

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



Meeting Agenda for Thursday, November 3, 2022
 5:30 to 8:00 pm, Webex Online Meeting
 Proposed Agenda Subject to Change
 Please review previous month’s minutes:
 *Community Assembly Minutes: October 6, 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	11
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Agenda

5. City Council (Council President Beggs).....	15 min (5:50)	Oral Reports	-
6. CA Retreat Recap (Tina, GU Leadership)	45 min (6:05)	Presentation	14
7. Urban Forestry Citizen Advisory Committee (UF-CAC) (Kris Neeley)	15 min (6:50)	Discussion	-
8. Admin Committee Updates (Tina).....	10 min (7:05)	Vote	-
<i>Admin Committee Elections, Establish Policies & Procedures Committee</i>			
9. Budget Committee (Ken Cruz)	15 min (7:15)	Vote	
<i>2022 Funding Reallocation, Budget Committee Recruitment</i>			
10. Roundtable Discussion	10 min (7:30)	Open Discussion	-

Other Written Reports

Committee Reports, Agendas, Minutes, etc.

• Administrative Committee.....	16
• Budget Committee.....	18
• Building Stronger Neighborhoods Committee (BSN).....	19
• Land Use Committee.....	-
• Liaison Committee.....	21
• Pedestrian, Traffic, and Transportation Committee (PeTT).....	29

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

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

** 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](https://spokanecity.webex.com/join/24808043880)

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:

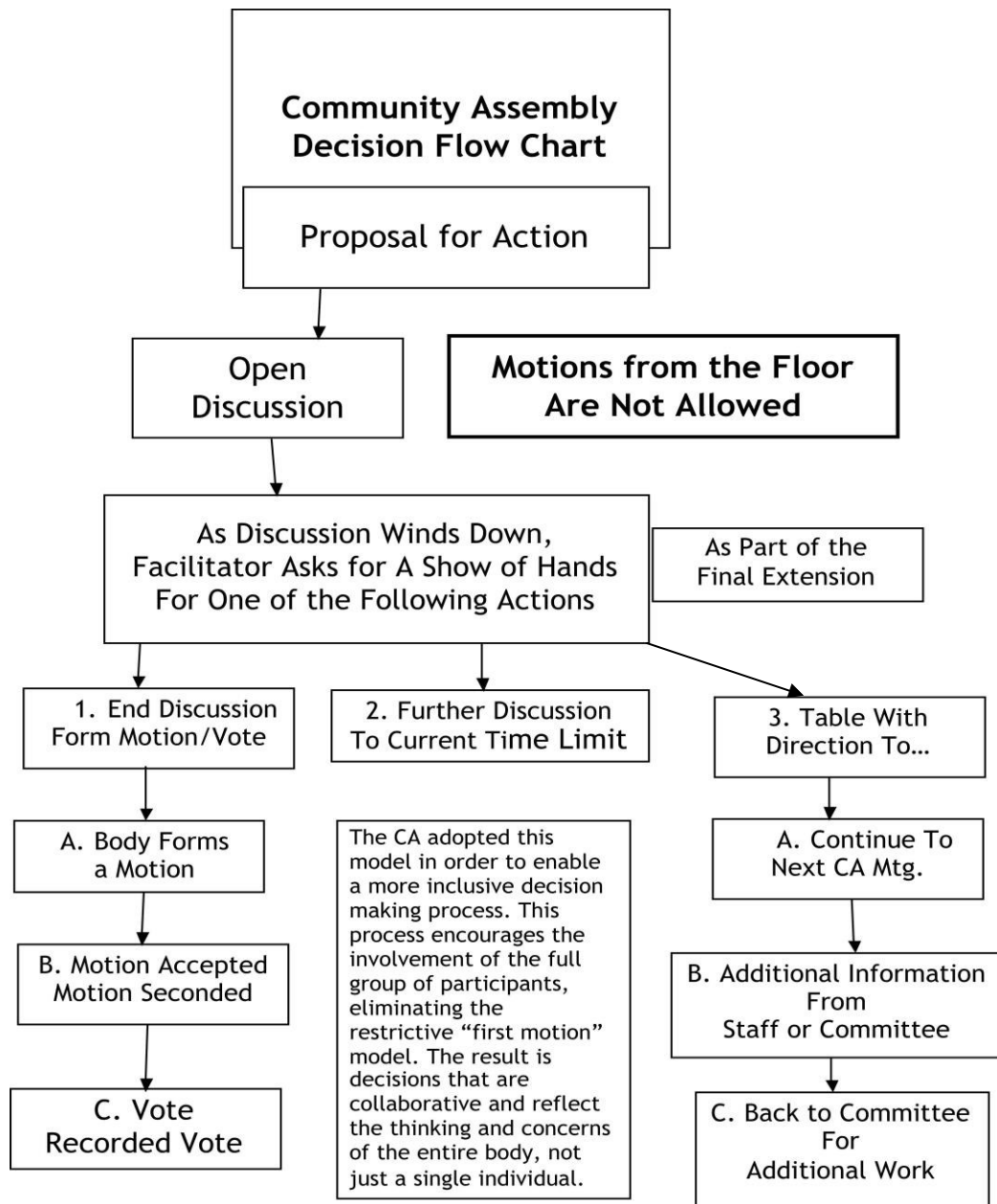
- **Common Good:** Working towards mutual solutions based on diverse and unique perspectives.
- **Alignment:** Bringing together the independent neighborhood councils to act collectively.
- **Initiative:** Being proactive in taking timely, practical action.
- **Balance of Power:** Being a transparent, 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 (CA) Draft Meeting Minutes

October 6, 2022, via WebEx

Meeting called to order at 5:30 p.m. by Jennifer Cumbie

Attendance:

- **Neighborhood Councils (NC) Present:** Audubon-Downriver, Balboa-South Indian Trail, Bemiss, Browne's Addition, Chief Garry Park, Cliff-Cannon, East Central, Emerson-Garfield, Grandview-Thorpe, Hillyard, Latah-Hangman, Lincoln Heights, Logan, Manito-Cannon Hill, North Hill, North Indian Trail, Peaceful Valley, Rockwood, Southgate, West Central, West Hills, and Whitman.
- **Neighborhood Councils Absent:** Comstock, Five Mile Prairie, Minnehaha, Nevada Heights, Northwest, Riverside, and Shiloh Hills.
- **City Staff Present:** Annie Deasy [Office of Neighborhood Services (ONS)], Amber Groe (ONS), Justin Lundgren [Spokane Police Department (SPD)], Council Member (CM) Karen Stratton (City Council)
- **Visitors:** George Dahl [Community, Housing and Human Services (CHHS)], Jenn Cerecedes (CHHS), Paul Kropp (Liaison Committee), Jennifer Cumbie (facilitator), and Randy McGlenn [Pedestrian, Transportation and Traffic (PeTT) Committee, Citizens Transportation Advisory Board (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 to provide accurate minutes. This request was approved, 15-approve, 3-deny, and 0-abstain.
 - a. Dale Walker was unable to use the poll, so he verbally approved the recording of the meeting.
2. **Proposed Agenda:** Mary Winkes moved. Kathryn Alexander seconded to approve the agenda. Motion passes with 18-approve, 0-deny, and 3-abstain.
3. **September Minutes:** Carol Tomsic moved. Tina Luerssen seconded to approve the amended September minutes. Motion passes with 12-approve, 2-deny, and 6-abstain.
4. **Open Forum:**
 - Greg Francis- The Land Use committee has moved from the third Thursday to the first Wednesday of each month. Land Use will not be having an October meeting and will be meet on November 2. The hybrid meeting will start at 5:30 p.m. (online and at the Shadle Library). Greg encouraged more representatives to attend. Land Use will be codifying emergency changes upcoming.
 - Mary- Urged members to read the Plan Commission report. There are important results in the recent report. Soon, the report will be in front of City Council. There is still time to provide feedback.
 - Kathryn- CHHS meeting was held yesterday. CHHS had a retreat and talked about policy changes and funding concerns a clear divide between Continuum of Care and CHHS. This is possibly the last EARP, it will be going to the same vendors as the last round. ARPA meeting took place at Camp Hope today to look at funding issues that may be part of the camp. Nicolette Ocheltree who was working with CM Bingle is now working with City Council as a Housing and Homelessness Coordinator. They will be working on a tenant and landlord ordinance in November which will contain universal credit checks, close the loop on just cause and create a landlord registry. On Thursday, October 20,2022, from 4 to 5:30 p.m. at West Central Community Center there will be a meeting to determine the priorities for Community Development Block Grant (CDBG) funding. All are encouraged to attend. Katherine provided context about the spending. Kathryn is working with Jenn Cerecedes in CHHS.
 - Randy McGlenn- Provided updates for the PeTT committee and CTAB. Working on getting new members up to speed for the CTAB and we lost Shauna Harshman so will be playing catch up with our

new administrator for that program but just wanted to let everyone know that we're finally getting things dialed in and we'll be working on trying to design some regular reporting that will be informative and useful for the community assembly and the neighborhoods.

Legislative Agenda:

5. Councilmember (CM) Stratton's Report:

- CM Bingle and CM Stratton are working with the American Indian Community Center and the Parks Department to find park land to provide a permanent building for them to provide services to the community. Once they find land, they will move forward with their financial ask for the space and things will move from there.
- The Preliminary Budget from the Mayor's office was sent to City Council (CC) this week.
- The Spokane Homelessness Coalition met today at Camp Hope. The Department of Health and Licensing was on the ground to help folks provide new IDs to those who do not have them to receive services. The perimeter fence was set up. There are also efforts to provide general IDs for people living there.
- 15 peer support members onsite to provide direct treatment. Starting classes on how to be housing ready. There is a store where people can pick up a sack lunch, soaps, etc. There was a meeting that took place between the county, the city and the dept of transportation to talk about the property.
- In Northwest Spokane there was a ground breaking yesterday on the Millennium Development.
- There is also a revitalization project and groundbreaking happening in the Garland District. That has been slowed down, however, meetings planned between the developer, the business district, and CM Stratton (possibly others) are happening to determine what the building is going to look like on the outside since some residents were concerned about that.
- CM Stratton sent an email to Five Mile Prairie and North Indian Trail about Strong Road. Check with your neighborhood council for more information.
- Interviews for a new Neighborhood Housing and Human Services Director are taking place on Friday, October 6. There is a meet and greet taking place for staff and a few interviews are taking place.
- Emerson-Garfield and North Hill: working to get a gateway sign to introduce people to the neighborhood. Two artists are working with the neighborhoods to complete the sign.
- Mark: There is a big project going on in the county that will affect Five Mile Prairie and North Indian Trail. What is the city doing about it? City sewer and water was signed off on in September.
 - Stratton: there is a group of neighborhood citizens who are putting together a proposal of concerns for the builders.
- Tina: Last week, we had a joint CA/CC meeting and we had a low turnout from council. Two members showed up and they left before the end of the meeting. How can we help CC? We are trying to be an equal partner in government.
 - Stratton: there is a lot going on right now- homelessness and budget so that could be why. Urged CA to contact CC reps for your district and letting them know you are looking forward to them attending the meeting. Typically, we have four to five CC members at the joint meetings. The low attendance concerns got back to council and were heard.
- Mary: Are the CA/CC meetings on the CC calendars? I think if CC knew it was the 5th Thursday of the month they would be more inclined to attend.
 - Stratton: It is on calendars. Apologized for attendance.
- Carol: After you finish the sign, can you share with the other neighborhoods about how you got the funding for the grants?

- **Move to extend discussion by 5 minutes, first extension.** Andy Hoye motioned, Christopher Savage seconded. Motion passes: 13- approve, 4- deny, 1- abstain.

6. **Spokane Police Department (SPD) New Patrol Configuration (Assistant Chief, Justin Lundgren):**

- Assistant Chief Lundgren's presentation will be emailed to the CA.
- SPD Assistant Chief shared a presentation about the new patrol staffing that will start in January 2023.
- SPD is experiencing a high level of attrition and are working to hire more officers. SPD will have 40 officers depart sometime over 2022. Next year, there will be three academies where we will be looking to hire 10 qualified applicants from those and hire mid-level applicants as well.
- SPD currently has 356 funded positions. Spokane is 1.62 officers per 1,000 citizens.
- The response time for calls and number of calls that they are receiving has gone up. A large number of them are emergency calls. To respond to this, SPD has increased overtime which is costly and takes a toll on officers and morale.
- Current patrol staffing model includes one captain, eight lieutenants, 16 sergeants, 16 carpools, 120 officers, and six light duty officers.
- Current precinct staffing includes one captain, one lieutenant, zero to one sergeant, one to three detectives, three to four Neighborhood Resource Officers (NROs).
- The upcoming configuration will include a blending of these two models. Including one major, four captains, 11 lieutenant, 22 sergeants, 16 corporals, 154 officers working over a three shift, 10 area model. (A map was shared.)
- Officers will have smaller geographic areas- with a geographic based model the officers may be able to be more efficient and can be more localized (knowing the resources in the area).
- Challenges that will be faced include: public access to NROs, paradigm shift for most levels within SPD, organization changes take consistent time and effort
- Goals for the transition include: decreasing response time, put more officers on patrol, eliminate bar patrol, reduce mandatory/other overtime, increase officer morale, create early and late downtown sector.
- With the new configuration, a hope is to return to a more community oriented policing. All officers are NROs where they develop ownership in neighborhood areas. SPD wants to live up to their mission and believe this new configuration will help them reach it. SPD will evaluate the configuration as they roll it out to make sure it's meeting the needs of the community.
 - Question: Eileen Kazura- is this information publicly available?
 - Question: Mark- Is there a reason the staffing is not equal across sectors?
 - We want to decrease "cross beat" officers. Would like officers to stay in their sector. We also need staffing across the city at all times that meets the needs of the city. There is consideration to the needs of the communities and the current number of calls we get plus the needs of a potential large scale event.
 - Will the precinct teams have someone who attends neighborhood councils?
 - Between the precinct teams, someone will attend the neighborhood councils.
 - Question: Bill Forman- Does the downtown precinct include anyone beyond Riverside, Peaceful Valley and Browne's Addition? Are there any days of the week that there is more coverage?
 - These are the correct neighborhoods. They will receive more coverage through this configuration.
 - On some Wednesdays and Fridays there will be a double up day between officers.

- Comment: Carol- Jake Willard is the best NRO and we want to put a plug in to keep him in our neighborhood. I really like that you said foot beats. I think that would help a lot.
- Question: Susan Mensching- I saw that Geiger might be closing and currently can't hold people for long. Is there a way that to hold building owners of nuisance buildings accountable?
 - Our corrections system in the county is a confined space and is not the most modern and does not have the room for what our needs are. At some times, in order for someone to be booked in, we have to move someone out of the jail to make room.
 - There is a process for nuisance buildings. There are certain crimes that have to happen in order for SPD to follow the process. Report any issues.
- Question: Randy McGlenn withdrew his question and requested a copy of the presentation
- **Move to extend discussion by 5 minutes, first extension.** Mark motioned; Christopher seconded. Motion passes: 13- approve, 4- deny, 1- abstain.

7. Design Review Board (DRB) and Future Liaison Recruitment (Paul Kropp)

- Information about the DRB position is in the agenda packet on page 10.
- Kathryn Alexander: Will be leaving all of her city work at the end of December including her role on CHHS. Very nervous about the lack of involvement in some of our neighborhoods, especially in District 1. We need to strive to work as a whole, I see us still only working for ourselves. Looking to continue her work through edible landscapes. We are 29 neighborhoods. If we had one voice we would be so powerful.
- Gratitude was shared for Kathryn from Paul, Fran and Randy.
- Paul Kropp: We have two vacancies on the Liaison committee. It is up to the CA to recruit for applications for these positions.
- Randy McGlenn: we need to invest into this partnership because this is a partnership between the city and us.

8. Reappointment of Plan Commission Liaison (Paul Kropp)

- Liaison committee suggests to reappoint Mary Winkes to a third and final term to the plan commission committee. Mark moved to approve Mary's continued appointment. Fran seconded. Motion passes: 14- approve, 0- deny, 6- abstain. (Dale Walker approved via the chat. Mary verbally abstained. Justin abstained)

9. CA Retreat (Tina Luerssen):

- The retreat is on October 10 from 9 a.m. – 2 p.m. at the Hive on Sprague Ave. Currently, there are 14 people who have registered and two from ONS. There will be a brown bag and potluck hosted for lunch- please do not leave the site for lunch.
- We have an identity issue as CA. We have 29 neighborhoods not being one cohesive voice. There is a lot of passion, but not always productive. The purpose of the retreat is to help us get to one voice and have a stronger voice when we talk to city council.
- Notes will be shared out after the retreat- the retreat will not be recorded.
 - Questions: Andy- Brian Walker has been very helpful to neighborhoods and BSN. Could he be helpful in creating a marketing plan for member recruitment?
 - Comment: Luke- We need to do work at our councils to make sure that they are inclusive and inviting before we can run off and do a recruitment marketing campaign. Part of the retreat will be about this.

10. Admin Nominating Committee (Tina Luerssen):

- Kathryn, Mark and Tina were on the nominating committee. Fran Papenleur, Dale Walker, Randy McGlenn, Lindsey Shaw, and Shea Blackwell were interested in serving on Admin Committee next year. In between now and the next meeting, please let the Admin Nominating Committee know.

11. Admin Report: CA/CC Recap., Policies and Procedures (P&P) (Tina Luerssen):

- In November, we will be looking for three people to be on the P&P Review Committee.
- A few topics we discussed for that is the use of recorded meetings, MOU between CA and ONS (review annually with P&P review).
- CA/CC meeting had poor showing from council last month. Started the meeting with Jenn Cerecedes and then went into City Council updates (redistricting, camp hope, moratorium). The CC did not stay to talk about CA work. The CA had a productive discussion about how to have a more effective relationship with CC moving forward.
- Kathryn: The CA/CC should be a dialogue and less announcements/reports. Not even CA and CC, but with ONS and CHHS.
- Mary: It was understood by a LA that the later portion of the CA/CC meeting was not meant for CC. We may need to be more clear about who and what the space is for.

12. Roundtable Discussion:

- Jenn--in the process of examining the recommendations from John Hall. We are in a very tight timeline to secure a Request for Proposals (RFP) for CDBG funds. We would like to host an in person meeting on Thursday, October 20, to discuss priorities for the CDBG funds. We will be working to put together a survey to also retrieve neighborhood feedback for priorities. Proposing to wrap the \$400K into the RFP.
 - Should neighborhood members send their ideas for funding directly to Jenn? We will also extend comment suggestions through the end of October.
 - Carol: Our neighborhood (Lincon Heights) requested a toilet downtown.
 - Randy: There is frustration from the neighborhoods because there has been priorities determined that CA approves, that do not move forward. We would like the CC to develop a strict process that CA is a key player in. CDBG are not community oriented if community is taken out of the loop.
 - Luke: This funding has been stolen from us. We need a good faith that the process needs to come back to neighborhoods. The process of neighborhoods gathering together to put in an RFP is unrealistic.
 - Carol: We need to keep this in the neighborhoods. The residents would get involved with this.
 - Andy: Are the old RFPs and the \$400K from 2019 be rolled into the \$4.5 million?
 - Jenn: No, they will not be rolled in. These funds are already allocated.
 - Mary: On October 20, I suggest we urge the administration use our money together to help house the unhoused.
- **Move to extend discussion by 5 minutes, first extension.** Fran motioned. Lindsey Shaw seconded. Motion passes: 14- approve, 2- deny, 2- abstain.
- **Move to extend discussion by 5 minutes, second and final extension.** Fran motioned. Andy seconded. Motion passes: 14- approve, 4- deny, 2- abstain.

- Susan Mensching: I am from West Hills and residents in our neighborhood are not even being listened to. The non-profits are having a louder voice, have a louder impact and influence on the Administration. Susan encouraged CA to be together on this.
- Luke requested CHHS updates from Jenn for 2019 and she agreed to send them.
- **Meeting adjourned at 8:02 p.m.**
- Next Community Assembly scheduled for **Thursday, November 3, 2022.**

Spokane Neighborhood Leadership Academy

The Spokane Neighborhood Leadership Academy (SNLA) is a five-month program designed to equip new and emerging neighborhood council leaders with knowledge, skills, and resources to increase engagement and effectively address their priorities.



Free to Participate!

- + Develop essential skills for leading volunteer teams, including:
 - Communicating effectively, facilitating meetings, delegating, resolving conflict, and more
- + Learn to create inclusive, welcoming spaces and collaborate with people of diverse identities, personalities, and abilities
- + Become familiar with Spokane's municipal structures, processes, and resources to better serve neighborhoods

Applicants must be 18 years or older as of January 1, 2023, commit to attending all program sessions, and have been involved in their neighborhood council for 2 years or less.

Applications close on November 30th

INFORMATION SESSIONS

**October 17 &
November 14
6:30 - 7:30 pm**

NE Community Center
4001 N Cook St
Spokane, WA 99207

DETAILS

Each month, participants will:

- Attend one Saturday class from 9am-3pm at the Northeast Community Center (*see dates below*)
- Attend one workshop or panel virtually
- Complete 1-2 hours of light homework
- Connect with learning partner as needed

CLASSES INCLUDE

- Lunch
- \$50 grocery card
- Childcare stipend
(if needed)

2023 CLASS DATES

January 28	April 29
February 25	May 20
March 25	June 3

Learn more & apply!



School of
Leadership Studies
PROFESSIONAL &
COMMUNITY EDUCATION

FOR MORE INFORMATION:
beal@gonzaga.edu
gonzaga.edu/snla



SNLA WEBSITE & APPLICATIONS

We are excited to announce the launch of the [Spokane Neighborhood Leadership Academy page](#) on Gonzaga's website, which includes the **open applications for the 2023 cohort**! The application period ends November 15th. Please feel free to use the shortened url gonzaga.edu/snla to promote this page within your networks.

HOW YOU CAN HELP

1. **Encourage others to learn more and apply at gonzaga.edu/snla.** Consider sharing your experience as members of the pilot cohort with others via email, social media, word of mouth, carrier pigeon, etc.! We need your help recruiting another engaged, curious and creative group.
2. **Recruit at Neighborhood Council meetings.** If you are willing to take brochures to NC meetings during October and November, please email Rachel Beal at beal@gonzaga.edu and note which neighborhood(s) you are interested in connecting with. We will coordinate getting those brochures to you, and provide date/time/location details for attending those meetings.
3. **Attend an Info Session.** We have scheduled two info sessions to share more information with folks about the program. *We need 1-3 alumni to attend each of these sessions.* Please RSVP to Rachel Beal at beal@gonzaga.edu with the sessions you are able to attend.
 - a. **October 17th 6:30-7:30 pm, Northeast Community Center** ([view Facebook event](#))
 - b. **November 14th, 6:30-7:30 pm, Northeast Community Center** ([view Facebook event](#))

INVOLVEMENT IN 2023 COHORT

We are looking for creative and meaningful ways to engage you all in the upcoming cohort, and would love to hear your ideas. Feel free to email me directly, or bring them to our upcoming gathering on October 12th. Jeff and I look forward to integrating your thoughts into our planning conversations this fall!

If you have feedback, suggestions, thoughts, questions, etc., please don't hesitate to get in touch! We are so grateful for your engagement with and support of this incredible program. Onward we go!

KELSEY SOLBERG, M.A.

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WA CLIMATE POLICY PANEL:

HOW IS CLIMATE CHANGE DRIVING POLICY CHANGES IN WASHINGTON STATE AND ARE WE RESILIENT ENOUGH?

15 NOVEMBER 2022 | 10:15 - 11:45 AM
ZOOM



The Lands Council invites you to a policy panel discussion with some of Washington's leaders featuring:

- Lisa Brown, Director of Commerce
- Hilary Franz, Commissioner of Public Lands
- Michael Pellicciotti, State Treasurer
- Dr. Umair Shah, Secretary of Health
- Amanda Parrish, Executive Director for The Lands Council

The panel will be moderated by Naghmana Sherazi, Climate Justice Program Director at The Lands Council. Climate change is already affecting us worldwide. What will living and working in Washington State be like by the year 2030, or by 2050? What is being done to help our overburdened, aging, and at-risk/vulnerable communities? And to address health disparities? What are we doing to diversify our sources of income to ensure our economy is strong and resilient? Will our farmers and lands be able to address growing demands on food production? Do we have the land or will we need to encroach on public forests and lands? What are we doing to cut back on greenhouse gas emissions, reduce our carbon footprint, and is it even possible to get to net zero carbon?

If we want to make a difference, we need to become better educated, create awareness, and change our habits ([Meyers, Brett, 2022](#)). Decisions we make today will affect every single aspect of our lives in the very near future. Climate change plays a big role in policies shaping the landscape, and the condition of our world that we leave for future generations. Our communities have distinct and dire needs that must be addressed. We must acknowledge climate change is driving the need for policies to mitigate the effects on our local population and the area we live and work in.

These and other thoughts will be at the root of our discussion at the panel. We hope you will join us and those driving these policies in Washington, on **November 15th from 10:15 – 11:45 AM via Zoom**. Register to attend here: [Washington Climate Policy Panel — The Lands Council](#)

If you have questions or, would like to partner with us on this venture, please

email nsherazi@landscouncil.org. If you would like to ensure that we continue to bring such discussions to you, please make a donation to our Climate Justice Program here: www.landscouncil.org/donate.



Retreat on Oct. 10, 2022

Facilitators' Suggestions for a Path Forward

These suggestions are intended to provide the Community Assembly (CA) with a path towards short-term steps and solutions, to be followed by a strategic plan to achieve longer-term goals. Our suggestions are based on the following:

- 1) Verbal, anecdotal information provided to us prior to and during the retreat,
- 2) pre-survey data,
- 3) observations during the retreat.

Suggested Priority	Potential Steps & Considerations
#1: Unify and strengthen CA as a team	<ul style="list-style-type: none">• Establish Community Agreement/Rules of engagement that will set expectations for how members behave/engage with each other.<ul style="list-style-type: none">○ Improving meeting dynamics can provide CA with much-needed lift, both internally and externally.○ What are the consequences if someone doesn't abide by the agreement?• Determine purpose of meetings and adjust structure to meet those goals, such as:<ul style="list-style-type: none">○ In-person/online modality○ Meeting duration• Engage members in evaluating CA's existing governance structure for effectiveness and efficiency. Considerations:<ul style="list-style-type: none">○ Who has the authority to hold members accountable for their behavior?○ Who can speak on behalf of CA when there is need for one-on-one conversations?○ If ONS was unable to provide or fund an external facilitator, who within CA is empowered to facilitate meetings?○ What necessitates an outside facilitator?○ Who is responsible for taking minutes?○ What shared tools (ex. Google drive, Mighty Networks, CA distribution list) could make CA more effective?○ How does CA decide what issues to take up? (Ex. Create criteria?)○ Who follows up on action items to ensure completion?• Enhance new member onboarding (ex. orientation, mentorship, welcome video, etc.)<ul style="list-style-type: none">○ A strong, positive start will make new members feel more welcome and encourage their active participation.

<p>#2: Ensure CA has a 'seat at each table' (prevent 'dying on the vine')</p>	<ul style="list-style-type: none"> • Request/re-instate standing meetings with key City departments/leaders. <ul style="list-style-type: none"> ○ Who will make request? ○ Who will meet with them? ○ What is the purpose of the meetings? ○ What is the value proposition to those departments? • Identify unfilled CA positions on commissions and committees: <ul style="list-style-type: none"> ○ How might you engage with NCs to identify and recruit individuals to represent the CA on these committees? ○ Ensure that reps know what is expected of them. ○ Identify member to submit requests, recruit, etc. on behalf of CA. ○ Draft communication to ensure unity of messaging.
<p>#3: Leverage CA's strength as a passionate and committed voice for neighborhoods</p>	<ul style="list-style-type: none"> • Reinforce this strength in all external messaging and communication. <ul style="list-style-type: none"> ○ This is more likely to build <u>true, equal partnership</u> amongst City stakeholders. ○ CA being part of the City Charter is helpful as a 'by the way', but less motivating as a starting point. • Collect/document examples of CA's achievements in advocating for neighborhoods. <ul style="list-style-type: none"> ○ 'Wins' prove CA's worth and inspire involvement.
<p>#4: Enhance CA's presence in NCs and communities</p>	<ul style="list-style-type: none"> • Create plan to <i>re-introduce</i> CA to each NC, as best for each neighborhood. • Develop a simple social media/email campaign describing purpose of CA and <i>impact</i> in community. • Consider a CA virtual 'open house' for visitors - focus on <u>their</u> interests and questions • Consider a memorable slogan that makes CA's purpose more clear (Ex. <i>Community Assembly: Your Neighborhood's Partner in Government</i>)

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

October 25th, 2022. 12pm via Zoom web conference

Attendees: Committee members: Tina Luerssen (Secretary), Mark Davies, Cliff Winger. **City Staff:** Gabby Ryan. **Guests:** Paul Kropp (Liaison Committee/Southgate), Fran Papenleur (BSN/Audubon-Downriver), Lindsey Shaw (Logan). **Absent committee members:** Seth Knutson (Chair, Resigned), Christopher Savage (Vice Chair).

In absence of committee Chair and Vice Chair, Mark Davies chaired the meeting.

Minutes approval: September 27th meeting notes approved by consensus.

CA Agenda Requests:

Bus Rapid Transit (BRT) Planning, Sarah Schwering & STA Staff. Requested 30 minutes re: route lines, station locations, concerns. In preliminary design/engineering phase, not urgent, informational only. Request that STA bring this presentation request to the PeTT committee and adjacent NCs, rather than the whole CA.

Snow Plow Roundup, Kirstin Davis or Clint Harris. Requested 10 minutes. Is there anything new this year, or just the same information? Are there flyers available to put on vehicles that need to be moved? If no new information, request info be in the packet rather than agenda time. If there are significant changes, perhaps time on December agenda.

ONS Budget, Eric Finch (if details are available by CA). Requested 20 minutes. Not likely that this will be ready before 11/3, since City Council is taking 10/31 off and won't meet again until 11/7. Push to December agenda.

CA Liaison – Urban Forestry Citizen Advisory Committee (UF-CAC), Kris Neeley. Requested 15 minutes.

Liaison Committee – DRB Vacancy, Paul Kropp. Requested 5 minutes. Paul has received 2 inquiries for the position, he will mention this vacancy during Open Forum rather than time on the agenda.

Admin Committee Elections, Establish P&P Review Committee, Tina. Requested 10 minutes for elections vote, and committee volunteers. Gabby will work with Jennifer to create election poll.

Budget Committee Update/Recruitment, Ken Cruz. Requested 15 minutes, with roll-call vote expected. Proposal to send postcard mailer to struggling/dark NCs, Gabby estimates that we can afford to send about 28k households.

CA Retreat Recap, Tina. Requested as much time as possible to continue Retreat work.

Other Committee discussion:

Press Releases: Gabby will ask Communications if NC can be added to the press release list. **WebEx vs Zoom** for online meeting platform. **Meeting locations:** SPL director is piloting running later meetings, specifically at The Hive.

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

Council Update: From our scheduled Councilmember (CP Beggs). 15 minutes.

Retreat Committee: (Tina Luerssen). 45 minutes.

Urban Forestry Citizen Advisory Committee (UF-CAC) (Kris Neeley). 15 minutes.

Admin Committee Updates (Admin Committee elections, Establish P&P Committee). 10 minutes.

Budget Committee (Ken Cruz). 15 minutes.

Roundtable. 10 minutes.

Topics for next Admin Committee meeting. Tuesday, November 22nd, 2022: New committee members – officer elections. 2023 meeting calendar (Admin, CA, CA/CC). Meeting locations. Snow Plow plan, ONS budget, STA BRT plan, DRB liaison.

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

DRAFT Community Assembly Committee Meeting Notes: Budget Committee
10/24/22 7:00pm, virtual via Zoom and in-person at Fire Station 4.

Members present in-person: Tina Luerksen (Secretary: Grandview-Thorpe), Gail Cropper (Vice Chair: Northwest), Ken Cruz (Chair: West Central), Scot Webb (North Hill), Kelly Lotze (Browne's Addition). City staff present: Gabby Ryan.

Agenda:

1. Meeting notes from 8/22/22 approved by consensus.
2. Gabby's email update on reimbursements: the Accounting employee who was handling CA Grant reimbursements retired just before the submittal deadline in September, and John Hall resigned at the end of September. There are still many NCs that haven't received their payment (Grandview-Thorpe being one). The Accounting report that Gabby was given is lacking quite a few expenses. Based on the ONS invoice forms, Gabby estimates that there is approximately \$18,400 spent, which leaves around \$7600 remaining (after the Retreat expenses).
3. West Hills, Nevada Heights, Latah/Hangman all applied but didn't spend anything. Hillyard, Minnehaha and Riverside didn't apply. Tina reported that some NCs complained that the application is too hard. How can we make this easier? Pre-filled applications for common activities? Workshop a few weeks before to help applicants? Gabby suggested "packages" for marketing, movie night, etc.
4. Extra Awards certificate paper was ordered last year with grant funds, so there is left over to print awards this year. Andy did contact Gabby to ask about an award for a lifetime achievement recipient this year. Pins were ordered last year but we don't know where they ended up.
5. Ken suggested printing flyers for the CA that advertise the Community Engagement Grant. Kelly suggested a mass mailer promoting the NCs and CA. We can't afford to mail to the whole City, but could target those NCs that are "dark" or desperate for leadership. This mailer could also advertise SNLA applications. Concern about where to direct contacts if the NC is dark? Could go to BSN and ONS. Nevada Heights, Riverside, Hillyard, Minnehaha, Whitman, Bemiss...should it just focus on District 1? Gabby can get the mailer cost from the clean-up program. Discussion regarding combining NCs to join meeting nights.
6. Ken will bring the mailer proposal to CA for a vote next week. He will also ask for approval for a Lifetime award trophy. Tina will request 15 minutes on CA agenda at Admin tomorrow. Also, we need to recruit Budget committee members for next year as Tina and Kelly are both termed out.
7. Next Budget Committee meeting is scheduled for Monday, November 28th at 7pm. Meeting adjourned at 8:05pm.

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

10/24/2022 12:00PM virtually on Zoom and at Shadle Library.

Present at Shadle Library: Fran Papenleur (Chair: Audubon-Downriver), Dan Brown (North Hill), Dave Lucas (Vice Chair: Rockwood), Gail Cropper (Northwest), Mike Gifford (West Hills). City staff: Amber Groe (ONS). Present on Zoom: Tina Luerssen (Secretary: Grandview/Thorpe), Mary Lou Sproul (Browne's Addition), Kathryn Alexander (Bemiss), Charles Hansen (Whitman).

Meeting Agenda:

1. Committee Housekeeping: September meeting notes approved by consensus.
2. CA Retreat: Good attendance, with about half of the NCs represented. Lots of good discussion and identifying issues, but there was not time to outline a plan of action moving forward. In-person meetings were a big topic, we need to figure out a location. Gabby was told that The Hive wasn't available after 7pm, but Kathryn has heard otherwise. Amber has an update on this.
 - Next Steps: Tina will request CA agenda time through Admin committee, waiting for an outline from Rachelle/Kristin. Kathryn and Fran advocated for more internal CA work and less outside presentations. A "strategic plan" was discussed, but requires more work.
 - SNLA: applications are open for 2023. Jeff Stevens is co-facilitating again. Actively recruiting participants for the program, deadline coming up in November. Kathryn will forward the flyer.
3. Updates
 - NHHS/CHHS/ONS: Amber reported that the current interim NHHS Director/ONS Director is Eric Finch. There was a Meet & Greet with Kim McCollum a couple of weeks ago, candidate for NHHS Director; there hasn't been any further information regarding this or other candidates. Annie & Gabby have shared the NC's desire to be involved in the hiring process for ONS and NHHS Directors. No other hiring progress, candidate pool has closed for ONS Director but no information. Amber spoke with Andrew Chanse from SPL about using The Hive after-hours, he's interested in "piloting" after-hours use to groups in the near future, so this is a possibility for CA. Dave also mentioned that SPS are available for after-hours meetings; issues with accessibility (15-minute window for doors before/after) and wi-fi.
 - Traffic Planning: Shauna Harshman has left her position in the City Council office working on this program. Dave has been pushing for communication with the City for this program. A lot of money has been spent on consultants for this program, and nothing seems to be getting done yet. Neighborhoods are frustrated about this lack of movement, and replaying the same issues. Charles reported that

Whitman was interested in traffic on Haven by the Hillyard Business District; also interested in sidewalks around the school, and then pedestrian crossing on Francis at Pittsburgh. Is PeTT working on this?

- 2022 Workplan: CA Handbook was refreshed by Fran and others over the summer. This was put onto a thumb drive for Retreat attendees, and Fran has a couple of hard copies as well. Request that Amber ask Web to update the link on the Neighborhoods page to reflect the updated document. BSN members are willing to meet with new NC members to go over the handbook and “orientation”.
 1. Online Toolkit: we haven’t worked on this yet, and will likely carry this over into next year’s goals to update the training links on the website. Committee members can look at the toolkit online and suggest updates:
<https://my.spokanecity.org/neighborhoods/resources/>. Gail asked about updating NC info on the website; NCs should go through their ONS liaison to request updates.
- Redistricting: Dave brought up the survey that was sent out. Today is the final day of feedback on the maps. Mary Winkes, CA Plan Commission liaison, emailed CA and NCs about the maps because Map #1 seems to be the one pushed forward, and it splits up 3 NCs. Map #2 is the only one that keeps NCs together. Mike spoke about West Hills being split up, they want Map #2 to keep their NC unified. Communication is already difficult as the NC is divided by Hwy 2 and Government Way, and splitting into 2 Districts would further complicate. Dave suggested that if a NC is split, then that NC could potentially change boundaries and split or merge the NC with others.
- Other: Summer Events
 1. Anne Luttrull gave Fran a report of the Emerson-Garfield summer farmer’s market success. The Market served more food-insecure folks than ever, partnered with other organizations, increased activities and information. Looking for sponsors for next year to provide a portable toilet, and looking for social media assistance.
 2. Mary Lou reported on the Browne’s Addition Spook Walk, with an article in the Spokesman-Review today. Hoping for fully-booked tours for this annual NC event/fundraiser.

Next meeting: 12:00pm on Monday, November 28th, 2022. Location: Virtually on Zoom, in-person TBD at The Hive or Liberty Park Library. Tentative agenda: discussion with Randy McGlenn re: bringing diverse groups together.

Draft Notes – CA Liaison Committee – October 11, 2022 – via Zoom – 2:00 PM

Present: Paul Kropp, Southgate, Chair; Andy Hoyer, Southgate, Recorder; Susan Burns, Peaceful Valley; Annie Deasy, ONS – Bonnie McInnis, West Central excused/absent

There was no tracking of attendance record due to a clerical issue – however, the tracking has been maintained manually and will be updated at the next meeting.

We reviewed the agenda for this meeting and approved it.

Kathryn Alexander will be resigning from her position as the CHHS Liaison at the end of 2022 but has told the chair she expects to maintain her membership position on the Housing Action Subcommittee.

We ratified the mid-September email thread for Liaison Committee approval to re-nominate Mary Winkes to a second and final three-year term on the Plan Commission. We noted that this was passed at the October CA meeting.

We approved the notes/minutes of the September 13 meeting.

Changes to Policies and Procedures of the Liaison Committee, Section XI of the CA Policies and Procedures, and proposed changes to the PeTT Committee Policies and Procedures were reviewed and are attached, changes noted as underlined. This is for two reasons: first, to add the Park Board committee membership positions to the CA P&P, and second, to clarify the CA's role in forwarding the nominations by the PeTT Committee to the Citizens Transportation Advisory Board and the Plan Commission Transportation Subcommittee.

We discussed our “check-in” sequence, as the two new Park Board representative members are last in this year's list.

We reviewed an email from Julie Biggerstaff regarding her reporting responsibilities as a CA Liaison and agreed to meet with her as soon as possible – Paul will arrange – likely via Zoom.

We will meet with Lindsay Shaw next month.

Draft submitted by Andy Hoyer
Supplemental editing by Paul Kropp

Attachments:

- LC proposed amendment to the Community Assembly P&P at XI Liaisons
- LC proposed amendment to the Liaison Committee P&P on page 2 of 2
- LC proposed amendment to the PeTT Committee P&P on page 2 of 2

XI. Community Assembly Liaisons

- A. The city council has allocated the Community Assembly (CA), in the municipal code and by resolution, membership positions on four (4) city advisory boards, commissions or committees, and two (2) to the Community Assembly's Pedestrian, Traffic and Transportation (PeTT) Committee. In addition, the park board has established by resolution two (2) CA membership positions related to a standing committee.

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

B. Liaison List:

1. City Council Appointees:

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

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

b. Design Review Board (DRB) Member

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

c. Housing Action Subcommittee (HAS) Member

- 4) Established By: City Council Resolution 2021-0020
- 5) Term: (undetermined)
- 6) Voting Status: Voting

d. Plan Commission (PC) Liaison Member

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

2. Community Assembly Appointees:

a. Citizens Transportation Advisory Committee (CTAB) Member

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

b. Plan Commission Transportation Subcommittee (PCTS) Member

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

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

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

3. Park Board Appointees:

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

- 1) Established By: Park Board resolution August 21, 2021
- 2) Term: Up to two (2) terms of three (3) years each
- 3) Voting Status: Voting

b. Park Board Development and Volunteer Citizen Advisory Committee Member (DVCAC)

- 1) Established By: Park Board resolution August 21, 2021
- 2) Term: Up to two (2) terms of three (3) years each
- 3) Voting Status: Voting

C. Liaisons shall be members of a recognized neighborhood council.

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

1. Represent the neighborhoods and the Community Assembly.

2. Provide a conduit for two-way communication between the CA (or PeTT Committee) and the board, commission, or committee they serve on.
3. Inform the CA (or PeTT Committee) of specific issues on which it may want to consider taking action.
4. Make an in-person annual report at a CA meeting and monthly provide information for inclusion in the CA agenda packet.
5. Any additional responsibilities are detailed in specific liaison position descriptions or profiles maintained by the Liaison Committee.

E. Role of the Liaison Committee:

1. The Liaison Committee supports and evaluates the ~~five (5)~~ nine (9) liaisons serving on city advisory boards, commissions, or committees. See the Liaison Committee's policies and procedures.
- ~~2. Candidates to fill liaison positions are recommended by the Liaison Committee for selection by the Community Assembly for nomination by the mayor and appointment by the city council.~~
3. Candidates to fill liaison positions subject to appointment by the city council are recommended by the Liaison Committee for nomination by the Community Assembly to the mayor.
4. Candidates to fill liaison positions subject to appointment by the park board are recommended by the Liaison Committee for nomination by the Community Assembly.
5. Candidates to fill liaison positions subject to direct appointment by the Community Assembly are recommended by the Liaison Committee (UF-CAC).
6. The Liaison Committee also, upon due and timely consideration of facts and circumstances, may recommend the Community Assembly withdraw the nomination of a liaison.

F. Role of the PeTT Committee:

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

Community Assembly of Spokane Neighborhood Councils

Liaison Committee

Policies and Procedures 1-12-2021 [Liaison Committee proposed update rev 1 Sept 22]

A. Committee Charge

Maintain the city-established positions on advisory boards and commissions related to the Community Assembly as enumerated in the Community Assembly's Policies and Procedures Title XI.

B. Functions

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

C. Membership

The committee operates with a minimum of three individuals who are members of different neighborhood councils. The roster of members is included in committee reports to the Community Assembly.

D. Meetings

The committee meets monthly or as needed to accomplish its functions at the call of the chair, of two of its members, or at the direction of the Community Assembly Administrative Committee by its chair. Upon the convening of a meeting, a quorum for the conduct of business is the attendance of members from at least three neighborhood councils and a majority of members.

E. Officers and Terms

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

F. Decisions

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

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

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

G. Selection Standards

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

H. Records and Reporting

The committee keeps continuous, twelve-month liaison attendance records.

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

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

I. Withdrawal of Nomination

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

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

Community Assembly of Spokane Neighborhood Councils

Pedestrian, Transportation and Traffic Committee (PeTT)

Policies and Procedures (October 2021) [Liaison Committee proposed update rev 1 Oct 22]

A. Committee Charge:

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

B. Committee Function:

The committee receives the concerns and issues of the neighborhood councils related to streets, traffic safety, active living and transportation issues in general, and works with the Community Assembly, city staff and city council to evolve solutions and make recommendations.

C. Focus Areas:

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

D. Participation and Attendance:

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

E. Meetings and Notice:

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

F. Quorum and Decisions:

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

G. Officers and Terms:

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

H. Advisory Positions

The committee holds membership positions on the Citizens Transportation Advisory Committee (CTAB) and the Plan Commission Transportation Subcommittee (PCTS) per Spokane Municipal Code Chapter 08.16 Transportation Benefit District and City Council Resolution 2014-0078.

The committee will from time to time ~~nominate~~ select for appointment by the Community Assembly individuals to serve in these positions who maintain regular attendance at the PeTT Committee, are members of their respective neighborhood council, agree to regularly report to the committee and Community Assembly, and affirm the statement of responsibilities in Appendix A.

I. Email Notices and Email Lists

Neighborhood Services will maintain an email notice list for the committee separate from the general Community Assembly notice list which is composed of the email addresses of individuals who have expressed an ongoing interest in the work of the committee. No regular maintenance to this list is required.

APPENDIX A

PeTT Member Responsibilities on Advisory Positions

Statements of the responsibilities of membership.

Citizen Transportation Advisory Board (CTAB)

I am aware of the role and responsibilities of the City of Spokane's Citizens Transportation Advisory Board (CTAB) according to the provisions of SMC 08.16, which are:

- *to recommend the allocation of Transportation Benefit District revenue for residential street maintenance projects, and*
- *to provide a timely annual report for the City Council.*

In addition, I am aware

- *of the attendance and time commitment required, and*
- *of the additional requirement to provide a verbal report for the PeTT Committee after each CTAB meeting and a written report for the next Community Assembly meeting after each CTAB meeting.*

Plan Commission Transportation Subcommittee (PCTS)

I am aware of the role and responsibility of the City of Spokane's Plan Commission Transportation Subcommittee (PCTS) according to City Council Resolution 2014-0078, which is:

- *to review and prioritize street improvements as part of the Six-Year Comprehensive Street Program and other transportation funding for recommendation to the Plan Commission and the City Council.*

In addition, I am aware

- *of the attendance and time commitment required, and*
- *of the additional requirement to provide a verbal report for the PeTT Committee after each PCTS meeting and a written report for the next Community Assembly meeting after each PCTS meeting.*

Community Assembly
Pedestrian Traffic and Transportation Committee (PeTT) Meeting Draft Minutes
October 25, 2022, 6 pm
Zoom

Attendance

Charles Hansen (Whitman), Carlie Hoffman (Emerson/Garfield), Rita Conner (Southgate), Pam Schermeholm (Cliff Cannon), Mary Winkes (Manito/Cannon Hill), Marilyn Lloyd (Lincoln Heights), William Meeks (Grandview/Thorpe), Doug Salter (Chief Garry), Carol Tomsic (Lincoln Heights)

Introductions

Carol Tomsic, secretary, let attendees enter the meeting, in absence of Randy McGlenn, chair.

Mary tried to call Randy. Carol tried to call Randy. There was no answer. The attendees agreed to wait at least 15 minutes to see if Randy would enter the meeting.

Carol said she could start the meeting as she was a member of the board. She asked the attendees if they wanted to move forward with the meeting. There were no objections.

Meeting was called to order at 6:16 pm by Carol.

Attendees introduced themselves and their neighborhood connections.

PeTT Policy Review

It was requested by Paul Kropp, chair of the Community Assembly Liaison Committee, that the PeTT committee clarify the relationship between PeTT and the Community Assembly with their privilege to select from its members positions on the Citizen and Transportation Board (CTAB) and Plan Commission Transportation Subcommittee (PCTS). Paul asked for a revision in their policy and procedures to say PeTT selects, and Community Assembly appoints.

After an informal discussion and a verification of 'PeTT representatives' being the stakeholders and members on the CTAB and PCTS boards, the attendees decided that it was inappropriate for the committee's board selections to go thru the CA liaison committee to be appointed.

Roundtable

Carol asked the attendees for agenda items and projects to review and suggested a speaker on traffic studies.

Pam asked about the next step in the traffic calming program. It was noted that that the program is presently in the hands of the consulting engineers and Integrated Capital Management.

It was clarified that Jeff Gunn, the legislative assistant to Zack Zappone did not take over the traffic calming program. The committee needed to keep pressure on the program, so it is kept with the neighborhoods. An attendee said the traffic calming program was new to her. Another attendee did not know the workshops had already occurred. It was also stated that the Building Stronger Neighborhoods committee also inquired about an update.

The group agreed an update on the Traffic Calming Program was necessary.

Doug suggested a speaker on installing 'no-truck' signs on Boone and Desmet. He said trucks use the streets, but the streets are not a truck route.

The South Logan Neighborhood Transit Oriented Project survey was mentioned. It was advised that everyone take the survey as it was the last day to do so. A Division Street Bus Rapid Transit survey was also mentioned. A presentation from STA was proposed.

There was also a discussion on the new STA battery-operated buses.

It was noted that at our in-person meetings, before the pandemic, we had presentations from city staff and other entities. Those presentations were missed.

The meeting was adjourned at 7:05 pm

The next meeting is 11/22/22 at 6 pm.

Plan Commission (PC) Liaison Report

To the Community Assembly, November 3, 2022

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

PC Transportation Subcommittee (PCTS) Meetings – No meeting in October. There will be a meeting on November 1, 2022 at 9:00 a.m.

Housing Work Group meetings on October 12 and 26--cancelled

Plan Commission

October 12 Plan Commission Meeting at 2:00 p.m. (in person and via WebEx)

Workshops:

1. Building Opportunity and Choices for All comprehensive plan update—Kevin Friebott

Discussion ensued with no decisions by the Commission. This will be the focus for the Commission in the coming year. Emphasis on the Land Use chapter, sections LU1Sout.3 (Single Family Residential) and LU1.4 (Higher Density Residential). How do any potential changes to these two sections relate to other parts of the Comprehensive Plan?

You can keep up to date with what is happening in the regard by checking

<https://my.spokanecity.org/shapingspokane/comprehensive-plan/>

2. South Logan Transit Oriented Development Project Update

<https://my.spokanecity.org/projects/south-logan-transit-oriented-development-project/>

Hearing

1. 2023-2028 Citywide Capital Improvement Program

<https://static.spokanecity.org/documents/city/draft-2023-2028-citywide-capital-improvement-program.pdf>

Passed without community comment.

October 26 Plan Commission meeting at 2:00 p.m. (in person and via WebW=Ex)

Workshops:

1. Housing Action Plan Update

The updates will be published on the Housing Action Plan website (<https://my.spokanecity.org/housing/spokane-housing-action-plan/>).

The most recent updates might not be available until December.

2. Building Opportunities in Housing--Public Engagement

The Community Engagement strategy was discussed. A preliminary list of stakeholders was discussed.

Here is more information regarding Building Opportunity for Housing:

The interim ordinance was adopted this last July with the intent that a permanent solution be developed before the interim ordinance expires in one year. With that in mind, the City is kicking off the follow-up project to the interim ordinance, called [Building Opportunity for Housing](https://my.spokanecity.org/projects/shaping-spokane-housing/building-opportunity-for-housing/). The city will be building on what we learned from the interim ordinance and taking a deeper dive into housing opportunities in Spokane—exploring how to best make it easier for missing-middle housing to develop throughout the City. To learn more about this important effort and to sign up to participate in the planning and execution of this essential project, please visit the new website at:

<https://my.spokanecity.org/projects/shaping-spokane-housing/building-opportunity-for-housing/>

The city will update the site on a regular basis as new information becomes available. Also available on the website is a sign-up button for those interested in this project, to receive regular news about its progress and calls for public engagement activities. The city hopes to engage as many as possible during this effort, as well as those we may not always hear from when considering such important changes to the City's vision, policy, and code. Of course, other projects and studies are underway that address the critical need for more housing choices in the City. You can find more information about those efforts in the following links:

www.shapingspokanehousing.com – the Overall Program for Housing in Spokane

<https://my.spokanecity.org/housing/building-opportunity/> -- The Interim Ordinance

<https://my.spokanecity.org/housing/spokane-housing-action-plan/> -- the 2021 Spokane Housing Action Plan

<https://my.spokanecity.org/news/stories/2022/09/08/permit-history-shows-missing-middle-housing-gap/> -- A recent blog post showing housing trends in Spokane

For complete information regarding the Plan Commission, including minutes, agendas, documents, membership, documents, etc., please see

<https://my.spokanecity.org/bcc/commissions/plan-commission/>