

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



Meeting Agenda for Thursday, March 2, 2023  
 5:30 to 7:30 p.m., Webex Online Meeting  
 Proposed Agenda Subject to Change  
 Please review previous month’s minutes:  
 \*Community Assembly Minutes: February 2, 2023



### Administrative

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

### Open Forum

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

5. City Council (Council Member Kinnear) .....	15 min (5:50)	Oral Report	-
6. <a href="#">ONS Update for 2023 Programs (Patrick Striker)</a> .....	10 min (6:05)	Oral Report	10
7. <a href="#">Facilitator Contract (Patrick Striker)</a> .....	10 min (6:15)	Oral Report	13
8. Hybrid Format for CA Meetings (Randy McGlenn) .....	10 min (6:25)	Vote	
9. CA Committee Liaisons Access to Email Distribution Lists (Mary Winkes) .....	10 min (6:35)	Vote	
10. <a href="#">CA Committee Updates (Committee Chairs)</a> .....	30 min (6:45)	Oral Report	15
<i>Strategic Planning, Policies and Procedures, Others</i>			
11. Admin Committee Update (Randy McGlenn) .....	15 min (7:15)	Oral Report	
12. Liaison Committee, Housing Action Sub-Committee (Kathryn Alexander) .....	15 min (7:30)	Oral Report	
13. Roundtable Discussion .....	10 min (7:45)	Open Discussion	-

### Other Written Reports

Committee Reports, Agendas, Minutes, etc.

• <a href="#">Administrative Committee</a> .....	20
• <a href="#">Budget Committee</a> .....	22
• <a href="#">Building Stronger Neighborhoods Committee (BSN)</a> .....	23
• Community Assembly/Community Development Committee (CA/CD) .....	-
• <a href="#">Land Use Committee</a> .....	25
• <a href="#">Liaison Committee</a> .....	26
• Pedestrian, Traffic, and Transportation Committee (PeTT) .....	-

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

• Community Housing and Human Services (CHHS) Liaison Report .....	-
• Design Review Board Liaison Report .....	-
• <a href="#">Plan Commission Liaison Report</a> .....	27
• <a href="#">Urban Forestry-Citizen Advisory Committee Representative Report</a> .....	30
• 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:**

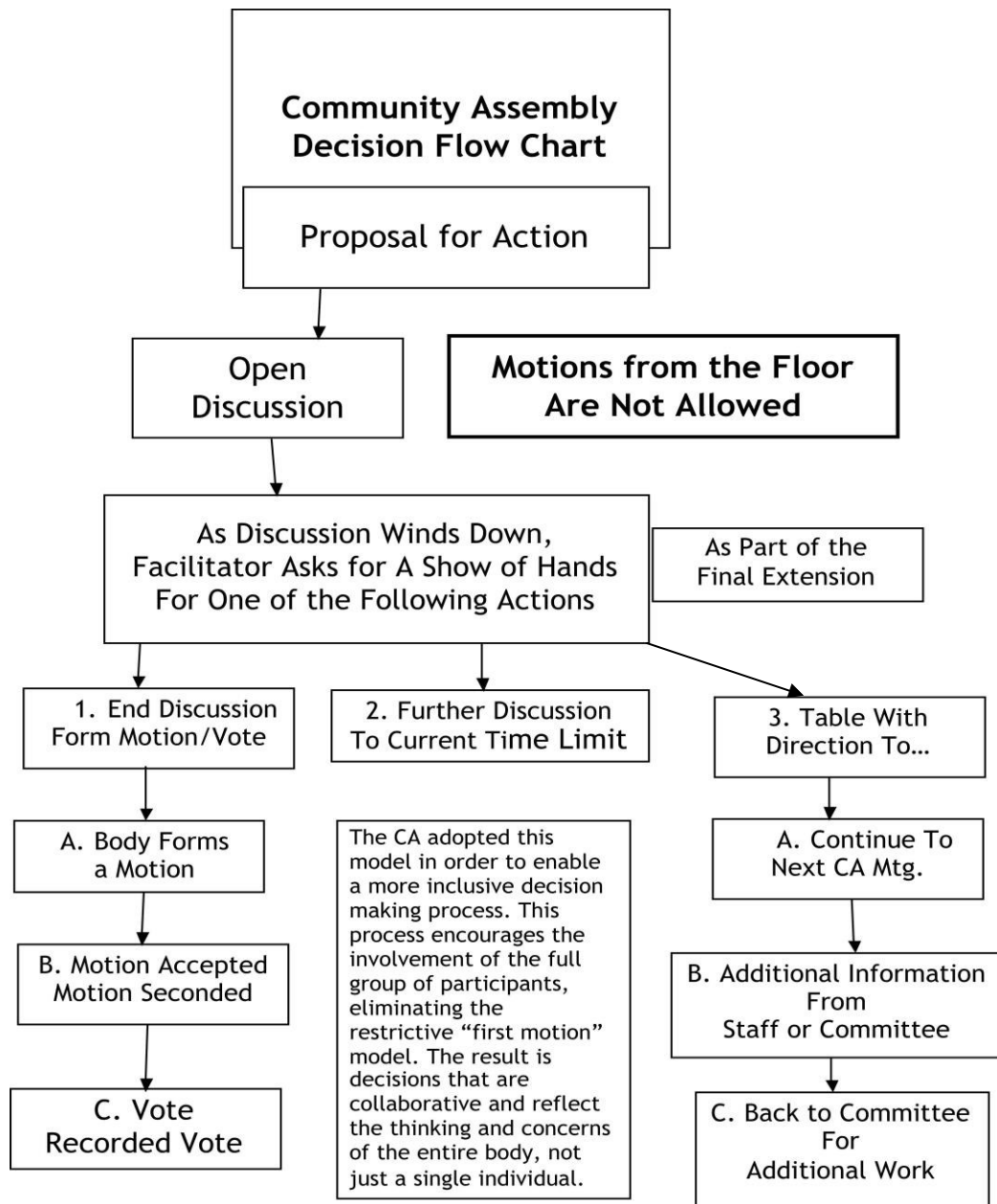
- **Common Good:** Working towards mutual solutions based on diverse and unique perspectives.
- **Alignment:** Bringing together the independent neighborhood councils to act collectively.
- **Initiative:** Being proactive in taking timely, practical action.
- **Balance of Power:** Being a transparent,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

February 2, 2022 via WebEx web conference

Meeting called to order at 5:30 p.m. by Danielle Norman

### Attendance:

- **Neighborhood Councils Present:** Audubon/Downriver, Balboa-South Indian Trail, Browne's Addition, Chief Garry Park, East Central, Emerson/Garfield, Grandview/Thorpe, Lincoln Heights, Manito/Cannon Hill, North Indian Trail, Nevada Heights, Northwest, North Hill, Peaceful Valley, Shiloh Hills, Southgate, West Central, and Whitman.
- **Neighborhood Councils Absent:** Bemiss, Cliff-Cannon, Comstock, Five Mile Prairie, Latah-Hangman, Logan, Minnehaha, Riverside, Rockwood, and West Hills.
- **City Staff Present:** Kim McCollim (Neighborhood, Housing and Human Services [NHHS]), Patrick Striker (Office of Neighborhood Services [ONS]), Annie Deasy (ONS), Council Member Bingle, and Danielle Norman (Facilitator, NHHS).
- **Visitors:** Paul Kropp (Liaison Committee), Alex Barclay, Kris Hansen, Leslie Hope, and Krista Anderson.

### 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 Danielle Norman to provide accurate minutes. This request was approved, 16-approve, 1-deny, and 3-abstain.
2. **Propose Agenda:** Mark Davies moved. Andy Hoyer seconded to approve the agenda. Motion passes with 15-approve, 0-deny, and 2-abstain.
3. **January Minutes:** Tina Luerssen moved. Mark seconded to approve the January minutes. Motion passes with 12-approve, 0-deny, and 0-abstain.
4. **Open Forum:**
  - Andy- suggested the CA members be courteous, welcomed Patrick to the CA and congratulated his position, and Julie Biggerstaff writing a letter because she was unhappy about the topics for discussion, the treatment of neighborhoods with smaller parks, and the apparent emphasis on the Expo 74 anniversary. However, Julie asked to wait a bit before having the CA write a letter because she felt things might be changing.
  - Mary Winkes- Planning Commission report included in the packet is timely. At the bottom is a [survey](#) journey on housing for the CA and Neighborhood Councils, please fill it out.
  - Luke Tolley- Police Reform meeting was supposed to be held on Tuesday to discuss the final phase, but the meeting was canceled. Community Engagement is supposed to be a big phase of the work is the statement of grievance, community expectations. Would like to restart the Public Safety Committee to address that issue.

### Legislative Agenda:

#### 5. Council Member Bingle's Report:

- *Welcome Patrick. Council was on-board with your hiring with some glowing words.*
- Landlord Tenant Act has been deferred and CM Bingle has been working on to bring pieces that everyone can agree on into two pieces; enforcement for landlords and tenant's bill of rights.
- Policy Advisor position has been filled by Christopher Wright. Chris started on Monday.
- Neighborhood Connectivity Manager position will soon be filled. Four candidates being interviewed.

- Trent Shelter discussions around purchasing the building are taking place.
- The Point-in-Time count took place last week.
- Human Resources Director was filled last week by David Miss. There was an interim director, Mike Piccolo, from Legal for approximately nine months.
- Impact Fees are being close to being finalized. There was a moratorium on the Latah-Handman area, Working through impact fee structures, maps, to remove the moratorium and build housing and infrastructure to support the housing. Hopefully finalized within the next few months.
- [ARPA funds](#) are still available for small businesses and non-profits (\$2.5 million each). The City has given out \$1.4 million in small business assistance and \$2.3 million in non-profit assistance. So, if anyone would like more information on that, email [jbingle@spokanecity.org](mailto:jbingle@spokanecity.org), if your business or non-profit was affected, please apply.
- Council is writing Resolution in support of finishing the North/South Corridor to keep funding in place. Asking legislature to keep funds in place.
- Questions: Mark made comments about the North/South corridor connectivity to I-90. Carol asked if a letter of support/resolution from the CA and NCs sign on to show community wide support. Randy added that WSDOT has some great resources and they would be more than happy to share their resources and presentation. Also, added that a separate resolution from the CA and NCs may be helpful supporting City Council. CM Bingle added that the pedestrian bridge in the Magnolia Street area is being torn down Saturday and Sunday.

#### **6. Director of ONS Introductions (Patrick Striker):**

- Introduced himself and gave professional background with the C.O.P.S. Shops programs as the executive director for the past 8 years. Patrick is excited to be part of ONS and will be reaching out to CA and NCs to get your impressions of the CA; how can we do more/get more done; ask how process improvements can be made; and what can we do to be better and more effective.
- Food is an allowable expense under the Community Engagement grant. Mary asked if food trucks were also allowed and get back to the Budget Committee by February 27. Patrick said that he would find out.
- Mobile Speed Feedback Trailer applications are open until April 7. Neighbors Drive 25 signs are also available.
- Clean-up training is taking place February 17. Clean-ups are great and make the neighborhoods look sharp that also can lead to a reduction in crime.
- Community Engagement training will be taking place on March 13, location to be determined. Gabby is out of the office and will return to work on March 1, please reach out to me in the meanwhile.
- CHHS Housing Journey Survey link that Mary mentioned is out.
- Speed Radar Camera (placed around schools and hospitals) resolutions are being accepted through March 1. Send resolutions to Jeff Gunn in City Council, [jgunn@spokanecity.org](mailto:jgunn@spokanecity.org).

#### **7. Liaison Committee Nominees Update (Paul Kropp):**

- Applicants on both the Design Review Board and Community Housing and Human Services positions. On page 9 in the packet give the narrative of the candidates. One candidate for Design Review Board and two candidates for the Community Housing. The Committee brought two candidates forward for nomination: The Liaison Committee requests the Community Assembly to approve the nominations and forward Kris Hansen (Design Review Board) and Leslie Hope (Community, Housing and Human Services) to the office of the mayor. A discussion of why only one CHHS application was included in

the packet. The applications that were included in the packet were only the ones that the Liaison Committee is recommending. It was decided that the CA did not need to review all applications, that the Liaison Committee would conduct interviews and forward the nominees Fran asked about Andrea Kilgore's application because Ms. Kilgore had experience with housing and while Leslie Hope was awesome she did not have experience in housing. Andy added that Andrea can apply for a position at-large. Tina would like to know the reason why one candidate was chosen over the other. Andy said that the candidate that was selected has experience with government policies and federal money and was a serious consideration for the committee. Mark said the CA has a right to see all three candidates' applications. Tina said that the CA tasked the committee to interview the candidates and bring forward their recommendations.

- The Liaison Committee requests the Community Assembly to approve the nominations and forward Kris Hansen (Design Review Board) and Leslie Hope (Community, Housing and Human Services) to the office of the mayor. Motion to accept the recommendations: Mary motioned. Dale seconded the motion. Motion passes with 13-approve, 2-deny, and 3-abstain.

#### **8. CA Committee Reports (Committee Chairs):**

- P&P (Luke, Tina and Mark)-Luke page 26 major areas came out of discussion recording meetings (Freedom of Information Act), facilitation, meeting method like hybrid versus virtual. Announcement at a regular meeting if the meeting venue changes from virtual to hybrid or in-person. There is an Admin Committee gap of when the old committee ends and the new committee begins. "Ungrievance" procedure like arbitration to resolve things. Formatting clean-up. Review Memorandum of Understanding between ONS and CA. Feedback on facilitation language change: facilitator is constant, but not a new facilitator each month; beef up the language in the MoU for the independent facilitator where the responsibility lies or who has the authority to hire the facilitator (ONS, Admin Committee).
- Strategic Planning (Mary)-met once and half (some could not make it) this month and has a template developed with Mission, Vision, Goals, Marketing, Activity, Budget, and Evaluation. Budget and Marketing to get the goals from BSN and Mary is on the Budget committee and can get goals for the Budget. The draft google document will soon be ready to share with the CA, maybe one more committee meeting. Would like the City Council Neighborhood Committee and Strategic Planning Committee can join forces so they are moving in the same direction so please let Mary know if you are interested in that. Mary said the goals were based off the SWOT Analysis done at the retreat.
- BSN (Tina)- met end of January and held annual elections. Emeritus former chair (Fran Papenleur) has vacated the chair position but is remaining on the committee; Tina is chair; Dave Lucas is co-chair; and Gail is secretary the next meeting is the fourth Monday of February at the Shadle library and on Zoom. The committee will be discussing changing the time, so if anyone wants to be part of BSN please attend. The committee will be working on marketing and refreshing the tool-kit. Note: the CA committees all share the same Zoom account, please check the standing committees meetings for regularly scheduled meetings before scheduling a ad-hoc meeting.
- Budget (Gail)- if anyone is interested in joining Budget please do. There are three members in the committee at the last meeting did not go well. It is the committees hope that someone will join. Mark said that Station 4 was not contacted to hold the meetings prior to the meeting, but the meeting space is now reserved. Mark also added that ideally there would be five members on the committee. Ken said they set up the CE Grant training dates and the committee needs to set up a new chair. There was some disconnect if Ken or Scot were still on the committee. Ken said a new Budget chair will be elected at the next meeting and they should be on track.

## 9. Admin Committee Update (Randy McGlenn):

- Talked about the facilitator and following P&P. Admin did reach out to Gonzaga's leadership staff and they are interested in facilitating and it would be less than ABCD contract--\$500 per meeting versus \$600 per meeting. Meeting format regarding hybrid, in-person, or online only was discussed and would like to vote on that. P&P and decorum was discussed—people are to speak only when called on and not talking over each other, and overall approach with how we discuss and how we interact, but remember to make sure that our conversations are framed in a constructive manner and not disparaging. A staff member was upset at the end of a meeting as well as other members. Let's remember to be positive and respectful and of each others ideas and thoughts. Mary asked about the RFP process. Randy said the vote was not to circumvent that process. Patrick clarified that an RFP was not needed because the contract is under \$10K per City Legal. Luke suggested the agreement request the facilitator attend the Admin Committee meetings because they are aware of what is intended with the agendas. Randy agreed that the facilitator attending the Admin Committee is a great idea.

Motion to extend by Randy. Tina seconded. Motion passes with 12-approved, 0-deny, and 2-abstain.

Discussion about making sure that there is funding for a facilitator in the budget.

Motioned by Dale. Andy seconded. Poll: The CA requests a neutral facilitator for all CA meeting and bring contract forward to CA for final approval passes with 16-approve, 1-deny, and 3-abstain.

Vacancy on Admin Committee because Shae Blackwell could no longer serve on the Admin Committee because it was a conflict of interest. There were 12 eligible names, but Gail was the only one to step forward to volunteer. Admin is asking to have Gail Cropper appointed to the committee. Mark motioned. Andy seconded. Motion to approve Gail Cropper as a member of 2023 Admin Committee passes with 15-approve, 0-deny, and 2-abstain.

## 10. Roundtable Discussion:

- Luke-revive the Public Safety Committee could be an option as future interaction with issues.
- Justin Pimsanguan-spent a number of years with Police accountability and got burn out on the topic. Justin mentioned that Spokane Police was in the top 5 of the deadliest police departments in the country. The press release that [SCAR](#) (Spokane Community Against Racism) put out with the five organizations including Greater Spokane Partnership, Planned Parenthood, Peace and Justice Action League, Spokane Community Against Racism, and one that he can not remember was not picked up by the media and finding the actual press release was difficult to locate. The 30-minute press release is on the SCAR web page. Luke added that [APIC](#) (Asian Pacific Islander Coalition) was the other group that were a big part of things there. Media was invited to the event on Tuesday
- Randy attended a Citizens for Safer Spokane meeting and they meet every other week. They had a presentation from a gentleman that had a budget about a new jail but more about expanding wrap around services from start to finish. It may be helpful to have some knowledge and understanding of the ballot measure. Randy is happy to share the gentleman's information, please send an email and he will send the information.
- Motion to extend by Luke. Tina seconded. Motion passes with 14-approve, 0-deny, and 2-abstain.
- Fran-public safety committee has been in the dark for over two years and that is the number one issue in our neighborhoods. Fran encouraged the CA to ask their NCs to request volunteers to serve on the Public Safety Committee. The Spokesman-Review publishes neighborhood updates every other week

and our committees can be included if you want it in the paper email the editor of the Voice at skylynnem@spokesman.com.

- Tina-SNLA (Spokane Neighborhood Leadership Academy) started last Saturday. It was exciting to see 15 new faces that want to get involved and a few students were in attendance tonight. Myself, Carol, Lyndsey, EJ, and Kathryn are all mentors. It is a great group and wanted to share how exciting it is.
- Randy-meeting venue for next month or at a pre-determined time. Do we want to meet in-person, hybrid or online. Hybrid seems to be the most desired option.
- Motion to extend by Luke. Fran seconded. Motion passes with 14-approve, 0-deny, and 2-abstain.
- Carol said that the CA meeting is very important to know what is happening and that it is important that everyone has the ability to attend the meeting so that hybrid is very important.
- Patrick thanked everyone for all they do.
- **Meeting Adjourned at 7:39 p.m.**
- Next Community Assembly scheduled for **Thursday, March 2, 2022**

# Office of Neighborhood Services Report

*February 2023*

## ONS Program Updates

- The [2022 ONS Annual Report](#) is now available. Thank you to all the neighborhood council leaders and volunteers who helped make these efforts possible.
- [Traffic Calming](#) | Annie Deasy | [adeasy@spokanecity.org](mailto:adeasy@spokanecity.org)
  - The [2023 Mobile Speed Feedback](#) applications are online. Please email them to Annie, [adeasy@spokanecity.org](mailto:adeasy@spokanecity.org), by Friday, April 7.
  - Neighbors Drive 25 yard signs available at COPS shops or City Hall at the MySpokane counter.
  - Speeding: please call the Traffic Hotline at 509.625.4150.
- [Clean-Up](#) | Amber Groe | [agroe@spokanecity.org](mailto:agroe@spokanecity.org)
  - Disposal Passes will be available on Wednesday, March 1.
    - Digital disposal passes will be available on the [City Clean Up Program webpage](#).
    - Physical passes will be available at the My Spokane Customer Service desk on the first floor of City Hall and disposal pass request forms will be available at C.O.P.S. Shop locations.
- [Community Engagement Grant](#) | Gabby Ryan | [gryan@spokanecity.org](mailto:gryan@spokanecity.org)
  - 2023 Community Engagement Grant Training will be held in-person on Monday, March 13 at 6:30 p.m. West Central Community Center, Newton Room, 1603 N. Belt St.

## City Updates

- Curbside yard and food waste pick up resumes on Monday, Feb. 27. The optional [yard waste service](#) runs from March through November. Residents are reminded that cart lids must be closed completely when placed at the curb.
- The City is recruiting residents for the [2023 Master Composter/Recycler class](#). The Master Composter/Recycler Program is a six-week course that teaches residents how to reduce waste through home composting and recycling. This year the free program is back in person with weekly meetings and extended learning opportunities.
- Spokane is known for its ubiquitous Ponderosa Pine – our official city tree. Resilient as they may be in Spokane’s arid climate with its blistering summers and punishing winters, our treasured pines are now at [more risk than ever from a hidden killer – the pine beetle](#).
- Riverfront Park is [seeking an exclusive naming rights partner](#) for the iconic Expo '74 U.S. Pavilion. Parks & Recreation re-issued a request for proposals, with submissions due by March 20.
- The [State of the City](#) address will take place on Thursday, Feb. 23. If you would like to attend in-person register [here](#). The address will be shown live on CityCable 5, on [Facebook](#) and the [City’s website](#).



# Office of Neighborhood Services Report

- **Inlander Restaurant Week** kicks off February 23 and runs through March 4.
- **Thor and Freya Couplet Phase 2 Open House**, Wednesday, February 22, from 11 to noon. Access the meeting on the project webpage: <https://my.spokanecity.org/projects/thor-freya-2nd-3rd-intersections/>. If you are unable to attend the meeting, there will be a recording of the presentation posted to the project web page for review.
- **Patrick Striker named ONS Director:** Patrick Striker, who has deep local organizational experience, was appointed by Mayor Nadine Woodward as the next Office of Neighborhood Services Director.
- **Landlord-Tenant Ordinance deferred:** A proposed Landlord-Tenant ordinance was deferred until at least Feb. 27 after the City's technology department has had a chance to repair a software glitch that is currently preventing Council from providing virtual testimony.
- **Community invited to take housing survey:** Put a voice on your housing story, your concerns, hopes, and dreams for the future of housing choice! Take this 10-minute survey (sharing your contact information is optional!). Early respondents will be eligible to receive a gift card—a little thank you from us for your time and for sharing your stories. All responses will be kept confidential. Take the [survey](#). It is available in seven languages.
- Spokane Transit Authority (STA) is planning to introduce its new Bus Rapid Transit line, the City Line, July 2023. To better align growth with projected resources, **STA is proposing to revise previously approved service plans**. Take the [survey](#) to provide feedback to STA on proposed changes.
- **New Shelter Occupancy Rate Dashboard:** This public website allows the community to view updated homeless shelter occupancy rates on a nightly basis. The dashboard, called [ShelterMeSpokane.org](https://sheltermispokane.org), displays timely data inputted directly by regional shelter providers. Portal includes bed availability, shelter locations, check-in times, weather forecast, and constraints such as criminal background, credit checks, or sobriety.
- The updated [homeless resource pocket guide](#) provides those in need locations where they can find homeless housing coordinated entry, emergency shelters, drop-in day centers, free meal sites, and general resources.
- **Boards & Commissions:** Give back to the Spokane community by joining a volunteer board, commission, or committee! Submit completed [applications](#) to the Mayor's Office by emailing them to [mayor@spokanecity.org](mailto:mayor@spokanecity.org) unless otherwise noted below. You may also mail applications or turn them in at the MySpokane Customer Service counter at City Hall; 808 W. Spokane Falls Blvd., Spokane, WA 99201.
- The City's Parks and Recreation
  - **Winter Activity Guide** is available now and filled with affordable and active ways to get out and play!
  - Skate free in February when you purchase next season's [Unlimited Ice Pass](#) to the Numerica Skate Ribbon!
- **For Up-to-Date Street Construction and Maintenance:** Weather permitting, City crews are doing street sweeping, crack sealing, and [construction](#). More information is at: <https://my.spokanecity.org/streets/notices/>.
- **Potholes:** If you see a pothole, report it to the City's **Pothole Hotline** at **311**, or for **outside city limits, 509.755.CITY (2489)**. Street Maintenance Crews are also proactive in looking for potholes and getting them repaired.



# **Office of Neighborhood Services Report**

## **Upcoming Community Assembly (CA) Meetings**

Links to the virtual meetings listed below can all be found on the [Neighborhood Calendar](#)

- Community Assembly (CA): Thursday, March 2, 5:30 p.m., virtual
- CA Admin Committee: Tuesday, March 28, 4:30 p.m., hybrid (in-person at City Hall 1<sup>st</sup> Floor, Tribal Conference Room or Zoom)
- CA Budget Committee: Monday, February 27, 7 p.m., hybrid (in-person at Fire Station 4, 1515 W. First Ave. or Zoom)
- CA Building Stronger Neighborhoods (BSN) Committee: Monday, February 27, noon, hybrid (in-person at Shadle Park Library or Zoom)
- CA Land Use Committee: Wednesday, March 1, 5:30 p.m., hybrid (in-person Shadle Park Library and Zoom)
- CA Liaison Committee: Wednesday, March 8, 2 p.m., virtual
- CA Pedestrian, Traffic, and Transportation (PeTT) Committee: Tuesday, February 28, 6 p.m., virtual

## **Contact Us**

### **Office of Neighborhood Services Director:**

- Patrick Striker, [pstriker@spokanecity.org](mailto:pstriker@spokanecity.org), 509.625.6263
  - ONS Liaison to: Comstock, Manito-Cannon Hill, Nevada-Heights, and Southgate.

### **Community Programs Coordinators:**

- Annie Deasy, [adeasy@spokanecity.org](mailto:adeasy@spokanecity.org), 509.625.6343
  - Traffic Calming program, staff representative to Liaison and Pedestrian, Traffic and Transportation (PeTT) committees.
  - ONS liaison to: Cliff-Cannon, East Central, Lincoln Heights, Logan, North Indian Trail, Riverside, Rockwood, and West Hills.
- Gabby Ryan, [gryan@spokanecity.org](mailto:gryan@spokanecity.org), 509.625.6858
  - Community Engagement Grant program, staff representative to Admin, Budget and Community Assembly/City Council committees.
  - ONS liaison to: Balboa-South Indian Trail, Chief Garry Park, Emerson-Garfield, Grandview-Thorpe, Peaceful Valley, Northwest, West Central, and Whitman.
- Amber Groe, [agroe@spokanecity.org](mailto:agroe@spokanecity.org), 509.625.6156
  - Neighborhood Clean-up program, staff representative to Land Use, Building Stronger Neighborhoods (BSN) and City Council/Neighborhood Town Halls.
  - ONS liaison to: Audubon-Downriver, Bemiss, Browne's Addition, Five Mile Prairie, Hillyard, Latah-Handman, Minnehaha, North Hill, and Shiloh Hills.





## **Position: Meeting Facilitator**

### **About the position**

The [Community Assembly](#) (CA) is a coalition of independent Neighborhood Councils in the City of Spokane that serves as a forum for discussion of issues of broad interest. Each Neighborhood Council selects one representative to serve on the Community Assembly and represent their respective Council's interests. The Office of Professional & Community Education is seeking a facilitator to preside over the CA's monthly meetings.

### **Responsibilities**

- Attend monthly Community Assembly meetings
  - Meetings are on the first Thursday of each month, starting at 5:30 and lasting up to 2.5 hours
  - The facilitator should be available at least 10 minutes before the meeting start time
  - The meetings are currently virtual, but there are plans to move to hybrid
  - The Office of Neighborhood Services will support by coordinating technology and taking meeting minutes
- Attend the monthly Admin committee meeting
  - Meetings are on the fourth Tuesday of the month, starting at 4:30pm and lasting up to 1.5 hours

- The facilitator can attend virtually, as their role here is primarily to listen, gain context, and provide minimal input
- Follow the Policies and Procedures the CA has set (these resources will be shared and reviewed with the facilitator before starting)

### **Minimum Qualifications**

- Ability to facilitate an orderly meeting that stays focused and holds to time limits, even when attendees are trying to redirect conversation
- Access to reliable high-speed internet for virtual meetings
- Proximity to Spokane, WA (CA intends on moving meeting to hybrid and the facilitator will need to be able to attend in person)
- Ability to commit to position for a minimum of 1 year in order to create continuity within CA

### **Preferred Qualification**

- Experience following and enforcing Robert's Rules of Order to facilitate meetings

### **How to apply:**

Please send your CV and a brief statement of interest (3-5 sentences) to Kelsey Solberg, Director of Professional & Community Education, at [solberg@gonzaga.edu](mailto:solberg@gonzaga.edu) by **March 8, 2023**.

# CA Policies & Procedures Committee

February 2023 Update to Community Assembly

Committee Members:

- Tina Luerssen ([macluerssen@gmail.com](mailto:macluerssen@gmail.com)), Grandview-Thorpe Neighborhood
- Mark Davies ([msdavies@msn.com](mailto:msdavies@msn.com)), North Indian Trail Neighborhood
- Luke Tolley ([luke.tolley@gmail.com](mailto:luke.tolley@gmail.com)), Hillyard Neighborhood

Input received from: N/A

The committee met virtually on: 2/15 (w/Patrick Striker), 2/25

Current P&P can be found here:

<https://static.spokanecity.org/documents/neighborhoods/getinvolved/community-assembly-policies-and-procedures-revised-2022-05-26.pdf>

We established the following scope of work:

- P & P Review & Updates
  - Electronic (audio and/or video) **recording** of CA meetings
    - Informed by City Legal that CA meetings DO fall under the Open Public Meetings Act (OPMA) and as such, if recorded, those recordings must be kept for 6 years (by the City Clerk's office).
    - Decision: Allow recording or not?
  - Clarification of **facilitation** requirements and procedures
    - Tacit agreement to suggested language included last month
  - **Meeting method and venue**, procedures and repercussions
    - Straw Poll: Should we pursue a hybrid option?
    - Considerations:
      - Location
      - In-person, hybrid, virtual
      - Voting, quorum, etc. methodology
      - Supported needed from ONS
      - Who decides? How much notice?
  - **Eliminating the Admin Committee gap** between election and being able to take action.
    - Complete: Officer positions will be maintained until the new Admin Committee meets and votes in new officers.
  - **Conflict Resolution Procedure(s)**
    - There is a need for a vehicle to address antisocial behavior between CA members and between CA members and City Staff (and vice versa).
    - **We propose a Community Agreement**
      - Patrick is pursuing information about how City policies for employee and volunteer conduct might be applied as well. This could be an escalation option.

## CA Policies & Procedures Committee

February 2023 Update to Community Assembly

- What about anonymity in cases of bullying and/or harassment?
  - See Examples Below
  - Code of Conduct could be another option
- **Liaison** language
  - Paul Kropp submitted language
- Clean up **formatting**
  - Narrow margins
  - Shorten where possible
  - Address addenda inclusion vs. separate file(s)
- Other/New:
  - Due to OPMA findings, we will need to include a section in our rules of order that calls for a request for public comment prior to all votes on matters that are referred to City Council or the Mayor.
- Review Memorandum of Understanding between ONS and CA
  - Include something about community standards/conflict resolution, applies equally to CA members and ONS staff
  - MOU can be found here:  
<https://static.spokanecity.org/documents/neighborhoods/community-assembly/memo-between-ons-and-ca-2021.pdf>

Please email all three members if you have other suggested changes/questions/etc.

**If committees have edits to their P&P they should be submitted ASAP.**

### Straw Poll 1

[Webex Poll Type: Multiple Choice-Single Answer]

Should the Community Assembly allow recording of their regular monthly meetings by City staff or CA members:

1. No recording (with possible limited allowances for training subject matter)
2. Allow recording

### Guidelines for Community Agreements:

- <https://tatp.utoronto.ca/teaching-toolkit/equity-diversity-and-inclusion/community-agreements/>
- <https://www.nationalequityproject.org/tools/developing-community-agreements>
- <https://www.sierranevadajourneys.org/snjblog/2020/03/25-what-is-a-community-agreement#:~:text=Introduction%3A%20Community%20agreements%20are%20created,to%20make%20everyone%20feel%20included.>
- [https://portal-media.cca.edu/documents/Sample\\_Community\\_Agreements.pdf](https://portal-media.cca.edu/documents/Sample_Community_Agreements.pdf)

## CA Policies & Procedures Committee

*February 2023 Update to Community Assembly*

Example Community Agreements:

### Our Community Agreement

Spokane Neighborhood Leadership Academy | 2023 Cohort

1. Listen with empathy, curiosity, and an open mind rather than judgment, emotional reaction, or interruption.
2. Take responsibility for your own thoughts and emotions & bring your diverse experiences to the conversation.
3. Know when to step up versus step back, providing space and time for everyone to participate.
4. Lean into discomfort with the desire to learn, understand and grow.
5. Remember who is not in the room: Without making assumptions or generalizations, consider the identities, experiences and needs that might not be represented.
6. Search for the common ground and the shared “wins”, acknowledging that we are all here to improve our neighborhoods.
7. Be kind and practice giving grace to one another.



Source: *Spokane Neighborhood Leadership Academy*

## CA Policies & Procedures Committee

*February 2023 Update to Community Assembly*

“Community Agreement:

- **Stay engaged** - Remove distractions and access needs in order to be present.
- **Every voice is important** - Take space, make space. Regardless of experience, age, title, etc., we all have something to contribute.
- **Listen actively & compassionately** - Try to understand before being understood.
- **Make room for multiple perspectives at once** - Think beyond binaries.
- **Be willing to be messy and stay flexible** - Learning and growing can feel uncomfortable.
- **Throw glitter, not shade** - Invest in yourself, invest in each other.
- **Move at the speed of trust** - We are coming from different lived experiences.
- **Speak from the “I”** - Speak from your lived experiences.
- **Stories stay, lessons go** - Honor confidentiality”

Source: [https://portal-media.cca.edu/documents/Sample\\_Community\\_Agreements.pdf](https://portal-media.cca.edu/documents/Sample_Community_Agreements.pdf)

“Our Community Agreements are:

- **Be Curious, Open, and Respectful** - call in not out/throw sunshine not shade
- **No one knows everything** - together we know a lot
- **We can't be articulate all the time** - give the benefit of the doubt and ask questions
- **We take care of ourselves** - stretch, eat, drink, use restroom, rest, etc.
- **Confidentiality** - don't speak for others without explicit permission, don't share something communicated in a private or safe space.
- **One mic** - one voice at a time
- **Take Space/Make Space** - if you are usually quiet challenge yourself to take more space, and if you usually talk a lot be mindful to leave room for quieter voices
- **Avoid Jargon, Acronyms, and Industry language** - use inclusive language that is accessible for people with varying inside knowledge
- **Be aware of time** - enough let's move on (ELMO) means if what you wanted to say has already been said, don't say it
- **Speak from your own experience** - Use I statements rather than generalizations
- **Challenge assumptions**
- **Be conscious of intent vs. impact** - no matter intention you're responsible for your impact
- **Avoid using isms** without explaining what you mean by them”

Source: <https://www.aspeninstitute.org/communityagreement/>

## CA Policies & Procedures Committee

February 2023 Update to Community Assembly

- Step up and step back; “all voices are important”
- Create a brave space; listen to learn, not to respond
- Lean into discomfort; unpack the tension
- Work the idea, not the person
- Speak from the “I”; Own your intentions and impact, and respect others' experiences and feelings
- Challenge with care, and reflect with sincerity
- Expect and accept non-closure; anti-racist work is on-going and will be challenging at times
- Respect the clock; the work doesn't end, but meetings have to!
- Speak up and slow down
- The work is public; the conversations are private

Source: <https://carver.org/wp-content/uploads/2022/04/Community-Agreements.pdf>

**Come prepared** with necessary materials.

**Display focus.** Conversations should stay on academic topic.

**Be considerate** of others' time.

**Respect others.** Be tolerant and understanding.

**Display diligence and commitment** to the task at hand.

**Embrace tutoring as a partnership** between tutor and student.

**Contribute to a positive, encouraging** learning environment for everyone.

Source: <https://csl.cojc.edu/about-the-CSL/community-agreement.php>

Others:

- <https://www.aspeninstitute.org/communityagreement/>
- <https://twitter.com/LGBTCampus/status/1217841100947365888>
- <https://resource-media.org/embedding-equity-justice-culture-community-agreements/community-agreements-1-pager/>
- <https://www.yogarootsonlocation.com/latest-news1/2020/11/12/yrol-community-agreements>



## **Administrative Committee Meeting**

Tuesday, 21 February 2023 4:30-5:45 p.m.

Sister Cities Conference Room, City Hall and via Zoom

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**Members Present:** Randy McGlenn, Chair (West Central), Fran Papenleur, Vice Chair (Audubon-Downriver), Gail Cropper (Northwest). Dale Walker (Chief Garry Park) on Zoom. **Member Not Present:** Lindsey Shaw (Logan). **Guest Present:** Mary Winkes (Manito-Cannon Hill).

**City Staff Present:** Annie Deasy–ONS Staff Liaison, Patrick Striker–ONS Director, Kim McCollim–NHHS Director. **On-Line:** Mike Piccolo, City Attorney

**On-Line Guests:** Luke Tolley (Hillyard), Paul Kropp, Liaison Committee Chair, Anthony Hardwick (Nevada Heights), Doug Salter (Bemiss).

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### **1. Welcome/Introductions**

Chair McGlenn opened the meeting, and welcomed everyone attending. He provided the use of his OWL 360. The group approved CA Admin Committee minutes of January 24, 2023. Meeting agenda approved with minor [date] corrections. Last month, Gail Cropper stepped forward to replace vacant position of Admin Committee secretary vacancy. She was approved unanimously by the committee to serve permanently.

- 2. Presentation:** Mike Picollo, City Attorney, spoke about the Open Public Meeting Act (OPMA), and confirmed that the CA follows this state requirement (RCW42.30.) The group discussed, and noted OPMA requirements for the CA has been reviewed for several years, with varying opinions and implications for city staff and volunteers. Need to refer City Charter and MOU with ONS. Mr. Picollo confirmed that CA falls under the OPMA. Topic to go P&P Committee. Additional questions to go to Patrick.

### **3. CA March Agenda Topics**

#### **New:**

- a. Mary Winkes brought up issue of access to email distribution lists for committee chairs, liaisons, etc. Group discussed. Issues of confidentiality. Noted some boards have city email addresses. Affects work for ONS staff - managing and updating lists.
- b. Request from WSDOT update on NSC connection to I-90 will be declined; will refer to appropriate standing committee PeTT.

#### **Continuing Topics:**

##### **a. Patrick –**

- 1) Hybrid Meeting Format. Still being pursued; the HIVE a strong possibility, as it provides relatively central location, good parking, and technology (however, assistance needed from at least two OWL-type equipment pieces). Issue to go



to P&P, then to the body for a vote. Possible change as early as April. Patrick will follow up on purchase of OWL360 (or similar equipment) for CA.

- 2) CA Meeting Facilitator. History is that facilitation has been done by City staff as well as outside consultants. Patrick has been in negotiations with GU Leadership Studies staff. Their RFP included a cost slightly higher than ABCD, however Kim noted that we are starting well into the calendar year, so budget funds should be OK. Patrick will follow up and keep us informed; CA to vote on final approval.
- 3) Update on ONS Spring Programs: Clean-Up (training held Feb 17), Community Engagement Grant (training scheduled for March 13), Traffic Calming (pending).

**b. Randy – Admin Update:**

- 1) Call for agenda items for March 30 CA/CC Meeting.
- 2) Remind CA standing committees to develop 2023 goals. Not required by P&P, but encouraged.

**c. Committee Updates:**

- 1) Strategic Planning Chair Mary said they are getting close to releasing the Google document for review, possibly for April CA meeting.
- 2) P&P – Tina, Luke, Mark Davies.
- 3) Liaison report from CTAB deferred. Randy said meetings have been irregular.

**4. Other Business**

Last month, City Council President Beggs proposed convening a City Council/CA Neighborhood Committee (and include City staff) to refresh and rebuild our relationships. Randy to follow up with CP Beggs.

**5. Draft March CA Meeting Agenda**

- City Council Member Lori Kinnear (15 min)
- Program updates from ONS Director, Patrick Striker (20 min).
- Email Distribution Lists – Mary Winkes (10 min)
- Randy – Admin Update (10 min)
- Other Committee Updates, to highlight Strategic Planning, and P&P (10 min)
- Liaison Report from Housing Action Subcommittee (Kathryn Alexander)
- Final report on Police Reform Task Force – Luke Tolley (20 minutes)

Motion to approve the draft agenda was approved unanimously. *Please note that agenda items and times are subject to change.*

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Next CA Admin Committee meeting is Tuesday, March 28, 4:30 pm, City Hall and Zoom. The meeting adjourned at 5:45 PM.

# DRAFT

\*DRAFT\* Community Assembly Committee Meeting Notes: Budget Committee  
11/28/22 7:00pm, virtual via Zoom and in-person at Fire Station 4.

Members present in-person: Tina Luerksen (Secretary: Grandview-Thorpe), Ken Cruz (Chair: West Central). Guest: Mark Davies (Five Mile Prairie). Present on Zoom: Gail Cropper (Vice Chair: Northwest), Kelly Lotze (Browne's Addition). City staff present on Zoom: Gabby Ryan. Absent committee member: Scot Webb (North Hill).

## Agenda:

1. Meeting notes from 10/24/22 approved by consensus.
2. Expenses update from Gabby: \$7200 approximately remaining. Estimated cost of printing postcards + \$500 for CA awards, leaves about \$1439 remaining. Gabby calculated printing costs (without mailing) for the other 3 NCs not approved for the mailer, \$1030 total. We could print about 11,289 postcards with this amount. NCs could hand these out at events. Tina suggested adding a phone number to the postcard, but there isn't a general ONS mailbox anymore, just direct CPC lines. Suggestion to include 311 for the contact number. Ken also suggested bringing these cards to COPS shops for distribution. We will have to add a roll-call vote at CA this Thursday for CA approval. Budget committee consensus to approve all remaining funds to print postcards.
3. Tina and Kelly are termed out after this meeting. Mark is here to be a committee member for 2023. We don't believe that Scot will be returning for 2023, so the committee needs 2 more members. Ken will ask for 2 more members at CA, along with the roll-call vote...request 10-minute agenda modification for Budget committee.
4. Next year plan: Gabby will be working remotely from EST mid-end of February 2023, so that might change when the Budget training could be held. Committee has discussed "packages" to lay out to make applications easier, this could be prepared before Training. Tentative plan for 3/6/23 Training date. Tina suggested holding a "paperwork workshop" a month or so before the application deadline to help NCs complete their applications. Possible application deadline Fri 6/23/23—this allows all NCs to meet at least twice between training and deadline.
5. Next Budget Committee meeting is scheduled for Monday, January 23rd at 7pm. Agenda: committee officer elections, planning dates for training and deadlines, working on package suggestions. Gabby will confirm meeting dates for 2023 at Fire Station 4.
6. Meeting adjourned at 7:55pm.



## **Building Stronger Neighborhoods (BSN) Committee Meeting Minutes**

Monday, February 27, 2023, 12 – 1:00 p.m.  
Zoom / Shadle Park Library

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Present at Library: Dave Lucas (Vice Chair: Rockwood), Fran Papenleur (Audubon-Downriver), Gail Cropper (Northwest), Ginnee McNeel (Emerson-Garfield), City staff: Amber Groe (ONS).

Present on Zoom: Tina Luerssen, Chair (Grandview/Thorpe), Charles Hansen (Whitman), Janean Schmidt (Logan).

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### **I. Welcome/Introductions – Tina**

Chair Tina Luerssen opened the meeting. January 2023 meeting minutes were approved by consensus.

### **II. Meeting Schedule Discussion – All**

Committee largely in favor of not meeting on a weeknight. Motion made, seconded and passed to move meeting day/time to a Saturday morning, 9:00 am. Amber to investigate the HIVE, Tina check with Donut Parade, although Wi-Fi there unknown. Announcement could be made at March 2 CA meeting, and be in place for a March 18<sup>th</sup> meeting.

### **III. Updates**

#### **A. Office of Neighborhood Services (ONS) – Amber**

1. Community Engagement Grant Program training scheduled for Monday, March 13, 6:30 pm, West Central Community Center.
2. ONS recently identified a need for a succession planning procedure when neighborhood councils lose leadership and go dormant. This would pertain to collecting and storing the NC's information such as contact/media, banking, and passwords. Colleen Gardner recently created a document, but it's specifically geared to new NC chairs. Charles noted that four small and/or dormant NCs in District 1 will be getting together soon to work on collaborating and building capacity.
3. Marketing – how can the City can increase support for NCs. Suggested Patrick work with Brian Walker in Communications to keep NC activities in view. Tina said she recently spoke with Mary Winkes, Chair of CA Strategic Planning Committee, about the Marketing section being included in the new SP document.
4. Training – Amber said that ONS also discussed increasing training opportunities; continuing education for established NCs. The group supported any efforts to be coordinated with CA/BSN, in order to increase leaders' access to their colleagues' knowledge and sharing best practices.

#### **B. Spokane Neighborhood Leadership Academy (SNLA) – Tina**

Tina reported that session held February 25 focused on ONS, CA and NC system. Jeff Stevens (Audubon-Downriver NC) is co-facilitating this year's SNLA. He was joined by Mentors Tina, Kathryn Alexander, EJ Iannelli (Emerson-Garfield) and Lindsey Shaw (Logan). Also providing orientation was ONS Director Patrick Striker, and City Council Members Karen Stratton and Zack Zappone. Janean described it as a "firehose of

information.” Fran asked if the curriculum outline was available. (Note: Amber found it on-line, to be attached.) Also inquired about SNLA graduates who went on to leadership in neighborhood councils or other city boards and commissions. Several persons were noted, including current participants.

**IV. 2023 Committee Goals**

Tina displayed 2022 goals, and noted the accomplishments: updating the Community Assembly Handbook, and working with Gonzaga’s SNLA. However we did not offer the *Strength Finder* training, or update the Toolkit. Our main goals will always continue: increase outreach to help Neighborhood Councils build capacity, and advertising of Neighborhood Councils’ information/activities. We will finalize 2023 goals next meeting.

**V. Neighborhood Outreach – All**

Fran and Gail said there will be several major street projects occurring this year in District 3, which will create traffic issues. These include closing/renovation of TJ Meenach, reconfiguration and new sidewalks at the Alberta/Cochran/Driscoll Blvd intersection, and repaving of Ash and Maple north of Wellesley.

***Next Meeting – Saturday, March 18 – Location TBD***

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## CA Land Use Committee

Meeting February 1, 2023.

**Attendees:** Doug Tompkins, Bill Heaton, Toni Sharkey, Amber Groe (ONS), Megan Duvall (Preservation Office), Charles Hanson, Steve Ogden, Mary Winkes

Review, motion, and approved minutes from December meeting.

**Presentation:** Spokane's local historic preservation districts; new designations-- Presenter: Megan Duvall, Spokane City Preservation Office

- There are 5 local historic districts and a proposed new one of Cannon Streetcar Suburban Historic District is illustrated and serves as an example of the process.
- Property owners are contacted about proposal. Properties are selected as historically significant or not. Architectural features and use are considered.
- New construction (exterior only) is reviewed for districts historical authenticity or representation. Fifty percent plus 1 are needed for over approval.
- A public hearing is conducted as well. City government committee reviews to accept or reject.

Districts may have as few as 4 properties. Cannon Streetcar has about 500.

Motion and approve to adjourn at 6:30 pm

Next meeting scheduled for March 1, 2023

## **Draft Notes – CA Liaison Committee Meeting – Hybrid / Zoom / City Hall**

**2:00 PM – February 14, 2023**

Present: Paul Kropp, chair, Southgate; Andy Hoyer, Recorder, Southgate; Bonnie McInnis, West Central; Randy McGlenn, East Central; Patrick Striker, ONS; Annie Deasy, ONS; Kris Hansen, Liaison to DRB; Lorna Walsh, guest, Riverside – Excused Absence – Susan Burns, Peacefull Valley.

The objective of this meeting was to provide a comprehensive description of the Community Assembly's various liaison memberships on the city's advisory boards and committees and of the Liaison Committee, its roles and functions, to the new ONS Director Patrick Striker, and incidentally to the potential new member of the committee, Lorna Walsh, who is now the CA representative from the Riverside neighborhood.

We reviewed a number of committee documents including the CA's P&P that references the 8 committees and boards that have CA Liaisons coupled with the authority and appointment source for the various committees, the CA's supplemental application form that accompanies the city's volunteer application, and the committee's policy statement regarding the withdrawal of nomination.

It was noted that the posted bylaws for the CHHS Board even this week remains a draft proposal document (strikeouts and underline), which doesn't present the best impression from the point of view of volunteer recruitment.

Mr. Striker took note of two action items for him: 1) A potential formalizing of the Mayor's procedural role in the appointment of CA liaison representatives to boards/committees into the CA/ONS MOU, and 2) review the CHHS bylaws with Jenn Cerecedes.

We also felt that the notice for the timing of submissions for inclusions in the CA agenda packet needed attention. We reviewed the general concept that meeting minutes could generally suffice as a liaison report.

The UFCAC has not been meeting regularly, nor have liaison reports been appearing in the CA packet – Paul was planning to meet with Kris Neely and Toni Sharkey soon.

The meeting time for the committee will remain the second Tuesday of each month at 2:00 PM.

Respectfully submitted, Andy Hoyer

Edited by Paul Kropp, Chair

**Plan Commission (PC) Liaison Report**

**Community Assembly Report, March 2, 2023**

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

**PCTS Meeting, February 7, 2023, 9 a.m.—in person and via WebEx**

**Workshop:**

Review of Bike Code Parking Update

**Plan Commission Housing Work Group, February 8, 2023, 1 p.m.-- in person and via WebEx**

State Legislation Update

**Plan Commission, February 8, 2023, 2 p.m.--in person and via WebEx**

**Workshops:**

**1. Transportation Impact Fee Update**

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

<https://my.spokanecity.org/bcc/committees/transportation-impact-fee-advisory-committee/>

**2. 2024-2029 Comprehensive Streets Program**

Short introduction. More information in commission meetings to come.

**Plan Commission Housing Work Group, February 22, 2023, 1 p.m.--in person and via WebEx**

State Legislation Update

**Plan Commission, February 22, 2023—in person and via WebEx**

**Workshops:**

**1. Building permit expiration timelines**

2. Bike parking code update
3. Short term rental data review and code update

**Hearing, February 22, 2023, 4 p.m.—in person and via WebEx:**

The hearing was to make recommendations regarding transportation impact fees, based on the work done done by the Transportation Impact Fee Advisory Committee,

<https://my.spokanecity.org/bcc/committees/transportation-impact-fee-advisory-committee/>

The committee's work can be found in this document:

<https://static.spokanecity.org/documents/bcc/commissions/plan-commission/agendas/2023/02/plan-agenda-2023-02-22.pdf>

During a lengthy hearing, the Commission denied all the proposed maps and recommended that the City Council request that the city look at the possibility of establishing one district for all of Spokane, calculating the possible fees as they may apply to all. The Commission also recommended the proposed language changes be accepted to the extent possible given what may or may not happen to the district boundaries question. The list of projects was passed with one amendment. That amendment was to include the entire tunnel costs, not just the engineering costs.

Here is the exact wording for the motions:

Below is finalized version of the recommendations:

1. By a vote of 9 - 0, the Plan Commission recommends that the City Council adopt the Comprehensive Plan Amendment.
2. By a vote of 9 - 0, the Plan Commission recommends that the City Council approve Sections 1 and 2 of the Impact Fee Ordinance.
3. By a vote of 9 - 0, the Plan Commission recommends that the City Council approve the cited language from Section 4 of the Impact Fee Ordinance.
4. By a vote of 7 – 1 (1 abstention), the Plan Commission recommends that none of the service area maps and rates presented to it should be adopted and that



alternative service area boundaries and resulting fees should be considered prior to updating the City's transportation impact fees.

All Spokane Plan Commission documents, including agendas, minutes and related resources can be found at: <https://my.spokanecity.org/bcc/commissions/plan-commission/>.



## City of Spokane Citizen Advisory Committee to the Urban Forestry Tree Committee

3 p.m. Tuesday, Jan. 31, 2023  
Hybrid in-person and WebEx virtual meeting  
Katie Kosanke - Urban Forester

### Committee Members:

- X Kris Neely – Chair
- X Tim Kohlhauff – (Absent – Excused)
- X Beth LaBar
- Guy Gifford – (Absent)
- X Toni Sharkey
- X Catherine Olsen
- Cindy Deffe – (Absent)
- X Joe Zubaly (Joined 3:07 p.m.)

### Parks Staff:

Katie Kosanke  
Karin Cook

### Guests:

Matt Stewart – Spokane Conservation District  
Kyle Merritt – City of Spokane Water Department  
Ben Kappan – Avista Utilities

## MINUTES

The meeting was called to order at 3:07 p.m. by committee chair Kris Neely who opened the meeting with introductions.

### Approval of Minutes:

The minutes from the January 3 meeting will be reviewed at the next committee meeting.

### Discussion Items:

#### 1. Ceremonies, Appointments, Announcements

- Current openings on the committee include representatives for the at large, downtown, historic preservation, and utility positions. Several people who attended the meeting are interested in a position on the committee.
- **Letter of Interest** - Matt Stewart with the Spokane Conservation District submitted his letter of interest for the committee to consider appointing him to one of the open committee positions. Katie asked the committee to consider appointing Matt to the open historic preservation position. She indicated the position has been very hard to fill and has been open for at least 4 years. She also went over some of Matt's qualifications that would make him a good fit for this position. Some of those qualifications include he currently works at the Spokane Conservation District, is an arborist, wood worker, and lives in a historic neighborhood. The historic preservation office and the director of parks both gave their consent for Matt to be appointed to the historic preservation position on the committee.

In addition, the committee reviewed Matt's letter of interest and an email from a citizen, James Bergdahl, who had concerns about Matt's qualifications for appointment to the historic preservation position. They also heard from Matt as to why he would like to be appointed to this position and discussed if Matt should be appointed to the historic preservation position or may be better suited to the at large position. In addition to the qualifications already mentioned, Matt said he has some experience of historical preservation of trees and their surroundings. He advised he has worked on historic properties mainly on the south hill and various other properties around town and when he worked for the City of Spokane, he also worked in local areas that were of historical nature as well.

Joe Zubaly made a motion to appoint Matt to either of the open positions, either the historic preservation or at large position. He then withdrew his motion.

Toni Starkey made a motion to appoint Matt to the historic preservation representative position. Joe Zubaly seconded the motion. A vote was taken to appoint Matt Stewart to the historic preservation position and passed unanimously 5-0.

**Public Comments:** [Via Email](#) - An email was received from a citizen, James Bergdahl, regarding concerns he has about Matt Stewart's qualifications to be appointed to the historic preservation position on the CAC.

### **Standing Report Items:**

1. Community Assembly – No report.

2. Staff Report:

Katie Kosanke reported Urban Forestry is working on their Annual Work Plan, which is an outlook of the work that will be done this year. Katie will present the Annual Work Plan for 2023 at the next committee meeting. Urban Forestry staff are working on regular maintenance in the parks including formative young tree pruning, clearance pruning and removals of dead trees throughout the park system. She also noted the UF department has been short staffed with an employee out for a month on jury duty.

### **Old Business:**

1. Watering trees educational messaging – [Spokane Tree Watering Quick Guide Brochure](#) – Katie Kosanke

- A few minor changes were made to the brochure and an updated brochure will be sent out to the committee for review. There will still be time to make further adjustments to the brochure if needed before it is distributed in the spring.

### **New Business:**

[2022 Annual Report](#) – Katie Kosanke presented the 2022 Annual Report.

There were many accomplishments this year and many successful community tree plantings citywide. There were 408 trees planted by Urban Forestry staff, through The Land Council SpoCanopy partnership program, and through park and city projects. There were also 1,000 seedlings distributed through a giveaway event this year. Some of the projects included two Susie Forest trees that were planted early in the season, 72 trees planted at Upriver Park and 20 trees planted at the downtown library.

An Earth Day Tree Planting Event was held at Comstock Park. Restoration efforts continue at the park and thirty trees were planted at the event. The Lands Council assisted with volunteer recruitment and event planning.

Urban Forestry worked with On-Track Academy and Pacific Education Institute again this year. A tree symposium was held in the spring. It was a very lively event which included arts, crafts, and activity tables, as well as a tree planting demo. There were many project displays including student's artwork, poster board displays, other tree work projects they have done and stained art glass pieces with trees on them. PEI has done a lot of work to build Urban Forestry curriculum into the classroom and that curriculum can also be used by any teacher, as well as across the State of Washington.

In conjunction with the Tree Symposium, On-Track Academy and PEI gave away 1,000 seedlings. Five hundred seedlings were given away at the event and 500 were distributed through the School District. Bartlett Tree Experts provided the seedlings for the giveaway.

An Arbor Day Celebration was held in the spring. The in-person event returned after a two-year hiatus. It was a fun day and included a ceremonial tree planting with help from the Girl Scouts. The WSU Master Composters and Recyclers were also there with their composting program.

Twenty-four street trees were planted by On-Track Academy and PEI around their school and in their Bemiss Neighborhood. The students had lots of fun planting the trees and were excited to be a part of the planting program. They took pictures to share on their social media accounts and they know the many benefits of trees from all they have learned in the classroom. PEI funded the trees through a WA DNR grant. On-Track Academy also renewed their Tree Campus USA accreditation. This is the second year they have received that accreditation. Their campus was the first in the nation to have this accreditation, so they are a founding campus of the program.

Spring and Fall Street tree plantings were completed through the SpoCanopy Program in partnership with The Lands Council. The Lands Council received an Ecology grant to provide 200 trees. A Spokane Scape add on was done at many locations where additional turf was removed and drought tolerant plants were installed. A total of 200 trees were planted. Volunteers planted 80 and a 120 were planted by a contractor.

Twenty trees were planted along Park Blvd for the Susie Forest. Nancy MacKerrow of the Susie Forest donated the trees and has also committed to financing 20 more trees in 2023. There were also numerous individual Susie Forest trees donated in 2022.

The Fall Leaf Festival was held at the end of October. The in-person event returned after a two-year hiatus. The weather was great and there were many people in attendance. There were several new additions to the event including lively music and a coffee vendor and kettle corn vendor. Many vendors participated to make this a great event and there were various new educational booths, interactive displays, etc. UF is looking into sponsorships for the vendors for 2023. This would allow for a fully free event with no pressure for attendees to purchase anything.

Urban Forestry planted a giant Sequoia tree in appreciation of the Engineering staff's giant efforts in protecting trees during their various projects. UF has great communication and collaboration with the Engineering Department. They will often design around trees to limit impacts to trees and they take input from Urban Forestry staff and often redesign if asked.

The Urban Forestry Crew accomplished a lot of work this year. Some of their work tasks included routine pruning, removals of dead trees in parks, fuel reduction projects, mulching of park trees and storm damage response.

This year the Urban Forestry arborist crew field operations planted 116 trees, pruned 443 trees, and did 107 removals. In addition, they spent 414 hours on other items, which included time spent on stump grinding, mulching, pesticide application, nursery care, mowing, weeding, equipment maintenance, safety training, storm cleanup and more.

Scope of works for Engineering Construction Projects, Street tree permits and inspections, development plan reviews, demo permit reviews, and Certificate of Occupancy inspections are all performed by Urban Forestry Specialist, Becky Phillips.

In 2022 Becky performed tasks for 30+ various City Engineering Projects, which includes a Tree Scope of Work for each project to ensure public and street tree impacts are minimized when city projects are under construction. For each project she identifies any trees that could be impacted by the projects and advises Engineering on what trees need protected during the project and what trees may need clearance pruning or to be removed prior to the project. Abutting property owners are also sent a letter advising them if any trees need to be removed as a part of the project.

Becky also reviewed and issued 452 street and public tree permits for 2,725 trees, completed 248 Development Plan Reviews, reviewed and signed off on 328 Certificates of Occupancies, and reviewed 97 demo permits.

- Permitted tasks included:
  - Plant – 496 (this number includes trees planted as a part of landscaping requirements for new building)
  - Prune – 1,348

- Remove – 512 (removals must meet criteria and be in declining condition)
- Root treat – 132
- Protect – 371
- Total tree tasks – 2,725

Urban Forestry received two awards this year in recognition of all the work they have done. A Community Collaborator of the Year award from PEI and a Conservation Award from Daughters of the American Revolution.

UF cannot do this work alone and are grateful for all the volunteers who assist in these efforts. In 2022 there were 283 volunteers and a total of 1,743 volunteer hours. Committee member volunteers had an average of 500 volunteer hours. The Lands Council committed time to recruit volunteers and assist with planning planting events and the SpoCanopy Program spent approximately 80 hours a month working on planting projects and communicating with homeowners. Volunteers also assisted with watering at Audubon and Comstock Park during the hot summer months.

Toni Sharkey asked if the Tree Symposium and seedling giveaway will be happening again this year and if a date has been set. Katie advised she believes it will be the Saturday before Arbor Day, which is April 22. They are just in the beginning stages of planning for this event. If anyone is interested in volunteering, they can let Katie know. The school may need assistance with planning the event and help on the day of the event.

Kris Neely suggested sharing the 2022 Annual Review presentation at one of The Lands Council board meetings. Katie said she would be happy to share the presentation at one of their board meetings. She also said she would like to work on a recognition program to give them an award and thank them for all their efforts in pursuing grant funding, coordinating volunteers and all the other things they have been assisting UF with. Toni or Kris will ask at the next Lands Council meeting about Katie presenting and see when they can get a spot for her to make her presentation.

Arbor Day 2023 planning is underway. Some items being discussed are securing sponsors to cover refreshments and games for families. If anyone has ideas or wants to be a part of planning the event let Katie know.

**Other Program Ideas:** None.

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

The next regularly scheduled meeting is 3 p.m. Feb. 28, 2023.

January 24, 2023

Garret Jones

Director of Parks and Recreation

City of Spokane

808 West Spokane Falls Blvd.

Spokane, WA 99201

Dear Mr. Jones

I am writing to express my interest in serving on the Urban Forestry Citizen Advisory Committee. Please consider me to fill one of the vacant positions.

I have been an ISA Certified Arborist since 2000 and I am currently the Quarry Stewardship Coordinator for the Spokane Conservation District. In this role, I'm responsible for a wide range of projects on 50 acres of forested land situated on 8<sup>th</sup> and Havana streets and other properties within Spokane County.

Throughout my arboriculture career in our area, I have worked for two local nurseries, Gibson's and Blue Moon, operated my own tree care business, and worked in the Urban Forestry Department for the City of Spokane.

My wife and I feel fortunate to have been able to raise our two boys within walking distance of Manito Park, where we were able to enjoy all that city parks have to offer and witness, firsthand, the benefits of our urban forest. With my chosen field of work and a natural love of trees, I hope I would be able to add to the already great collection of committee members.

Thanks for your consideration.

Sincerely,

A handwritten signature in black ink, appearing to read 'Matt Stewart', with a stylized, cursive script.

Matt Stewart

**From:** [James Bergdahl](#)  
**To:** [Cook, Karin](#); [Kosanke, Katie](#)  
**Subject:** January 31 Urban Forestry Citizen Advisory Committee\_ Historic Preservation vacancy  
**Date:** Friday, January 27, 2023 12:27:43 PM

---

[CAUTION - EXTERNAL EMAIL - Verify Sender]

Re: Urban Forestry Citizen Advisory Committee\_ Historic Preservation member vacancy

Dear CAC members,

Is Matt Stewart active in *Historic Preservation* in Spokane, or is he applying for this CAC vacancy just because it is an open seat? Has this applicant been endorsed by the City of Spokane Historic Preservation Office, or Spokane Preservation Advocates?

**The person who fills this position should specifically have experience in *historic preservation* issues.** Nothing Mr. Stewart mentioned in his letter suggests this to me. This person would be a better fit as an at-large member or as a representative of arboriculture businesses, e.g the position Mr. Zulaby has occupied for decades.

**James Bergdahl**

*active participant in Spokane's Historic Preservation community*

Cannon Streetcar Historic Neighborhood

919 S. Adams St.

Spokane, WA

On Fri, Jan 27, 2023 at 11:13 AM Cook, Karin <[kcook@spokanecity.org](mailto:kcook@spokanecity.org)> wrote:

Good morning,

Please click [HERE](#) to view the 3 p.m. Tuesday, Jan. 31, Urban Forestry Citizen Advisory committee meeting agenda packet.

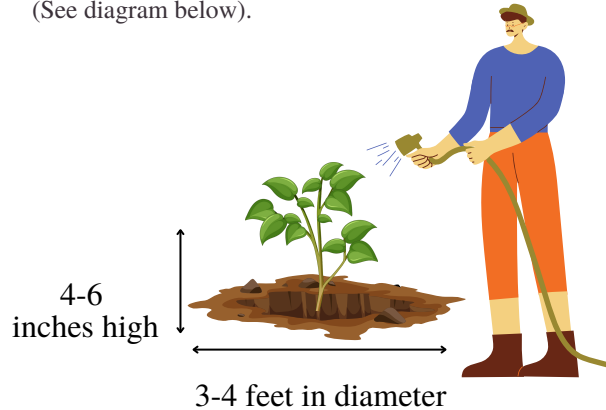
The Jan. 31 Urban Forestry Citizen Advisory committee meeting will be held in the 1<sup>st</sup> floor lobby **Tribal** conference room at City Hall, 808 W. Spokane Falls Blvd. Committee members, staff, presenters, and the public still have the option to participate virtually via WebEx during all meetings.



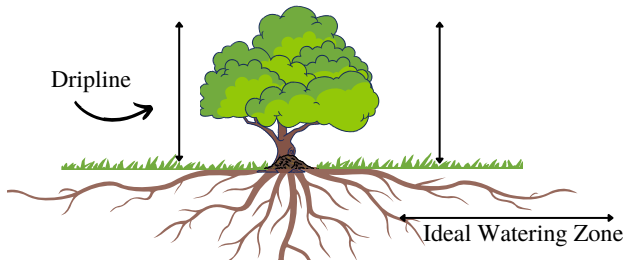
# Tree Watering Distance

Target the tree root system when watering!

**Newly planted trees:** form a small temporary watering well around the tree, about 3-4 feet in diameter and about 4-6 inches high to focus water (See diagram below).



**For young trees:** 2-3 years after planting, extend the watering zone to the dripline. (See diagram below).



**For an established tree:** 3+ years, picture a wine glass on a dinner plate. The wine glass is the tree above ground. The dinner plate is the root system - much broader and shallower than people think. Most roots are in the top two feet of soil.

A hose, soaker hose, drip heads, or other sprinklers may be used to water the tree.

Water the roots, but not the trunk of the tree.

Remember to keep an eye on watering duration.

Infrequent deep watering to wet the entire root zone is best for the tree.

## TIPS

- Frequent watering leads to shallow roots, which dry out more quickly.
- In summer heat, water at the coolest times of day, preferably in the early morning.

# Types of Soils

- **Sand:** gritty texture, which has space for air and water, but don't retain water well.
- **Silt:** smooth texture, which has space for air and water; it's better at holding water than sand.
- **Clay:** thick, heavy texture, which holds water extremely well. However, clay soils are vulnerable to compaction and to becoming waterlogged. For this reason, trees may not grow as well in soils high in clay.
- **Loam:** mix of sand, silt, and clay. Loamy soils combine the advantages of all three soils mentioned above while minimizing their disadvantages; ideal for tree growth.

# How Do I Know When to Water?

## Test the moisture level of your soil!

1. Go to a spot about half-way between the trunk of the tree and the dripline.
2. Insert a garden trowel approximately 4 inches into the soil.
3. Withdraw the trowel, then insert your hand or fingers into the opening you just made.
4. If soil sticks to your fingers, then you don't need to water.
5. If your fingers come out relatively clean, or if the soil feels dry, it's time to water.



[Return to minutes](#)

# SPOKANE TREE WATERING QUICK GUIDE

## Contact Us



[www.urbanforestry.org](http://www.urbanforestry.org)

509.363.5495

[urbanforestry@spokanecity.org](mailto:urbanforestry@spokanecity.org)



## Seasonality

Tree water needs vary by season. In Spokane, the growing season may vary from one year to another. Generally speaking, the growing season stretches from April to late October. Some years, a late or early winter may impact this timeline.

**Spring:** Trees may not need additional water during a rainy spring. Use the soil moisture test (see watering) and water if dry.

- Trees near house foundations, under eaves, or other coverings get little water from precipitation, so keep an eye on them.

**Summer:** Trees need additional water during the long, hot summers of Eastern Washington.

- Trees with southern, southwestern, or western exposures often show more heat stress and must be watered more frequently.
- Reflected heat from housing walls, driveways, and sidewalks increases stress on trees and so trees must be watered more frequently.
- Native trees, such as Ponderosa pine or Douglas fir, that have been in the ground a few years may need less frequent watering.

**Fall:** Continue watering until mid-fall. Taper down as lower temperatures arrive.

**Winter:** Trees, especially evergreens, continue to use some water throughout the winter.

- Watering trees late into the fall will help prevent winter water stress. However, when heavy rain or snow soak the ground, stop watering.

## How Often Should I Water?

Establishing a basic watering routine is one key to a healthy tree. Let's look at the primary growth stages of a tree.

- Newly planted. After a tree is planted, water the root zone to eliminate air pockets.
- Once planted, keep the soil moist but not soaked. Start with five gallons of water per inch of trunk diameter per week and adjust as needed to keep the soil evenly moist. Water trees at least once a week, barring rain, and more frequently during hot weather (but remember not to over water.)
- Mulching newly established trees helps prevent moisture loss. For more information on proper mulching refer to the City of Spokane "Tree Stewardship Guide."
- Planted, 1-3 years old. Young trees should be watered deeply once or twice a week. Establishing a regular weekly watering schedule, such as the five gallons of water per inch of trunk diameter (see above), is a good start.
- After 3 years. Stick with your weekly watering schedule, increasing water amounts as the tree trunk diameter grows. However, keep in mind that once the tree has become established, it can survive somewhat longer periods without water. The soil around large trees can be allowed to dry to two inches deep before the tree requires watering again.

Trees need water to live and grow. In Spokane, trees live in a "high desert" environment, which requires more water because during warm or hot days the trees lose large amounts of water through their leaves to keep cool. As a tree grows, it may take more than 100 gallons of water a day during the summer.

## Watering Basics

**The most critical factor in the establishment and survival of young trees is proper watering. Too little or too much watering can damage the roots, weaken the tree, and make it susceptible to insects and disease. For a quick check on younger trees (1-3 years), when the soil feels dry an inch below the surface - it is time to water.**



# Urban Forestry



## 2022 Annual Report

January 31, 2023



# Community Trees Planted

Community Trees Planted (Citywide)					
	2022 Q1	2022 Q2	2022 Q3	2022 Q4	2022 TOTAL
Urban Forestry/Parks	2	87	0	27	116
SpoCanopy	0	100	0	100	200
City Projects	0	92	0	00	92
Seedling Giveaway	0	1000	0	0	1000
<b>TOTAL (trees)</b>	<b>2</b>	<b>261</b>	<b>0</b>	<b>127</b>	<b>1408</b>

**Q1:** 2 Susie trees planted early in the season.

**Q2:** 30 trees for Earth Day at Comstock, 24 new trees with PEI/On Track Academy students, 40 with TLC SpoCanopy, 60 with SpoCanopy contract funding, 72 trees at Upriver Park, 20 trees at downtown library, 1,000 seedlings through giveaway event.

**Q3:** no trees were planted in this quarter due to hot temps.

**Q4:** 100 SpoCanopy trees – 40 planted by volunteers, 60 planted by a contractor and 20 Susie Forest trees donated along Park Blvd.



# Earth Day Tree Planting Event



- 30 Trees planted at Comstock Park
- Assistance from The Lands Council with volunteers and event planning
- Continued reforestation efforts



# Tree Symposium

- On-Track Academy and PEI
- Tree Planting demo
- Symposium – project displays
- Arts, Craft and activity tables





# Tree Seedling Giveaway

- 1,000 Seedlings!
- 500 at Event – 500 distributed through the School Dist
- On-Track Academy and PEI
- Thanks to sponsors!



# Arbor Day Celebration

- Event returns!
- Lively Event
- Ceremonial tree planting with Girl Scouts
- WSU Master Composters





# Pacific Education Institute / On-Track

- 24 trees planted in Bemiss Neighborhood
- On Track Academy and Pacific Education Institute in NE Spokane
- PEI funded the trees / WA DNR Grant
- + Education program – Tree Campus USA!



# SpoCanopy Street Tree Plantings

- Partnership with The Lands Council
- Spring and Fall Plantings
- + Spokane Scape at many locations
- 200 trees total planted
  - 80 volunteers , 120 by contractor





# Susie Forest Planting

- 20 trees along Park Blvd
- Trees donated by Susie Forest
- Committed to 20 more trees in 2023!
- Numerous individual Susie trees





# Fall Leaf Festival

- Event returns! (w/ great weather)
- Lively music
- Coffee and kettle corn vendor
- Various new educational booths, interactive displays, etc.



# Engineering Dept Collaboration

- A giant sequoia for engineering staff's giant efforts!
- Often design around trees
- Limit impacts
- Takes input from UF staff, often redesigns
- We appreciate our “tree hugging” city engineers!





# UF Crew Work

- Routine pruning
- Removals of dead trees
- Fuels reduction
- Mulching
- Storm Damage response



# Field Operations – Arborist Crew

Urban Forestry arborist crew field operations					
	2022	2022	2022	2022	2022
	Q1	Q2	Q3	Q4	TOTAL
Planting	2	87	0	27	116
Pruning	133	62	201	47	443
Removals	23	17	51	16	107
<b>TOTAL (trees)</b>	<b>230</b>	<b>233</b>	<b>277</b>	<b>228</b>	<b>968</b>
*Other (hrs)	77	53	60	224	414

\*Other = stump grinding, mulching, pesticide application, nursery care, mowing, weeding, equipment maintenance, safety training, storm cleanup, etc.

# Engineering Construction Projects

- 30+ Projects in 2022
  - *Interdepartmental billing to Engineering Services*
  - *Overlay / Chip Seals / Full Reconstructions / Business Districts*
  - *CSO's / Trails / Projects / School Safety Route projects / Sidewalks / Utilities, etc.*

## Master Task List for City Construction Projects:

1. Project Consultation with Engineering Services
2. Public Meetings/Open House
3. Field Assessment
4. Scope of Work
5. Notice to property owners and occupants
6. General Pre-Construction Meeting
7. Issue Permit
8. On-site tree protection Pre-Con meeting
9. Notice to Proceed
10. Inspection



Becky Phillips, UF Specialist

452 Tree Permits / 2,725 Trees  
248 Development Plan Reviews  
328 C.O.'s  
30+ Engineering Projects

ALL just in 2022!



# Street Tree Permits & Tasks

Street & Public Tree Permits	2022	2022	2022	2022	2022
	Q1	Q2	Q3	Q4	TOTAL
	105	141	140	66	452

Permitted Tasks	2022	2022	2022	2022	2022
	Q1	Q2	Q3	Q4	TOTAL
Plant	89	130	202	75	496
Prune	113	672	441	80	1348
Remove	59	47	387	19	512
Root Treat	1	13	118	0	132
Protect	1	0	278	0	371
<b>TOTAL</b>	<b>263</b>	<b>862</b>	<b>1426</b>	<b>174</b>	<b>2725</b>

These figures represent the number of tree tasks performed and inspected through street tree permitting and the corresponding type of work performed.

# Plan Review & CO Inspections

Street Tree Permits & Inspections, Development Plan Reviews, Demo Permit Reviews, and CO Inspections are all performed by our Urban Forestry Specialist, Becky Phillips.

Plan Review & Comment	2022	2022	2022	2022	2022
	Q1	Q2	Q3	Q4	TOTAL
	71	55	71	50	247

CO Inspections & Comment	2022	2022	2022	2022	2022
	Q1	Q2	Q3	Q4	TOTAL
	87	106	89	46	328

\*CO = Certificate of Occupancy

Demo Permit Review	2022	2022	2022	2022	2022
	Q1	Q2	Q3	Q4	TOTAL
	19	21	29	28	97

# Awards

- PEI – Community Collaborator of the Year
- Daughters of the American Revolution – Conservation Award



## KATIE KOSANKE, URBAN FORESTER, CITY OF SPOKANE

Community Collaborator of the Year



# Volunteer Hours

Volunteer Hours	2022	2022	2022	2022	2022
Urban Forestry (only)	Q1	Q2	Q3	Q4	TOTAL
Number of hours	314	663	392	374	1743
Number of Volunteers	28	143	16	96	283

- + UF Committee – 500 hours / year average
- We cannot do it alone!
- THANK YOU!







Questions?



## NOTICE

### 2023 City Council Regular Meeting Cancellations (including New Year's Week 2024):

- Monday, January 2, 2023 (New Year's Week 2023)
- Monday, January 16, 2023 (Martin Luther King, Jr. Week)
- Monday, February 20, 2023 (Meeting canceled in recognition of President's Day, although City Hall is open this day)
- Monday, April 3, 2023 (Spring Break Week)
- Monday, May 29, 2023 (Memorial Day Week)
- Monday, June 19, 2023 (Juneteenth Week)
- Monday, July 3, 2023 (Fourth of July Week)
- Monday, August 7, 2023 (August break)
- Monday, September 4, 2023 (Labor Day Week – Monday, September 5 is designated holiday)
- Monday, December 25, 2023 (Christmas Week)
- Monday, January 1, 2024 (New Year's Week 2024)

### 2023 City Council Town Hall Meetings:

- Monday, January 30, 2023: City Council Chambers (Grandview/Thorpe, Latah/Hangman Valley, Peaceful Valley, and West Hills)
- Monday, March 20, 2023: City Council Chambers (Browne's Addition, Comstock, East Central, Lincoln Heights, Manito/Cannon Hill, Cliff/Cannon, Rockwood, and Southgate)
- Monday, June 12, 2023: City Council Chambers (Balboa/South Indian Trail, Emerson/Garfield, Five Mile Prairie, North Hill, North Indian Trail, Northwest, Audubon/Downriver, West Central)
- Monday, September 18, 2023: City Council Chambers (Bemiss, Chief Garry Park, Hillyard, Logan, Minnehaha, Riverside, Shiloh Hills, Nevada Heights, and Whitman)

As Town Hall meetings are a time for the neighborhoods to report on their activities and concerns, it is requested we keep the 6:00 p.m. Town Hall sessions free of legislative agenda items (ordinances, resolutions, hearings). You should not schedule legislative items for consideration on the above Town Hall meeting dates without prior approval from the Council Sponsor(s) and Council President. Consent agenda items (contracts, claims), however, may be submitted for consideration on those dates.

### 2023 City Council Joint Meetings with the Community Assembly:

- Thursday, March 30, 2023 (5<sup>th</sup> Thursday) at 5:30 p.m. – Location TBD
- Thursday, August 31, 2023 (5<sup>th</sup> Thursday) at 5:30 p.m. – Location TBD

If you have any questions or need clarification regarding the above schedule, please contact the City Clerk's Office at 625-6350 or [clerks@spokanecity.org](mailto:clerks@spokanecity.org).