

## Spokane Neighborhoods Community Assembly

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



Meeting Agenda for Thursday, December 7, 2023

5:30 to 7:30 p.m., The Hive

Proposed Agenda Subject to Change

Please review previous month's minutes:

\*Community Assembly Minutes: November 2, 2023



### Administrative

<u>Agenda Item</u>	<u>Time</u>	<u>Action</u>	<u>Page</u>
1. Introductions (Facilitator) .....	3 min (5:30)	Intro	-
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
4. Admin Committee Action Items (Randy McGlenn).....	5 min (5:40)	Oral Report	-

### Open Forum

5. Reports/Updates/Announcements .....	10 min (5:45)	Oral Reports	-
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### Agenda

6. ONS Update (Patrick Striker).....	5 min (5:55)	Oral Report	-
7. Admin Updates/CA/CC Recap (Randy McGlenn).....	10 min (6:00)	Oral Report	-
8. Resolution from PeTT (Randy McGlenn).....	15 min (6:10)	Vote	12
9. Appointment- Development & Volunteer Committee Liaison (Paul Kropp).10 min (6:25)		Vote	14
10. CA Committee Updates (Committee Chairs) .....	25 min (6:35)	Oral Report	-
<i>Budget Committee (5 min), Building Stronger Neighborhoods/CA Awards Ad Hoc Committee (10 min), Neighborhood Safety Committee (5 min), Policies and Procedures Committee (5 min)</i>			
11. Roundtable Discussion .....	10 min (7:00)	Open Discussion	-
12. Actionable Items Review .....	5 min (7:10)	Report	-

### Other Written Reports

#### *Committee Reports, Agendas, Minutes, etc.*

• Administrative Committee .....	16
• Budget Committee .....	22
• Building Stronger Neighborhoods Committee (BSN) .....	28
• Community Assembly/Community Development Committee (CA/CD) .....	33
• Land Use Committee .....	35
• Liaison Committee .....	36
• Neighborhood Safety Committee.....	38
• Pedestrian, Traffic, and Transportation Committee (PeTT) .....	56

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

• Community Housing and Human Services (CHHS) Liaison Report .....	58
• Design Review Board Liaison Report.....	
• Plan Commission Liaison Report .....	59
• Urban Forestry-Citizen Advisory Committee Representative Report .....	
• Housing Action Subcommittee Liaison Report.....	60
• 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! \*\***

# 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:**

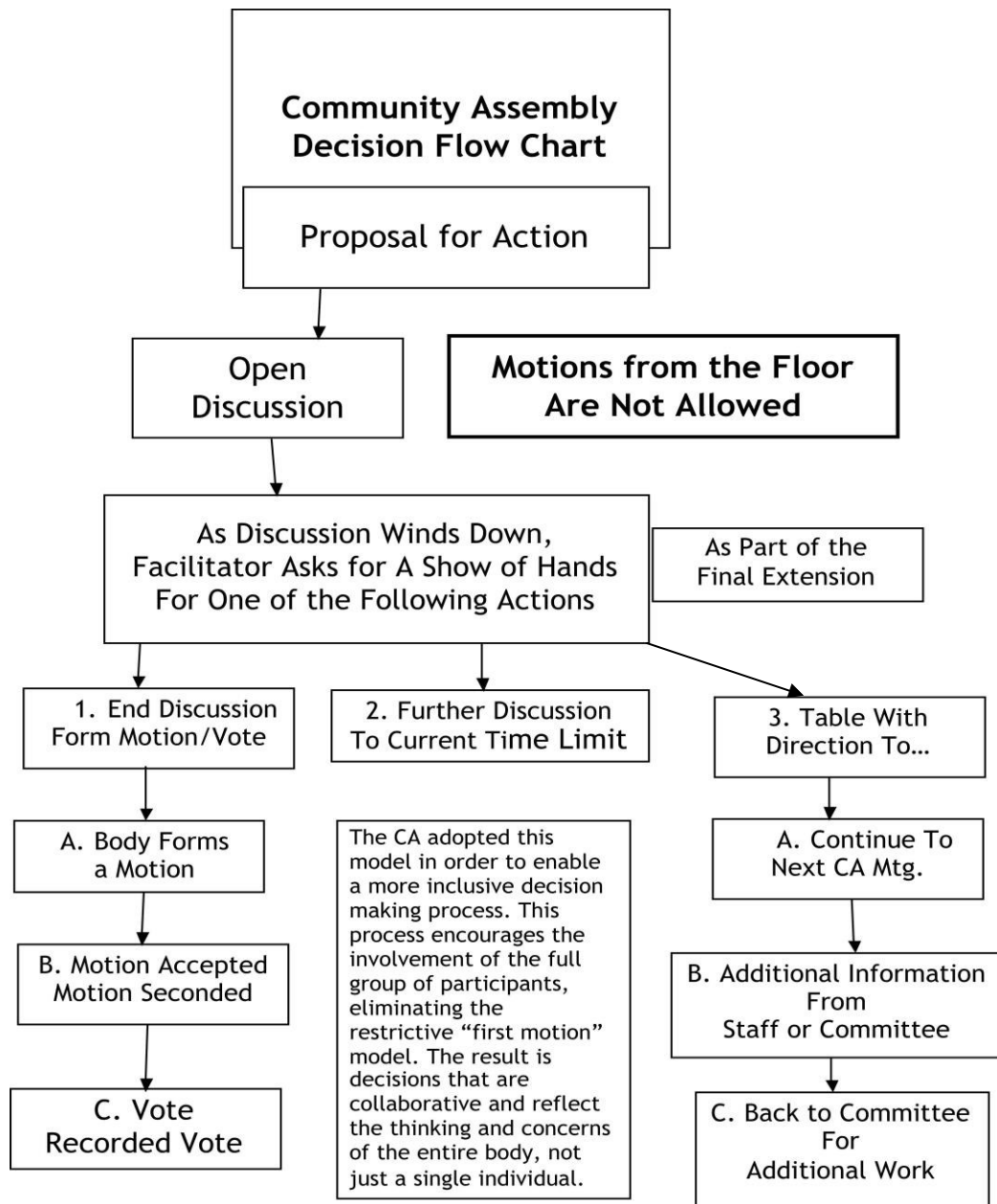
The Community Assembly fulfils its purpose, achieves its goals, and stays true to its core values by its members engaging each other and the community with honest communication and having transparent actions in all of its dealings. Community Assembly representatives are knowledgeable and committed to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

## **Presentation and decision-making process:**

1. To speak at a meeting, a person must be recognized by the facilitator. Only one person can be recognized at a time. Each speaker has two minutes. When all who wish to speak have been allowed their time, the rotation may begin again.
2. When a proposal for action is made, open discussion shall occur before a motion is formed by the group.
3. Presentation timetable protocol
  - a) When a presenter has one minute left in the time allotted, the facilitator shall raise a yellow card and give a verbal notice.
  - b) Should any representative wish to extend the time of the presentation or comment/question period, they may make a motion to extend the time by five (5) minutes.
  - c) An immediate call shall be made for a show of hands in support of the extension of time. With a simple majority (50% plus 1) concurring, the time shall be reset by the amount of time requested.
  - d) Extensions shall be limited to two (2) or until a request fails to show a simple majority approval.
  - e) When the allotted time has expired, a red card and verbal notice shall be given.
  - f) As part of a final time extension request, the facilitator shall request a show of hands by the representatives to indicate which of the following actions the group wants to take:
    - o End discussion and move into forming the motion and voting,
    - o Further discussion,
    - o Table discussion with direction,
    - o Request time to continue discussion at next CA meeting,
    - o Request additional information from staff or CA committee, or
    - o Send back to the appropriate CA committee for additional work.





## Community Assembly Draft Minutes

*Prepared by: Office of Neighborhood Services*

**November 2nd, 2023, in-person at The Hive**

**Meeting called to order at 5:32 p.m. by Kelly Cruz**

**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, Minnehaha, North Hill, North Indian Trail, Northwest, Peaceful Valley, Riverside, Shiloh Hills, Southgate, West Central, West Hills, Whitman

**Not Present:** Comstock, Five Mile Prairie, Nevada Heights, Rockwood

**City Staff Present:** Kim McCollim (Neighborhood Housing and Human Services [NHHS]), Pollyanne Birge, Patrick Striker, [Office of Neighborhood Services (ONS)]

**Guests:** Kathryn Alexander (Bemiss), Kelly G., Paul Kropp (Liaison Committee), Ken Cruz (West Central)

### ADMINISTRATIVE AGENDA ITEMS:

**1. Approve Proposed Agenda:** Tina Luerssen, Moved, Cliff Winger seconded, motion passes unanimously. 23-yes, 0-abstain, 0-no.

**2. Amend/Approve Draft Minutes:** Tina submitted correction and requested that guests be named, instead of just their titles. States they need names to be sure of attendance compliance for members serving on committees, etc. Fran Papenleur submits a correction that attendee Randy McGlenn was attending for **West** Central and Debby Ryan **East** Central. Dale Moved, Dave Second, 21-yes, 1-abstain, 0-no.

**3. Facilitator Designation Vote** Motion to designate Kelly Cruz as the Community Assembly Facilitator

- Randy Moved, Lorna seconded, motion passes unanimously. 22-yes, 0-abstain, 0-no.

### **4. Admin Committee Action Items**

- Randy McGlenn is taking inventory on the equipment what we have and where it is. Patrick Striker will be updating that list and ONS will make available. Randy Presents a discussion tool—a tri-fold sign gauging members' agreement or disagreement on the topic that he hopes will be helpful and better facilitate discussions. Dave Williams asks for clarification on the tool and Luke Tolley states the instructions are captured in the packet and is based on consensus.

### **5. Open Forum**

- Susan Mensching: Asks about process for requesting formal CA support. West Hills has crafted a letter to City Council RE: construction moratorium until the concrete bridge is fixed and is seeking CA support. She was told to bring it to CA to forward to Council, so we sent it to Lands Committee. Tina: asked if it already gone to council?(No) Fran: asked if it wouldn't it go to Admin Committee? Susan: replies that it was given to the Land Use Committee but with the timing, would have to wait another month and given the urgency, she brought it straight to CA? Charles Hanson: SRTC sent money from state to work on that bridge. Paul Kropp, offered to also discuss this with Susan and said it is on more than one neighborhood's agenda. Mary Winkes: Suggested given the timing, Susan should sent to

Randy for Admin, and if it can be signed by all of CA. Mary said neighborhoods can send on their own, but it is a stronger message coming from Community Assembly. Joe Lenti said they have 100% support from Latah NC. Luke: moves to take item to roundtable.

- Community Assembly/Community Development Committee: Fran: stepping in for Andy Hoyer describes the standing committee—forum for educating neighborhoods, block grant funding, how development affects neighborhoods. Due to changes with Community Housing and Human Services (CHHS), first actual money July 2025, but upshot Executive of Community Development Committee Tomorrow, Nov. 3<sup>rd</sup> at 10am at the South East Center. Christy Jeffers,. Leslie Hope, wheels are rolling for standing committee.

#### AGENDA ITEMS:

##### **6. ONS Update (Patrick Striker)**

- Patrick Striker: Thanked the members of CA and anyone who attended the neighborhood ordinance Q&A sessions. The ordinance is now with City Council and the Mayor's office being discussed. Patrick gave an update about the upcoming Neighborhood Summit, Land Use comp plan amendment, training on how to make recommendations, recorded and video released next week and Asphalt Art—the artists are being chosen and some neighborhoods have already applied. Patrick also gave a big thank you to Tyler Tamoush, the new chair, and other members of the CA Safety Committee.
  - Luke: Asked about any sponsors for the ordinance? Patrick: Council president Lori Kinnear
  - Mary: Asked about the current version of the ordinance.
  - Patrick: Said it's with City Council and probably waiting for City Legal with those amendments that were presented before/at the Q&A sessions.
  - Carol Tomsic: Asks specific questions about the Asphalt Art program. Patrick shares info about the [Asphalt Art](#) program and says the installation will start again in earnest in spring.

##### **7. Budget Committee Allocation of CE Grant Funds (Gail Cropper)**

- Oct 23<sup>rd</sup>, Minutes in packet. Talking about Community Engagement funds—sent email with several ideas. CA Budget Committee has recommendation to approve \$4018 and presented those items.
  - Eileen Kazura: Said that the rules around the funding were not clear and asked if we could work on a more transparent process moving forward.
  - Fran: Expressed concern about budget process not being transparent. In the past had a list gather from each neighborhood and she felt there wasn't enough info to make a decision.
  - Susan: Asked to clarify that each neighborhood could sign up to use this equipment? (Yes) And says the reimbursement process has her waiting almost 5 months to get paid back.
  - Laura: Popcorn machine to be repaired? Mary: Yes, and part of the proposal is getting a smaller, more compact/portable one as well.
  - Laura: Suggest that NCs need Safety Cones for clean up, etc.
  - Tina: Indicates support, but also shares concerns on budget process. Tina suggests/requests the Budget Committee put in place a requirement for training before things can be checked out. Where is this going to be stored? Northeast Center? Mary: Yes, Northeast Center
  - Gail Cropper: Apologized for not scanning the final list with meeting minutes.
  - Discussion ensued about how these funds need to be used now and can't wait until the next CA meeting. Also discussed about next year working with someone in Finance to make sure reimbursements and process is easier to follow. Time running out for this agenda item...
- **Move to extend discussion by 5 minutes, first extension.** Dale motioned, Dan seconded. Motion passes: 21- approve, 0- deny, 1- abstain.
- **ROLL CALL: VOTE ON CA COMMUNITY ENGAGEMENT GRANT BUDGET**

## CA Vote Tracker Date: November 2<sup>nd</sup> 2023

### Topic: Budget Committee Allocation

	Approve	Oppose	Abstain
1. Audubon/Downriver		X	
2. Balboa/SIT			X
3. Bemiss	X		
4. Browne's Addition		X	
5. Chief Garry Park	X		
6. Cliff/Cannon	X		
7. Comstock			
8. East Central	X		
9. Emerson/Garfield	X		
10. Five Mile Prairie			
11. Grandview/Thorpe			X
12. Hillyard	X		
13. Latah/Hangman Valley	X		
14. Lincoln Heights			X
15. Logan	X		
16. Manito/Cannon Hill	X		
17. Minnehaha			X
18. Nevada Heights			
19. North Hill	X		
20. North Indian Trail	X		
21. Northwest	X		
22. Peaceful Valley	X		
23. Riverside	X		
24. Rockwood			
25. Shiloh Hills		X	
26. Southgate	X		
27. West Central	X		
28. West Hills	X		
29. Whitman	X		
<b>TOTAL</b>	<b>18</b>	<b>3</b>	<b>4</b>

- Please apply to serve on the Budget committee--there is an opening for District 1. Now serving: Andy Hoyer from Dist. 2 is joining the committee, Gail will continue to serve moving forward, and there are openings for Vice Chair and Secretary.

## 9. Admin Committee Elections (Andy Hoyer)

- Admin Committee Election: There are 6 names on the ballot and you choose 5 of those. The 5 that have the highest amount of votes will be on the committee.
  - Dan: asks if he can abstain, since he is new. (Yes)
  - Fran: Thanked those who stepped up and mentioned the 7 other standing committees that need members. Any NC member can join a committee, participation is important.
  - Tina: What would you like the Admin committee to do next year.
  - Dan: What does the Admin committee do?
  - Randy: Set the agenda for CA meeting, Chair signs any official docs, notify absence, something that would warrant an emergency vote. Luke: reads description from [CA handbook](#).
  - **Mary and Kathy collect the ballots and count in the hall.**
- **Move to extend discussion by 5 minutes, first extension.** Fran motioned, Daniel seconded. Motion passes: 21- approve, 0- deny, 2- abstain.
  - Question: What would qualify as an emergency?
  - Randy: anything that needs to be responded to between meetings. Next best option—provide info to CA via email and ask for an electronic vote. Next option is the Admin Comm can put forth an “interim” response and that gets confirmed with CA if vote or not. (Not been used yet). We try to get things at next meeting, but use the second best when absolutely necessary.
  - Luke: reads official process from policy and procedures.
  - Eileen: Feels like there is a gap of knowledge from their NC, timing wise. If I am voting at CA—need to be able to take to my own NC to shop around. Also look out for future City and City Council items that could take on more meaningful work.
  - Randy: Said that was an excellent goal, but there seems to be significant challenges getting in sync with City Council so the CA committees can get timely info so it could be discussed and out to neighborhoods. Two months, starting on issue then getting feedback from NC then get City Council/Admin be helpful. Then us internally, putting forth an agenda plan things out in advance so not so reactive.
- **Move to extend discussion by 5 minutes, second and final extension.** Daniel motioned, Carol seconded. Motion passes: 21- approve, 0- deny, 3- abstain.
  - Mary: Indicated the election resulted in a run off—a three way tie.
  - Debby: Can we also go on with agenda while folks are tabulating?
  - Mary and Kathy give folks paper so they can vote on the three run off candidates.
  - Kelly—can the tally be at roundtable? (Yes)
  - **Mary and Kathy return with the results saying there is another tie—between two candidates. Another round of paper was distributed. Move on to another agenda item.**

## 10. Policy and Procedure Committee (Tina Luerssen)

- Randy and Luke: Describe the Policies & Procedures (P&P) committee responsibilities and process:
  - How policy and procedures are decided and some existential issues like one of the biggest ones: what is the grievance procedure? Other examples: like the facilitation question and things that haven’t been settled over the last year.
  - Dale: this is like every other committee—they provide recommendations, CA makes decision.
  - Fran: Opportunities for folks who have issues with our procedures. See if there are glitches or holes.

- Randy: looking for folks to participate and get these on list, then vote to approve the folks on the list.
- **Mary and Kathy: Return from hallway to say there needs to be another run off.**
  - Tina: questions if we should push the run offs to the roundtable portion of the meeting and indicates that the rules are being put to the way side for the moment.
  - Randy: offers to volunteer on P&P committee, as does Luke, Paul Kropp, Dallon Tipton.
  - Dale: was confused and said that Paul could not serve on the Admin Committee, but was corrected by Luke that this was for the P&P committee, which anyone can serve on.
  - Tina: reminds the group that one of those four needs to be appointed to set the first meeting. Paul is appointed to be the Chair and says he will follow up with the other three.

#### 11. PeTT Committee Update and Traffic Calming Funds (Randy McGlenn)

- Randy: Describes that the proposed City budget has some of the traffic calming funds directed toward SPD costs. Randy is asking for support of a resolution PeTT has drafted to notify Council/Admin CA wants those funds to stay with traffic calming. It has been on the back burner and trying to follow through and come to fruition. Randy read resolution.
  - Discussion on the current status of the traffic calming projects, they are in the CA packet.
  - Paul: Supports this resolution with one word changing—the word “use” is used twice. Second word should be purpose, not use.
  - Randy: Restates that amendment.
  - Carol: Says that every neighborhood wants traffic cops. In favor of traffic calming police.
  - Luke: Commends PeTT committee to bring forward clear action—text is helpful.
  - Mary: While waiting to start on traffic calming projects, construction prices have gone up considerably, so not enough in that pot for ones that are already approved.
  - Cliff: not used for Police enforcement. Must be used for traffic calming.
  - Mary: Move with Pauls’ amend. Cliff second: 26-Approved, 0-Deny, 0-Abstain.

#### 12. CA Committee Updates (Committee Chairs)

- Liaison Committee: Paul: Liaison attended Park Board’s development committee, including Park board officials, waiting for our Nov. 12<sup>th</sup> meeting and come after that meeting. City Council has to approved a levy for Neighborhood Parks in Feb, maybe good to have briefing at Dec. CA Meeting.
- Re-Org Ad Hoc Committee : Kathy: Still in discussion. Expect to bring recommendation in January. Everyone is welcome to join.
  - Randy: Make sure next meeting invite to everyone
  - Fran: Asks for folks to explain what reorg committee is doing?
  - Randy: Voted to have committee explore how it is functioning now and any recommended changes to structure and leadership. Self-improvement efforts that show City Council a commitment to continuing to improve. Slowly coming to agreement. Take some time, encourage everyone to participate.
  - Mary: Next meeting: Thursday Nov. 9<sup>th</sup> , Liberty Library, room B
- Building Stronger Neighborhoods (BSN): Tina is working with Amber Groe (ONS) for Summit—CA rep pins for folks to take one. BSN table will have a table.
  - Also, BSN have taken on the award process, online process: Good Neighbor Awards: Anyone in your neighborhood who is doing big and little things that make your neighborhood a better place. Spirit of CA award, Jeanette Harras Award, inspiration—gone above and beyond. Lifetime Achievement—given that to Robin Eric when retired. Award event: **Dec. 16<sup>th</sup> 9-11am at the Hive**. NOTE: Future BSN meetings at the HIVE for the foreseeable future for all 2024. Third Saturday at 9am at Hive.

- Fran: Distro and Notes—live on website. (Link in notes)
  - SNLA coordinating with BSN again in 2024. New Coordinator from Gonzaga, Cindy Donahue. Also please send slides for thing you've done in your neighborhood.
  - Tina: BSN Minutes didn't make into the packet—get them into the packet on the website.
- Safety Committee: Tyler Tamoush: Safety committee Chair. Future meetings on last Wed of month. Nov 29<sup>th</sup> 6-7 at the Hive.
  - First meeting informal, good. Brainstormed and see who want involved, COP shop. District 1 and 2 represented, but need someone from District 3. Safety is large topic—crime, traffic but also fire safety—forest fire, emergency routes, etc evacuation plans. What we can do to better process? Other resources than Crime Check and 311—broken down RVs, a lot more resources. That can go out and help out, instead of shame folks. Plan on going to every public safety committee, shake hands and take names and let them know CA Safety committee is up and running.

### 13. Roundtable Discussion

- Kathy: FINAL VOTE COUNT FOR ADMIN COMMITTEE:
  - Tina Luerksen, Randy McGlenn, Fran Papenleur, Luke Tolley, and Scot Webb.
- CA/CC (Community Assembly/ City Council) meeting on 30 of Nov. at Shadle Park Library in Studio Room. At meeting have City Council reps there, anything you'd like on agenda—send to Randy so he can be sure they are on there and voted to Admin committee and ONS to disseminate. Fran: City Council and CA meet ¼, they were cancelled in lieu of Neighbors 3.0, many changes and machinations. This meeting was called by Lori Kinnear to introduce new slate of City Council members. Encourages members to attend as this is helping rebuild our relationship with City Council. Send any agenda items. Randy: Will send out the details asap.
- Susan: Police Advisory committee having regular open ¼ meetings—Please have the public come in, Tyler would love to have you come. Nov. 16<sup>th</sup> 5:30 at West Central Community Center.
- Tina: Reorg Ad Hoc around strategic plan—get a copy of what was approved. Still need to have that official strategic plan, some question about if the current one is the official document, and that one should be on the CA website. {Pollyanne has included the most current strategic plan as an attachment.}
- Luke: Let's revisit the Latah Bridge Letter.
  - Paul: Reality is the Highbridge, Latah Bridge rehabilitation like they did for Monroe—established regional effort, the documentation would be easy to find. The most significant thing is to address your legislators— this project is on the list of regional Legislative priorities. The City is already behind it, the region already behind it, next step is to engage legislators.
  - Discussion about it being dangerous, the side walk crumbling into ravine and Highbridge Park. Used to be 4 lane now until 2 lane. 6-800 units to be built. And with their cars, the bridge can't take it. Mary: The State needs to deal with that. City Council Can put a moratorium on building.
- **Move to extend discussion by 5 minutes, first extension.** Fran motioned, Daniel seconded. Motion passes: 22- approve, 0- deny, 0- abstain.
- Luke: support moratorium or wait until December meeting?
- Tina: better since we won't want to make request with ½ turning over?
- Ken: West Central: Hight bridge park—crumbling Weight constriction? Garbage trucks being redirected? City put up barriers in Hight Bridge and make weight construction.
- Joe: Public Safety, moratorium but don't need to connect those issues.

- Randy: suggests having neighborhoods come together and have a polished draft. Susan: Agrees.
- Paul: This should go to the Transportation committee, don't need a special group—get it done. Record the concerns and get the job done.

**Move to extend discussion by 5 minutes, second and final extension.** Mary motioned, Charles seconded. Motion passes: 22- approve, 0- deny, 0- abstain.

- Mary: take to PeTT so they can review.
- Charles: the center of the bridge is built for street cars, but the middle is so strong no one would grant them money.
- Kelly: recommendation to go to PeTT: PeTT room has on their agenda? Randy: Yes!
- Susan: If PeTT has it, nothing I need to do? Do we need us at the meeting?
- Randy—yes: 4<sup>th</sup> Tuesday of the Month via zoom. Nov. 28<sup>th</sup> at 6pm. Make sure this is on the agenda.

## **12. Actionable Items Review**

- Randy: Find and disseminate the Strategic Plan. Also, CA numbers receive finalized signed copy of budget resolution from CA.

Motion to adjourn the meeting. Fran motioned, Scot seconded. Motion passes.

***Meeting adjourned at 7:30pm. Next meeting will be held Thursday December 7th at 5:30PM.***

Proposed resolution text from Pedestrian Traffic and Transportation Committee

Regarding Development Moratorium in Targeted Neighborhoods

Whereas existing roadway infrastructure, including US-195 and I-90, cannot handle current and future traffic loads safely through Latah Valley, West Hills, Grandview-Thorpe, and adjacent southwest Spokane neighborhoods, as well as 5-Mile Prairie and North Indian Trail;

Whereas near-term projected roadway improvements, including bridges, specifically Sunset Bridge, will take time to implement;

Whereas the aforementioned neighborhoods lack adequate fire department services and emergency evacuation routes in areas within the Wildland Urban Interface (WUI);

Whereas, because the City includes neighborhoods located in the WUI, the City adopted SMC17F.110.010 which references the Washington State current amended edition of the International Wildland Urban Interface Code and related standards in August 2021;

Whereas the aforementioned neighborhoods fall within the WUI interface and WUI intermix as shown: <https://data-wadnr.opendata.arcgis.com/apps/wadnr::wildland-urban-interface-viewing-app/explore> and are subject to these codes;

Whereas the aforementioned neighborhoods lack adequate police department services;

Whereas Latah Valley, West Hills, Grandview-Thorpe, and adjacent southwest neighborhoods have little or no public transportation;

Whereas Latah Valley, West Hills, Grandview-Thorpe, and adjacent southwest neighborhoods have no public library;

Whereas Latah Valley, West Hills, Grandview-Thorpe, and adjacent southwest neighborhoods have no schools;

Whereas Latah Valley, West Hills, Grandview-Thorpe, and adjacent southwest neighborhoods have no safe walking/biking routes connecting to other parts of the City;

Whereas Latah Valley, West Hills, Grandview-Thorpe, and adjacent southwest neighborhoods have no community center; and

Whereas proposed market-rate developments in Latah Valley and adjacent neighborhoods will dramatically increase traffic volumes and vehicle loads; now, therefore, be it

Resolved, that the Community Assembly recommend to City Council and City Administration make haste to impose a second moratorium that shall remain in place until the following items are accomplished:

1. Develop a plan to improve roads and bridges to ensure emergency response and evacuation, public transportation access, environmental protection, schools, and wildland urban interface mitigation, and a fire station in Latah Valley (to replace a temporary facility in use since 2015).
2. Secure funding from city, state and federal sources to support this plan.



3. Substantially improve the Latah Valley, West Hills, Grandview-Thorpe, and adjacent southwest Spokane neighborhoods, as well as 5-Mile Prairie and North Indian Trail infrastructure, greatly improving safety and livability for the residents of the City of Spokane, before making way for further, smart development.

Liaison Committee  
November 27, 2023  
Interview with Lindsey Shaw

### Summary

At a special meeting held on November 27, members of the Community Assembly Liaison Committee met with Lindsey Shaw (Logan) to consider her request to continue for a two-year term the liaison member position on the Park Board's Development and Volunteer Committee (DVC) which is being vacated by Julie Biggerstaff (Browne's Addition). This is a community at-large position.

Four of five members being present, the Liaison Committee voted unanimously to recommend the nomination of Lindsey Shaw to this position at the next Community Assembly meeting.

In attendance were Hoye Kropp MacInnis Walsh

### Recommendation

The Liaison Committee recommends Lindsey Shaw, a member of the Logan Neighborhood Council, be nominated for a Community Assembly liaison membership on the Spokane Park Board's Development and Volunteer Committee (DVC) to succeed Julie Biggerstaff (Browne's Addition Neighborhood Council) in this community at-large position for a term of two (2) years.

### Action Item

The Liaison Committee recommends the Community Assembly to:

- *Nominate Lindsey Shaw of the Logan Neighborhood Council to a community at-large position on the Spokane Park Board's Development and Volunteer Committee (DVC) to serve as a liaison to the Community Assembly and to succeed Julie Biggerstaff (Browne's Addition Neighborhood Council) in that position for a term of two (2) years.*

The Community Assembly then may instruct the Administrative Committee to:

- *Convey the nomination of Lindsey Shaw as stated to the chair of the Spokane Park Board and the director of Spokane's Parks and Recreation Division in the week following this meeting.*

NAME: Lindsey ShawPosition applied for: **Park Board Development and Volunteer Committee Member****Affirmation**

*With respect to service on the Spokane Park Board Development and Volunteer Committee (DVC), as the Community Assembly representative member of this committee I acknowledge and affirm the following:*

- *I am acquainted with and understand the organization, duties, and responsibilities of Park Board committees specified in the Park Board Bylaws at Section 17.1, and in particular their advisory role to the Park Board.*
- *I am responsible, collectively and with my fellow committee members, for ensuring effective stewardship of and strategic direction for Spokane Parks and Recreation programs with the Spokane Park Board.*
- *I understand and accept the time commitment involved as a committee member of the Spokane Park Board Development and Volunteer Committee, and the obligation to inform the committee chair of any anticipated meeting absences.*
- *I understand it is my obligation to the Community Assembly to provide a written report after each DVC meeting for inclusion in the agenda packet of the next Community Assembly meeting and to meet with the Community Assembly's Liaison Committee annually.*

Signature: Lindsey ShawDate: 10-8-2021

BYLAWS OF THE PARK BOARD  
City of Spokane, Washington  
April 2021

**Section 17. Duties of Committees.**

1. Committees are advisory to the Park Board and shall serve the Park Board acting as fact finders to provide information and make recommendation to the Park Board. Recommendations to the Park Board will be submitted by a majority of committee members present at the committee meeting. Votes or other actions taken by committees shall not be deemed as official actions of the Park Board but rather as recommendations to the Park Board. Only members appointed to a committee or an alternate substituting for a committee member may vote at any committee meeting. Any Park Board member attending the committee meeting may be designated by the Chair as an alternate for an absent committee member. Any Park Board member who attends a Park Board committee and is not a member or has not been appointed as an alternate may participate in meeting discussions.
8. All monthly Committee meetings will take place before the corresponding monthly meeting of the full Park Board.



## Administrative Committee Meeting

Tuesday November 21, 2023, 4:30pm

Spokane City Hall, Sister Cities Conference Room and via Zoom

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**Present:** Randy McGlenn, Chair (West Central); Fran Papenleur, (Audubon-Downriver); Tina Luerssen (Grandview/Thorpe); Paul Kropp, Liaison Committee Chair. **On Zoom:** Dale Walker (Chief Garry Park); Lindsey Shaw (Logan); Scot Webb (North Hill); Luke Tolley (Bemiss); Tyler Tamoush (Minnehaha); Ken Cruz (West Central); Kelly Cruz (CA Facilitator).

**City Staff Present:** Patrick Striker, ONS Director; Kim McCollim, NHHS Director; Gabby Ryan, ONS Staff Support.

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### Welcome

The CA Admin Chair greeted all present in person and virtually.

### Approve Previous Minutes and Agenda

November committee meeting minutes and current agenda approved. Noted there was a quorum of [outgoing and in-coming] committee members.

### Committee Officer Elections

Nominations and approval votes resulted in the following:

Randy McGlenn – Chair; Luke Tolley – Vice Chair; Fran Papenleur – Secretary.

New committee members were welcomed: Tina Luerssen (Grandview/Thorpe) and Scot Webb (North Hill). Outgoing members Dale Walker and Lindsey Shaw were thanked for their service.

### CA/CC Meeting Nov 30 - Draft Agenda

- a) Meet new City Council members - CA goals presented; how we can work together. Randy will facilitate.
- b) Status of Neighborhood Ordinance (Note: need Ord #)
- c) PeTT Committee Resolutions:
  - Traffic Calming
  - Sunset/Latah Bridge
- d) Neighborhood Safety Committee introduced, goals outlined (Chair Tyler Tamoush)
- e) Roundtable of Neighborhood Issues, time permitting

Patrick will connect with City Council Office Director Giacobbe Byrd to confirm which current and newly elected CC members will be attending. An invitation will be extended to the Mayor-Elect. It will be an Open Public Meeting (OPMA), so adequate notification is required. NOTE: City Council President-Elect Betsy Wilkerson will not be available, however, we will extend an invitation for her to attend a future CA Admin Committee meeting.

### Liaison Committee:

Liaison Committee Chair Paul Kropp presented two items for CA Admin Committee information/consideration:

- A schedule of 2024 CA Liaison & Representative Monthly Reports to the CA that mirrors the 2023 schedule of In-person reports of 15 minutes. The Committee approved incorporating the schedule into CA agendas for 2024.
- The Park Board has merged the Development & Volunteer Committee (DVC) with its related committee, Development & Volunteer-Citizen Advisory Committee (DV-CAC). Requests agenda minutes to present a Liaison Committee recommendation that Lindsey Shaw be re-appointed for a two-year term to the DVC. This will need a vote by the CA.

### Other Follow-Up

- a) OWLS – Patrick reported that the MOU has been signed to place OWLS at remaining facilities, Shadle and Liberty Park libraries.
- b) CA Packet – Gabby provided a sample packet with previously recommended organization. [Post Note: approved.]
- c) Ad Hoc Policies & Procedures Committee – Paul Kropp is temporary chair until the three can meet. To be discussed with Admin: (1) when CA will issue a request for the submission of P&P updates for the CA P&P and the CA standing committees, and (2) if the P&P update might include the revised Strategic Plan, or approval of the Re-Org Committee's recommendation regarding reconfiguring CA leadership. Randy noted that the Re-Org committee's work may take up to a year. The Ad Hoc P&P committee will probably suggest the CA approve a deadline for the submission of P&P updates and revisions for the Monday following the February CA meeting in order for the committee to be ready to report at the March CA meeting.

### December CA Agenda - DRAFT

- ONS Report (Patrick)
- Admin
- PeTT Committee – Sunset/Latah Bridge Resolution (Randy)
- Liaison Committee – DVC rep – Vote (Paul Kropp)
- Standing Committee Updates:
  - Budget – (Gail Cropper)
  - BSN – (Tina Luerksen)
  - Neighborhood Safety – (Tyler Tamoush)
  - P&P – (Paul Kropp)
  - Re-Org – (Randy)
- Roundtable

### Adjournment

Due to the Christmas holiday, the next CA Admin Committee meeting will be one week earlier than usual - Tuesday, December 19, 2023. ACTION ITEM: Admin Committee meeting dates for 2024 will need to be reviewed and confirmed.

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Meeting adjourned 5:30 pm.

# Community Assembly Strategic Plan

## Executive Summary/Introduction

This document reflects the inaugural Community Assembly (CA) strategic plan. It has been formulated in the spirit of Peter Drucker's quote above. The CA wants to be a recognized and effective city entity, yet that is only possible if the CA develops and implements agreed upon goals and activities that flow from the desired future set forth in both a well-articulated vision and mission.

This strategic plan covers the year 2023. Successive annual plans will cover the months October through September, with provision for both monthly monitoring and an annual evaluation. Yearly revisions will take place during the CA's annual October retreat.

The strategic plan is meant to be followed, not just placed on a metaphorical shelf. Following this plan will mark the beginning steps that need to be taken to ensure a better future for the CA which, in turn, will contribute to a better future for the City and all its residents.

## Vision Statement

The CA is a recognized and valuable partner in the city's governance. The CA is, in fact, the vehicle that ensures that the residents of Spokane, through their neighborhood councils, have a collective and unified voice in the city's decision-making processes as reflected in the City Charter.

Source: Spokane City Charter

[Article VIII, Section 75](#) of the City of Spokane Charter defines the purpose of the CA as:

The community assembly is a coalition of independent neighborhood councils and serves as a forum for discussion of issues of broad interest. Each neighborhood council selects one representative and a designated alternate to serve on the community assembly.

Representatives are expected to represent the interests of their respective neighborhood council. The community assembly meets with the city council neighborhood committee and the City's office of neighborhood services periodically to discuss community-wide issues. The responsibilities of the community assembly include to:

1. review and recommend an action, policy, or plan to the city council neighborhood committee, the city council, the mayor, the City, and any city agency, commission, or board on any matter affecting the City;
2. support and promote citizen participation and neighborhood enhancement;
3. promote and facilitate open communication between the City and neighborhood councils and provide the primary means of communication between individual neighborhood councils;
4. support and assist, as requested, individual neighborhood councils in becoming recognized and in performing their functions and responsibilities; and
5. serve as an information resource to neighborhood councils.

## Mission Statement

The mission of the Community Assembly is to actualize its core values, as reflected in the CA Handbook.

Source: CA Handbook

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, knowledgeable representative body giving power to citizens' voices.

## SWOT Analysis

This analysis of the strengths, weaknesses, opportunities and threats. These are the elements that were used to develop the CA's goals and activities for 2023. Source: Community Assembly Retreat, October 10, 2022

<p>Strengths</p> <ul style="list-style-type: none"><li>● Continuity</li><li>● Passion &amp; commitment to neighborhoods</li><li>● Meeting consistency</li><li>● Strong attendance</li><li>● Community Engagement Grant funding</li><li>● Recently Updated CA Handbook</li><li>● CA Liaisons</li></ul>	<p>Weaknesses</p> <ul style="list-style-type: none"><li>● Lack of unified voice</li><li>● Perceived lack of support from City</li><li>● Lack of active participation</li><li>● Seemingly different goals between CA and City</li><li>● Lack of onboarding process for new reps</li><li>● Lack of shared vision, action and goals</li><li>● Lack of awareness of CA in the larger community</li></ul>
<p>Opportunities</p> <ul style="list-style-type: none"><li>● CC/CA subcommittee focused on refreshing relationship</li><li>● Having a voice in City process</li><li>● Liaison positions</li><li>● Provide input on ONS Director hiring</li><li>● Rebuild/strengthen relationships</li><li>● Recognition from CC</li><li>● Opportunity to grow neighborhood councils</li><li>● Engaging underrepresented groups</li><li>● Active recruitment</li><li>● Awareness of NCs &amp; CA</li></ul>	<p>Threats</p> <ul style="list-style-type: none"><li>● Lack of active, consistent participation</li><li>● Apathy, loss of hope</li><li>● Turnover and loss of knowledge for both CA reps and City staff</li><li>● Meeting structure seen as ineffective</li><li>● Inability to unify</li><li>● Decision making timing</li><li>● Loss of NCs and other orgs like district groups</li></ul>



## 2023 Goals.

1. Increase participation by Neighborhood Councils in the Community Assembly.
2. Improve the Community Assembly's standing, credibility, relationships with the City Council, City Administration, and community partners.
3. Fulfill our duties as outlined in the City Charter: Advise CC regarding policy and legislative issues, and make recommendations on important issues to the CA body.

## Action Items for 2023.

1. Admin Committee to reach out to absent NCs. Assistance by BSN, ONS, even Budget Committee. (However, no way to enforce attendance.) (Goal 1)
2. Continue recruitment ("onboarding") to fill all CA Liaison positions, and explore additional CA representation on city boards and committees, as appropriate (e.g., Police Advisory Council). (Goal 2 & 3)

## CA Budget Committee Minutes

**Date:** Monday, November 27, 2023

**Location:** West Central Community Center, 1603 N. Belt, Don Kelly Conference Room

**Time:** 7:00pm (Hybrid/Zoom)

**Meeting** called to order at 7:00pm

**QUORUM?** Yes

**ATTENDANCE - IN PERSON:** Gail Cropper (Chair, District 3), Ken Cruz (Vice Chair, District 3), Mary Winkes (Member, District 2), Gabby Ryan (ONS Liaison), **Zoom:** Andy Hoyer, Incoming Committee Member, District 2 joined later in the meeting.

**WELCOME** – Gail welcomed all to the meeting. Gabby set up the ONS laptop to enable Zoom participants. Gail took meeting notes.

**APPROVAL OF AGENDA** – Ken moved Mary second, unanimous vote to approve.

**APPROVAL OF MINUTES** – October 23, 2023, Attendance listed as excused, corrected to Resigned by email 10/14/23. Actions listed as motion corrected to moved. Ken moved to approve changes and Mary second, unanimous approval.

### OLD BUSINESS

THREE open positions. Ongoing announcements to join the committee began in September.

1. Gail Cropper – District #3, Northwest NC, to continue as Chair
2. Andy Hoyer – District #2, Southgate NC, NEW for 2024
3. OPEN – District #1
4. OPEN – Vice Chair
5. OPEN – Secretary

Thank you, Ken, Ginnee, Mark and Mary for serving in 2023.

### NEW BUSINESS

1. Secure meeting location at WCCC for Monday, 7:00pm, January 22, 2024 through December 2024.  
**ACTION:** Gabby to update the WCCC contract for 2024.
2. Goals for 2024 were reviewed by the committee members. Include attachment of the goals to our minutes for the December 7th CA meeting packet.  
**ACTION:** Gail moved with suggested changes and Ken second. Unanimous vote to approve.

- 3 Summary of the 2023 Budget Committee Activities to be attached to our minutes for the December 7<sup>th</sup> CA meeting packet.
- 4 CA Budget Committee P&P - no updates or changes

### ONS/GABBY

2023 CE GRANT EXPENDITURES: Gabby passed out a spreadsheet report (attached).

- Total amount spent \$16,573.44
  - Total program budget \$25,000.00
  - Remaining funds \$8,427
  - Anticipated additional costs \$4,406.74
  - Remaining funds after additional costs \$4,019.82
1. Repro orders for North Hill and Northwest are being completed with changes.
  2. Purchase card [city] used for CA approved items: \$3872.72.
  3. The remaining funds suggested to be spent on more CA engagement postcards, A-frame signs, a portable power station (batteries), and long extension cords for the outdoor movie screen and concessions.
    - a. **ACTION:** *Ken moved to recommend to the CA for approval, second by Mary. Unanimous Vote to approve all items.*
    - b. *Gabby to email requesting votes on spending funds (to be detailed with items and costs)*
  4. Storage space at the Northeast community center cannot accommodate new items.
    - a. *ONS Service Director, Patrick Striker acquired a closet at city hall for new items.*
  5. The “second round” for NCs unspent monies was removed several few years ago. City accounting is involved.
  6. Opportunities for 2024 spending: Neighborhood education, NEWSA, summits. Training series, ONS/BSN partner training, assistance by professionals [i.e., bylaw clinic].
  7. New risk manager [city] requiring individual neighborhoods to acquire own event insurance

### OTHER:

- Ken stated that although the budget committee could not approve funds for the Emerson Garfield NC “Tree Lighting”, the EGNC organized a successful sponsored community event.
- No Budget Committee meeting in December due to the holidays.

**NEXT MEETING:** Monday, January 22, 2024 7:00 PM, WCCC Don Kelly Room

**ADJOURNED:** 8:05pm. Mary moved, and Ked second, unanimous vote to approve.

## **CA Budget Committee – 2023 Activities**

The Budget Committee meetings were held monthly from January 2023 through November 2023. Our meetings were in person and online, using Zoom.

We moved from the Spokane Fire Department because there was no internet service for the committee members to use (laptops and/or smart phones). ONS promptly contracted our new meeting location at the West Central Community Center that met our needs.

Updates to the Community Engagement Program included food, up to \$100.00, and the Performance Measures Evaluation form was updated and simplified.

29 neighborhood councils and the CA Building Stronger Neighborhoods Committee applied for the 2023 Community Engagement Grant.

- 24 NC approved by CA Budget Committee
- 01 – CA BSN approved by CA Budget Committee
- 01 – Deferred to ONS (Latah-Hangman)
- 04 – Not received/or approved: Balboa/South Indian Trail, Comstock, Five Mile Prairie, Hillyard

Items requested: Zoom (new and renewals), brochures, magnets, banners, pole banners, welcome bags, A-frames (and inserts), yard signs, fliers, postcard mailers, t-shirts, marketing, food/refreshments, bands, entertainment, movie night, event sponsorship, event insurance, movie license, event supplies, activities, and awards.

“Out of pocket” costs for non repro orders and city interfund orders were reimbursed by city accounting. Invoices and receipts were required by the deadline date, which had been extended.

November 27, 2023, remaining funds were \$4019.82.

On November 29, 2023, an email to the CA Reps and Alt Reps, requesting their electronic vote to approve remaining CA funds be spent on additional items, totaling \$4018.99.

In October, the committee had only 3 members, but still a quorum. We began the call for the 2024 members in September 2023. We had one person volunteer to join the committee. The committee does not meet in December due to the holidays.

2023 CE Grant Expenditures

Neighborhood	Amount Requested 775 (Amt adjusted to \$850)	Amount Spent	Items Requested	Notes
Audubon/Downtown	\$850	808.72	Brochures, Magnets, A Frames & Inserts, Zoom	Brochures & a-frame sign fulfilled, Zoom reimbursed. Magnet order processed
Bemis	\$850	615.77	Bands, Marketing, Refreshments	Reimbursements processed
Brown's Addition	\$850	817.07	Bands, Banners, Magnets, Marketing	Marketing & banners fulfilled, band reimbursement processed, Repro order processed
Chief Garry Park	\$795	480.69	Zoom, Welcome Bags, Marketing	Reimbursement processed
Cliff Cannon	\$850	872	Bands, Pole Banners	Plan to spend \$822 on banners since band couldn't perform
East Central	\$850	163.39	Zoom, Refreshments, Marketing, Event Sponsorship	Zoom reimbursement processed
Emerson/Garfield	\$850	850	Bands, Event Insurance	Reimbursements processed
Grandview Thorpe	\$850	831.53	Movie License, Refreshments, Yard Signs	Reimbursement processed
Latah Hangman	\$790	789.38	Marketing, A Frames, Refreshments, Stickers	Reimbursement processed
Lincoln Heights	\$839	645.23	Booth fee, Banners, Refreshments, Marketing, Yard Signs	Reimbursement processed
Minnehaha	\$850	850	Insurance, Fliers, A Frame	all orders and reimbursements processed
Manito Cannon Hill	\$850	473	Postcard Mailer	A Frame reimbursed, repro order fulfilled, Final \$470 mailing charge in progress
Nevada Heights	\$850	704.89	Movie License, Refreshments	Order fulfilled
North Hill	\$850	700	Movie night, brochures	Reimbursement processed
North Indian Trail	\$850	850	Bands	Reimbursement processing (\$150 remains for repro order), brochures in Repro for design
Northwest	\$850	466.26	Refreshments, A Frames, Magnets, Zoom, Mailer, Banner	Reimbursement processed
Peaceful Valley	\$850	885	Marketing, A Frames, Refreshments, Entertainment	Reimbursements processed, Repro order in progress (\$383.74 remaining for order)
Riverside	\$850	99	Insurance, Banner, Marketing, Yard Sign, Refreshments	Reimbursements and orders fulfilled
Rockwood	\$450	437.03	Zoom, Event Supplies, Refreshments	Only banner is reimbursable
Shiloh Hills	\$850	865.44	Postcard Mailer	Orders fulfilled, reimbursements processed
Southgate	\$180	163.39	Zoom	Order fulfilled
West Central	\$850	813.03	Movie Night, Welcome Bags, Refreshments, Activities, Brochures	Reimbursement processed
West Hills	\$850	773.16	A Frames, T Shirts, Refreshments	Reimbursement processing, zoom license added
Whitman	\$850	453.23	Refreshments, A Frames, Marketing, Supplies	Reimbursement processed
Building Stronger Neighborhoods	\$1,224	1216.23	Zoom (3 months of monthly fee and 1 year subscription), 1k for Awards	Reimbursements processed
<b>Total amount spent</b>		16573.44		
<b>Total program budget</b>		25,000		
<b>Remaining funds</b>		8,427		
Anticipated addtl costs:		4406.74		
Remaining funds after addtl costs		4,019.82		

11/27/23 glee

# CA Vote Tracker

**Date:12/5/23**

Voting Topic: Allocate remaining \$4,018.99 left in CE Grant Funding towards suggested items.

	Approve	Oppose	Abstain
1. Audubon/Downriver	X		
2. Balboa/SIT			
3. Bemiss	X		
4. Browne's Addition	X		
5. Chief Garry Park			
6. Cliff/Cannon			
7. Comstock			
8. East Central	X		
9. Emerson/Garfield			
10. Five Mile Prairie			
11. Grandview/Thorpe	X		
12. Hillyard			
13. Latah/Hangman Valley			
14. Lincoln Heights			X
15. Logan			
16. Manito/Cannon Hill	X		
17. Minnehaha			
18. Nevada Heights			
19. North Hill	X		
20. North Indian Trail	X		
21. Northwest			
22. Peaceful Valley	X		
23. Riverside	X		
24. Rockwood			
25. Shiloh Hills		X	
26. Southgate	X		
27. West Central	X		
28. West Hills	X		
29. Whitman	X		

**Vote passes with 14-YEA, 1-NAY, 1-ABSTAIN**

**CA Budget Committee Goals (11/27/2023)**

1. Continue to refine our process, application materials, program resources, and timeline procedures.
2. Review and update the Budget Committee Policies and Procedures.
3. Update the online Community Engagement Grant website.
4. Provide a mid-year report in July or August (spent, committed, available).
5. Provide a year-end report to the CA and City Council on spending by December.
6. Maintain and increase neighborhood grant participation wherever possible.

**Community Assembly Committee: Building Stronger Neighborhoods**

Saturday, 11/18/23 9:00 AM – The Hive, 2904 E Sprague Ave

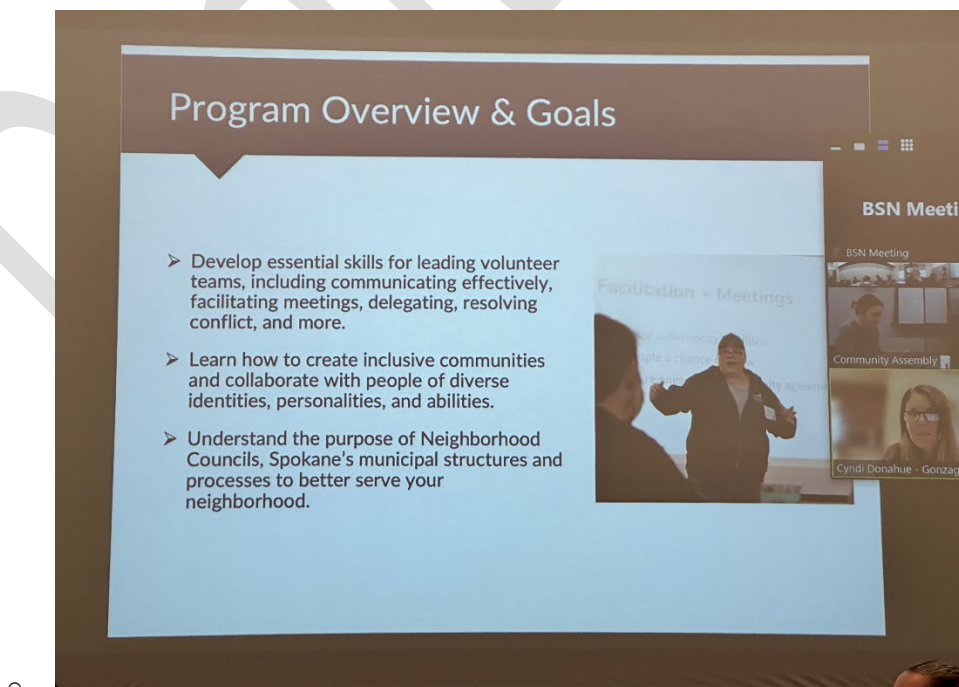
**Present In Person:** Tina Luerksen (BSN Chair: Grandview Thorpe), Dan Brown (North Hill), Luke Tolley (Hillyard), Dave Lucas (BSN Vice: Rockwood), Tyler Tamoush (Minnehaha), Fran Papenleu (Audubon-Downriver), Charles Hansen (Whitman) **City Staff:** Amber Groe (ONS). **Present On Zoom:** Alexandra Golikov (Emerson-Garfield), Jonathan Tilley (Nevada Heights). **Absent:** Gail Cropper (BSN Secretary: Northwest)

**MEETING MINUTES 10/21/23** - Unanimous Vote to approve. Luke Tolley volunteered to take minutes in Gail's absence.

**SNLA (Cyndi Donahue, Gonzaga University School of Leadership Studies, donahuec@gonzaga.edu):**

2024 will be the third year of SNLA. It will be held January-May at Northeast Community Center, 9am to 12:30pm one Saturday per month. Each participant will receive \$50 grocery gift card for each session. The other commitment is monthly mentorship sessions via Zoom. Applications for students and mentors are open now. To sign up go to <https://www.gonzaga.edu/SNLA>

- Questions, Answers and Additional Information:
  - What's the process for narrowing applicants?
    - Catherine Shepard will be lead facilitator. She's an expert in curriculum; she, Cyndi, and ONS will go through and try to identify the neighborhoods who have never been represented and they will try to make sure the cohort is as diverse as possible. They'll decide during the second week of January and let people know as soon as possible.
    - Fran recommended a neighborhood leader be involved in that application narrowing down process. Cyndi was open to that.
  - Tina asked about the centering of the Neighborhood Council and Community Assembly curriculum parts. She recommended last year's model of covering that first, instead of at the end as an afterthought. Cyndi reported that she and GU Catherine met with Kathryn Alexander and got that same insight.
- There will also be a graduation celebration and presentation of the students' projects.
- Information Session - 12/14 on Zoom.
- Slides:





## Program Schedule & Expectations

### Schedule

January 31	Virtual Kick-Off
February 10	9:00a – 12:30p at NECC
March 2	9:00a – 12:30p at NECC
March 23	9:00a – 12:30p at NECC
April 13	9:00a – 12:30p at NECC
April 27	9:00a – 12:30p at NECC
May 18	9:00a – 12:30p at NECC

### Inside the Classroom

- Small group activities
- Interactive workshops
- Guest speakers
- Scenario practice
- Problem solving

### FREE program!

Participants receive a \$50 grocery gift card for in-person each session

### Outside the Classroom

- Assignments and Reading
- Mentorship sessions via Zoom
- Video tutorial library

## Content Areas & Topics



- Servant Leadership
- Volunteer Engagement
- Leading Effective Meetings
- Inclusive Outreach
- Municipal Systems & Policies
- Diversity & Equity
- Courageous Communication
- Achieving Goals

## Participant Testimonials

*"This program has taught me the basics of how neighborhood councils work with the City of Spokane to create and improve our communities to be safe and welcoming for all!"*

Aaron R., Five Mile Prairie

*"I feel so much more confident in my skills as a leader and have a deeper appreciation for all the people already doing this work. I have a better understanding of the potential that a council has to offer."*

Emily G., West Central

*"This program has inspired, made me uncomfortable and filled me with hope for the future of our city and neighborhood councils."*

Lindsey S., Logan

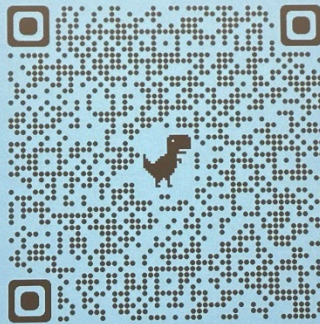
## Eligibility for SNLA

### To participate, individuals must:

- Be age 18+ years old as of January 1, 2024
- Commit to attending all program sessions
- Have been involved in your neighborhood council for 2 years or less
- Commit to maintaining involvement in your neighborhood council for at least one (1) year after program



## Apply to participate!



[Gonzaga.edu/SNLA](https://Gonzaga.edu/SNLA)

### Neighborhood Summit Debrief (Amber Groe)

- Fran gave kudos to Amber and ONS for doing feedback surveys.
- Amber sent survey feedback information out with the October minutes.
- Analysis/Reflection:
  - What should be improved?
    - Longer sessions (most mentioned), this can be a toss-up too, TEDtalk style is amazing, some folks need interactive for it to be valuable
    - Possibly start later in the morning
    - Integrating the resource fair in the middle instead of the beginning
    - Larger venue
      - Resource fair hall was very cramped
      - Could potentially use one of the colleges during a break
    - Should have promoted how easy it was to access the location on transit.
    - Somehow a lot of the registrants didn't have nametags
    - CA Committee workshops would be great

- More interaction/Q&A with City Council, a session
  - What worked?
    - The recordings and handouts being put out after was outstanding.
    - The pre-organization was very well done.
    - All the materials and distribution beforehand was really good and cohesive.
    - Resource Fair
      - GU with SNLA table was good.
      - Promote who will be there.
      - Suggestions:
        - Partners in Campus & Community Engagement
        - Clean Up Program
        - Traffic Calming program
        - CA Committees
        - Volunteer Spokane
        - Leadership Spokane
        - Community Centers
        - Spokane Regional Health District
    - Topics/sessions
    - Keynote with Karen Stratton and other city officials was great
  - What was particularly remarkable?
    - The food from Feast was outstanding.
  - How do we apply the new?
    - Didn't get to this topic.
  - Feel free to email Amber more ideas/feedback.
    - Tina suggested we use a March session to do all the community program training (clean up, community engagement, clean up, etc.), maybe on the normal BSN Saturday
- Amber pushed out the Neighborhood Resource Guide they produced at the Summit, and it's on the website.
- We definitely would like to do this again in the future!

#### **December 16th Good Neighbor Celebration, 9-11am at The Hive**

- Party:
  - Tina is looking for the max capacity so we can encourage neighborhoods to bring 2-3 people.
  - We'd like another email sent out by ONS with Tina's help to draft:
    - Make sure folks are nominating people, deadline 12/1 (soft), 12/4 (hard for crystal awards), 12/6 (hard for good neighbor awards)
    - Encourage each neighborhood to send 2-3 people and RSVP
    - Request photos to create a scrolling video slideshow, which can be uploaded with Google Forms or something similar.
- Awards:
  - Nominations so far:
    - Jeanette Harris Award: 2
    - Lifetime Achievement: 1
    - Spirit of CA: 1
    - Good Neighbor: 15 (+2 organizational)
  - We didn't get contact info from the recipients, so we'll need the nominators to invite them.
  - Last year, the ONS coordinators helped get those Good Neighbor Awards out at the NCs.
  - What will we announce at the CA meeting? Let's wait until January to announce the big awards. In December we remind people about the event and tell that we have X nominations from Y neighborhoods, Z JH awards, etc.
- Food:
  - We have \$1000 total, up to \$300 for food and coffee, but it needs to go on a City credit card. Gabby and Danielle have those cards. We also suggested cutting the donuts in half.
  - Tina will coordinate with Gabby to get all food and paper goods purchased in time.
- Other:
  - Tina and Luke will put together the scrolling PowerPoint with all the nominees and celebrate cool stuff around the neighborhoods.

- We'll do one where we read off names and neighborhoods. We want to connect people, not have everyone just sit and listen to a program.
- Should we do good neighbor awards for organizations? It wasn't invited this year, but we could consider that for next year. Tina will follow up with Dale from CGP to acknowledge that it was a cool idea, and they should be honored, but our awards weren't set up for organizations and she will encourage the neighborhood to recognize them themselves.
- How do we want to choose winners? The JH award and the Lifetime Achievement awards will need to be voted on. Amber will create an online ballot so the BSN committee can vote.

**Next regular meeting is January 20<sup>th</sup> at the Hive:**

- **We'll have to do our 2024 committee goals and office elections and discuss planning a March neighborhood program training/summit/thing**

Minutes Submitted by Luke Tolley, edited by Tina Luerssen

Draft BSN

Community Assembly  
Community Development (CA/CD) Meeting Minutes  
November 3, 2023, 10 am – Southside Community Center

**Attendance:**

Andy Hoyer (Southgate), Fran Papenleur (Audubon/Downriver), Carol Tomsic (Lincoln Heights)

**Officer Elections:**

It was agreed that Andy would be Chair, Fran would be Vice Chair, and Carol would be recorder.

**Agenda Items:**

It was noted that the 2020 Community Development Block Grant (also known as Neighborhood Community Development Program) District 3 allocation of \$100,000 to Habitat to Humanity was omitted in the CHHS liaison update in the August CA agenda. Andy said he thought the funding was dropped but he will find out what happened to the District 3 Habitat for Humanity funding.

It was noted that the 2021 neighborhood funding was never allocated but set aside for the 2020 project shortfalls.

There were no Community Development Block Grant funds set aside for neighborhoods in 2023 or 2024. A resolution to ask CHHS to set aside funds in 2025 and vet projects was discussed. The projects would include neighborhood priorities. A sidewalk program was discussed.

A resolution was drafted, to be sent to the CHHS Department via Leslie Hope: "Historically the Neighborhood Councils have had the privilege, responsibility, and authority for selecting and allocating CDBG project funds. What is required from the CA and Neighborhoods such that we may resume that opportunity to choose eligible projects to fund with CDBG money in Program Year 2025?"

The District Model vs the Neighborhood Model was discussed. It was noted that neighborhood projects funded by Community Development Block Grants go way back to legacy neighborhood councils and the set aside program is still desired by neighborhood councils and the CA. It was noted that the District Model helped develop relationships between neighborhood councils, but that the process was very time-consuming and awkward.

Eligible Block Grant Groups were discussed. The committee will ask for a recent census survey and more information on Block Grant Groups, and their usefulness in the future.

Next meeting to be December 1.

The meeting was adjourned.

Community Assembly  
Community Development (CA/CD) Meeting Minutes  
December 1, 2023, 10 am – Southside Community Center

### **Attendance**

Andy Hoyer (Southgate), Fran Papenleir (Audubon/Downriver), Carol Tomsic (Lincoln Heights), Leslie Hope (CA liaison to Community Housing Human Services (CHHS))

### **Review of last Meeting Minutes – November 3, 2023**

Minutes were discussed and approved as revised.

We confirmed that the \$100,000, from the 2020 Community Development Block Grant (CDBG) funds was allocated to Habitat for Humanity.

### **Review of Request to CHHS Department Through Leslie and Her Discussion with Stakeholders:**

Leslie said the CA/CD resolution to ask CHHS to set aside funds in 2025 and vet projects was an agenda item at a CHHS Executive Session on November 15, 2023. It was noted that the 2020 neighborhood CDBG projects were still not completed. It was noted the neighborhood CDBG funds in 2021, 2022, 2023, and 2024 were not set aside, but included in affordable housing funding as required by HUD regulations. The CA/CD request for future set-aside neighborhood CDBG funds was declined for three reasons – 1) set aside neighborhood CDBG funding previously done was not in line with HUD regulations, 2) the CDBG neighborhood projects previously completed was a huge resource challenge for an understaffed department, 3) CA/CD can participate in the consolidated and comprehensive plans, more effectively and according to HUD regulations. Clarification of the methods for that process will be forthcoming soon.

### **Consider Response from Christy Jeffers and Video...Next Steps**

The Committee will encourage neighborhood leaders to provide input and participate in the consolidated and comprehensive plans. After a future meeting with Richard Culton, of the CHHS Department, the Committee will report to the CA how this process might work. Andy will send out a request to Richard ASAP, as will Leslie.

Neighborhood priorities, working with the city on consolidating projects, and varied Block Grant income requirements were discussed.

Leslie discussed her work with various Committees and Boards, including the Spokane Regional Collaborative.

The next meeting date/time TBA  
Meeting adjourned



## **Draft Minutes: 11/01/2023 Land Use Committee**

**LUC Members Present:** Molly Marshall (Grandview Thorpe), Doug Tompkins (Logan/Exec), Pam Schermerhorn (Cliff Cannon), Amber Groe (ONS), Chuck Milani (Lincoln Heights/Exec), Pat Nault (Latah/Hangman), Toni Sharkey (Rockwood), Bill Heaton (E-G Neighborhood/Exec), Charles Hansen (Whitman), Mary Winkes (West Hill), Devin Freibott (Senior Planner - City of Spokane)

Meeting called to order at 5:30PM

Meeting Chair Doug Tomkins

Note Taker: Chuck Milani

Hybrid format with in-person attendees at Shadle Library.

September minutes and the October Agenda were approved.

A brief discussion was held concerning the election of the board which will occur at the December meeting. The following is a list of those eligible to vote and who could be elected to the Executive Committee: Doug Tompkins, Bill Heaton, Pam Schermerhorn, Chuck Milani and Charles Hansen.

Kevin Freibott gave a complete review of how changes are made to the Comprehensive Plan including the timing of the process (14 months) and the type of changes that can be considered. Applications need to be in each year by October 31<sup>st</sup>. He indicated that there are 6 applications being considered this year. He will return to review all of those when all of the information is gathered.

Next meeting will be on December 6<sup>th</sup>.

Meeting adjourned shortly after 6:40PM

Liaison Committee  
November 14, 2023  
Abbreviated meeting notes  
Lorna Walsh and Andy Hoyer and Paul Kropp

All present (except Susan Burns)  
Adopted agenda  
October minutes approved  
Liaison attendance and CA packet submissions reviewed.

Lindsay Shaw for check in session later. Paul will work with her for meeting time. Paul will visit parks DVC meeting tomorrow. Liaison Committee needs to know for recruitment if DVCAC will be involved if funding passes on park levy.

Agreement that Andy and Paul will continue as secretary and chair in 2024 per committee P&P.

Discussed complaints to liaison committee about a liaison and how to handle that process.

Reviewed chart for role of community assembly in liaison nominations. The chart uses current community assembly P&P text and adds needed detail.

The committee will need to meet in December.

Liaison committee chair proposes to keep the same months for 15-minute liaison reports to community assembly. Committee concurred on recommendation. Parks DVC/CAC will be January.

Meeting adjourned.



**CA Liaison Committee Special Meeting – November 27, 2023 – Liberty Park Library – 4:00 PM**

Present: Paul Kropp, Chair, Southgate; Andy Hoyer, Recorder, Southgate; Bonnie McInnis, West Central; Lorna Walsh, Riverside; Lindsay Shaw, Logan.

The purpose of this meeting was to review, briefly, Lindsay's tenure as a member of the DVCAC, and her proposed nomination to the Park Board DVC Committee, replacing Julie Biggerstaff. We reviewed the duties of a CA Liaison and agreed by consensus that Lindsay should be our recommendation to the CA to fill that position. Lindsay mentioned that the actions of the Park Board, the DVC and DVCAC had left unclear the role of the Neighborhoods in preparing the Park Board Master Plan, now in the process of editing, and that she would continue to lobby for more input, at a granular, Neighborhood level regarding the changes planned for specific neighborhood parks. Within the Liaison Committee, Lorna Walsh will be assigned to assist Lindsay.

We noted that approximately \$20M of Federal money was becoming available for urban forests and hoped that some of that could be merged into Park Board projects.

We discussed the need to express gratitude to Susan Burns and regretted that she will be withdrawing from formal membership on the Committee.

We noted preference for Paul's draft on procedures to address misconduct of a Liaison, and will, at the next meeting, discuss any other changes needed to the Liaison Committee's Policies and Procedures

Paul drafted and distributed recommended phrasing for the formal nomination of Lindsay:

"The Liaison Committee recommends Lindsay Shaw of the Logan Neighborhood Council be nominated for a Community Assembly liaison position on the Spokane Park Board's Development and Volunteer Committee (DVC) to succeed Julie Biggerstaff (Browne's Addition Neighborhood Council) in this community-at-large position for a term of two (2) years."

---- Draft copy prepared by Andy Hoyer

# CA Neighborhood Safety Committee Minutes

**When:** 29 November 2023 @ 6:00pm – 7:00pm

**Where:** The Hive on Sprague Events Room B

**Those In Attendance:**

- Chair – Tyler Tamoush (Minnehaha)
- Vice Chair – Laura Johnson (Hillyard)
- Secretary – Jessra Johnson (Grandview/Thorpe)
- ONS Liaison – Patrick Striker
- Charles Hansen – (Whitman)
- Debra Howard – (Manito/Cannon Hill)
- Lorna Walsh – (Riverside)
- Jeffrey Braunschweig – (Hillyard)
- Elaine M. Gibbs – (Bemiss)
- Samantha Hennessy – Spokane Regional Health District

**Meeting Notes/Minutes**

**6:00pm** – Roundtable Introductions and Minutes Approval

**6:05pm** – Samantha Hennessy from Spokane Regional Health District Presentation on

Vehicle vs. Pedestrian Traffic Safety Data and Statistics. To find out more about your Neighborhood, District, or Citywide stats for vehicle vs. pedestrian or vehicle vs. vehicle reports visit <http://www.wtsc.wa.gov/dashboards/fatal-crash-dashboard/> or

<https://remoteapps.wsdot.wa.gov/highwaysafety/collision/data/portal/public/>. We will continue to stay in contact with Samantha Hennessy for more trends and to stay up to date with the latest. She will be a great asset and resource to improving road safety.

**6:40pm** – Voted on newly revised Policies and Procedures

**6:45pm** – Open Forum Discussion

- Decided on December meeting. Next meeting will be Wednesday December 27<sup>th</sup>, 2023 from 6:00pm to 7:00pm @ The Hive Events Room B.
- Discussed road safety during winter and snow season. Will reach out to Spokane Streets Department for next presentation.
- Spoke briefly about recent graffiti and gang activity in Bemiss. There were several concerned neighbors who reached out and Tyler was able to get in touch with SPD to have situation resolved. Still continuing to follow up.

**7:00pm** – Adjourned meeting

# Pedestrian Collision Data Review

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Samantha Hennessy

Health Program Specialist II  
Built Environment, Healthy Living Team  
Spokane Regional Health District

[shennessy@srhd.org](mailto:shennessy@srhd.org)

# Agenda

- Data Sources
- Data Review
- Honorable Mentions (Potential Solutions or Strategies)

# Data Source

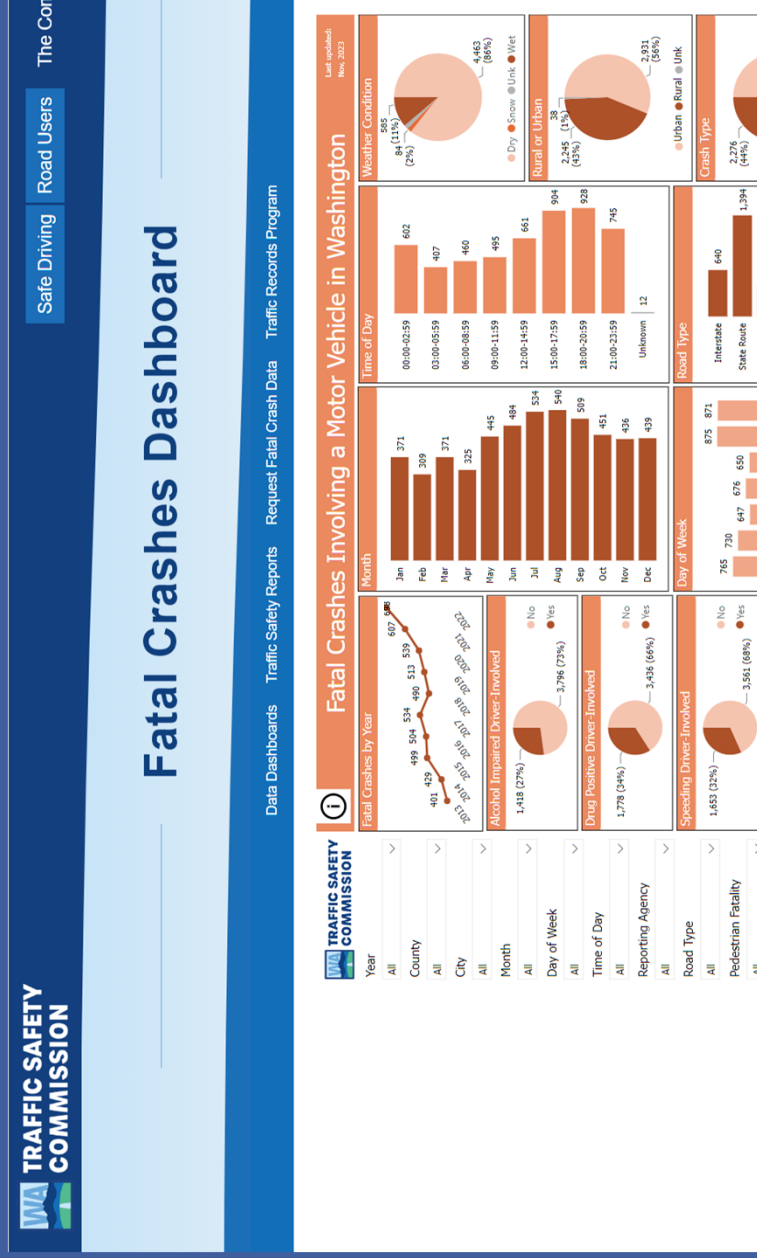
<https://remoteapps.wsdot.wa.gov/highwaysafety/collision/data/public/>

The screenshot displays the WSDOT Highway Safety Collision Data Portal. The interface is divided into several sections:

- Header:** Features the WSDOT logo, a search bar, and navigation links for "Portal FAQs" and "Feedback".
- Report Section:** Contains a "Report" tab and a "Run Report" button with a green arrow icon.
- Select Report Parameters:** A section with dropdown menus for "Report Year" (set to 2023), "Location" (Region, County, City), and "Jurisdiction" (set to (All)).
- Map:** A map of Washington state showing major highways and cities. A red dot indicates the selected location near Seattle.
- Data Section:** A section with tabs for "Data", "Charts", and "Notes".
- Disclaimer:** A text block at the bottom stating: "Under 23 U.S. Code 148 and 23 U.S. Code 407, safety data, reports, surveys, schedules, list compiled or collected for the purpose of identifying, evaluating, or planning the safety enhancement of potential crash sites, hazardous roadway conditions, or railway-highway crossings are not subject to discovery or admissibility in any civil or criminal proceeding or in any action for damages arising from any occurrence at a location mentioned or addressed in such report, surveys, schedules, lists, or data."

# Data Source

<https://wtsc.wa.gov/dashboards/fatal-crash-dashboard/>



# Data Source

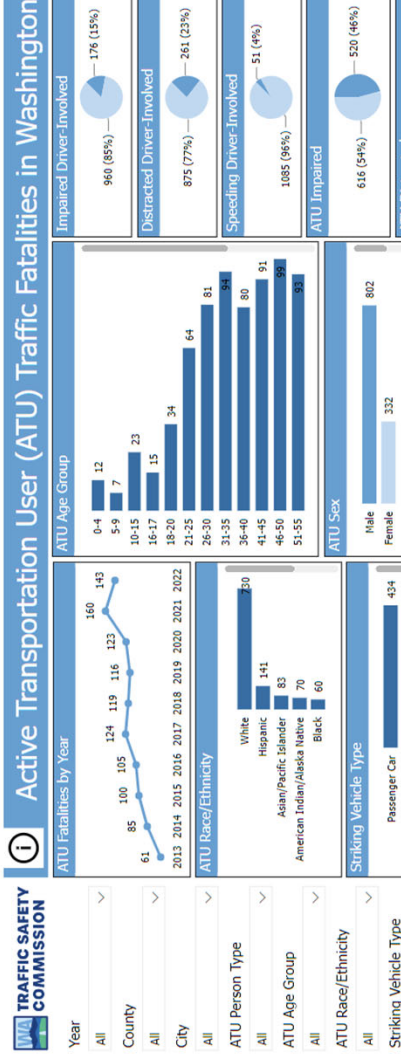
<https://wtsc.wa.gov/dashboards/active-transportation-user-fatalities/>



Safe Driving Road Users

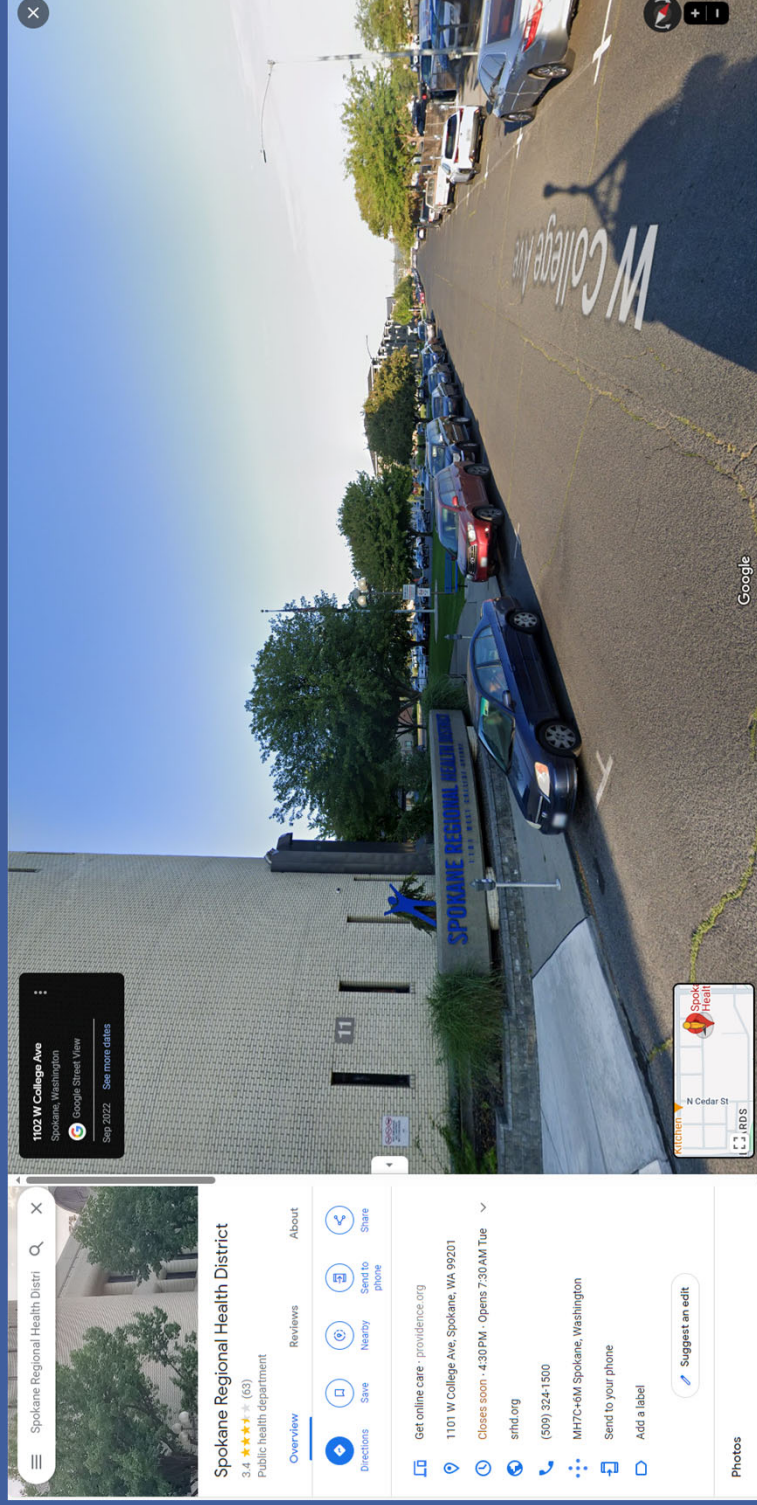
## Active Transportation User Fatalities

Data Dashboards Traffic Safety Reports Request Fatal Crash Data Traffic Records Program



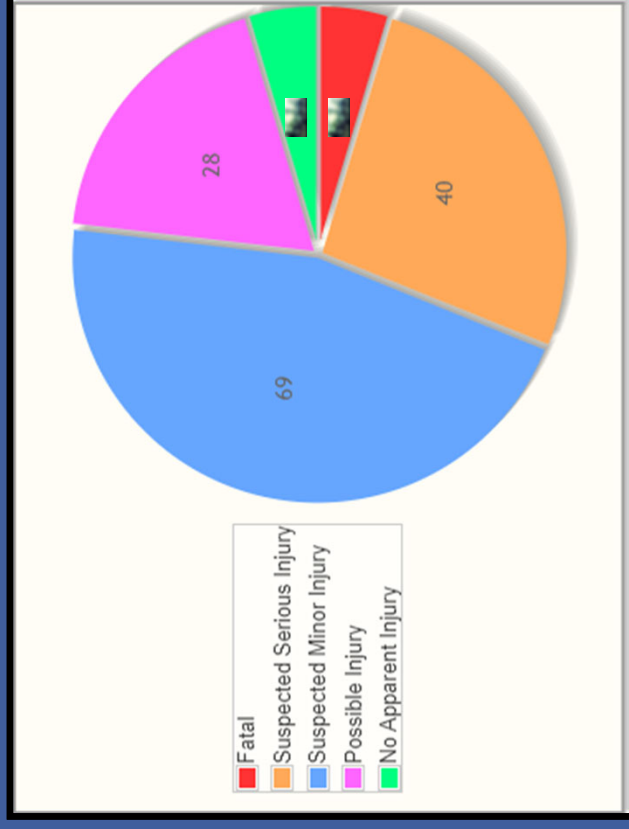


# Google Maps – Street View

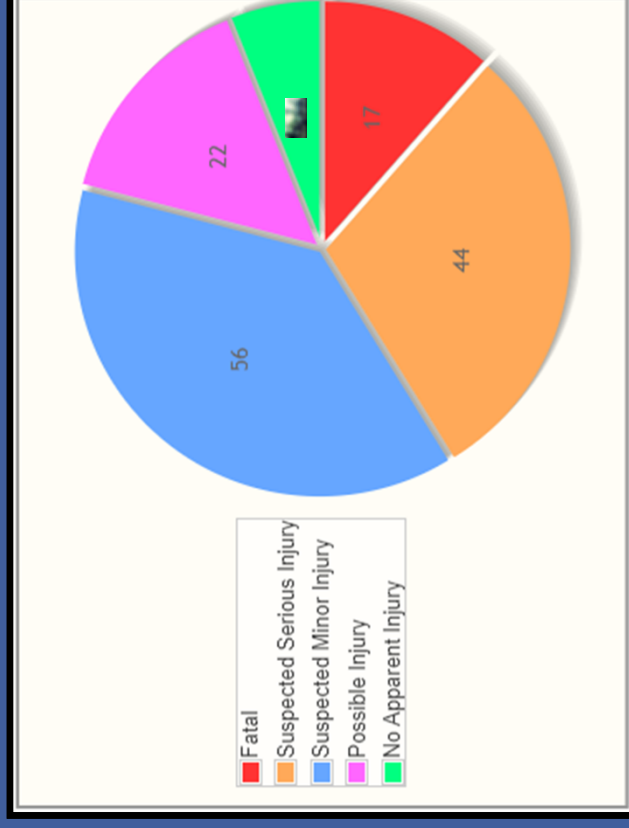


# WSDOT Pedestrians and Pedacyclists, Pedestrians by Injury Type, *Spokane County* Report

2022



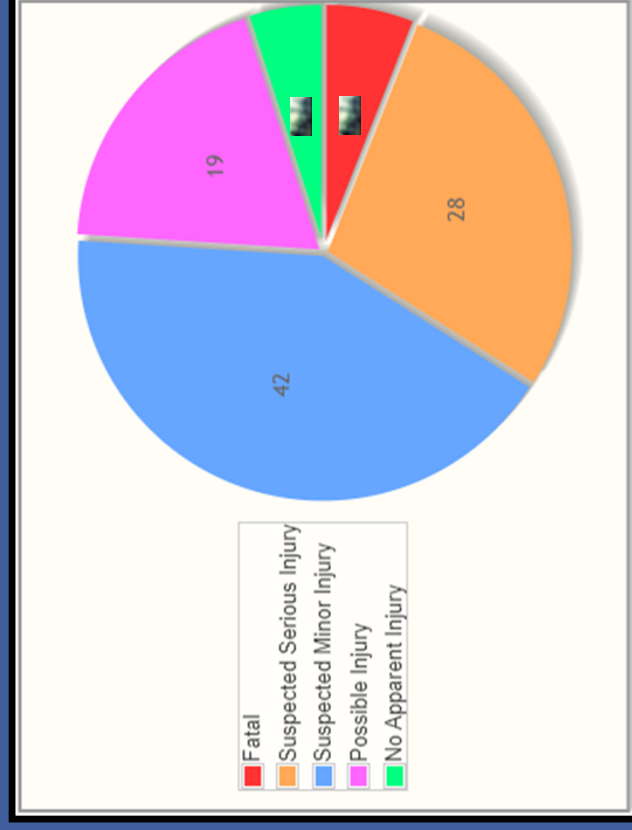
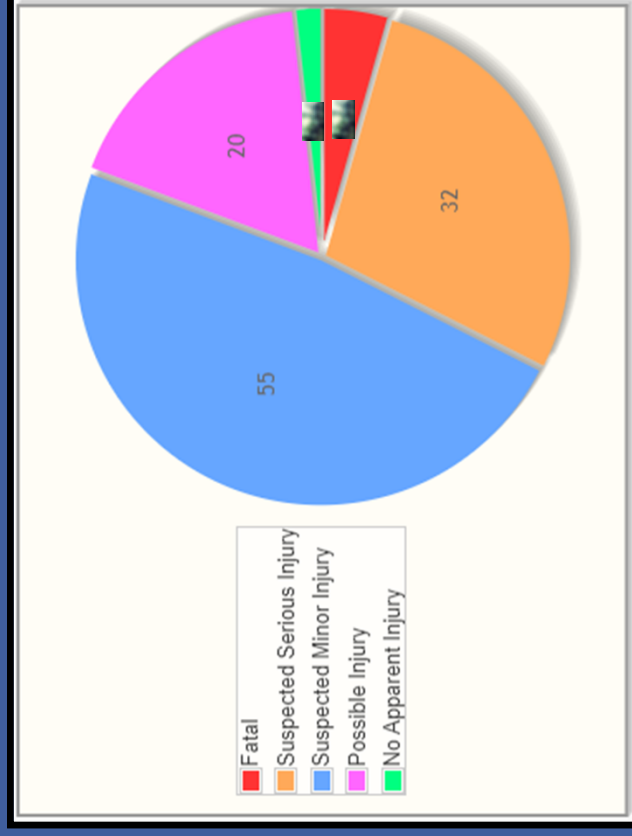
2023



# WSDOT Pedestrians and Pedacyclists, Pedestrians by Injury Type for the *City of Spokane* Report

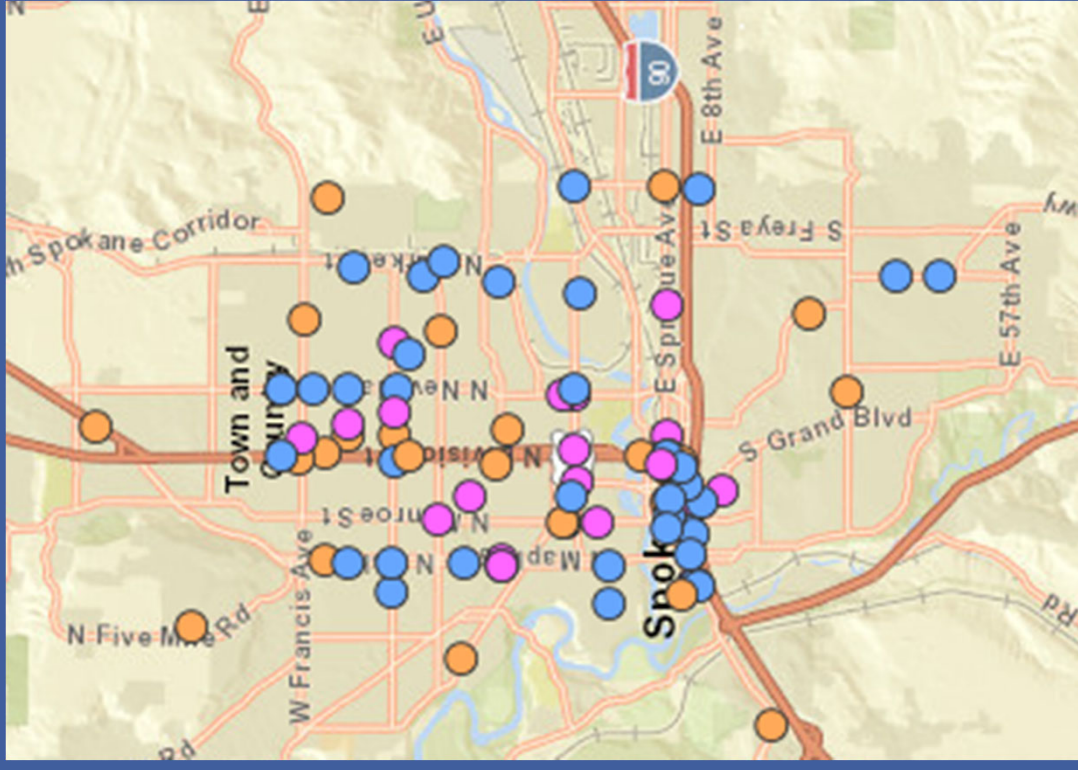
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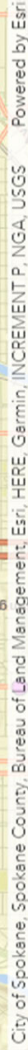




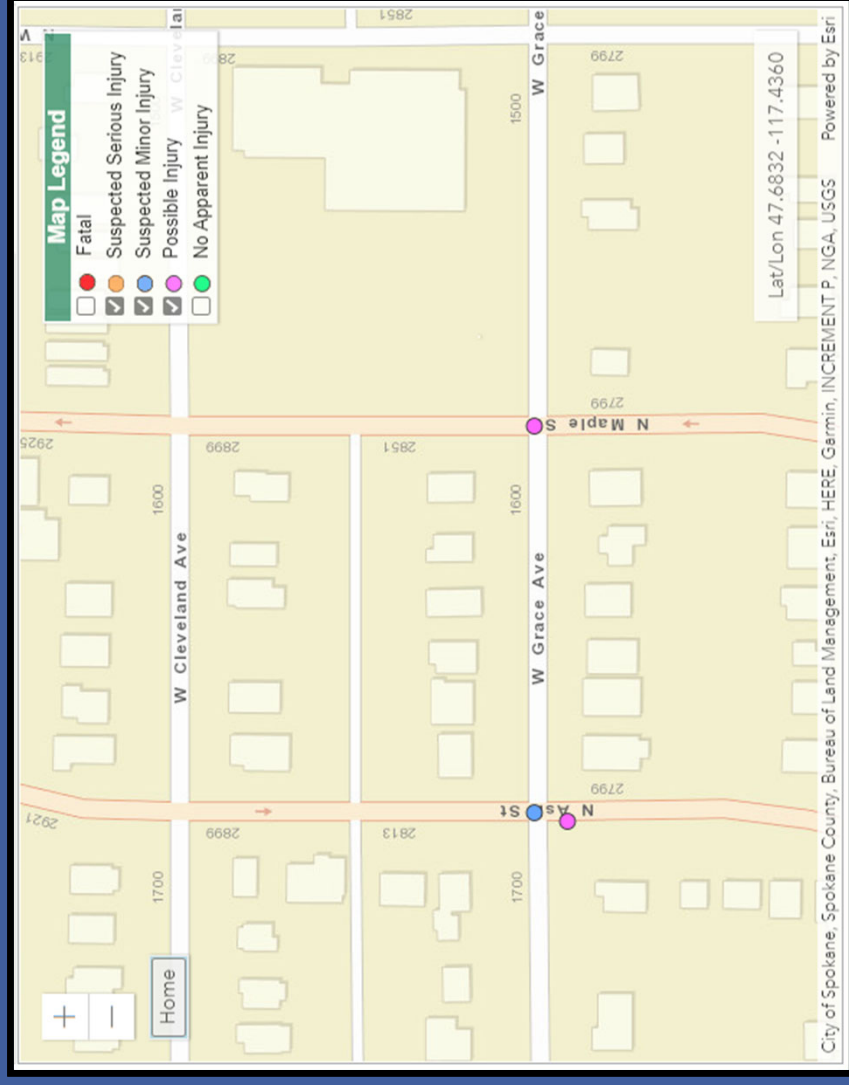
# 2023 WSDOT Pedestrians by Injury Type for the City of Spokane





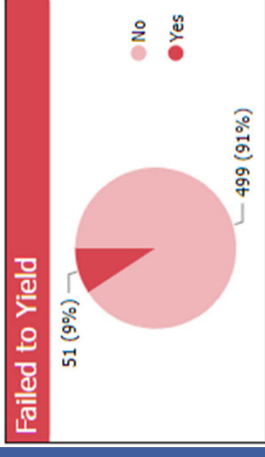
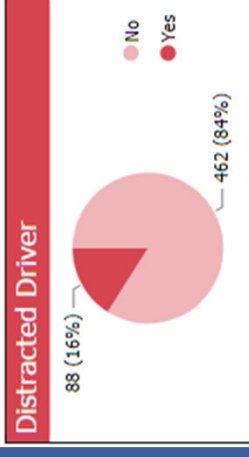
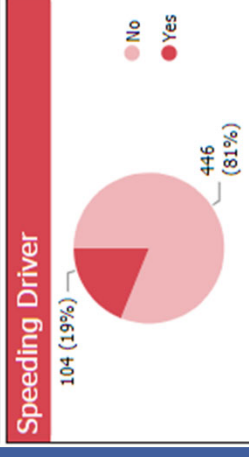
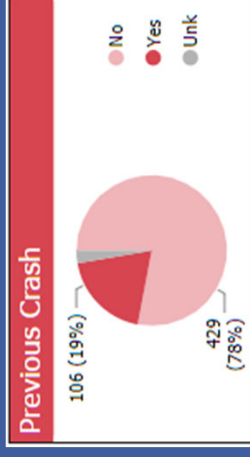
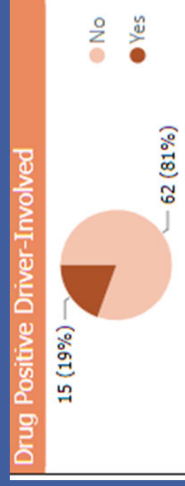
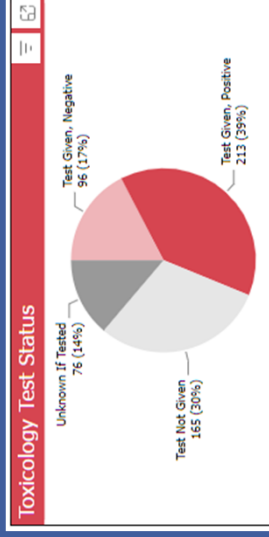
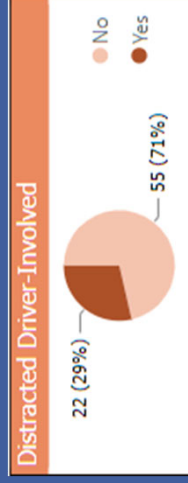
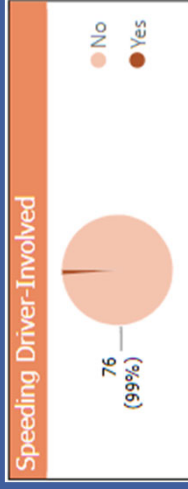
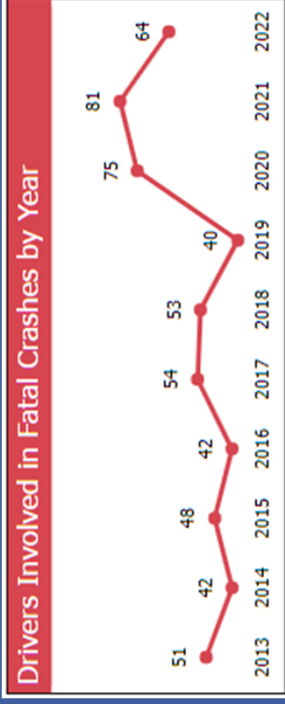
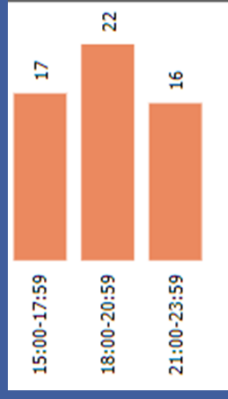
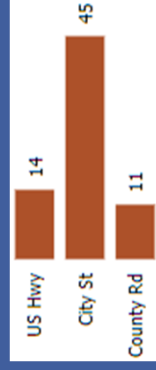


# Reviewing a Specific Location

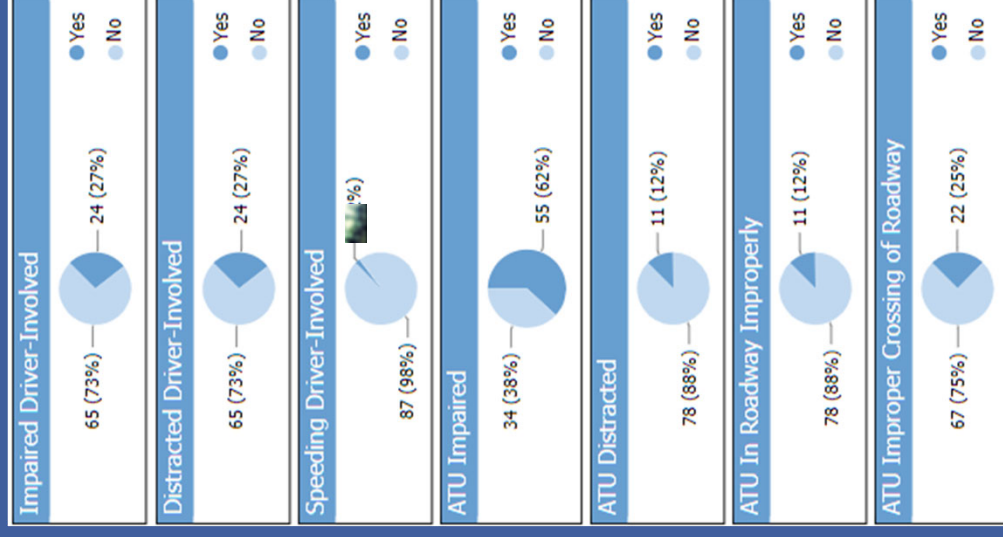
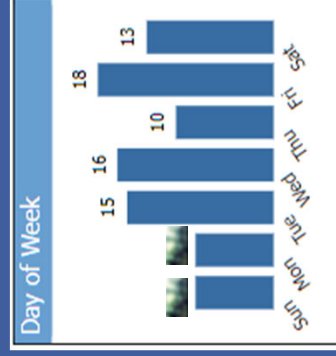
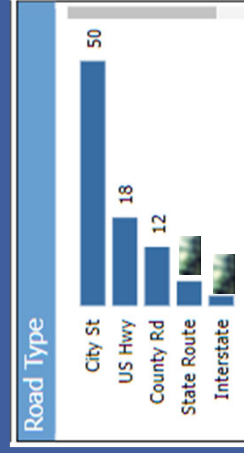
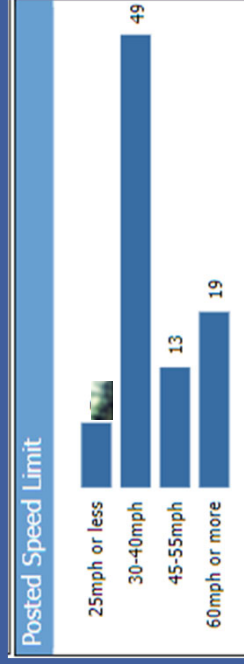


# WA Traffic Safety Commission

## 2013-2022, Spokane County



# WA Traffic Safety Commission 2013-2022, Spokane County






# Honorable Mentions

- Asphalt Art Project
- Target Zero Programs
- Safe Streets and Roads for All (SS4A)
- THRIVE










U.S. Department of Transportation

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Safe Streets and Roads for All Grants

▾

About Safe Streets and Roads for All Grants

Announcement

Webinar Series

Safe Streets and Roads for All (SS4A) Grant Program

The [Bipartisan Infrastructure Law \(BIL\)](#) established the Safe Streets and Roads for All (SS4A) discretionary program with \$5 billion in appropriated funds over 5 years, 2022-2026. The SS4A program funds regional, local, and Tribal initiatives through grants to prevent roadway deaths and serious injuries.

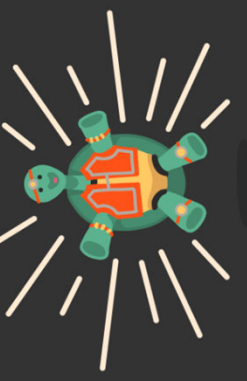
The SS4A program supports the U.S. Department of Transportation's [National Roadway Safety Strategy](#) and our goal of zero roadway deaths using a [Safe System Approach](#).



See and Be Seen.

Pedestrians and bicyclists—wear bright colors and reflective gear to make yourself more visible to drivers.<sup>6</sup>

Drivers—keep your eyes peeled for folks on bike or foot.

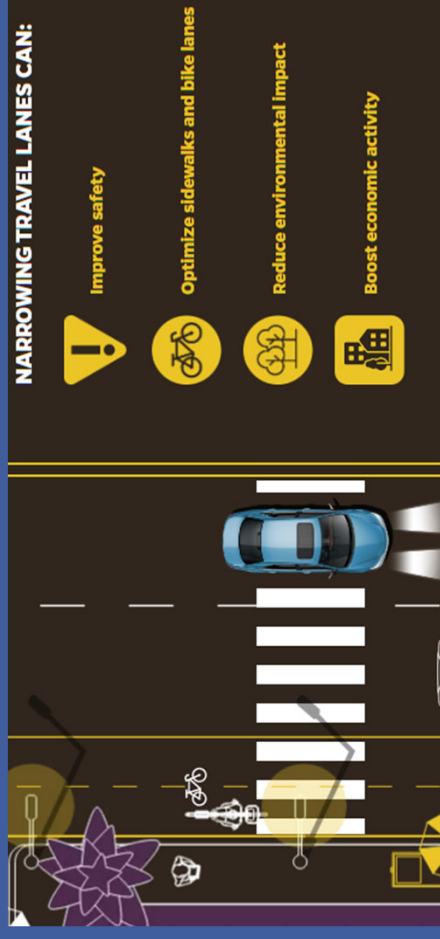


## Hope for the Built Environment

**A National Investigation on the Impacts of Lane Width on Traffic Safety: Narrowing Travel Lanes as an Opportunity to Promote Biking and Pedestrian Facilities Within the Existing Roadway Infrastructure**

**November 2023**

**Johns Hopkins Bloomberg School of Public Health**



<https://narrowlanes.americanhealth.jhu.edu/report/JHU-2023-Narrowing-Travel-Lanes-Report.pdf>

# Questions?

**Samantha Hennessy**

Health Program Specialist II  
Spokane Regional Health District

*[shennessy@srhd.org](mailto:shennessy@srhd.org)*

Community Assembly  
Pedestrian Traffic and Transportation (PeTT) Committee meeting Draft Minutes  
November 28, 2023

### **Attendance**

Randy McGlenn (West Central), William Meeks (West Hills), Susan Mensching (West Hills), Rita Conner (Southgate), Mary Beth McGinnley (Grandview Thorpe), Charles Hansen (Whitman), Molly Marshall (Grandview Thorpe), Mary Winkes (Manito/Cannon Hill), Jared Sweeney (Brown's Addition) Carlie Hoffman (Emerson/Garfield), Marilyn Lloyd (Lincoln Heights), Carol Tomsic (Lincoln Heights)

### **Introductions**

The meeting was called to order by chair, Randy McGlenn

Attendees introduced themselves and their neighborhood connections.

Charles Hansen announced the Spokane Regional Transportation Council (SRTC) Transportation Advisory Committee (TAC) was looking for new board members. He said the TAC advised on federal and state money for Spokane County transportation. Charles and Carlie are members. The meetings are on the fourth Wednesday of every month at 3 pm at the SRTC office. More information is on their website. <https://www.srtc.org/transportation-advisory-committee/>

Randy asked if the agenda item 'Nominations for PeTT Leadership' could be moved to the first item. All were in favor.

### **Nominations for Pett Leadership**

Randy said he would like to step down as chair. He said he took over the committee so it would not be de-commissioned. He said he wanted to see fresh leadership and the PeTT committee to thrive. There were no nominations. It was suggested that Randy reach out to all CA reps. It was also suggested that Steve be nominated. Carol said she wasn't sure she was able to continue as secretary as she had been secretary for the last two years. Randy nominated Carol as secretary. It was decided that the nominations will be discussed at the December meeting.

### **Latah Valley Resolution**

A Latah Valley Resolution was attached to the agenda. Randy said it needed to be more focused on Transportation as it was going to the Community Assembly (CA) from the PeTT committee. Randy said the focus on transportation was due to the resolution not going through the Land Use CA committee. A discussion ensued about why the resolution was not being reviewed by the Land Use CA committee. Molly said the resolution had not been discussed in the Land Use CA committee. Mary said the CA assigned the resolution to the PeTT committee. It was also

stated that the resolution addressed infrastructure deficiency as related to development. A discussion and rewrite of the resolution ensued. US 195 and 1-90 were added. Sunset Bridge was emphasized. It was made broader, so all affected neighborhoods were included. The title was discussed. Grandview and West Hills were added. The need for fire stations, emergency evacuation routes, sidewalks, serious response issues, the wildland urban interface, a lack of public libraries and schools, market rate housing, affordable housing, and increased traffic volume were discussed during the rewrite. The structure of the resolved was discussed and edited. A discussion of including the CA in the resolution was discussed. The development moratorium was discussed and deemed the most important part of the resolve. The final resolution will be emailed to PeTT committee members and attached to the December CA agenda. Mary moved to approve the resolution drafted by PeTT and that it be forwarded to CA for passage and then sent to the city council and city administration. Rita seconded the motion. There were no nays or abstains. The resolution passed unanimously.

### **Roundtable**

Randy asked for next month's agenda items and projects to review. The city council resolution to use the neighborhood traffic calming money to fund a police traffic officer was suggested. An ask for traffic infraction metrics was suggested. A discussion on which neighborhoods would get traffic policing was suggested. Inviting a Police Advisory Committee (PAC) member to discuss the need for traffic officers was discussed. Inviting the interim police chief or police chief was discussed. PeTT leadership was also added to next month's agenda.

The meeting adjourned at 8:02 pm

The next meeting is 12/26/23 at 6 pm.

CHHS Update for November 2023  
Submitted by Leslie Hope CHHS Liaison to CA

CHHS board minutes are being updated and posted to the web site. The July minutes are missing but June, August, and September are all available. We're hoping to get July posted soon. Thanks to Kimi Clifton for her hard work catching up. CHHS Board agenda, minutes and notices of public hearings can be found at <https://my.spokanecity.org/bcc/boards/community-housing-and-human-services-board/>.

Several applications for CDBG funding were scored by the Affordable Housing Committee (AFC) in October. It was noted there was not enough funding to cover all the applicants. A detailed scoring process was closely followed the leading applicants were forwarded to the City Council. The AFC is working on Home, and Home ARP applications during the month of November.

The RFP Committee is working on HHOS funding applications this month and is expected to present the recommendations in December. There is approximately \$7 million in funding available.

The city has experienced some controversy concerning the TRAC operations contract recompetete. The CHHS Board was asked to score an RFP for TRAC operations and did so, but the city chose to pause the forwarding of the recommendation to the City Council as there was an issue with identifying available funding. Please see the September CHHS Board Minutes for specifics if you are interested. This has been a somewhat hot topic and special meetings with the City Council have resulted. It appears the city will now extend the current contract for 5 months to allow the new administration time to access the path forward.

Richard Culton and Kim McCollim are covering the director position while the city works to find a suitable replacement for Jen Cerecedes. This is a very busy time and work is getting done but city staff is stretched very thin. The city is also working to replace the CMIS program manager.

The Regional Homeless Authority (RHA), sometimes called Spokane Regional Collaborative, [Spokane Unite](#), is working to plan and implement a regional homeless public development authority or PDA. I have been appointed to be the CHHS representative to the RHA. Please see the Spokane Unite website for additional information. Right now the collaborative has 8 entities participating and expects more to follow.

Here is the update to the 2020 CDBG Neighborhood Projects:

- Family Promise – Parking lot Safety and Beautification Project – **Contract has been executed and sent to Family Promise. Waiting to hear when they would like to go out for bid.**
- NECC – Security and Safety Improvements – **Work is being done.**
- Transitions – EduCare roof and Women's Hearth Building Improvements – **Working on getting bids for the project.**
- WCCC – Heat Pump and Water Replacement – **Bids have been received and a contract with the Contractor should be getting signed this week.**
- ECCC – Window and Sign replacement - **Contract has been executed and sent to Family Promise. Waiting to hear when they would like to go out for bid.**
- SNAP Alexandria Apartments - **The carpet replacement award is being combined with their newly award renovation contract. Contract with the SNAP is out for signature.**

The following contracts are still waiting – information on each project has been provided.

- NEYC – Waiting to hear back if they can complete the project with the funds that have been awarded to them.

Yours in Service, Leslie Hope

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

### **Community Assembly Report, December 7, 2023**

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

### **Plan Commission Transportation Sub-Committee, November 7, 2023, 9:00 a.m.—in person and via WebEx**

1. Centers and Corridors Update Study—Transportation Considerations

<https://my.spokanecity.org/projects/centers-and-corridors-study/>

<https://static.spokanecity.org/documents/bcc/commissions/plan-commission/transportation-subcommittee/agendas/2023/11/pcts-agenda-2023-11-07.pdf>

The December PCTS meeting was canceled due to the holidays. The next meeting will be in January.

### **Plan Commission Housing Work Group, November 8, 2023—canceled.**

The November 22 Housing Work Group meeting was also canceled due to the holidays.

### **Plan Commission, November 8, 2023—in person and via WebEx, 2:00 p.m.**

1. 2024 Work Plan
2. Center & Corridor Update Study: Regulatory Recommendations Progress Check-In—See above links.

The November 22 Plan Commission meeting was canceled due to the holidays.

The next Plan Commission meeting will be held on December 13, 2023.

If you haven't already, you might sign up for the Shaping Spokane Update at:

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

For a complete record of all Plan Commission agendas, minutes and related documents, see

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

Videos of meetings and hearings can be found at: <https://vimeo.com/showcase/2783468>

# Housing Action Subcommittee Report

## November 16, 2023

Submitted by Kathryn Alexander, CA Liaison

The meeting was attended by about 17 people, including Marlene Feist and Spencer Gardner. The focus was the city's plans for the application of 1590 funds.

The city is proposing a waterfall approach to affordable housing funding: Starting with CHIP funding, then Home funds, and then using 1590 funds to fill in and to pay for GFC (infrastructure) fees. Ben Stuckert was very adamant that 1590 funds were to be used for gap funding only. Diverting them to any other use will short those projects that cannot be funded in any other way. It is possible to get a waiver for GFC requirements.

The final proposal is not needed until March, so there is time to make changes.

The fate of this committee is in limbo until we hear from the new administration.

Our next meeting is December 13 at 9:30 – 11 am



OPINION &gt; COLUMN

***Sue Lani Madsen: For innovative urbanism to work, residents must be involved***

Thu., Nov. 16, 2023

**Sue Lani Madsen**  
For The Spokesman-Review

The first test for the newly consolidated Spokane's city government will be respecting Proposition 1 while managing homelessness. It's a good time for the Community Assembly and neighborhood councils to step up and exercise their power in the conversation.

Voters were overwhelmingly in favor of Prop 1 to direct homeless encampments away from children's safe spaces. The newly elected mayor, council president and council members were all against it. Now, who will have a voice in difficult decisions about enforcement of Prop 1, shelter locations, city sanctioned encampments and similar touchy subjects?

Issues surrounding siting of affordable housing and housing for homeless populations was discussed last week at the first Innovative Urbanism Symposium, hosted by the Spokane chapter of the American Institute of Architects and the University District Development Association. Keynote speaker Sergio Palleroni, director of the Center for Public Interest Design at Portland State University, emphasized the importance of neighborhood input in successfully siting housing.

One Oregon plan used a model called the "pod initiative" to create villages of tiny homes as a form of transitional housing for people seeking to leave homelessness. Pods had to fit into a parking space and be portable. The structures were and still are built without plumbing and don't have to meet residential building codes. A kitchen/day area and communal bath house are provided in separate structures.

The villages are not a long-term solution to homelessness. They are laid out like Camp Hope but with utility sheds instead of tents and derelict RVs. The intent is to provide stabilization as a step to permanent housing.

They sound cuter when you call them tiny home villages, and they are legitimately homes. For someone who hasn't been able to close and lock a door in a space that is all theirs, it can be amazing.

They are also unwelcome in many neighborhoods. In Portland, Palleroni said the mayor wanted to start the program without community input. Palleroni and his design team pushed to include the neighborhoods so as not to get off on the wrong foot.

The importance of working meaningfully with neighborhoods on homelessness and housing development was a common theme throughout the day. One of the strengths of the city of Spokane's government structure is the incorporation of neighborhood councils as "an effective way for citizens to impact government decisions." That's according to the handout provided to representatives of almost all of Spokane's 29 neighborhoods at the first ever Spokane Neighborhood Summit on Nov. 4.

Neighborhood councils in Minnehaha and East Central have decisively impacted recent city government decisions when members strenuously objected to the siting of dog parks. Indian Trails and other councils have recently hosted presentations and discussion on the question of adding industrial fluoride to the city water system. That's sure to be a hot topic in 2024.

Besides highly localized issues like dog parks, crosswalks and speed zones, neighborhood councils act through the Community Assembly to provide recommendations on actions and policies to the City Council and the mayor.

If they're listening.

The West Hills Neighborhood Council is still frustrated at being ignored on the siting of the Catalyst project to relocate people from Camp Hope. Money from the Department of Commerce allowed Catholic Charities to outbid private developers who had the potential to kick start retail and housing projects in the neighborhood. It's a great example of getting off on the wrong foot.

Prop 1 defined where homeless encampments and services will not be tolerated by neighbors and likely resisted by neighborhood councils. Irritation at not being heard and fear of change are powerful drivers.

Jeff “J.D.” Jade, an urban planner and community activist, spoke at the closing innovative urbanism session on his experience in Tacoma’s Hilltop neighborhood. He’s been working closely with the neighborhood seeking to balance the fear of gentrification pricing people out with hoped for opportunities to build generational wealth.

Jade introduced the concept of Arnstein’s Ladder of Citizen Participation. In 1969, Sherry Arnstein described the continuum of participation in urban planning on a scale from non-participation on the lowest rung of government effort, to tokenism on the middle rungs, to the most time intensive process of resident control at the top of the ladder.

Most public projects have some defined process of informing, consulting and placating that falls into Arnstein’s definition of tokenism. The aspirational higher rungs require more effort on the part of both government officials and residents.

Will the city of Spokane’s new leadership make the effort and reach out to find welcoming neighborhoods within Prop 1 limits? Will neighbors show up at neighborhood council meetings for more than just one and done rants, ready to buckle in to work for their community?

Congratulations to the newly elected Mayor Lisa Brown and Council President Betsy Wilkerson, you have your trifecta at Spokane’s City Hall. How will you exercise it?

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