goals

Will take goals from 2022 and roll them into 2023 with exception of comp plan tracking

Comp plan amendment tracking likely not relevant this year because there likely will be none in 2023 due to city council planning to pause them for 2022-2023 cycle to deal with BOCA

Goals for 2023:

- Develop a letter and recommend action to Community Assembly supporting the prioritization of home ownership as the preferred option in Spokane and expressing our concerns about short-term rentals and their impact on housing affordability within the city.
- Create a visual timeline or graphic flowchart for ordinance, development code changes, permitting, comp plan amendments, and other land use changes. Get city departments to share theirs or create them.
- Develop a letter and recommend action to Community Assembly regarding the negative impact of homelessness and surface parking lots on the development of new housing in our downtown, housing which could reduce our housing shortage.
- Work to improve representation from more neighborhood councils.

Adjourned: 7:00pm

Next Meeting tentatively Wednesday, October 5th at 5:30pm (Zoom only)

DRAFT Meeting Notes – CA Liaison Committee – September 13, 2022 – via ZOOM

Meeting Called to order at 2:04 PM via Zoom

Present: Paul Kropp, Chair; Andy Hoye, Southgate, Recorder; Annie Deasy, ONS; Susan Burns, Peaceful Valley; Bonnie McInnis, West Central

Approved Meeting Notes (Minutes) for June 2022 as amended.

Noted that all Liaisons had attended appropriate meetings in July and August.

We noted that the DRB liaison would have reported to us today, and to the CA in October but the position is vacant.

Paul talked to Dean Gunderson and was able to refine the purpose and duties of the Design Review Board somewhat. An example of the DRB work is the new Downtown Spokane Stadium.

Paul will speak to the CA at the October CA Meeting regarding recruitment for the DRB position and other topics as needed.

We reviewed Paul's addition to the Liaison Committee section of the CA Policies and Procedures document (Section XI) to add the Park Board's Development and Volunteer Committee (DVC and DVCAC) positions and to modify the PeTT Committee nomination procedure. We made minor suggestions. We gave general approval, and asked Paul to finalize and submit.

We also reviewed our Liaison Committee P/P and made a minor correction to the voting procedure wording.

At the next Liaison Committee meeting we will want to review the schedule of term expirations for all liaisons – Mary Winkes is next on the Plan Commission.

Adjourned at 2:45PM

Submitted by Andy Hoye, Recorder

Community Assembly
Pedestrian Traffic and Transportation Committee (PeTT) Meeting Draft Minutes
September 27, 2022, 6 pm
Hybrid - Liberty Park Library and Online via Zoom

Attendance

William Meeks (Grandview Thorpe), Marilyn Lloyd (Lincoln Heights), Carol Tomsic (Lincoln Heights), Rita Conner (Southgate), Charles Hansen (Whitman), Randy McGlenn (East Central), Carlie Hoffman (Emerson-Garfield), Annie Deasy (Office of Neighborhood Services), Mary Winkes (Manito/Cannon Hill), Colin Quinn-Hurst (Pedestrian and Bicycle Planner)

Welcome/Introductions

Meeting was called to order by Chair, Randy McGlenn.

Attendees introduced themselves and their neighborhood connections.

Committee Reports

Plan Commission Transportation Subcommittee (PCTS) – Charles Hansen

Charles said the committee has not met in three months.

Bicycle Review Board (BAB) – no one present

Citizen Transportation Advisory Board (CTAB) – no update

Colin-Quinn Hurst, Pedestrian and Bicycle Planner– Amendments to Bike Network Map

Colin said he had a mobile meeting in northwest Spokane. Afterwards the group had pizza and talked about what they saw on their tour, including routes that were uncomfortable and needed to be fixed. Northwest Blvd and Assembly/Driscoll/Frances were mentioned. He said the group will meet again in October. Colin mentioned the Bike Project Six Year Plan. He said Amendments to the Bike Network Map were in the last 3 years of Comprehensive Plan Amendment Updates. He said changes in development and traffic made updates to the Bicycle Master Plan necessary. He wants to keep up with best practices and make routes safe and comfortable. Colin said there are 14 amendments in the 2021-2022 Comprehensive Plan Amendment Updates. He said the TR-5 Bicycle Facilities Map is an appendix in Chapter 4 of the City's Comprehensive Plan. He said a goal is to design routes for all ages and abilities. He said 46 percent of the city bike routes are the complete. He said there are 117 miles remaining. He cited a quote by Ed Reiskin, the director of SFMTA, "Being strategic about how we invest money...the most cost-effective investment we can make for moving people is bicycle infrastructure." Colin said health, financial savings and sustainability are important goals. He said he also wants to accommodate people who need it

most such as residents of the downtown House of Charity. Colin also said driver's licenses peaked in 1983 and dropped 30 percent. He said today's young techies are less interested in owning cars and use transit or walk or bike to work. He said bicyclists shop more frequently at local businesses. He said they don't pallet-buy toilet paper or rice and spend on impulse buys. They also travel at a pace to see storefronts and come back later in a car to shop. Bike routes increase retail sales by 49 percent. A decrease in crashes and an increase in safety and comfort was also noted. Colin went over the 14 proposed Bike Map Modifications: Pacific Ave, Euclid and Pacific Avenue (a county park response), Washington Street (previously adopted in the downtown master plan but street department has asked amendment be withdrawn), Fiske Steet (Ray/Freya crossover response), Fish Lake Trail Head (consistent with recent study), Lincoln and Howard (can apply for a grant for Lincoln), West Broadway (request by neighborhood), East Illinois (request by neighborhoods), West Cascade Way (Division Connect Study response), East Garland Avenue (Children of the Sun connection/collaboration response), South Ray and South Thor (a Ray/Freya crossover response), East Thurston Ave (a Ray/Freya crossover response), South Inland Empire Way (I-95 study response due to increase traffic with opening of Inland Empire Way), and South Spring Creek Lane (I-95 study response to for safe bike/walk pathway). Colin said there will be no amendments to the Bike Network Map in 2023 due to the suspension of the Comprehensive Plan Amendments for one year. Colin answered questions. He said impact fees can add bike lanes, but he wasn't sure about separated pathways. Colin said striped bicycle lanes are required to be installed as part of the city's complete streets, but bigger projects like signals and pathways are not required. He said the city council will have a study session and hearing on the amendments. Mary said the Plan Commission will have a hearing on 9/28/22.

Project Review

There were no projects for review this month

Roundtable

There was a discussion for a permanent home for the meetings. Mary had gone to the Central Library and Hive Library before being told the meeting was at the Liberty Park library. Randy said the Central Library will not let anyone stay late. He suggested the Hive because the group can stay late, it is locked and has security and has hybrid capabilities. The group voted in favor of the Hive. It was noted the former location, West Central Community Center, has no hybrid capabilities. Randy will work with the library staff to schedule the meetings.

Mary inquired on the status of Shauna Harshman. It was confirmed that she had left the city and is employed by the Spokane Low-Income Housing Consortium. It was also noted that Jeff Gunn, legislative assistant to Zack Zaponne would be taking over the Traffic Calming Program. It was also noted that the Traffic Calming Program is presently in the hands of the consulting engineers and Inga Note until at least January.

Carol requested a speaker on traffic studies. Her neighborhood had a traffic study on Altamont

Loop funded and wanted to know what a traffic study entails. It was noted the Cycle 10 traffic studies funded were not on the table yet and would most likely be done by an external engineer. Randy will check to see if a city engineer can speak on traffic studies.

John Hall's resignation was discussed. Annie said she has applied for the ONS director position. She said Shauna Harshman has also applied.

Carlie Hoffman said there was a SRTC plan update: The information was posted in the chat and sent via email: <https://www.srtc.org/human-services-transportation-plan/> SRTC, in partnership with Spokane Transit, is working on the 2022 update to the Coordinated Public Transit-Human Services Transportation (CPT-HSTP). The plan update process will take place through Fall 2022, and a project page has been established to learn more and take input from public transportation users, service providers, and other community members in our region.

Meeting adjourned

Next Meeting 10/25/2022 at 6 pm

CHHS Board Liaison Report August 3, 2022
Submitted by Kathryn Alexander

We were introduced to the new NHH Director, John Hall and to RaMona Pinto – New CHHS Program Manager

Daniel Ramo did an excellent job of sharing the recent PIT (Point in Time) survey. Here is link to the presentation: [Point In Time](#).

Retreat planning: September 15, from 11:30 to 4:30 at 4209 Pacific Avenue

- Scope of recent successful projects

- NHHS System map overview

- Clarifying responsibilities and duties

- Visioning

- 5 year RFP Review

- Next year priorities

The Zoning Pilot was discussed.

We approved the CAPER and Annual Action Plan

We were update on the recent Commerce Funding process.

Emergency Meeting August 31, 2022

The Board met to finalize funding for the Spokane Housing Authority, Hifumi-En Apartment project.

This replaced the September 7 CHHS Board meeting

The HAS Committee is not currently meeting

Plan Commission (PC) Liaison Report

To the Community Assembly, October 6 , 2022

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

PC Transportation Subcommittee (PCTS) Meetings – no meeting held in September, and no in October either.

September 14, in person and via WebEx

Housing Work Group met at 1:00 p.m. (in-person and via WebEx)

Building Opportunity and Choices for All

[Building Opportunity - City of Spokane, Washington \(spokanecity.org\)](https://spokanecity.org/building-opportunity-choices-for-all)

Plan Commission Meeting at 2:00 p.m. (in person and via WebEx)

Workshops:

1. 2023-2028 Citywide CIP Consistency Review Workshop

[DRAFT 2023-2028 Citywide Capital Improvement Program \(spokanecity.org\)](https://spokanecity.org/draft-2023-2028-citywide-capital-improvement-program)

2. Traffic Impact Fees 17D.075

[Plan Commission \(spokanecity.org\)](https://spokanecity.org/plan-commission)

Hearing

Comprehensive Plan Amendments

2021/2022 Comprehensive Plan Amendment(s)

As you know, our public hearing for this year's Comprehensive Plan Amendments begins on September 14, 2022.

Any additional information for each of the applications can be found at the project websites, as follows:

[2021-2022 Proposed Comprehensive Plan Amendments - City of Spokane, Washington \(spokanecity.org\)](https://spokanecity.org/2021-2022-proposed-comprehensive-plan-amendments)

For your reference, the typical hearing procedures for each proposal in turn are as follows:

1. Staff will present the particulars of the proposal, summarizing the proposed changes and the analysis presented in the staff report.
2. The applicant is given up to 10 minutes to provide any information regarding the proposal they deem necessary.
3. Public testimony is taken from those in attendance.
4. The applicant is given a short time to rebut any comments made, if they wish.

Once these steps are completed for each of the seven applications, the Plan Commission typically closes the public record and proceeds to deliberate the various applications, with an eye toward an eventual recommendation vote.

The Commission decided to leave the public record open until the hearing was continued on September 28.

September 28, 2022, in person and via WebEx

No Housing Work Group held.

Plan Commission Meeting at 2:00 p.m. (in person and via WebEx)

Workshops:

Building Opportunity and Housing-introduction by Kevin Freibott

Find his presentation to be posted at: <https://my.spokanecity.org/projects/shaping-spokane-housing/>

Also be aware of the information at: Developmentcode@spokanecity.org

Impact Fees Updates by Inga Note.

The City Council imposed a 6-month building moratorium in 2 neighborhoods in order to allow the city to study/update its impact fees. That process has begun.

<https://my.spokanecity.org/news/releases/2022/09/13/city-council-passes-six-month-building-moratorium-in-two-neighborhoods/>

Updates regarding impact fees were presented.

<https://my.spokanecity.org/business/commercial/impact-fees/>

Hearing

The following recommendations were made by the Plan Commission:

1. Z21-280COMP—Approval of as written and amended (RMF changed to 55 ft.).
2. Z21-281COMP—Approval as written and presented, including the applicant and the city added parcels.
3. Z21-282COMP—Approved as amended with transition to Centers and Corridors land use and CC-4 zone.
4. Z21-283COMP—Approved as written and presented.
5. Z21-284COMP—Approved as written and amended to remove parcel #36312.0703.
6. Z22-097COMP—Amended the TR5 map to include Washington Street as it appeared in the original application.
7. Z22-098COMP—Approved TR-12 Map as presented, striking G street from the proposal.

These recommendations will be forwarded to the City Council.

For a complete record of all Plan Commission agendas, minutes and related documents, see <https://my.spokanecity.org/bcc/commissions/plan-commission/>.



**Citizen Advisory Committee
To the Spokane Urban
Forestry Tree Committee
Tuesday, October 4, 2022
MEETING CANCELLATION NOTICE**

The meeting of the Citizen Advisory Committee to the Spokane Urban Forestry Tree Committee scheduled for Tuesday, **October 4, 2022**, has been **CANCELED**. The October 4, 2022 meeting has been rescheduled to Tuesday, October 18, 2022.

The next regularly scheduled meeting is 3 p.m. November 1, 2022.



**City of Spokane Park Board
Development and Volunteer Committee Meeting**

3:00 p.m. Wednesday, Sept. 21, 2022
Hybrid in-person and WebEx virtual meeting
Fianna Dickson – Marketing and Communications

Committee members

X Bob Anderson, Committee Chair/Park Board
Jennifer Ogden, Park Board (absent/excused)
X Gerry Sperling, Park Board
X Kelly Brown, DVCAC representative
X Christina VerHeul, Park Board
X Julie Biggerstaff, Community Assembly representative
X Rick Romero, Community at-large representative

Parks Staff

Fianna Dickson
Garrett Jones
Jon Moog
Sarah Deatrich

SUMMARY

- Fianna Dickson walked through the Volunteer-Adopt-Friends matrix which guides one through successfully creating a Park Friends group.
- Garrett Jones and Rick Romero presented a progress update on the EXPO+50 initiative
- An update from the “Friends” groups meeting was presented by Kelly Brown.

The next regularly scheduled meeting of the Development and Volunteer Committee is 3:00 p.m. Wednesday, Oct. 19, 2022.

MINUTES

The meeting was called to order at 3:02 p.m. by committee chair Bob Anderson.

Public comments: None

Action items: None

Discussion items:

1. [Park Friends Policy and Memorandum of Understanding, toolkit update](#) – Fianna Dickson
 - a. Fianna presented a walk-through of the Volunteer-Adopt-Friends matrix which guides one through successfully creating a Park Friends group. This is a three-phase process: Volunteer, Adopt-a-Park, and Form a Park Friends group.
 - b. Bob Anderson agreed the three-phase process is better after witnessing unsuccessful past attempts, failing for lack of tools and experience. Julie Biggerstaff suggested groups work with Neighborhood Councils first before approaching Park Board. Fianna agreed, mentioning this is part of the toolkit. Christina VerHeul mentioned many of the current “Friends” groups may not be acting in accordance with these definitions. She asked if there is a provision for a group to take a step back to which Fianna stated there is a 5-year limit on each MOU, which can be reviewed or renewed.

Standing reports

1. EXPO+50 update – Garrett Jones/Rick Romero
 - a. Garrett gave details of the EXPO+50 marketing team which Greater Spokane Inc. and Visit Spokane graciously hosted. The meeting focused on a timeline, the message to be relayed, and how marketing will fit in with the events. A follow-up meeting will focus on establishing event themes and planning the beginning and end timeframes of the EXPO+50 commemoration.
 - b. Garrett and Rick met with David Evans, an engineer from the original Expo '74, and Mike Kobluk, former Director of Performing and Visual Arts for Expo '74, who gave feedback on a possible timeline for EXPO+50, and stressed the need for a full-time employee, focusing on funding, sponsorship, and grant opportunities.
 - c. Chuck Murphy, Vice President of Strategic Initiatives for Gonzaga, and students from the Environmental Science and Business programs will attend the next Infrastructure meeting to discuss a business plan for activating the Spokane River.
 - d. Garrett relayed that notification has been received that the South Suspension Bridge repair is one of the top five ranked projects in the state for a Recreation and Conservation Office 50% funding match. City Council and Avista may also assist with funding. Suggestions were made to involve the Historic Preservation Office, Northwest Museum of Arts and Culture, and Gonzaga history students for help with story-building the historical aspect of Expo.
2. “Friends” groups presentations update – Kelly Brown

Kelly mentioned that the “Friends’ toolkit was discussed at the previous DVCAC meeting but not much feedback was received. Trevor Finchamp gave a presentation, which will be shared with the DVC once finalized.

Adjournment – The meeting was adjourned at 3:51 p.m.

The next regularly scheduled meeting of the Development and Volunteer Committee is 3:00 p.m. Wednesday, Oct. 19, 2022.

Volunteer with Spokane Parks & Recreation!

Volunteer with us!

- Pick up at the Park (litter removal, graffiti clean up)
- Pull weeds, tend to flower beds, plant flowers
- Plant or water new trees
- Assist with a Recreation program or Riverfront Park special event
- Engage once, infrequently, or routinely!
- See a variety of opportunities at [SpokaneParks.org/volunteer](https://www.spokaneParks.org/volunteer). Don't see something of interest? Email us and we'd love to create something together!

Adopt a Park

- Love volunteering at your neighborhood park? Consider forming a group to Adopt the Park!
- Adopting a Park means your group is committed to routine volunteer efforts to help care for your neighborhood park for at least one year
- It could be hosting monthly/ quarterly clean ups, tending to flowers and trees, trail maintenance, locking/unlocking gates, or similar
- Your group can be large or small; we ask that most members have some volunteer parks experience, and sign a basic group agreement annually

Form a Park Friends group

- Has your Adopt a Park group grown in interest, and you'd like to do more? Maybe you'd like to form a Park Friends group!
- Park Friends groups fundraise for park improvements, host events to activate the park, help set the vision for the park's future, and continue with their routine caretaking help
- We ask that Park Friends groups have at least one year of Adopt a Park experience, and work with us to form an agreement outlining the ways we'll work together to enhance your neighborhood park

www.spokaneParks.org/volunteer

Call 311 or (509) 755-2489





**Development and Volunteer
Citizen Advisory Committee
4 p.m. Thursday, Sept. 22, 2022**

In-person and virtually via WebEx
Fianna Dickson – Marketing & Communications

Committee members

- X Kelly Brown – Chair/The Friends of Manito Park
- Greg Connolly – Friends of Spokane Skate Parks (Absent)
- X Trevor Finchamp – Friends of The Bluff
- X Lindsey Shaw – Community Assembly representative/Logan Neighborhood and Northeast Spokane
- X Cole Taylor – Friends of Riverfront Park
- X Craig Volosing – Friends of Palisades
- Maribeth Watt – Friends of Sky Prairie (Absent)
- X Lee Williams – Friends of Coeur d 'Alene Park

Park Board Members

Bob Anderson
Christina VerHeul
Jennifer Ogden

Park staff

Fianna Dickson
Jonathan Moog
Sarah Deatrich

Minutes

- A. **Call to order/introductions** – The meeting was called to order at 4 p.m. by committee chair Kelly Brown.
- B. **Discussion items**
 - 1. Friends Toolkit update – Fianna Dickson.
 - a. Fianna shared that legal had some great advice regarding creating a Friends Toolkit and needing to develop an administrative policy on how to work with park friends groups. She hopes to have a policy draft to bring to both the DVCAC and DVC meetings next month for review and discussion.
 - b. Fianna thanked everyone for the feedback received so far on the toolkit and requested any additional feedback be provided to her. She will share another draft when further along in the policy.
 - c. Fianna shared a guiding document ([Volunteer with Spokane Parks & Recreation!](#)) to help with the direction of the policy. She explained this would be a three-step process to forming a Parks Friends group. The first step would be volunteering with parks, the second step would be adopting a park, and the third step would be to form a Park Friends group.
 - d. Lindsey Shaw inquired if a Parks Friends group could have a fiscal sponsor rather than having their own 501c3. Fianna indicated that would be a possibility and that part of what

the tool kit would outline is different ways to set up a Friends group fiscally.

- e. Lee Williams suggested people connect with their neighborhood council to let them know they will be in the parks. Fianna confirmed one of the action steps in the tool kit is to connect with the neighborhood council.
 - f. Fianna shared that they have four rough draft videos which highlight a volunteer, someone donating, and a partner sponsor. The four rough draft videos will be combined into one video and should be ready soon, highlighting all the ways people can engage with Parks & Recreation.
2. Friends groups upcoming events/volunteer support – Kelly Brown
 - a. Lee Williams (Friends of Coeur d'Alene Park) shared that the Friends of Coeur d'Alene Park is having Spook Walk in Brownes Addition on October 28-31. There will be two tours per night and each tour lasts about one hour. Information will be posted on the Friends of Coeur d'Alene website and on Facebook.
 - b. Lindsey Shaw (Community Assembly representative/Logan Neighborhood and Northeast Spokane) shared that they just had the Logan block party at Mission Park and it was amazing. This was the second Logan block party this year, the first one was held in April.
 - c. Trevor Finchamp (Friends of The Bluff) shared the Friends of The Bluff had their benefit concert and annual meeting at Rocket Market on September 10. It went really well and was a fun way to present their annual meeting. About \$5,000 was raised, which will go toward their Access Initiatives.

C. Standing reports

1. EXPO+50 overview – Kelly Brown
 - a. Kelly relayed that Garrett Jones and Rick Romero gave an update yesterday at the DVC meeting outlining more details regarding the celebration. Garrett and Rick are working to outline more details for the celebration, including a timeline for the event, messaging, and programming for the event. They would like to get sister cities involved, and get smaller outlying cities to partner with the event. They are also working with Gonzaga University to have them help with the activating the river piece. Kelly shared that 7 of 12 partners have been secured.
 - b. Bob Anderson advised things are still in the planning stages. He shared that three people who originally helped plan Expo 74 have been contacted and will help and provide ideas. A full-time person may need to be hired to coordinate events and marketing, as it may be too much for a volunteer position to coordinate. He said there are two departments with students at Gonzaga that want to help, he also noted that Gerry Sperling suggested getting other Universities involved as well.
 - c. Lindsey Shaw asked if they will be including neighborhoods along the river. Bob said they have discussed getting neighborhood councils and friends groups, as well as others involved. He said they are not at that stage yet and he is not sure of the timeline.
2. DVCAC membership update – Kelly Brown
 - a. No update
3. DVCAC project presentations – Kelly Brown
 - a. Lee Williams shared she is meeting with Nick Hamad next Monday to discuss specifics about playgrounds and pathways. Then they will be able to reach out to vendors regarding playground equipment and make sure they are fitting within what the Parks Department requires.
 - b. Lee Williams shared they are working on implementing their Master Plan. There are several things on it including a priority list indicating their top priorities. They would like input from the Parks Department on what they envision for Coeur d'Alene Park.

- C. **Next meeting:** The next regularly scheduled meeting is 4 p.m. Oct. 27, 2022, in-person at City Hall and virtually via WebEx.
- D. **Adjournment:** The meeting was adjourned at 4:28 p.m.

Volunteer with Spokane Parks & Recreation!

Volunteer with us!

- Pick up at the Park (litter removal, graffiti clean up)
- Pull weeds, tend to flower beds, plant flowers
- Plant or water new trees
- Assist with a Recreation program or Riverfront Park special event
- Engage once, infrequently, or routinely!
- See a variety of opportunities at SpokaneParks.org/volunteer. Don't see something of interest? Email us and we'd love to create something together!

Adopt a Park

- Love volunteering at your neighborhood park? Consider forming a group to Adopt the Park!
- Adopting a Park means your group is committed to routine volunteer efforts to help care for your neighborhood park for at least one year
- It could be hosting monthly/ quarterly clean ups, tending to flowers and trees, trail maintenance, locking/unlocking gates, or similar
- Your group can be large or small; we ask that most members have some volunteer parks experience, and sign a basic group agreement annually

Form a Park Friends group

- Has your Adopt a Park group grown in interest, and you'd like to do more? Maybe you'd like to form a Park Friends group!
- Park Friends groups fundraise for park improvements, host events to activate the park, help set the vision for the park's future, and continue with their routine caretaking help
- We ask that Park Friends groups have at least one year of Adopt a Park experience, and work with us to form an agreement outlining the ways we'll work together to enhance your neighborhood park

www.SpokaneParks.org/volunteer

Call 311 or (509) 755-2489





Spokane Veterans Stand Down & Resource Fair



FOR IMMEDIATE RELEASE

Contact: Lt. Col Dave Lucas, USMC, Ret
(509) 540-3283
Dave.lucas.radio@gmail.com

Regional Veterans to be Served October 15th at Spokane Veterans Stand Down and Resource Fair

Spokane, WA – The Third Annual Spokane Veterans Stand Down and Resource Fair will take place on Saturday, October 15th, from 10am-3pm at the Salvation Army Campus located at 222 East Indiana Avenue.

The free event will give regional Veterans and their families an opportunity to learn about community resources including health care, housing solutions, employment, education, legal services, food assistance, free haircuts, mental health counseling, suicide prevention and other services. Spokane County Regional Veteran Services, Spokane Vet Center and VA representatives will be available to assist Veterans who need help with benefits and accessing services. Surplus items will be available to eligible attendees.

“This community-based outreach event is a one-day collaboration of local business partners, Veteran service organizations, Veterans Affairs and volunteers,” said organizer Dave Lucas, who leads the planning committee. “It provides our regional Veterans an opportunity to connect with benefits and resources, enjoy a free lunch and meet other veterans.”

The Spokane Veterans Stand Down and Resource Fair is a collaboration of Veteran service organizations, community business partners and volunteers including Goodwill Industries of the Inland Northwest, Salvation Army, WorkSource, Veterans First Board, Veterans of Foreign Wars, Spokane County Regional Veteran Services, Red Cross, Mann-Grandstaff VA Medical Center, Veterans Affairs, Heidi Duty, Sports Clips, Grand Canyon University Military Division and Eastern Washington University Dental Hygiene Department.

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*Spokane
County's 3rd
Annual*

Veterans Stand Down & Resource Fair

Attend this event to learn about resources
available to you in the community

HOUSING SERVICES
LEGAL SERVICES
FOOD ASSISTANCE
ENERGY ASSISTANCE
VA BENEFITS
EMPLOYMENT READINESS
HEALTHCARE SERVICES
EDUCATION
SUICIDE PREVENTION

LUNCH WILL BE PROVIDED

THE SALVATION ARMY
OCTOBER 15, 2022 | 10:00-3:00
222 E. INDIANA AVENUE, SPOKANE

www.facebook.com/veteranstanddown



2022

Meet the Ghosts of Browne's Addition

PRESENTED BY THE FRIENDS OF COEUR D'ALENE PARK

CHOOSE FROM

- FRIDAY, OCTOBER 28
- SATURDAY, OCTOBER 29
- SUNDAY, OCTOBER 30
- MONDAY, OCTOBER 31

GATHER FOR ONE OF TWO TOURS

- 6:30 to 8:00 pm
- 7:00 to 8:30 pm

Drink Apple Cider / Sing Pumpkin Carols
Hear Ghost Stories / See Historic Homes
(Exteriors Only)



TICKETS \$25⁰⁰ each

For Information and Tickets

Web: www.tinyurl.com/BrownesTours

Tel: 509.850.0056

A BENEFIT FOR
THE FRIENDS OF COEUR D'ALENE PARK
A Subcommittee of the
Browne's Addition Neighborhood Council

