

**Spokane Neighborhoods Community Assembly**

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



Meeting Agenda for Thursday, July 11, 2024  
 5:30 to 7:30 p.m., The Hive  
 Proposed Agenda Subject to Change  
 Please review previous month’s minutes:  
 \*Community Assembly Minutes: June 6, 2024



**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 (Gabby Ryan) .....	5 min (5:55)	Oral Report	-
7. City Council Update (Council President Wilkerson).....	10 min (6:00)	Oral Report	-
8. Transportation Commission Ordinance (Randy McGlenn) .....	10 min (6:10)	Discussion	11
9. Safe Streets Now- PeTT Response (Carol Tomsic).....	10 min (6:20)	Discussion	13
10. Ad Hoc Policies and Procedures Committee (Paul Kropp) .....	5 min (6:30)	Vote	18
11. Urban Forestry Liaison Presentation (Toni Sharkey, Kris Neely).....	10 min (6:35)	Oral Report	-
12. City Council/Neighborhoods Workgroup (Fran Papenleur) .....	5 min (6:45)	Oral Report	-
13. Budget Committee Update (Gail Cropper).....	10 min (6:50)	Oral Report	-
14. CA Committee Updates (Committee Chairs) .....	10 min (7:00)	Oral Report	-
15. Roundtable Discussion.....	10 min (7:10)	Open Discussion	-
16. Actionable Items Review .....	5 min (7:20)	Report	-

**Other Written Reports**

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

• Administrative Committee .....	22
• Budget Committee .....	24
• Building Stronger Neighborhoods Committee (BSN).....	26
• Communications Committee .....	29
• Community Assembly/Community Development Committee (CA/CD) .....	
• Land Use Committee.....	31
• Liaison Committee .....	32
• Neighborhood Safety Committee .....	33
• Policies and Procedures Committee (P&P).....	18
• Pedestrian, Traffic, and Transportation Committee (PeTT).....	35

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

• Citizens Transportation Advisory Board (CTAB) Liaison Report .....	
• Community Housing and Human Services (CHHS) Liaison Report.....	38
• Design Review Board Liaison Report .....	
• Plan Commission Liaison Report.....	41
• Urban Forestry-Citizen Advisory Committee Representative Report .....	
• Housing Action Subcommittee Liaison Report .....	
• Plan Commission Transportation Subcommittee Liaison Report.....	
• Park Board Development and Volunteer Committee Representative Reports .....	

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

# 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:***

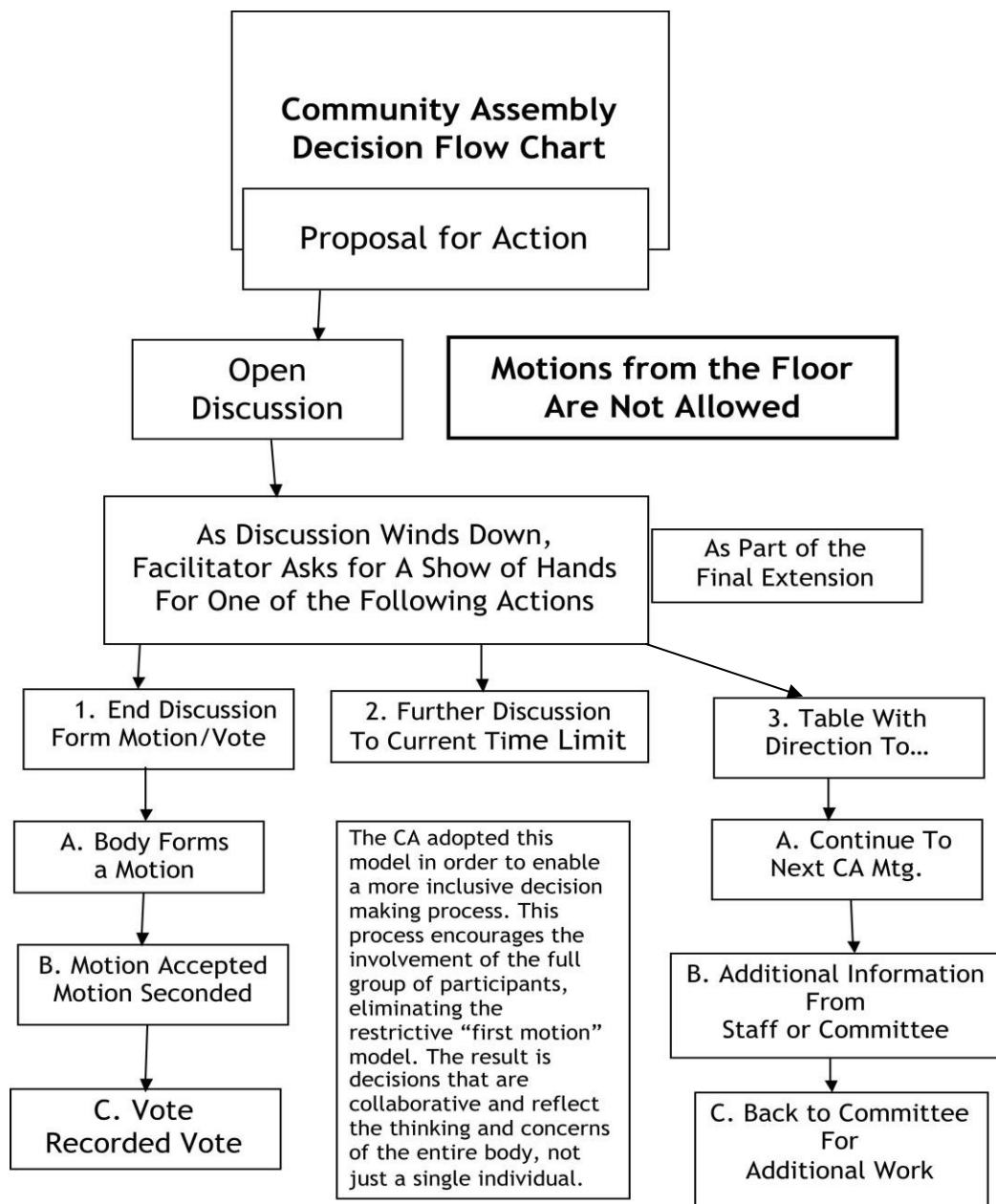
The Community Assembly fulfils its purpose, achieves its goals, and stays true to its core values by its members engaging each other and the community with honest communication and having transparent actions in all of its dealings. Community Assembly representatives are knowledgeable and committed to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

June 6, 2024, in-person at the Hive

Meeting called to order at 5:31 p.m. by Kelly Cruz

**Present:** Fran Papeleur-Audubon-Downriver, Luke Tolley-Bemiss, Krista Anderson- Chief Garry Park, Pam Schermerhorn-Cliff/Cannon, Sandy Wicht-Comstock, Debby Ryan-East Central, Patti Marland-Stevens-Emerson-Garfield, Tina Luerssen- Grandview-Thorpe, Laura Johnson- Hillyard, Carol Tomsic- Lincoln Heights, Lindsey Shaw- Logan, Mary Winkes- Manito/Cannon Hill, Tyler Tamoush- Minnehaha, Sara Bauer-North Hill, Dan Knechtel- North Indian Trail, Gail Cropper-Northwest, Jan Loux-Peaceful Valley, Bill Doley-Rockwood, Cliff Winger- Shiloh Hills, Andy Hoye-Southgate, Kathy Hagy- West Hills, Kathy Hagy- West Hills, and Charles Hansen-Whitman.

**Not Present:** Balboa/South Indian Trail, Browne's Addition, Five Mile Prairie, Latah-Hangman Valley, Nevada Heights, Riverside, and West Central.

**City Staff Present:** Annie Deasy [Office of Neighborhood Services (ONS)], Patrick Striker (ONS), Abbey Martin (City Council), Council President Wilkerson (City Council), Jacobbe Byrd (City Council), and Colin Quinn-Hurst (Planning).

**Guests:** Kelly Cruz (Facilitator), Paul Kropp (Liaison Committee), Eileen Kazura (Emerson-Garfield), Sue Arneson, Jeffrey Braunschweig (Hillyard), Scot Webb (North Hill), Kris Neely (Southgate).

## ADMINISTRATIVE AGENDA ITEMS:

### 1. Introductions

**2. Approve Amended Agenda:** Luke Tolley moved to approve agenda with amendment to appoint two representatives to the Transportation Impact Fee (TIF) committee, Andy Hoye seconded, motion passes. 19-approve, 0- abstain, 0-deny.

**3. Approve Minutes:** Cliff motioned to approve minutes with corrections, Dan Knechtel seconded, motion passes. 20-approve, 0-abstain, 0-deny.

### 4. Admin Committee Action Items:

- Randy McGlenn (was absent): None to mention.

## OPEN FORUM:

### 5. Reports/Updates/Announcements:

- Sandy Wicht: Concerns about a housing project that does not seem to fit [Building Opportunities and Choices for All](#) (BOCA). 80% need to be affordable housing shortage, not a housing shortage. BOCA is not helping with affordable housing. There is no process to adjust, or policy that buildings need to compliment the scale of existing neighborhoods, and having parking spaces or garage is not mandatory, so where do you park?
- Fran Papeleur: The West Quadrant Tax Increment Finance district (WQTIF, encompasses most of West Central, Emerson-Garfield's North Monroe business corridor, and a small piece of Riverside NC's north bank) generates revenue that can fund capital improvement and economic development projects that improve neighborhoods. See [article in the Inlander](#).

- Kris Neely: Citizen Advisory Urban Forestry Committee report. Meeting was held at the Finch Arboretum. A new committee member was appointed. Grant and updates on downtown educational program. Finch burning restoration process.
- Eileen Kazura: Two new Emerson-Garfield CA reps. Welcome them and explain acronyms. Tomorrow is the first Emerson-Garfield Farmers Market of this season and the market is located at SCC on Monroe.
- Bill Doley: Similar to the issue raised by the Comstock neighborhood, Rockwood residents are concerned about the future development of a vacant lot at 1220 S. Sheridan St. Neighbors attempted to pool money to buy the lot, but it was sold to the developer. We would like the City Council to amend the Building Opportunity for Housing ordinance to preserve historic neighborhoods.

#### AGENDA ITEMS:

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

- **CE Community Engagement Grant**: Deadline next Friday, June 14.
- Neighborhoods can help promote events in the ONS Newsletter.
- **Mobile Speed Feedback Trailers**: ONS has worked with the welders in Water to add cages around the solar panels to prevent vandalism. The trailers are up and running and are deployed for two weeks in each location.
- **Post St. Bridge** is open and access to City Hall is better.
- **Disposal Passes** will return in the fall and distributed through the neighborhood councils.
- **Last day with the City of Spokane will be June 21**. My new position will allow me to spend more time with my son.
- **Neighborhood Beautification Projects**: Please make sure your neighborhood is utilizing the \$1,000 extra that each neighborhood has for volunteer-led clean-up projects. Applications are accepted through Saturday, October 19. Direct questions to Amber Groe ([agroe@spokanecity.org](mailto:agroe@spokanecity.org)).
- **Spokane Neighborhood Summit**: It is back for its second year and this year's event will be held in November 2024. Please consider sharing best practices from your neighborhood council by presenting a workshop. Workshops can be 45 min., 60 min., or 90 min. More information about workshop sessions can be found [here](#).

##### **7. City Council Update (Council President Wilkerson)**

- Abbey will be coming up to talk and present on Safe Streets Now! Resolution after my update.
- Announced that she has been serving as Council President for six months.
- The **Post St. Bridge** reopened on Monday and there was a ceremony.
- The Mayor filed an emergency declaration as a response to the opioid crisis on the Division/Browne corridor. The declaration is in effect until Sept. 3. After Sept. 3, we will get update and take it from there.
- City Council will be on break from July 29 until August 12, (ie. no Council meetings those two weeks).
- **Abbey Martin, Safe Streets Now!**: Abbey gave a presentation on Safe Streets Now! and also shared the accompanying Resolution 2024-0053 (attached to the minutes). The resolution directs the PW department to create traffic safety projects. The presentation included visual solutions of design strategies. The City is moving toward adaptive design language with safety as the priority. Check out the Post St. Bridge and see how planter boxes change vehicular movement and assist in slowing motorists as well as non-permanent entities to help slow motorists and create a multi-

modal experience. Adaptive design also is cost effective way of changing of behavior. It allows for community to edit design and traffic patterns before and after. An addition benefit can be seasonal. Safety statistics, show low bicycle ridership, but making safer streets bolsters bicycle ridership. Pedestrian fatalities help protect most vulnerable users. Around downtown and northside. There is good data on Division Street corridor from Colin. Our comprehensive plan supports multi-modal roadways, pedestrians, bicyclists, not just motorists. This goes to Council for vote on June 24. Mary would like for neighborhoods needs to be added to resolution, how does neighborhood get involved? The adaptive design guidebook will draw from the list created from the workshops that the neighborhoods desire and be convert to adaptative design. Paul said the concept is cool, but what are the references so that people can understand what is adaptive design is, and who will approve? The City Council side or Admin side? How will the community know that the projects are modified? Colin said that Council gives direction, Admin designs and evaluates and works with the community groups and then brings back those recommendations to Council. Carol asked if City would be open to ideas that are seen oversees since it is pilot. Dan traffic safety cameras to fund these projects. The mechanics need flushed out. Kris Neely said that it sounds like a statistical nightmare to store things that are seasonal during the winter. **Motion to extend by Tina, Andy seconded. 22-approve, 0-abstain, 0-deny. Second motion to extend by Tina, Dan seconded. 22-approved, 0-abstain, 0-deny.**

#### **8. Plan Commission Update (Charles Hansen)**

- Cycle 10 traffic calming projects have begun and is excited to see construction begin before the end of the school year.
- I (Charles) was asked to be on board for transportation commission. Representation from the CA on the PeTT and PCTS boards will disappear once the transportation commission is formed. Arterial streets and traffic safety, and 6-year street plan were discussed. The sidewalk being installed by Whitman School as part of Cycle 10 is the last sidewalk infill.
- Discussion and request via Inga Note in Integrated Capital Management was emailed to Mary today. The committee would need a representative from each District and one from Latah-Hangman Valley to serve on an Impact Fee Committee and that is why it is being discussed at the CA tonight. CA will be requested to select representatives on committees. Maybe Latah has separate representation because the area is so large. Impact fees are fees that developers pay to support infrastructure that happens when housing is with new housing. The Impact Fee Committee will have a commitment of three to four committee meetings. Mary said there will be representatives from each district and one for Latah area; one representative from District 1 and one representative from District 3 are needed from the CA. Laura from Hillyard volunteered for District 1. Tyler from Minnehaha also would like to represent District 1. Sara Bauer from North Hill would like represent District 3. Request to CA representatives for another volunteer from District 3. No one else volunteered. **Andy motioned to extend, Dan seconded. Motion to approve Laura from District 1 and Sara from District 3 as representatives with Tyler being an alternate for District 1—motion carries with 22-approve, 0-abstain, 0-deny. Admin committee will send the names.**

#### **9. Transportation Committee Ad Hoc Committee Update (Mary Winkes)**

- Last month we heard Colin give a presentation on the Transportation Commission. The CA made a request to CP Wilkerson to wait until members had a chance to weigh in. The CA was given 54 days to weigh in and the deadline for the CA to weigh in is tonight. Mary, Paul, Randy, and Tim were part of that committee. The committee hurried to complete the request and have something credible. The committee members met three times in person. A list of concerns was created and

refined over three meetings. The final edit was done on Monday and sent to Gabby so it could be included in the CA packet. The list included: 12 items. Molly had a question as to whether or not that the commission was under the Economic and Planning Dept. (The Commission itself reports to the City Council, but the Planning Department reports to Spencer who in turn reports to the Economic and Planning Dept.) Colin who works for the Planning Dept said that the Planning Dept, Integrated Capital Management and Public Works were consulted. Bill Doley said that if the CA wanted to influence a draft ordinance that it would need to be done by actually changing and rewriting the draft ordinance, so it is not so wishy-washy. The CA wants a voting member on the commission. City boards have one from each district but no reporting back to the CA or neighborhood councils is required and that is very important. Liaisons are sometimes voting and sometimes non-voting. The proposed ordinance as of May 6 has three different amendment proposals, only one of the three changes has CA member on the transportation commission, the other two do not. The “mays” and the “shalls” are not correct. Most commission ordinances include a very specific list of duties, but this proposal does not.

- The Administration came forward with the idea of a Transportation Commission that would take the place of the Plan Commission Subcommittee on Transportation, the CTAB (Citizens Transportation Advisory Board) Plan Commission Transportation Committee and Parking Committee. The commission would have a set of issues that relate to the comp plan, but how do the two commissions work together and who reviews if there is a transportation element? Council President added that Colin Quinn Hurst attended last month to help answer some of the questions and is here tonight. Colin said that transportation is very important to all neighborhoods and should be elevated to commission status at the same level as the Plan Commission. One benefit would be issues would go directly to City Council. How do we want that feedback to go and everyone in this room has a lot of knowledge to share. June 24 was the deadline to get feedback. Colin confirmed that a lot of the requested can be incorporated. Everyone will get something but no one entity will get everything—City Council, Mayor, Neighborhoods. A question was asked about traffic calming, which has been a neighborhood program but nothing in the proposal shows how the neighborhoods (councils) are woven into this commission. Can one rep from the CA do that? Colin said “No”, that is too much and since there is not a representative for the traffic calming program—Abbey (and Annie) will continue to work with neighborhoods to inform about traffic calming. Paul Kropp mentioned that there is need to say that staff may assist the commission but no need to hardwire either staff or specific duties since those will likely change.
- The CA needs to vote on the proposed document, to accept the draft with changes as needed so it can be sent to City Council. No changes were made. **Andy moved, Debby seconded.** Any discussion. Pam Schermerhorn, commented that there is no particular order, maybe prioritizes a few of the asks, Mary said that the paragraph that added to include neighborhoods was the tip-off of priorities. **Vote to approve the draft (with changes as directed) to address the concerns re: the proposed Transportation Commission and forward on the City Council. 19- approve, 3-abstain 0-deny. Motion carries. (No changes were directed)**

#### 10. 2024 Strategic Plan Update (Scot Webb)

- The sub-committee went through 2024 Strategic Plan and rewrote the three goals to make them more applicable and defined. The goals are shown on screen, please review them and then CA will vote to approve 2024 Strategic Plan. Tina noted that there are four neighborhoods that have not attended one CA meeting; Latah-Handman came to 2 of the 6. Bill requested that Smart Goals be added. Scot spoke to Smart Goals and said that everyone is expected to attend every month. Fran thanked Tina and Scot for digging into the plan, flushing it out and giving actionable items. It is very powerful. Luke motioned, Andy seconded. Discussion: Andy those comments are



important and while what Bill said is very valid, we do not need to adjust the plan goals as presented. **20-approve. 2-abstain, 0-deny.**

#### 11. Ad Hoc Policies and Procedures (P&P) Committee (Paul Kropp)

- **P&P** of the CA are your rules on how to conduct your meetings and your committees. Each year a committee is formed to consider amendments for changing the CA rules or the those of the committees, referred to memo identifying each of them and the texts of each one. Why is it in the packet now? Some neighborhoods can not vote unless the neighborhood councils have reviewed. The Liaison Committee wants to advise the CA that the P&P for the Liaison committee is hard to revise. The committee has not yet voted, but has a protocol and Randy put a wrapper around it. Fran noted she and Randy and working on a Meeting Decorum section. CA reps and alternates will come up with an agenda in July, please email any questions on text to Paul.

#### 12. City Council/Neighborhoods Workgroup (Tyler Tamoush)

- City Council/Neighborhoods Workgroup (Tyler Tamoush, Tina Luerksen, Fran Papenleur) Tyler reported on a great meeting held May 14; well-attended by City Council members and their legislative assistants. Discussed draft proposal on how City Council responds the myriad of resolutions and letters that come in from not only CA, but other groups, boards and commissions. Letters from neighborhood councils can also go to their respective City Council representatives; do not need to be filtered through the CA. (However, NCs requesting a CA resolution would go through the Admin Committee, then to the body.) Giacobbe requested that all resolutions be listed and sent to him covering the last six months, so he can assign to staff members and have a more formal process. Randy will be asked to follow up. This group is meeting monthly; next meeting is June 26. Tina noted that her District 2 alternate, Mary Winkes, will attend. **Cliff moved to extend, Andy seconded. 22-approve, 0-abstain, 0-deny.**

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

- **Budget Committee:** Chief Garry Park was approved. 3 applications came in via email: Manito Cannon Hill, Lincoln Heights and Emerson Garfield. Popcorn cleaning \$49 and change, storage at NevaWood. \$3,400 so far. Next meeting will be held by Zoom, any additional applications that are received between now and June 24 will be reviewed. Movie night coming up at Minnehaha. Check out form is online on the Neighborhood Services site. Laura suggested taking two people to help carry things.
- **Community Assembly/Community Development (CA/CD):** Andy had a brief meeting with Arielle Anderson; Heather Page will be the CHHS staff person to work with us. RFPs workgroup will be forming, RFPs for CDBG money will go out the first week of Sept. Do we need to partner with a 501©3?
- **Neighborhood Safety Committee:** Thanked Laura for finding speakers, Linda Thompson from Substance Abuse Council and Tammy from Regional Health. If you voice your opinion, please be respectful, it is okay, but show respect to both the attendees and speakers, politics does not have a place in his meetings.
- **PeTT:** looking for transportation organizations that we do not know a lot about, Spokane Regional Transportation Commission (SRTC) was invited. Every month Carol is finding new speakers.

#### 14. Roundtable Discussion

- Andy: we are not supposed to mention people individually, but I'm going to do it. Thank you, Luke.
- Cliff: Colin represents Admin and Abbey represents CC and recognize that.

- CP way more active than any previous CM, thank you for her service. Took CC 4 months to write P&P.
- Pam nice to see Pia, Tyler and other to stand as a group. Nice job being a unified front.
- District 2 Town Hall: will be on Monday, show up and support.
- Beautification project: received paint (Minnehaha Park) to repaint tennis courts at Minnehaha on Sunday, June 9. Come out and help.
- Fran: to Council President Wilkerson, will the ONS director position be filled, in light of the budget situation. CP replied, filling the position is not an immediate rush. The City does not know what leadership will look like for ONS. Both positions are mandated by Charter.
- Laura: June 21 ribbon cutting ceremony from 1-4 p.m. for Children of the Sun Trail opening.
- Kelly: tomorrow AM Cannon Park west central will have neighbor days event.
- Comms Committee will meet at usual time on Monday.
- Laura: who do we contact at Parks for usable restrooms. (Nick Hamad)
- Luke: July 11 will be next CA meeting due to 4<sup>th</sup> of July holiday.

#### **15. Actionable Items Review**

- N/A

***Meeting adjourned at 7:28 p.m. Next meeting will be held Thursday, July 10, at 5:30 p.m. at The Hive.***



# Boards & Commissions



Commissions ▾

Transportation Commission

## Transportation Commission

**Authorized by and Date:** The Transportation Commission is authorized by Ordinance C36517, effective on August 1, 2024.

**Mission Statement/Purpose:** The purpose of the Transportation Commission is to provide advice and recommendations to the Mayor and City Council on the plans and programs necessary to achieve a safe and equitable multimodal transportation system consistent with the Comprehensive Plan, the policies of the City as adopted by the City Council, and within the parameters set forth in state and local law.

**Meeting location and time:** To be determined

**Membership:** The Transportation Commission consists of nine commissioners nominated by the mayor and appointed by the city council, except for the member of the Bicycle Advisory Board. The membership shall consist of:

- A. One resident of each city council district that brings a broad range of perspectives and experience utilizing multiple modes of transportation in the city of Spokane who shall be nominated by the Mayor and appointed by Council.
- B. One representative who has lived experience in the downtown district and who has expertise with the City parking system and multiple modes of transportation in the city of Spokane;
- C. One at-large member representing the bicycling community as a member of the Bicycle Advisory Board who shall be selected by that board and shall be familiar with the development and implementation of the Bicycle Master Plan; and
- D. Three at-large members with technical transportation expertise to include but not limited to expertise in: transportation planning, pedestrian facilities, bicycle facilities, public transit, traffic safety programs, transportation technology, parking policy, public health,

## Contact Information

**Spencer Gardner**

*Secretary*

509.625.6097

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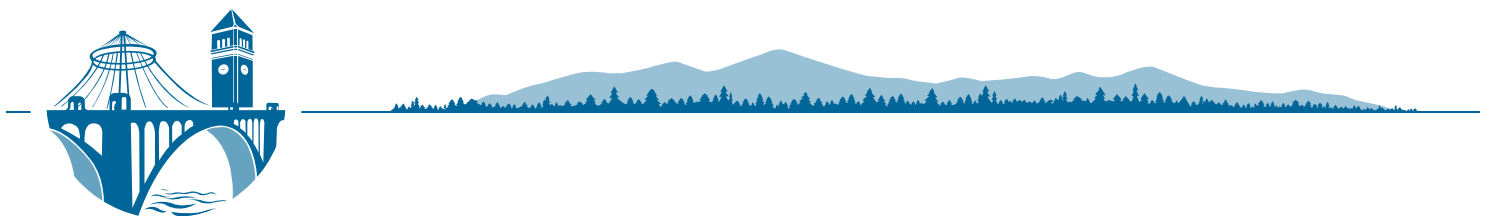
freight mobility, or commercial transportation. Technical experts may live or work in the city of Spokane.

- E. One at-large member with technical transportation expertise focused on ADA requirements and providing for the needs of mobility-impaired populations.

**Terms:** Members of the board are appointed to two-year terms. Initial terms of commissioners shall commence in 2024, and with five of the terms expiring in 2025 and four of the terms expiring in 2026. No member may serve more than four consecutive full, two-year terms.

Name	Appointed	Expiration	Days until expiration	Term	Position
Vacant					Council District 1
Vacant					Council District 2
Vacant					Council District 3
Vacant					Bicycle Advisory Board
Vacant					Transportation Expert
Vacant					Transportation Expert
Vacant					Transportation Expert
Vacant					Americans with Disability Act Expert
Vacant					City Parking System Expert

No recent agendas or minutes found.



RECEIVED

CITY OF SPOKANE	JUL 03 2024	EO 2024-0007
EXECUTIVE ORDER	CITY CLERK'S OFFICE	LGL 2024-0008
TITLE: Safe Streets for All – Transportation Safety Directive		
EFFECTIVE DATE: July 3, 2024		
REVISION DATE IF APPLICABLE:		

**WHEREAS**, serious and fatal crashes are on the rise in the city of Spokane; and

**WHEREAS**, data from SRTC indicates that while crashes involving a person walking only account 4% of all crashes in the city of Spokane, they account for 40% of the fatal crashes and 30% of crashes with serious injuries; and

**WHEREAS**, people walking are twice as likely to be killed in a collision when a vehicle is traveling 30 miles per hour compared to 20 miles per hour; and

**WHEREAS**, since 2018, 23% of fatal and serious crashes in Spokane County were caused by a speeding driver; and

**WHEREAS**, RCW 46.61.415 gives local governments the authority to establish and alter speed limits with certain conditions; and

**WHEREAS**, studies have demonstrated that 'No Turn on Red' reduces conflict between vehicles and pedestrians in certain locations; and

**WHEREAS**, the Spokane City Council adopted a Complete Streets Program in 2011 with the purpose of ensuring all users are planned for in the construction of all City of Spokane transportation projects; and

**WHEREAS**, the Spokane City Council adopted Ordinance C35768 in 2019 recognizing and codifying the foundational City of Spokane Comprehensive Plan Transportation approach of pedestrian safety and service as the City of Spokane's highest transportation priority; and

**WHEREAS**, the Spokane City Council passed Resolution No. 2022-0107 adopting the City of Spokane's Local Road Safety Risk-Based Analysis as the City's Safety Action Plan toward eliminating fatalities and severe injuries as a result of crashes on City streets; and

**WHEREAS**, the City of Spokane was awarded \$9.6 million from the U.S. Department of Transportation to improve safety along arterials where 85 percent of fatal and serious crashes occur involving people walking and biking; and

**WHEREAS**, the City of Spokane is adding an additional \$2.4 million to the \$9.6 million awarded by the federal government to implement the Spokane Safe Streets for all program which will include improvement projects such as bike lanes, shared-use pathways, crosswalk improvements, ADA ramps, and other safety and mobility projects; and

**WHEREAS**, the City of Spokane supported the passage of HB 2384 authorizing the expansion of traffic safety cameras to improve traffic safety in city streets, state routes, and in work zones; and

**WHEREAS**, the Spokane City Council adopted Special Budget Ordinance C36520, which allocated \$150,000 for the purpose of residential street lighting; and

**WHEREAS**, improving residential street lighting at sidewalks and street crossings will make it safer for pedestrians and cyclists; and

**WHEREAS**, the Spokane City Council adopted resolution No. 2024-0001 and associated Budget Agreement allocating funding equipment purchases and associated labor for the cleaning, plowing and maintenance of traffic calming features; and

**WHEREAS**, the Spokane City Council adopted Resolution No. 2024-0053 endorsing adaptive design and requesting the Brown Administration implement adaptive design strategies; and

**WHEREAS**, adaptive design strategies are a low-cost method of street design that use temporary traffic-calming measures, resulting in faster installation of safety improvements that can be piloted before permanent projects are executed; and

**WHEREAS**, at the request of the Brown Administration the City Council adopted an ordinance on June 24<sup>th</sup> creating the City of Spokane Transportation Commission to provide advice and recommendations to the Mayor and City Council on the plans and programs necessary to achieve a safe and equitable multimodal transportation system.

**NOW THEREFORE, LISA BROWN, MAYOR OF CITY OF SPOKANE, HEREBY ORDERS AND DIRECTS:**

**Complete Streets and Street Design Standards**

1. Complete Streets is reaffirmed as the policy for transportation planning and design in the city of Spokane.

2. Pedestrian Safety is reaffirmed as the highest transportation priority for City transportation investments.

3. City staff will document when it is necessary for safety or cost effectiveness to deviate from adopted design standards on a transportation project. That documentation will be presented and reviewed annually by the Transportation Commission.

### **Pedestrian and Cyclist Infrastructure**

1. City staff will evaluate options for expediting the implementation of Leading Pedestrian Interval (LPI) at currently planned and new locations.

2. City staff will review and analyze local data and best practices to make recommendations to be considered by the Mayor and City Council on the default speed limit reductions on arterial and non-arterial streets necessary to protect all roadway users and achieve the City's transportation safety goals.

3. City staff will make recommendations to the Mayor and Council on intersections or within specified zones of the city where the implementation of 'No Turn on Red' will likely reduce conflicts between vehicles, pedestrians, and cyclists.

4. City staff will pilot strategies for providing secure public bike parking at high-demand public destinations through the installation of bicycle 'lockers' at City Hall in summer 2024.

### **Neighborhood Safety**

1. The Office of Neighborhood Services in partnership with the Streets Department and Fleet Services will seek to double the Mobile Speed Feedback Program over the next two years deploying additional mobile speed signs equitably throughout each city council district in consultation with the Community Assembly and all neighborhood councils.

2. The Mayor's Office will work with Avista and the appropriate Councilmembers and neighborhood stakeholders to evaluate lighting conditions to improve community safety for pedestrians and bicyclists commuting to and from neighborhoods.

### **Adaptive Design**

1. At the request of the City Council, the City will install and pilot at least three adaptive design projects, one in each City Council district, to be completed in 2024.

2. Utilizing existing traffic calming funds, the City will execute a contract with a consultant to develop policies and standards for the integration of adaptive design strategies into the City's street design standards.

### **Traffic Calming – Automated Traffic Safety Camera Program**

1. The Spokane Police Department will immediately add two additional cameras to the Automated Traffic Safety Camera Program prioritizing high-collision intersections and high-speed areas where pedestrians, cyclists, and other vulnerable users are at greatest risk based on the locations approved by the Spokane City Council through Resolution 2023-0055.

2. By January 1, 2025, the Spokane Police Department will develop a plan with the Public Works Division, Municipal Court, and the City of Spokane Transportation Commission with a timeline of expanding the Automated Traffic Safety Camera Program to the extent allowed by and within the City's authority under RCW 46.63 (HB 2384) prioritizing areas with high rates of collisions and high-speed areas where pedestrians, cyclists, and other vulnerable roadway users are at greatest risk.


**Transportation Commission**

1. City staff will develop a workplan for the Transportation Commission to be considered and approved by the City Council focused on reviewing, analyzing, and recommending policies and projects necessary to achieve the City of Spokane's goal of eliminating traffic fatalities and serious injuries.

2. As part of the Transportation Commission workplan, the Commission will review and make recommendations to the Mayor and City Council on updates to the City of Spokane's Complete Streets policy.

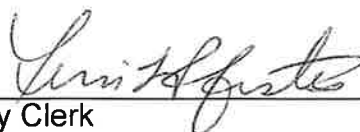
3. As part of the Transportation Commission workplan, the Commission will review and recommend best practices on crash data collection and post-crash review and analysis.

Dated this 3<sup>rd</sup> day of July 2024.

  
\_\_\_\_\_  
Mayor Lisa Brown



Attest:

  
\_\_\_\_\_  
City Clerk

Approved as to form:

  
\_\_\_\_\_  
City Attorney

Date of Publication: 7/10/2024



Effective Date: 7/3/2024

June 1, 2024

To: Community Assembly Representatives and Alternates

From: 2024 Ad Hoc Policies and Procedures Committee  
Paul Kropp, Chair

Re: 2024 P&P Amendment Submissions  
Packet materials for June 6 Community Assembly meeting

Three amendment submissions by Community Assembly standing committees are hereby forwarded to the neighborhood councils for their review this month prior to consideration for approval at the Community Assembly's July 11 meeting.

The 2024 Ad Hoc P&P Committee has reviewed each of them and has determined their provisions are consistent with established Community Assembly's policy regulations.

- A. This Liaison Committee proposal ("rev 4 2-23-24") amends its policies and procedures document with a clarifying insertion of text to connect the liaison members list in the CA's P&P document to the committee, and adds new language in case an allegation of liaison misconduct is reported.
- B. This Neighborhood Safety Committee proposal ("May 29, 2024") amends its 2018 P&Ps to bring them in line with current practice and standards, and to reflect the preferences of the members of the newly revived Neighborhood Safety Committee.

NOTE:

What is included here are the "clean" text version of each of the two proposals as proposed for adoption. \_\_\_\_\_

## **Community Assembly of Spokane Neighborhood Councils Liaison Committee**

**Policies and Procedures 1-12-2021 [Liaison Committee proposed update rev 4 2-13-24]**

### **A. Committee Charge**

*Maintain the city-established positions on advisory boards and commissions related to the Community Assembly as enumerated in the “Community Assembly Liaisons” addendum to the Community Assembly’s Policies and Procedures.*

### **B. Functions**

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

### **C. Membership**

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

### **D. Meetings**

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

### **E. Officers and Terms**

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

### **F. Decisions**

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

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

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

### **G. Selection Standards**

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

### **H. Records and Reporting**

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

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

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

### **I. Withdrawal of Nomination**

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

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

*Should any person, city-affiliated or otherwise, become concerned about the behavior or participation of a Community Assembly liaison member serving on a city advisory board, commission, or committee, they should make pertinent information known at the same time both (a) to the chair of said board, commission, or committee pursuant to that body’s rules, and (b) to the chair of the Liaison Committee.*

*The Liaison Committee chair shall, upon receipt of any report of alleged Community Assembly liaison misconduct, schedule a special committee meeting within ten (10) days to consider the matter and its documentation.*

Neighborhood Safety Committee P&P text as the 2018 version is modified and updated: May 29, 2024.

***Mission / Purpose Statement:*** *The Community Assembly Neighborhood Safety Committee will research issues involving neighborhood safety as directed by the Community Assembly and requested by city departments or committee members, and provide recommendations and resources on these issues to the Community Assembly, the neighborhood councils and the community.*

***Membership:*** *Committee participation is open to members of neighborhood councils in good standing with the Community Assembly, as well as interested community residents, property owners, and representatives of government agencies, businesses, and private organizations.*

*Meeting attendance will be taken and in meeting records the names of individuals attending committee meetings will be recorded according to their city neighborhood council area and as either self-identified neighborhood council representative or alternate, or other.*

***Voting and Quorum:*** *A minimum representation from three separate neighborhood councils will constitute a quorum for voting purposes.*

*A quorum being present, the text for an official committee action, position statement or recommendation to the Community Assembly will be formulated and agreed to by a majority consensus of all those attending a meeting before the chair proceeds to a vote.*

*Once the text for an action, statement or recommendation to the Community Assembly is determined, it is then put to a vote of those individuals in attendance who are neighborhood council members. A majority vote passes the recommendation; a tie vote fails. The number of yeas and nays will be included with the text that is passed.*

***Officers and Terms:*** *The committee may have up to two officers in addition to an elected Chair: Vice-Chair and Secretary. Elections will be in October for a term of one year beginning at the end of the meeting at which the election is held.*

***Meeting Schedule:*** *The committee meets the last Wednesday of each month, unless otherwise notified. Additional meetings may be called as necessary.*

***Reports:*** *The committee's chair will report once per quarter, or more often, to the Community Assembly.*



**Administrative Committee Meeting**  
*Tuesday, 25 June 2024, 4:00-5:30pm*  
*Central Library and via Zoom*

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**Present:** Randy McGlenn, Chair (West Central); Luke Tolley, Vice Chair (Bemiss); Fran Papeleur, Secretary (Audubon-Downriver); Scot Webb, CA Admin (North Hill); Tina Luerssen, CA Admin (Grandview/Thorpe).

**City Staff Present:** Gabby Ryan, ONS Staff Support.

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### Welcome

The CA Admin Chair Randy McGlenn opened the meeting; all present were introduced. May committee meeting minutes approved.

### Continued Items

- 1) Transportation Issues: – City Council approved the new Transportation Commission Ordinance at their June 24 Legislative meeting. A CA liaison has a position on the Commission, however unknown if it will be a voting position. The Safe Streets Now Ordinance drafted by CM Zappone was also approved by CC on June 24. Randy said the PeTT Committee will be discussing and possibly submit a resolution to the CA regarding Safe Streets.
- 2) City Council – City Council/Neighborhoods Workgroup meeting that was scheduled to meet June 26 has been postponed to July 2. This group is scheduled to meet on a monthly basis. (Note: Randy will send Giacobbe all 2023 CA resolutions and letters.)
- 3) 2024 CA Strategic Plan Goals – This was approved by CA in June. Tina asked Gabby to post on the website. Fran requested a copy be sent to Giacobbe for the CC/Neighborhoods Workgroup to reference.
- 4) CA Policy & Procedures – The three amendment proposals from the ad hoc committee were presented for CA/NCs consideration in June. The CA will vote to approve at July CA meeting. Hybrid meeting and Decorum rules still pending.

### Admin Issues

- 1) The Admin Committee received a complaint from a City Department Director regarding a behavioral incident. Follow up plan was discussed.
- 2) ONS staff now reports directly to NHHS Director Dawn Kinder. Randy will contact her regarding invitation to CA Admin Committee meeting(s).
- 3) IT:
  - a. Gabby reported that the Cloud containing recordings of CA meetings has “been emptied,” and its whereabouts unknown. Need for hybrid meetings considered imperative. According to CA P&P (Section IV.C.), the CA can announce recordings and ask for approval vote. Randy will follow up.
  - b. The CA Zoom account needs to be renewed. Randy and Tina will follow up with Gabby.

### July CA Agenda - DRAFT

- City Council Update – CC President Wilkerson
  - Transportation Commission
- Liaison Report – Urban Forestry/CAC (Toni Sharkey, Kris Neely)
- Policy & Procedures - vote (Paul Kropp)
- CC/Neighborhoods Workgroup Update (Fran)
- Standing Committees Special Updates – Budget (Gail); BSN (Luke)  
(Note: chairs wishing to give brief updates can sign up prior to meeting, and will be allotted 5-10 minutes on the agenda, unless otherwise requested.)
- Roundtable

### August CA Agenda Items

- CHHS Presentation – 5 Year Action Plan

### Adjournment

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Meeting adjourned 5:25 pm. *NOTE: Admin Committee meeting time is 4:00 – 5:30 pm, location now Central Library.*

## CA Budget Committee Minutes

**Date:** Monday, June 24<sup>th</sup>, 2024

**Location:** Virtual via Zoom

**Time:** 7:00pm

**Those in attendance:** Gail Cropper (Chair), Andy Hoye (Vice Chair), Tyler Tamoush (Secretary), Amy Marsh (Member), Laura Johnson (Member), Gabby Ryan (ONS)

**Meeting called to order at 7:02pm**

**Quorum?** Yes

**Welcome:** Gail called meeting to order and asked for agenda approval.

**Approval of the Agenda:** Andy motioned. Amy second. Approved.

**Approval of previous month's minutes:** Laura motion. Andy second. Approved.

**Old Business: 7:10pm**

- None for this meeting

**New Business: 7:11pm**

- Rockwood was reminded of guidelines for CE Grant approval, and we will monitor reimbursement request.
- NCs that have not applied for CE Grant – 5-mile, Latah Hangman, Logan, Whitman, Balboa/South Indian Trail, Shiloh Hills.



- Riverside CE Grant review – Andy motioned. Laura second. Approved.
- East Central CE Grant review – Andy motioned. Amy second. Approved.
- West Hills CE Grant review – Amy motioned. Andy second. Approved.
- BSN Committee CE Grant review – Inquire with Tina and/or Admin Committee about Zoom license renewal and which payment method to be utilized. We decided to table the vote on approval until Tina and/or Admin Committee are contacted.
- Andy motioned that up to \$300 be used for pop-up tent w/ weights replacement. Amy second. Approved. This will be researched and brought up at later date. Gabby will also contact Dawn Kinder for final approval of the \$300 spending with Budget Committee approval.

**ONS: Gabby Ryan 8:05pm**

- Graphic design department at the city is being eliminated.
- Gabby is looking at Garland Print Company for future printing needs for CA and NCs.
- NCs need to start turning in receipts for any repro orders.

**Adjourn: 8:19**

Gail motioned. Andy second. Approved.

**Next meeting will take place Monday July 22<sup>nd</sup>, 2024, via Zoom.**

## Community Assembly Committee: Building Stronger Neighborhoods

Saturday, 6/15/24, 9am, The Hive.

- I. Welcome
  - a. Attendance: Tina Luerssen (BSN Chair: Grandview Thorpe), Dan Brown (North Hill), Dave Lucas (BSN Vice: Rockwood), Luke Tolley (Bemiss), Jonathan Tilley (Nevada Heights), Sandy Wicht (Comstock), Charles Hansen (Whitman), Laura Johnson (Hillyard), Jeff Braunschweig (Hillyard), and Tyler Tamoush (Minnehaha). City Staff: Amber Groe
  - b. May Minutes: Moved, seconded, and passed unopposed.
- II. ONS Report
  - a. Quarterly Neighborhood Services National Call: The City of Orlando presented their Association Wellness Assessment document. They've used it to support their various types of community associations from HOAs to neighborhood Councils. They had the groups they support take the assessment and offer up peer-based, staff-facilitated learning sessions to help the neighborhoods learn from each other. Amber suggested we might review and discuss this next meeting.
    - i. Also, last month's meeting, Spokane got a lot of love for our disposal pass program. No other Neighborhood Services offices had similar programs and they were really impressed.
  - b. ONS 25<sup>th</sup> Anniversary: 2025 is the 25<sup>th</sup> anniversary of the Office of Neighborhood Services. The City's in a budget crunch, so there's no funds to run a program, but ONS is working hard to bring in donations and do free things like bike tours (one in each neighborhood), next April's Lilac City Local magazine (from the Library) and hosting a Lilac City Live. They're also working with the libraries to do a youth art contest. TDS plans to host neighborhood movies as well. Kudos to Amber and ONS for making the best of a challenging budget situation.
  - c. Spokane Neighborhood Summit: Molly Myers, who as Asst. City Manager helped craft the Office of Neighborhood Services 25 years ago has agreed to be our Summit keynote speaker. She'll tell the history and inspire.
    - i. No new program/workshop proposals. Not due until August.
    - ii. Dan suggested sessions around the wellness assessment and maybe a 25<sup>th</sup> anniversary workgroup.
    - iii. No new money has come in, but Amber is still working with potential funders. We would like to get \$6K-\$10K.
      1. Suggestions Amber can go after: Avista Foundation, Innovia Foundation, Smith-Barbieri Progressive Foundation, Community Building Foundation, Gonzaga Campus and Community Engagement, etc.
      2. Organizations of Northeast Spokane is willing to be the fiscal sponsor as a 501c3.
  - d. Staffing Update: Patrick's last day is next week. There is no update on when the position will be replace
  - e. National Neighbor Day: Sept 28<sup>th</sup>, 2024 is National Neighbor Day. ONS is going to be hosting a city-wide clean up. They'll be working on it and bringing requests back to the neighborhoods asking for project ideas. They have 250 identified volunteers already. They hope neighborhoods can facilitate the projects but won't have to do the heavy lifting.
- III. CA Communications Committee Update: Krista reported the Comms Comm is looking for a prioritization of what materials might need to be updated most urgently and/or what trainings. Previously identified: social media, OWL use guide, CA equipment usage guides, brochures, templates for marketing, CANVA training.
  - a. They came up with highlights and low lights questions for each neighborhood council and will be visiting NCs to try to compile some neighborhood profiles.
  - b. Suggestions: Spokane Public Schools Peach Jar, community centers as information spreaders, press release distro list updated to add more localized, smaller info spreaders, etc. We/you can also email Krista, Tyler, Laura, or Dalin, info and ideas for prioritization.

- IV. Good Neighbor and CA Awards Planning: We haven't yet submitted a CE grant request, but the Budget Committee did approve an extension for BSN knowing one was coming.
- a. We have 49 cert folders and 250 pages of certificate pages. Need more folders. The Lifetime Achievement and Janet HARRAS awards were about \$325 last year. Tina suggests we request up to \$600 for the awards. Last year we spent about \$200 on food and the party. Tina proposes we request up to \$850. We need plates, gloves, hand sanitizer, and sweetener according to Amber's inventory. It was moved, seconded, and approved unopposed the above request.
  - b. Budget also asked us to make a request to replace a pop-up tent. One of our pop-ups is no longer useable. Laura and Jeff offered to donate one they have. The Budget Committee believe there will likely a decent surplus and we'll need to figure out how to spend come the fall.
    - i. Tina will put together the application and submit it this weekend.
  - c. Continuing conversation, how many submissions would make sense to cap each neighborhood requests. It was suggested that 3 submissions, whether individual or organizational, could be a good cap. We should also refine what we're asking for in the request including offering suggestions for nominating raising stars, long time contributors, not nominating someone who one last year, etc. and how much info to give. It was moved, seconded and approved unopposed to limit each neighborhood to 3 submissions.
- V. Neighborhood Updates & Topics for July 20<sup>th</sup> Meeting.
- a. Minnehaha had an amazing park beautification project that was highlighted on local media: <https://www.krem.com/article/news/local/minnehaha-park-clean-up-tennis-court/293-9cf83de6-2a67-4ee3-8f90-8458f47dabcb>
  - b. Grandview-Thorpe: Their meeting this week had 18 people which is huge for their small neighborhood. (YAY!) Molly Marshall, a candidate for County Commissioner and neighborhood council member facilitated a Wildland Urban Interface (WUI) training from rural fire department. They found that city fire fighters are not familiar with fighting wildfires that are more likely in areas like Grandview-Thorpe. They're planning a summer neighborhood movie night and a block party in the fall.
  - c. The Hillyard, Whitman & Bemiss had their joint meeting on Thursday and had a new member join who recently moved to Bemiss to escape climate change impact in California. She is very eager to be involved. That could be a more and more common thing we should be prepared for. We also connect with Fr. George of St. Gregorio's Church and they are trying to collaborate with the neighborhoods. On June 27<sup>th</sup>, all day in Hays Park, they are having a community day. Also the Northeast Community Center/The Zone is starting their farmers market June 24<sup>th</sup>, 3-6pm. Music Under the Oaks is July 12<sup>th</sup> and July 26<sup>th</sup> in Hays Park at 6:30pm.
  - d. The next section of the Children of the Sun Trail opening is going to be celebrated on June 21<sup>st</sup>, 1pm-4pm, at Wildhorse Park - 3717 N. Ralph Street. The Government will be in attendance.
  - e. Sandy Wicht from Comstock reported Summer Parkways is on Tuesday.
  - f. Krista reported, Saturday 7/13 Chief Garry Park annual block party, likely in Chief Garry Park. Time TBD.

Adjourn 10:28am

Next Meeting – Sat. July 20<sup>th</sup> 2024, 9am at The Hive & on Zoom

#### 2024 BSN Committee Goals:

1. Coordinate with Gonzaga for continued Neighborhood Leadership Academy work.
2. Continue NC outreach, helping Neighborhoods to build capacity.
3. Increase advertising of NC events and activities.
4. Coordinate with ONS for Neighborhood Training activities.
5. Propose end-of-year Community Engagement Grant fund usage.
6. Share NC "best practices" with Spokane NC leaders.
7. Update Online Toolkit.

Committee Chair: Tina Luerssen, Grandview-Thorpe. [MacLuerssen@gmail.com](mailto:MacLuerssen@gmail.com) .

ONS Committee Support: Amber Groe, AGroe@spokanecity.org. (509) 625-6156.

Committee Vice-Chair: Dave Lucas, Rockwood

Committee Secretary: Luke Tolley, Bemiss

Minutes Submitted by Luke Tolley

June 2024

Date: June 10, 2024

Committee: Communications committee

Attendees: Dalin Tipton, Tyler Tamoush, Krista Anderson, Shawn Terjeson, Bryn McNabb

Time of call to order: 5:35pm

Prior minutes: see May Community Assembly packet

Reports from subcomms: n/a

General matters:

1. Recap on action items from last month:
  - a. Share committee Policies and Procedures with ONS via Annie Deasy:  
Update – still in progress, no news to report
  - b. BSN-identified priorities: Update - Attending BSN meeting June 15
  - c. ONS and BSN identified update asks on Neighborhood resources page:  
Update -
  - d. Brand kit – colors, font, style guide; CA informal approval: Update -
  - e. Comms Comm recovery email: Update – City email not available, create something new
  - f. Creating dormant Comms Comm social media accounts on identified platforms: Update – on hold for now
2. Presenting Comms Comm to Neighborhood Councils: concerns, opportunities, etc.
  - a. What is our unique proposition? What does Comms Comm bring to any individual neighborhood?
    - i. Updating existing materials
    - ii. Helping with specific questions re: communications
    - iii. Helping neighborhoods publicize existing events and committees
  - b. What do councils ask for and feel they need?
    - i. Outreach converting to attendance
    - ii. Attendance converting to volunteering and leadership roles
  - c. What is our big message?
    - i. We exist, tell us your stories you want people to know, tell us what you need help with.
  - d. What are the actual services we can provide?
    - i. Packaging stories

- ii. Written help guides (referring people to the ONS information)
  - iii. Training (eg Canva, reference binders, basic templates)
- 3. Platforms for outreach
  - a. Nextdoor – high engagement
  - b. Instagram – younger people, visibility
  - c. Facebook – broad cross-demographic reach
- 4. Summer neighborhood meeting schedule
  - a. Goal: Send at least one Comms Comm rep to each neighborhood meeting before the end of September
    - i. Start with our own neighborhoods this month (June) using the highlight/lowlight questions from May
    - ii. Attend further neighborhood meetings in June as we are comfortable/have time
    - iii. Notes from each: Identify council, notes from responses, further notes; bring back to Comms Comm and collate into a shareable document
    - iv. Target goal: As many of the 29 neighborhoods as possible before September
    - v. Neighborhood meeting calendar:
- 5. Collaboration with BSN at June meeting
  - a. Neighborhood Leadership Summit: Bringing the 7 questions highlights/lowlights to the Summit
  - b. Prioritize the materials on ONS website for updating
    - i. See notes from May meeting
  - c. Prioritize the materials ask from ONS for original documents and trainings
    - i. See notes from May meeting

Proposals and resolutions with motions, seconds, votes: n/a

Time adjourned: 6:42

## Draft Minutes: 06/27/2024 Land Use Committee

**LUC Members Present:** Doug Tompkins (Logan/Exec), Amber Groe (ONS), Charles Hansen (Whitman), Larry Dow (North Indian Trail), Bob Scarfo (Manito-Cannon Hill), Bill Heaton (Emerson Garfield), Tyler Kimbrell (City Planning), KayCee Downey (City Planning)

Hybrid format with in-person attendees at West Central Community Center.

Meeting called to order at 5:30PM

Meeting Chair: Doug Tompkins

Introductions were completed and the current agenda for this meeting was approved.

Minutes from April were also approved.

KayCee Downey presented about the South Logan Transportation Oriented Development (TOD) area-specific impacts and citywide impacts of project. The presentation can be viewed by watching the recording from the [June 26<sup>th</sup>, 2024 Plan Commission Meeting](#) (starting at minute marker 2:45 min.).

Meeting Closed at 6:19 pm. **No meeting in July.** Next meeting will be August 22<sup>nd</sup>.

**Draft - CA Liaison Committee Meeting Notes – June 11, 2024 – S Hill Library – 2PM**

Present: Paul Kropp, Southgate, Chair; Andy Hoye, Southgate, Recorder; Bonnie McInnis, West Central; Annie Deasy, ONS; Lorna Walsh, Riverside, excused

Zoom was activated.

We approved the April Minutes.

Tyler Tamoush, chair of the Neighborhood Safety Committee, will attend the Police Advisory ~~Commission~~ Committee meeting next week, but not as a formal liaison at this point.

We will wait until the next meeting to review the request for a liaison to the Park Board.

We are still waiting for Lorna to summarize the possibilities for a Human Rights Commission liaison.

There is a fairly serious candidate for the DRB liaison – Fernando Diaz. Paul had a long discussion with him last week. He will need to join a Neighborhood Council which could be either Manito/Cannon Hill or East Central. Paul will follow up.

- Submitted by Andy Hoye
- Supplemented by Paul Kropp



## CA Neighborhood Safety Committee Minutes

**When:** Wednesday, June 26<sup>th</sup>, 2024 – 6:00pm – 7:00pm

**Where:** 2904 E Sprague, The Hive – Events Room B

### **Those in Attendance:**

- Tyler Tamoush – Chair (Minnehaha)
- Laura Johnson – Vice Chair (Hillyard)
- Gabby Ryan – (ONS)
- Savanna Carr – (SRHD)
- Samantha Hennessy – (SRHD)
- Debra Howard – (Manito/Cannon Hill)
- Olivia Generao Waldron – (Cliff/Cannon)
- Ted Stevens (Emerson/Garfield)
- Charles Hansen – (Whitman)
- Thomas Bender – (Minnehaha)
- Amy Marsh – (Minnehaha)

### **Meeting Minutes**

**6:00pm** – Introductions and Explanation of Decorum

**6:05pm** – Spokane Regional Health District

- Samantha Hennessy from Spokane Regional Health came and gave an update on walk audits and information about the first audit. Information was given for anyone who would like to volunteer to participate in the Bemiss walk audit.
- July 11<sup>th</sup> at the Northeast Community Center will be the date and start location for first walk audit.

### **6:30pm – Resolution Discussion**

- We discussed a few ideas for resolutions to come from this committee to be brought to the Community Assembly. Ideas are as follows...
  1. Community Service be a mandatory requirement for all graffiti and/or vandalism offenses and not just on a case-by-case basis.
  2. Ask the City of Spokane to do a city-wide walk audit rather than volunteer walk audits by certain organizations.
  3. To have the policy of the City of Spokane changed so that the city cannot charge property owners for bad sidewalks and that property owners are not held liable for injuries from sidewalks in front of their home or business.
  4. Resolution for more bus shelters, bus-stop benches, and waste bins and have STA pay for it.

### **7:00pm – Adjourn**

**Next Meeting - Wednesday, July 31<sup>st</sup>, 2024 @ 2904 E Sprague The Hive Events Room B**

Community Assembly  
Pedestrian Traffic and Transportation (PeTT) Committee meeting Draft Minutes  
June 25, 2024

## **Attendance**

Randy Brown (STA), Annie Deasy (Office of Neighborhood Services), Charles Hansen (Whitman), LeAnn Yamamoto (Commute Smart NW), Bill Meeks (Grandview Thorpe), Cathy Gunderson (Chief Garry Park), Erik Lowe (Spokane Reimagined), Mary Winkes (Manito/Cannon Hill), Michael Redlinger (SRTC), Carlie Hoffman (Emerson/Garfield), Anna V (Chief Garry Park)

## **Introductions**

The meeting was called to order at 6:05 pm by chair, Carol Tomsic

Attendees introduced themselves and their neighborhood connections.

Cathy said the city installed the Cycle 10 (2020) bumpouts along Boone Ave at Stone and Cook Streets.

Mary said their neighborhood street mural would be installed by the Scoop.

## **LeAnn Yamamoto, TDM Manager, Commute Smart NW**

LeAnn introduced herself and said Commute Smart NW has been around since 1993. She said they are a business community partner that encourages people to ride the bus, vanpool, carpool, walk, and bike. She said the Washington State Commute Trip Reduction (CTR) law passed in 1991. It was part of the state's Clean Air Act. The goals of CTR are to improve air quality, reduce traffic congestion, and reduce gas usage. CTR applies in counties with Urban Growth Areas like Spokane. It affects employers with 100 plus employees who start their day between 6-9 am (peak travel time) and work at least 35 hours a week. It applies to all public and private employers. There are 96 affected employers in Spokane County. Volunteers are encouraged to participate. Spokane has 53 affected employers. The present goal is a 13 percent reduction in vehicle miles traveled. They are working on 2025 to 2029 plan. The community benefits are reduces demand on community infrastructure, optimizes mobility for citizens and services, reduces traffic congestion, helps protect the environment, reduces gasoline consumption, allows growth with increasing traffic, and maintains quality of life for citizens. She said it makes an impact and has saved 5.7 trips around the world. The benefits of participating are saves money, reduces stress, saves time, helps the environment, exercise and health benefit, and reduces parking hassles. They make the no-cost program simple for the businesses. There are monthly and first time incentives county-wide. Their website is as wealth of information. She encourages small businesses or community groups, including neighborhood councils, to "get involved" in their program. She said employers in the program experience better on time performance from their employees and it helps improve employee morale. You can track your participation with a free profile and calendar program. The worksite passcode for community members is PFKB. The program has saved 8,487,152 trips. Data is collected with the program. Gas saved 780.28 gallons. CO2 reduced 121.75 pounds. The June campaign was Graduate to Better Commute. Their 2025-2029 plan update will include future land use and reach out to the general public. She encouraged residents to take a 10 question survey about your commute and what encourages you to use commute options and if you don't use a commute options what are the barriers <https://bit.ly/CTR-SRTC> LeAnn said she also available to attend neighborhood group meetings. She

answered questions. The city's land use parking requirements were discussed. The program can help encourage commutes with apartments and townhouses but the cars would still need a place to park. Any employer can join the program. Many banks are involved. The data collected helps employers.

Michael Redlinger joined LeAnn. He is with the Spokane Regional Transportation Council (SRTC)

<https://commutesmartnw.org/>

### **Erik Lowe, Founder, Spokane Reimagined**

Erik introduced himself. He said his group advocates for low-cost, temporary traffic calming now. He said the traditional traffic calming process takes years and can be pushed back, re-prioritized, and prices can rocket up. Erik said it is a frustrating process. He said the Janet Mann Safe Street Now resolution passed in the city council and will allow flex posts, armadillos (plastic bumps), planters, and jersey barriers. The items are easy to install and remove if they don't work. The resolution recognizes the city does not have needed expertise in adaptive design but allows people with the said expertise to be hired. Erik said his Spokane Reimagined proposal to repurpose existing right of ways to improve Spokane's connectivity, increase density, and spur economic development. was big and flashy so people could get excited and interested and sign up for the group. The proposal included new capital improvements, over 140 miles of safe, car-free streets, dedicated snow removal, public restrooms, drinking fountains, a gathering place/pavilion, basketball courts, and a First Ave Tram, a 2.5 mile route from Browne's Addition to the Amtrack Station. He said improvements are needed now and we need to stop fighting over meager traffic calming funds. Erik answered questions. He said there are two dozen active members. 75 members on the email list. He said you can go to the website and add your email to their list. He said any neighborhood council can reach out to him for help.

<http://spokanereimagined.org/>

### **Randy Brown, Associate Transit Planner, Spokane Transit Authority**

Randy introduced himself. He said 2023 had the highest ridership. It increased 36 percent over 2022. He said STA has recovered from COVID19 which is unique in national transit. He said their CEO Susan Meyer will retire. She had been with STA for 20 years. He said the city's summer construction season impacts routes, especially Monroe and 29<sup>th</sup> Ave. He said it was not widely understood that STA routes carry on elsewhere, for example 19 to route 27, so the impact of construction is across a wider area. He advised riders to plan in advance and use the app Transit. It tracks the buses in real time. He said the Customer Experience is completed. He said the 2025-2030 Transit Development Plan is available on the website. He said they are working on Connect 2035. He said STA Moving Forward had a voter approved 2/10 sales tax that funds operating and capital. He said the City Line stops every 15 minutes. He said they are charting the next phase of Moving Forward. It will include the maintenance of the existing sales tax in 2028. He said there will be extensive public outreach, community priorities, and increased transit time (7 am to midnight). He said there is STA traffic calming on Broadway and in West Central. Randy said they support pedestrian and bicycle friendly. He said their construction projects include Sprague, east of the downtown. He said route 90 is their busiest, well-ridden route. He said 90 was identified as a corridor that needed extra stops, lighting and safety. He said they will reassess stops to speed up service. It will be ongoing through September. Randy said there will be service changes in September. Routes will be realigned in Hillard and West Plains. He said STA is in the planning phase of a high-performance transit from Liberty Lake to the Spokane Airport. He said it will benefit employment centers and be a quick

service. Randy said they are working on planning design steps on the Division Bus Rapid Transit (BRT). It will be the next City Line. He said he would also like to see a Tram. Randy also reminded everyone that youth, 18 and under, ride the buses for free.

[https://www.spokanetransit.com/wp-content/uploads/2024/06/2025\\_2030-TDP-Final-Draft.pdf](https://www.spokanetransit.com/wp-content/uploads/2024/06/2025_2030-TDP-Final-Draft.pdf)

### **Charles Hansen, PeTT Representative, Plan Commission Transportation Subcommittee (PCTS)**

Charles said the PCTS met on 6/4/24. They talked about sidewalks. He said they talked about climate planning in the Comprehensive Plan. He said Maren Murphy was the lead in climate planning. He said they talked about safety date – where the dangerous intersections were – and figure out how to fund the improvements. He said Nevada, south of Frances and near Longfellow Elementary was the most dangerous intersection. He said a Hawk Light was installed near Garry Middle School. He said the July meeting was cancelled because it was too close to the Fourth of July and the planners are on vacation. Their next meeting will be in August. He said city council member Kitty Klitzke said sidewalks are in bad shape but there is no money for repair.

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

### **Roundtable**

Carol said that with the city council approval of the Transportation Commission on 6/24/24, the PeTT committee lost their liaisons to the Citizen's Transportation Advisory Board (CTAB) and PCTS as the board and subcommittee will be consolidated into the Transportation Commission. The PeTT liaison positions were voting members. Carol said the PeTT committee could ask to be admitted as a liaison on the Transportation Commission. It would be as a non-voting member.

Mary said climate planning will be weaved into every chapter of the Comprehensive Plan. She also said there was a benefit to being a non-voting member on a board. She is the Community Assembly liaison to the Plan Commission. She can speak as an individual and be a lot more flexible. She advised us to watch closely as the Transportation Committee develops.

The meeting was adjourned.

The next meeting is 7/23/2024 at 6 pm on Zoom.

## CHHS Report for June 2024

Submitted by  
Leslie Hope CHHS Liaison to CA  
Board Vice Co-Chair  
AH Committee Member  
[LHope@SpokaneCity.Org](mailto:LHope@SpokaneCity.Org)

June minutes will be provided on the Spokane City website as soon as they accepted by the board and posted to the following website. [Community Housing and Human Services Board - City of Spokane, Washington \(spokanecity.org\)](https://www.spokanecity.org/Community-Housing-and-Human-Services-Board)

Community, Housing & Human Services Board  
June 5, 2024

### **DRAFT** Meeting Minutes

Meeting called to order at 4:12 PM.

#### Attendance/Introductions

- Board Members Present: Jeri Rathbun, Flor Castaneda, Caroline Yu, Christabel Agyei, Wes Anderson, David Edwards, James Randall, Casey Bowers, Barb Lee, Karen Ssebanakitta, Paul Dillon, Lili Navarrete, Eric Robison, Leslie Hope, George Dahl
- Staff Present: Arielle Anderson, Keri Cederquist, Adam Schooley, Kimi Clifton, Heather Page, Kimberly Babb, Kathy Downs
- Guests Present: Nicolette Ocheltree, Cory Bonallo, Andres Grageda, Tammy Meyers, Tom Murphy, Gloria Mantz

\*\*The Attendance roster listed above may not capture all the individuals that attended virtually if they joined the meeting after it had started due to the limitations of the virtually meeting platform\*\*  
Approval of the Agenda:

Jeri Rathbun requested to amend the agenda to include approving Gloria Mantz as the CoC Liaison to the Board.

MOTION by Wes Anderson, seconded by Karen Ssebanakitta, to approve the Agenda, as amended; unanimously approved.

Approval of the Minutes: March and April

MOTION by Wes Anderson, seconded by Caroline Yu, to approve the March and April meeting minutes; approved unanimously.

Public Comment: None.

Director's Report: Welcome Arielle Anderson

Arielle Anderson provided an overview on staffing in the department, work on the 5-year plan (which Kimberly Babb will give a full report on in this meeting), and requested the board let her know of any other topics they would like her to report on in the future.

Board Education: Fair Housing Assessment – Marley Hochendonner, Northwest Fair Housing Alliance

Marley Hochendonner presented on the assessment results. (Slides attached.)

Discussion and Action Items:

Welcome New Board Members: Christabel Agyei, Wes Anderson, Flor Castañeda, James Randall, Caroline Yu

Call for Bylaws Committee Volunteers: Jeri asked for volunteers to assist with updating the

Bylaws.

Confirm CoC Liaison: Confirm Gloria Mantz as the CoC Liaison.

MOTION by Wes Anderson, seconded by Flor Castenada and Barb Lee, to confirm Gloria Mantz as the CoC Board Liaison; approved unanimously.

Confirm New Committee Members: James Randall and Caroline Yu

MOTION by Karen Ssebanakitta, seconded by David Edwards, to confirm James Randall to Evaluation and Request for Proposals Committee and Caroline Yu to the Affordable Housing Committee; approved unanimously.

2025 – 2029 Consolidated Plan Update: Kimberly Babb presented on the 5-Year Plan progress and timeline.

HHOS – RFP Recommendations: Karen Ssebanakitta presented on the HHOS recommendations made by the RFP committee including explaining what had happened since the original recommendations that were made in December. (Slides attached.)

MOTION by Karen Ssebanakitta, seconded by Eric Robison, to approve the RFP Committee’s recommendation for the HHOS Funding Grant (spreadsheet that details out recommendations attached); approved unanimously (with Flor Castaneda abstaining).

Announcements:

- OPMA Video – All Board Members are required to complete this training by the June 5, 2024, Board Meeting
- Conflict of Interest – All Board Members are required to complete this form by the June 5, 2024, Board Meeting

Meeting Adjourned at 6:06 PM.

The next CHHS Board Meeting is scheduled for June 5, 2024 from 4:00-6:00 pm

## **2020 CDBG Project Update**

**Family Promise** – Parking Lot Safety and Beautification Project – Bids received, the cost for the project has more than doubled than the granted amount. The SOW will be modified to do an asphalt overlay as opposed to redoing the entire parking lot. Currently working with City permitting team on updating the permits for the project.

**NECC – Security and Safety Improvements-** Project is completed, only waiting on the end of activity report from subrecipient.

**Transitions – Educare Roof** – contractor working with subcontractor on removing asbestos from the flashing, before project can resume. **Womens Hearth** – winning contractor has been selected and under contract. Work will begin mid June.

**WCCC – Heat Pump and Water Replacement** -Water heater bids received, contractor selected and under contract. Work will be completed before contract end date.

**ECCC- Window and Sign replacement** - Due to City regulations, the electronic sign has been put on hold. “I have run into a little problem with the sign. Melissa Owen in the planning department claims that we can’t have an electronic message sign.

Per her, in the NR Zone, electronic message centers are allowed only on sites that have frontage on a minor or a principal arterial as designated on the official arterial map (SMC12.08.040). 5<sup>th</sup> Ave. is a collector street and does not qualify for an EMC (Electronic Message Center) sign per (note 4) found in 17C. 240.247. All other streets surrounding the MLK center are local streets that also do not qualify for an EMC sign. But she is so gracious enough to let me keep the old broken existing sign that I already have that doesn't work. The sign that's so old that we can't find the parts to it.

Everyday Carlos, it's something with the city. Anyway, I will keep you posted after I get my attorneys on my board involved. We will appeal this. "

**SNAP – Alexandria Apartments-** have reached out multiple times, have not received any new update on project.

**NEYC – No update**



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

### **Community Assembly Report, July 11, 2024**

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

**PC Transportation Subcommittee, June 4, 2024, 9:00 a.m.— in person and via Microsoft Teams**

#### **1) Climate Planning**

<https://my.spokanecity.org/planspokane/climate-planning/>

**2) Safety Data-discussion regarding the safety data started, with more discussion to follow at a future meeting**

**PC Housing Work Group, June 12 and 26, 2024, 1:00 p.m.—both canceled**

**Plan Commission, June 12, 2024, 2:00 p.m. in person and via Microsoft Teams**

1. South Logan TOD Implementation Drafts (SMC 17A.20.160, 17C.111.205, 17C.111.230, 17C.111.420, 17C.120.220, 17C.122, 17C.122T, 17C.123, 17C.230, 17C.300, 17C.415)

2. Comp Plan Amendment Z24-105COMP

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

**Plan Commission, June 24, 2024, 2:00 p.m. in person and via Microsoft Teams**

1. CPA Z23-474COMP (Mission & Sinto) Workshop

2. CPA Z23-476COMP (8th Avenue) Workshop

3. Introduction to Citywide CIP

More information regarding these three applications is available at:

<https://my.spokanecity.org/projects/2023-2024-proposed-comprehensive-plan-amendments/>

**Plan Commission Hearing, June 24, 2024, 4:00 p.m. in person and via Microsoft Teams**

The hearing results and next steps are outlined in this article:

[https://www.google.com/maps/@47.6317051,-117.4264986,3a,75y,199.55h,85.53t/data=!3m7!1e1!3m5!1sFT5VTdmY6NhsFRtXYjkyCA!2e0!6shttp%3A%2F%2Fstreetviewpixels-pa.googleapis.com%2Fv1%2Fthumbnail%3Fpanoid%3DFt5VTdmY6NhsFRtXYjkyCA%26cb\\_client%3Dmaps\\_sv.share%26w%3D900%26h%3D600%26yaw%3D199.55052775152757%26pitch%3D4.473648488998933%26thumbfov%3D90!7i16384!8i8192?coh=205410&entry=ttu](https://www.google.com/maps/@47.6317051,-117.4264986,3a,75y,199.55h,85.53t/data=!3m7!1e1!3m5!1sFT5VTdmY6NhsFRtXYjkyCA!2e0!6shttp%3A%2F%2Fstreetviewpixels-pa.googleapis.com%2Fv1%2Fthumbnail%3Fpanoid%3DFt5VTdmY6NhsFRtXYjkyCA%26cb_client%3Dmaps_sv.share%26w%3D900%26h%3D600%26yaw%3D199.55052775152757%26pitch%3D4.473648488998933%26thumbfov%3D90!7i16384!8i8192?coh=205410&entry=ttu)

**View the [Plan Commission 2023 – A Year in Review](#) (PDF 13.0 MB):**

<https://static.spokanecity.org/documents/bcc/commissions/plan-commission/general-documents/pc-2023-year-in-review.pdf>

**For Plan Commission complete information, including agendas, minutes and other documents see:** <https://my.spokanecity.org/bcc/commissions/plan-commission/>

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