

Spokane Neighborhoods Community Assembly

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



Meeting Agenda for Thursday, September 5, 2024
 5:30 to 7:30 p.m., Liberty Park Library
 Proposed Agenda Subject to Change



Please review previous month’s minutes:

*Community Assembly Minutes: August 1, 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. City Council Update (Council Member Dillon & Abbey Martin)	10 min (5:55)	Oral Report	-
7. Spokane Parks Foundation (Yvonne Trudeau).....	15 min (6:05)	Oral Report	-
8. Plan Commission Liaison Report (Mary Winkes)	10 min (6:20)	Oral Report	12
9. Transportation Commission Liaison Authorization (Paul Kropp)	10 min (6:30)	Vote	14
10. Hybrid CA Meeting Rules (Paul Kropp & Randy McGlenn)	10 min (6:40)	Oral Report	15
11. Building Stronger Neighborhoods Update (Tina Luerssen)	5 min (6:50)	Oral Report	-
12. ONS Update (Dawn Kinder).....	10 min (6:55)	Oral Report	-
13. Neighborhoods 3.0 Workgroup Update (Fran Papenleur).....	5 min (7:05)	Oral Report	-
14. CA Committee Updates (Committee Chairs)	10 min (7:10)	Oral Report	-
15. Roundtable Discussion.....	10 min (7:20)	Open Discussion	-
16. Actionable Items Review	5 min (7:30)	Report	-

Other Written Reports

Committee Reports, Agendas, Minutes, etc.

• Administrative Committee	20
• Budget Committee	
• Building Stronger Neighborhoods Committee (BSN).....	22
• Communications Committee	
• Community Assembly/Community Development Committee (CA/CD)	
• Land Use Committee.....	24
• Liaison Committee	25
• Neighborhood Safety Committee	
• Policies and Procedures Committee (P&P).....	
• Pedestrian, Traffic, and Transportation Committee (PeTT).....	27

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.....	
• Design Review Board Liaison Report	
• Plan Commission Liaison Report.....	12
• Urban Forestry-Citizen Advisory Committee Representative Report	
• Housing Action Subcommittee Liaison Report	29
• 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:

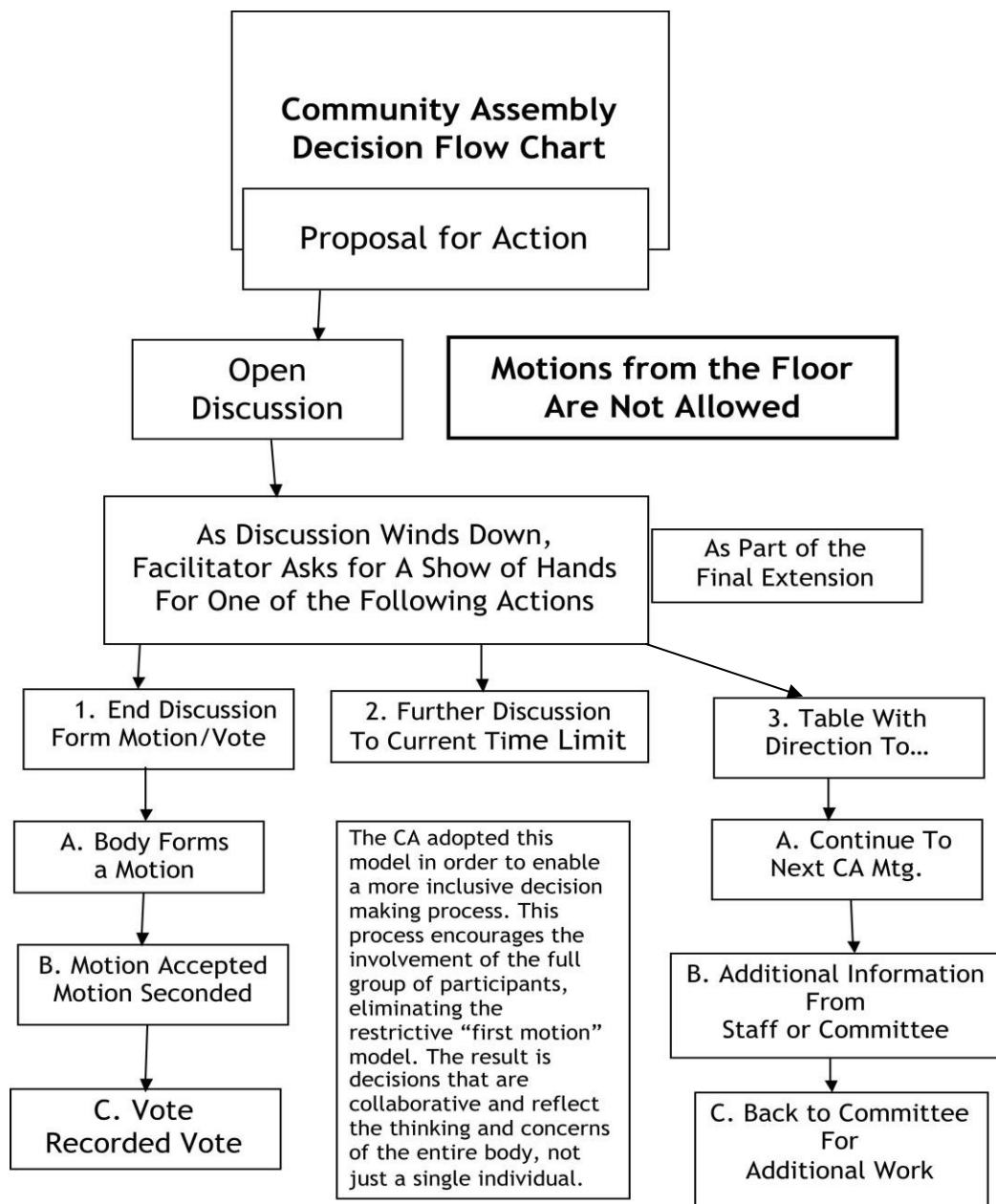
The Community Assembly fulfils its purpose, achieves its goals, and stays true to its core values by its members engaging each other and the community with honest communication and having transparent actions in all of its dealings. Community Assembly representatives are knowledgeable and committed to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

August 1, 2024, in-person at The Hive

Meeting called to order at 5:30 p.m. by Gabby Ryan

Present: Fran Papenleur-Audubon-Downriver, Luke Tolley-Bemiss, Sandi Wicht- Comstock, Debby Ryan - East Central, Patti Marland-Stevens-Emerson-Garfield, Tina Luerssen-Grandview-Thorpe, Laura Johnson-Hillyard, Ed Bruya- Latah-Hangman, Carol Tomsic-Lincoln Heights, Mary Winkes-Manito-Cannon Hill, Tyler Tamoush- Minnehaha, Scot Webb- North Hill, Terry Deno- North Indian Trail, Gail Cropper-Northwest, Kathy Thamm-Peaceful Valley, , Bill Doley-Rockwood, Jael Stebbins- Shiloh Hills, Andy Hoyer-Southgate, Randy McGlenn-West Central, Charles Hansen- Whitman

Not Present: Balboa/South Indian Trail, Browne's Addition, Chief Garry Park, Cliff/Cannon, Five Mile Prairie, Logan, Nevada Heights, Riverside, West Hills

City Staff Present: Amber Groe, [Office of Neighborhood Services (ONS)], Gabby Ryan, (ONS), Dawn Kinder [Neighborhood Housing and Human Services (NHHS)], Arielle Anderson [Community, Housing, and Human Services (CHHS)], Kimberly Babb (CHHS), Nicolette Ocheltree (City Council)

Guests: Paul Kropp (Liaison Committee), Kathryn Alexander [Housing Action Subcommittee (HAS)], Kathy Johns (*did not sign in so name could be incorrect*), Jeff Braunschweig (Hillyard), Kris Neely (Southgate Alternate Representative and liaison to the Urban Forestry Committee), Mel Neil (North Indian Trail Alternate Representative)

ADMINISTRATIVE AGENDA ITEMS:

1. Introductions

1.1. Approve Meeting Recording: Debby Ryan moved; Laura Johnson seconded. Motion passes. 19-approve, 0-abstain, 0-deny.

2. Approve Amended Agenda: Andy Hoyer moved; Randy McGlenn seconded. Motion passes. 19-approve, 0-abstain, 0-deny.

- **Amendment to proposed agenda:** The Adhoc Committee requests the addition of two items, 15 minutes for both requests, and proposes to add them between items 12 and 13 on the agenda.
 - a. The first item is a request for Community Assembly (CA) to approve the CA Communications (Comms) Committee to oversee the creation of the Policies and Procedures (P&P) for CA meetings in hybrid format.
 - b. The second item is to request that CA Admin contact Spokane City Legal to ask about the ability to sanction an individual for misconduct.

3. Approve Minutes: Scot Webb moved, Tyler Tamoush seconded. Motion passes. 17-approve, 2-abstain, 0-deny.

4. Admin Committee Action Items

- Randy McGlenn: No action items to report.

OPEN FORUM:

5. Reports/Updates/Announcements

- Kris Neely: Urban Forestry Committee met on Tuesday, July 30, at the Esmeralda Golf Course. Committee members visited with Nick Jefferies from the Spokane Fire Department to learn about the fuels reduction program. Trees and ground fuels have been maintained to decrease burning during wildfires. Kris urged the CA to invite Nick to attend CA meeting to give a presentation about fuels reduction. The project was not related to the Beacon Hill Project.
- Sandi Wicht: On Monday, Sept. 2, at 6 p.m. a Spokane Symphony concert is taking place at Comstock Park. Comstock Neighborhood Council will have a table at the event and Sandi invited surrounding neighborhoods to table with them. Contact Sandi at sewicht@att.net if you are interested.
- Mary Winkes: On Wednesday, Sept. 4, the Manito Cannon Hill Neighborhood Council is hosting a concert at the Scoop featuring Abbey Crawford and the Mardi Gras Growlers at the Scoop. The event location will showcase the neighborhood's new asphalt art. Also, [comprehensive plan amendments](#) have been reviewed by the Plan Commission. Comments on the amendments are still being collected and you can send your feedback to Kevin Freibott at compplan@spokanecity.org. The Design Review Board Committee candidate is a member of the Manito-Cannon Hill who seems to be very good and eager to serve.
 - Fran Papenleur: On your plan commission report, is the subcommittee on housing is going away?
 - Mary: It was an impermanent thing. It was an initiative created by the former plan commission chair and they weren't meeting regularly so it got dissolved.

AGENDA ITEMS:

6. City Council Update (Nicolette Ocheltree, Manager of Housing and Homelessness Initiatives)

- Nicolette offered to attend neighborhood council meetings to talk about how homelessness is affecting neighborhood councils. To invite Nicolette to a neighborhood council meeting, contact her at (nocheltree@spokanecity.org).
- Arielle Anderson (CHHS Director) and Nicolette are holding a stakeholder meeting tomorrow, Aug. 2, seeking Request for Proposal (RFP) stakeholder feedback. This is a great example of how the city administration and the City Council office are working well together.
- Wednesday, Aug. 7 is the next regional homelessness authority meeting, which is open to the public. The meeting is taking place at 3 p.m. at Innovia (6th floor at 818 W. Riverside).
- The human rights for people experiencing homelessness ordinance is going to vote before City Council on Monday, Aug. 12., With respect to this ordinance there may be an amendment circulated prior to the Monday, Aug. 12, meeting, so please aware that the version you see in the packet may not be the version voted on. Please submit your feedback and write to the city council on the [council considerations webpage](#).
- Council Member Bingle putting forth a sit and lie ordinance to expand the sit and lie ordinance currently active. It is anticipated to be voted on at the Monday, Aug. 12 City Council legislative session.
- On Thursday, Aug. 15, at 11 a.m. in Room: Events A at the Central Library, City Council will participate in a homelessness response system conversation. The meeting will start with a presentation about ordinances that regulate homelessness or shelters. The meeting will be available in person and online. (Nicolette will send information to Gabby Ryan to share out.)

7. ONS Update (Dawn Kinder, NHHS Division Director and Interim ONS Director)

- ONS Director position is vacant, and the City's goal currently is to gain a better understanding of the '25 and '26 budgets before hiring for the position to ensure that the role matches the opportunities available determined by the budget. The position will expand as needed to meet the needs of the city and neighborhoods.
- Each City department has been asked to propose a budget with a 10% budget reduction in response to the deficit. ONS is working with city accounting team to prepare a budget to put forth. The proposed budget is a proactive measure should we have to use it.
- Staff continues to work on projects in addition to supporting neighborhood councils at ongoing meetings. Eastern Washington University has agreed to sponsor two students to work with ONS on a video series that highlights neighborhood leaders. The Spokane Neighborhood Summit is scheduled for Saturday, Nov. 2. Registration will go live in late August. Neighborhoods are encouraged to sign up to host volunteers for Spokane Neighbor Day on Saturday, Sept. 28. ONS is working on procuring 6 additional mobile speed feedback trailers for the as requested by City Administrators. Dawn is working with Gabby to confirm the budget for the Spokane Neighborhood Leadership Academy (SNLA) in hopes to secure the line item for the '25 budget and future budget cycles.
- ONS is working to develop formal policies for office procedures so that communications and systems are consistent for neighborhoods and staff.
- As you know, the Mayor pivoted from a property tax to sales tax ballot measure for community safety. Neighborhood councils can anticipate a representative from Mayor's cabinet to present at neighborhood council meetings in the future. Reach out to your ONS liaison if you would like to schedule someone from the Mayor's cabinet to present at an upcoming neighborhood council meeting.
- Spokane Police Chief Lundgren's last day is Monday, Aug. 5. Our new police chief, Chief Hall, will start near the end of August. Amid the transition, Assistant Chief McNab will be taking on leadership for the Spokane Police Department.
- Dawn shared a hand out from the City Communications team called the ["Know the Number" campaign](#).

8. CHHS Update (Arielle Anderson & Kimberly Babb)

- Arielle Anderson: CHHS has been putting out a lot of RFPs for homeless services. RFPs have been sent out for general interventions and services including supportive housing, transitional housing, street outreach, emergency shelters, etc. CHHS received a total of \$11 million requested when there is ~\$3.8 million to distribute. This tells us that the need is always greater than what the City can provide. Scoring the RFPs is no easy task and neighborhood volunteers are invited to sit on the RFP committees. It's a great way to know what is going on in the community and to be a part of the decision-making process. CHHS is not the only body that needs that participation. We're always looking for folks to join.
- CHHS is working feverishly to get contracts out to service providers.
- The RFP for the Homeless Navigation Center will go before council on Monday, Aug. 12. The navigation center will be nimble model and will be able to change as it rolls out based on needs. CHHS is being very intentional about creating a feedback loop with the community, so there is room for feedback and participation throughout the process of rollout.
- Kimberly Babb: The CHHS Board's Affordable Housing Committee (AHC) met on Aug. 1 to score applications for the 1590/HOME Affordable Housing RFP and make recommendations to the board. Applicants will be notified of the funding decisions on Aug. 30. The second RFP for 1590/HOME-ARP Housing Related Services closed on July 17. Those applications will be reviewed

by the AHC on Sept. 4, applicants will be notified on September 27, and CHHS will begin drafting contracts on Oct. 1. More information about RFPs can be found on the [CHHS website](#).

- Arielle: CHHS has been moving funding very efficiently because of the work of staff and committee members. If you want CHHS to present at your neighborhood council or attend to learn about what is happening in your neighborhood, please reach out to Arielle at arielleanderson@spokanecity.org.
- The [Pocket Resource Guide](#) was mentioned as a helpful tool for NCs.
 - Mary: What's going on with TRAC? Arielle: The numbers at TRAC are slowly decreasing and the goal is close no later than Wednesday, Oct. 30. CHHS is meeting with the Salvation Army in August. Dawn: The lease runs through 2027. So, the City is still having discussions about what effective plans for that lease should be.
 - Kris Neely: I sit on the Homeless RFP Committee. Urged others to join the RFP committees. Thanked City staff for their service.
 - Fran: What is happening with the Cannon Street Shelter? Dawn: Cannon is being used as a response to the encampment resolution program (funding through the state), that is being used to clear the Second and Division corridor area. The program requires a place for unhoused individuals can be located indoors and access services before you can do any kind of enforcement. 39 people were found eligible to receive services at Cannon Street Shelter. All 39 eligible from Second and Division opted into housing and services at Cannon Street Shelter. Eight people have been placed this week in transitional housing and moved from Cannon Street Shelter. Revive Re-entry is currently operating that shelter.
 - Ed Bruya: What is the current status of the Clean and Safe RFP? Dawn will give information with Gabby to send out.
 - To get involved in the RFP committees you are welcome to reach out to Arielle Anderson at arielleanderson@spokanecity.org.
 - Kimberly: Presented on the 2025 – 2029 HUD (United States Department of Housing and Urban Development) [Consolidated Plan](#). A 5-year plan focused on how CHHS spends HUD entitlements. The plan is currently in the pre-draft stage of development. See presentation materials for information shared.
- Move to extend discussion by 5 minutes, first extension. Randy motioned; Luke Tolley seconded. Motion passes. 19- approve, 0- abstain, 0- deny.
 - Please participate in and share the [stakeholder survey](#).
 - Stakeholder meetings are upcoming:
 - Aug 21 – Northeast Community Center, 6 - 7:30 p.m.
 - Aug 22 – Virtual
 - Aug 26 – West Central Community Center, **Affordable Housing**
 - Aug 27 Virtual, **Affordable Housing**
- Move to extend discussion by 5 minutes, second and final extension. Andy Hoyer motioned; Tyler Tamoush seconded. Motion passes. 19- approve, 0-abstain, 0-deny.
 - Andy: What is the timeline that we will be using to finding and funding RFPs by July 1, 2025?
 - Kimberly: Andy is referring to the 2025 Annual Action Plan. A goal is to align our RFP timelines with the Spokane county timelines.
 - Kimberly suggested that the [stakeholder survey](#) is the best way to get involved and provide feedback for those not that involved. The survey is estimated to take 5 minutes.
 - Fran: Is there anything that we can see to identify how the money is being used. Local organizations/programs, etc.

- Kimberly: Yes – we will be going over past projects at stakeholder meetings and information listed on the [CHHS website](#).

9. Transportation Commission Liaison Recruitment (Paul Kropp)

- Liaison Committee is responsible for recruiting a person to sit on the Transportation Commission. The language needs to be clarified before the Liaison Committee can recruit for the position. Paul provided a 1-page outline to members of the CA to provide context and a potential solution for clarifying the language. The outline can be found on page 13 of the August CA agenda packet.
- Discussion about voting members ensued.
- Mary: Does this language mirror the language on the Plan Commission?
- Discussion about possibly requesting to update language for Plan Commission role ensued.
- Move to extend discussion by 5 minutes, first extension. Randy motioned; Tyler seconded. Motion passes. 15- approve, 2- abstain, 0- deny.
- Motion to send CA Liaison’s Committee request for Transportation Commission revisions to CA Admin Committee for City Legal for consideration of these revisions.
- Tina made a motion and Tyler seconded. Motion passes with 19-approve, 1-abstain, 0-deny.

10. Design Review Board (DRB) Candidate (Paul Kropp)

- Paul Kropp: The application of the candidate for the Design Review Board is included in the CA agenda packet on page 14.
- The candidate is very ambitious and eager to fill the role.
- Discussion about the candidate ensued.
- Motion to authorize the CA Admin Committee to inform the Mayor’s Office of the nomination of Fernando Diaz to the Design Review Board as liaison from CA.
- Tina made a motion and Laura Johnson seconded. Motion passes. 17-approve, 1-abstain, 0-deny.

11. Budget Committee Mid-Year Report (Gail Cropper)

- Gail: Directed members to page 22 of the CA agenda packet to view the 2024 CE grant expenditures. 23 neighborhood councils had their Community Engagement Grants (CEG) approved. Six did not participate. Building Stronger Neighborhoods (BSN) Committee submitted a request for funding for the Summit and the Good Neighbor Award supplies. The Zoom account request is now made by CA Admin instead of BSN.
- The reallocation of the unused funds will be used to benefit to all neighborhood councils.
- Please send Reprographic forms to Gabby (gryan@spokanecity.org), if needed.
- Sunday, Sept. 22, is the deadline for all requested reimbursements for the 2024 CEG cycle. After that date, CA will vote on how to use funds to benefit all neighborhood councils.

12. Building Stronger Neighborhoods Update (Tina Luerssen)

- Tina: provided an update about the Spokane Neighborhood Summit. BSN is requesting “up to \$500 for refreshments for the Summit”. Refreshments will include morning breakfast and snacks as well as beverages served at lunch.
- Motion to allocate of up to \$500 of CEG Funds to the Neighborhood Summit via Building Stronger Neighborhoods to support beverages, snacks, and CA advertising materials.
- Randy made a motion and Laura seconded. Motion passes via roll call vote. 18-approve, 1- abstain, 0-deny. See voting results in attached roll call voting record.

- Workshop proposals are currently being accepted for the Summit through Thursday, Aug. 8. Tina shared information about the Summit tracks. Currently, there are no submissions under the track: Civic and Community Engagement and Tina urged others to [submit workshop proposals](#).

12. 1 Ad Hoc P&P Committee (Paul Kropp)

- Paul provided a handout from a meeting of the CA Ad Hoc P&P Committee that requests feedback from the CA. A copy of the handout can be found on page 33 of the August CA agenda packet.
- The first request is for CA to discuss the re-assignment of certain duties from the Ad Hoc Committee to the Communications Committee. The duties include creating specifications for setup and conduct required for hybrid CA meetings.
- Tyler: Suggested that he (on behalf of CA) touch base with the Communications Committee Chair, Dalin Tipton, before moving forward with anything. Tyler would like to take it to the next meeting.
- This item was tabled to the Sept. next meeting.
- The Ad Hoc Committee would like to inquire with City Legal about decorum for CA representatives.
- Discussion about whose responsibility it is to uphold decorum at CA ensued. It was recommended that CA will need to provide some definitions about civil discourse and inappropriate behavior. The potential definition will provide expectations about how to engage as a body.
- Luke: Provided a reminder that the request is to find out if we can do this. Not about how to do this.
- Terry Deno: Human Resources may be able to provide input on how to do this well.
- Laura: Would this also apply to the subcommittees of the CA?
 - Randy: Yes, CA is an umbrella term and because subcommittees are a part of the CA this guidance (if approved) would impact subcommittees.
- Motion to empower CA Admin Committee to make an official request to City Legal for an opinion about whether the CA has the authority to discipline a participating neighborhood council representative in any form other than a vote of censure – a vote to not seat or recognize a specific neighborhood council representative at CA meetings, for example.
- Tina made a motion and Tyler seconded. Motion passes. 18-approve, 1-abstain, 1-deny.

13. CA Committee Updates (Committee Chairs)

- Community Assembly-Community Development (CACD)- Andy Hoye: CA representatives are very interested in how CA will be engaged with the Community Development Block Grant (CDGB) conversations in the future.
- Safety Committee- Tyler Tamoush: Email Tyler (t.n.tamoush@gmail.com) if you would like to be added to the Safety Committee meeting distribution list. The Aug. 28 meeting will take place at the Liberty Park Library. Arielle Anderson will be joining to talk about youth homelessness. The meeting will not be a place to come and complain it's a productive space. Walk audits are still underway. Bemiss just concluded and data may be available next week. Tyler will share the data when available. The next walk audit is Tuesday, Aug. 6, from 4-6 p.m. during National Night Out Against Crime. Laura attended a walk audit in Bemiss and shared that her experience with the accessibility in the area near the senior center was not good. It was noted that also Council Member Cathcart and Charles Hansen attended.

- Pedestrian, Transportation and Traffic Committee (PeTT) Randy McGlenn: The committee will be meeting at the Liberty Park Library in Sept.

14. Roundtable Discussion

- Paul: My time as the liaison committee chair is coming to an end at the end of 2024. The committee is currently made up of 4 people. Please consider additional support to the committee by means of membership.
- Andy: Dawn- you have great people in ONS and CHHS.
- Laura: The Hillyard Parade is happening on Saturday, at 8/3 at 10 a.m. BINGO and other events will be taking place as well.
- Kathryn: Praise for Pia Hallenberg and Charles of the ONES for making the Hillyard parade possible. Kind words about Paul and his impact on the Liaison Committee shared.
- Tina: Grandview-Thorpe Neighborhood Council is hosting their annual outdoor movie night of the original Beetlejuice at dusk at Grandview Park on Thursday, Aug. 15.
- Debby Ryan: AARP is hosting a showing of the new Beetlejuice on Wednesday, Sept. 18 at the Valley Theater. Registration will be out soon.

15. Actionable Items Review

- Randy will contact City Legal on behalf of the Admin Committee, to clarify language specific to the transportation commission liaison role.
- Randy will send the CA's DRB liaison recommendation to city.
- Randy will send a request to City Legal on the question of discipline authority on behalf of CA.

Motion to adjourn the meeting. Andy motioned; Scot seconded. Motion passes unanimously.

Meeting adjourned at 7:33 p.m. Next meeting will be held Thursday, Sept. 5.

Plan Commission (PC) Liaison Report

Community Assembly Report, September 5 , 2024

Filed by Mary M. Winkes, CA Liaison to the PC

The PC Transportation Subcommittee will be dissolved following its rap-up meeting on August 6.

The PC Housing Work Group was dissolved in July.

PC Transportation Subcommittee, August 6, 2024, 9:00 p.m.—in person and via Microsoft Teams

This was the final meeting of the subcommittee. The meeting was held so the city staff could say thank you. The group also had a discussion regarding the newly forming Transportation Commission.

Plan Commission, August 14, 2024 was canceled.

Plan Commission, August 28, 2024, 2:00 p.m. in person and via Microsoft Teams

1. Climate Planning Update

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

The city council just passed an ordinance re: a new sustainability board. The CA was not consulted in advance and there is no provision for a representative of the CA on the newly formed board.

2. SB5290 Permitting Code Updates

<https://mrsc.org/stay-informed/mrsc-insight/august-2024/sb-5290-development-timelines>

3. Protection of Historic Buildings in Downtown and Center and Corridor Areas (SMC 17D.100.230)

<https://www.historicspokane.org/centers-and-corridors>

4. BOH Follow-Up (affects the following SMC sections: 17A.020.060 17C.111.205, 210, 220, 310, 315, 320, 325, 335, 450 17C.230.020, 100, 110, 120, 120, 140 17G.080.040, 065 17H.010.040)

In November of 2023 the City of Spokane adopted new zoning regulations for lower-intensity residential zones. These changes, referred to as “Building Opportunity for Housing” (BOH) were

intended to permanently implement the temporary changes put in place by the Building Opportunities and Choices for All program (BOCA). BOH was a major change to The City's zoning regulations. As staff have worked with developers and property owners to implement the new regulations, many issues have been identified. This is an expected aspect of adopting major changes to the development code. The current proposed changes are provided below in red, along with a table that describes the nature of the changes for each section in general terms. Impact This proposal is expected to improve the public's understanding of the code requirements and make it easier for staff to administer requirements. It also modifies some requirements based on challenges that exist in the current code that have been identified during review of proposed projects. Plan Commission Consideration: This proposal will be brought forward to Plan Commission for a hearing later this year.

View the [Plan Commission 2023 – A Year in Review](https://static.spokanecity.org/documents/bcc/commissions/plan-commission/general-documents/pc-2023-year-in-review.pdf) (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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Liaison Committee

Memo for September 5 Community Assembly per LC minutes August 13, 2024
Agenda Item #9

The Liaison Committee recommends the Community Assembly initiate the recruitment and selection of a liaison member for the city's Transportation Commission provided at SMC 04.40.050 C. (SMC below. Emphasis added)

Pursuant to the provisions of the municipal code, the Liaison Committee is instructed to interpret "member of the Community Assembly" to be a member of a neighborhood council who affirms the meeting attendance duties and reporting responsibilities of a liaison position representing the Community Assembly.

SMC 04.40.050 Liaison Members

- A. Representatives of the following agencies with transportation interests within the city of Spokane may join the Transportation Commission as members in liaison roles: Spokane Transit Authority, Spokane Regional Transportation Council, Washington State Department of Transportation, Spokane Regional Health District, Parking and Business Improvement Area, Downtown Spokane, Partnership, University District Public Development Authority, the Northeast Public Development Authority, the West Plains / Airport Area Public Development Authority (S3R3 Solutions), and Spokane Public Schools. Additional liaisons representing agencies not listed in this section may be admitted upon majority vote of the Commission.
- B. The City Council shall appoint up to three city council members to serve as liaisons to the Transportation Commission.
- C. The Community Assembly *may* nominate a member of the assembly to serve as a liaison to the Transportation Commission.
- D. Liaison members shall be non-voting members in Transportation Commission business.
- E. Liaison members shall be selected by the agency or body represented on the Transportation Commission and shall not be subject to mayoral appointment or council approval of their appointment.

September 2, 2024

To: Community Assembly Representatives and Alternates

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

Re: Ad Hoc P&P Committee Activity

Hybrid CA meetings:

- A proposed procedural document prescribing the facilitator's management of a hybrid Community Assembly meeting is included under agenda item #10. It is offered for the consideration of the neighborhood councils this month to be voted on for inclusion in the CA's P&P at the October CA meeting.

Next step for hybrid meetings:

- The drafting of a specification for the setup requirements for a Community Assembly hybrid meeting - software platform option, attendance and voting provisions, necessary supporting roles and personnel, etc. - was agreed to be undertaken by the CA's Communications Committee at its meeting on August 12.

Work in progress:

- A proposal to establish a standard for respectful and productive personal conduct at Community Assembly meetings, plus those of its standing committees, and to provide a procedure to censure individuals who deliberately and repeatedly disobey the rules. Working title: "Meeting Decorum."
- Note: City legal's opinion this month limits the CA's discretion in such matters to a vote of censure only. See the following quote from an August 15 email response to the CA's request authorized at its August 1 meeting.

"My name is Matt and I am one of Mike Piccolo's assistant city attorney's. ONS is one of my clients, and I am happy to assist and answer questions as they arise.

...

"This email is in response to your request for a legal opinion regarding whether the Community Assembly has the authority to discipline a participating neighborhood council representative.

"Specifically, you asked whether there is anything in the City Charter or Spokane Municipal Code that would prevent the Community Assembly from enacting a Decorum Policy. The proposed Decorum Policy contemplates a letter of reprimand and censure as disciplinary action by the Community Assembly.

"Brief Answer. While a letter of reprimand and censure is likely a permissible level of discipline for the Community Assembly to take towards the conduct of a Neighborhood Council representative, there is no authority for the Community Assembly to impact a Neighborhood Council representative's ability to serve on the Community Assembly.

...

"Matthew MacKay Folsom | City of Spokane | Office of the City Attorney"

Hybrid Meeting Rules

The purpose of these rules are to act as a supplement to the standard rules and process for board meetings and to provide guidance when hybrid meetings are to take place. These rules are not to be used in any way that would otherwise contradict existing standing rules.

1) Policy

- a) It is encouraged that all CA representatives and alternates (hereby referred to as members) attend in-person as much as possible for the benefit of everyone involved. Understanding that our members may have other access needs and circumstances that may limit or prohibit them from attending in-person, it is the intent to make meetings more accessible for all through a video conferencing medium.
- b) One of the admin committee members charged with assisting the meeting facilitator must be logged-on to the conferencing software and hosting the meeting so that they may monitor the members and guests online for requests to be recognized and to assist with voting in accordance with CA standing rules.
- c) The CA shall choose a video conferencing platform that meets the needs of the organization. This may include supplemental applications to facilitate voting, collaboration, and other use needs determined by the CA.
- d) The CA may choose whether or not to extend accessibility of remote attendance to the public. The public shall always have the access to attend in-person.
- e) Decorum
 - i) All remote participants are expected to adhere to the rules of decorum as set by the standing rules of the CA.
 - ii) Remote attendees may be removed from the meeting or not extended access to the video conferencing medium in future meetings should they violate the rules of decorum through disruptive or offensive behavior in accordance with CA standing rules.

f) Recordings

- i) Meetings conducted over the video conferencing medium shall be recorded unless such capabilities are not available.
- ii) Notice shall be given that the meeting is recorded on all CA agendas and public notices.
- iii) Meeting recordings shall be made accessible and provided to ONS for the purpose of archiving in accordance to all federal, state, and local laws and regulations.

2) Roll Call

a) Roll call shall commence using one of the two following methods:

- i) Call out names from a roster of members and acknowledge for the record, present or absent.
 - (1) When a member's name is called, the meeting facilitator shall wait for a moment for the person to respond "present".
 - (a) It is recommended that the meeting facilitator wait at least 5 seconds to allow remote members the time to un-mute their microphone.
 - (2) If the member responds present, the Secretary shall mark the member present.
 - (3) If there is no response, the meeting facilitator shall call the name a second time.
 - (4) If there is no response after a moment the name is called a second time, the meeting facilitator shall announce the member as "absent" and be recorded as such by the secretary.
 - (5) This process shall continue until all names are called.
 - (6) Upon completion of all names being called the meeting facilitator shall ask if any person has not been called and wait a moment for anyone to respond.
 - (a) It is recommended to do this twice.
 - (7) If any members call out that they have not been called, they shall be recorded as present.
- ii) Have all members introduce themselves.
 - (1) Starting with all members present in-person, the meeting facilitator shall call for each member to introduce themselves and the neighborhood they represent to be recorded by the Secretary.

- (2) Once all members in-person have been recorded, the meeting facilitator shall begin calling the names of members present remotely in the order they appear in the conferencing application to introduce themselves and the neighborhood they represent to be recorded by the Secretary.
- (3) Upon completion of all names called, the meeting facilitator shall then ask if anyone has not been called and wait a moment for anyone to respond.
 - (a) It is recommended to do this twice.
- (4) If any members call out that they have not been called, they shall be recorded as present.
- b) Upon completion of Roll-Call, the Secretary shall call out any names that are not on the roster of members to determine if they are a member or guest in accordance with CA standing rules.

3) Recognition by the meeting facilitator.

- a) Members and guests wishing to be recognized by the meeting facilitator shall use a method approved by the CA for requesting recognition by in-person and remote attendees.
 - i) This may include the following but not limited to raising a hand, or putting a comment in chat requesting to comment or question.
 - ii) The person charged with monitoring the remote members shall apprise the meeting facilitator of anyone remote requesting recognition.
- b) The meeting facilitator shall alternate between in-person and remote requests as queued.
- c) The meeting facilitator shall continue to alternate between in-person and remote attendees until discussion is closed or time expired by standing rules.
- d) In the event that only in-person or remote requests are queued, the meeting facilitator shall call on the attendees queued until an attendee from the other group requests recognition.
 - i) At which point, the meeting facilitator shall call one more person (if one is waiting) from the present group being called (in-person or remote) and then return to alternating groups.

- ii) It is recommended that after three in-person members have spoken consecutively that the meeting facilitator ask if anyone remote has anything to add to the discussion and recognize them immediately, returning to alternating groups.

4) Voting

- a) As permitted by standing rules, voice votes may be called. The meeting facilitator shall pause at least 5 seconds to accommodate responses by remote attendees. It is imperative that a call for in favor, against, and abstain votes be called for each voice vote to ensure that all possible vote outcomes are recorded.
- b) In the event that the meeting facilitator cannot conclude the outcome of a voice vote, or a call for division is made, the meeting facilitator shall proceed to a counted vote.
- c) Counted votes:
 - i) Counted votes should be done remotely and in-person as simultaneously as possible. It is recommended that the admin committee chair or Secretary assist in counting votes to that purpose.
 - ii) Remote votes may be counted by online poll, raised hands or other method approved by the CA.
 - iii) In-person counted votes shall be conducted as set forth in standing rules of the CA.
- d) Secret ballots: In the event that a secret ballot is required, the following process may be used.
 - i) Remote members may vote either by poll, or by direct message (if possible) to the Secretary or meeting facilitator. If neither of these methods are possible or there are no other methods available to ensure privacy, the e-mailing (or texting) the meeting facilitator or Secretary by the remote attendees may be permissible.
 - ii) In-person ballots may be used as set forth in standing rules.
 - iii) Once all ballots have been collected and tallied, the results may be combined and announced.
 - (1) Remote and in-person vote counts shall not be announced separately.



Administrative Committee Meeting

Tuesday, 27 August 2024, 4:00-5:30pm

City Hall, Sister Cities Room and via Zoom

Present: Randy McGlenn, Chair (West Central); Fran Papeleur, Secretary (Audubon-Downriver); Tina Luerksen, CA Admin (Grandview/Thorpe). Guest Paul Kropp, Liaison Committee Chair.

On Zoom: Luke Tolley, Vice Chair (Bemiss); Scot Webb, CA Admin (North Hill).

City Staff Present: Dawn Kinder, NHHS Director; Mike Piccolo, City Attorney; Gabby Ryan, ONS Staff Support.

Welcome

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

Primary Discussion Item

Transportation Commission – City Attorney Mike Piccolo invited to this meeting to provide an overview and clarity on the ordinance language regarding the designated CA representative to the above body. There may be some inconsistencies in representative labels among the several city boards and commissions. Discussion ensued. Dawn will attend the next Liaison Committee meeting to provide further clarity around this issue. Other brief discussion regarding allowable disciplinary actions deemed necessary at CA meetings.

Other Updates

- 1) City Council – City Council/Neighborhoods Workgroup met in July; upcoming meeting is August 29. Fran will provide update at CA.
- 2) CA Policy & Procedures – The Communications Committee is working on the logistic issues for implementing hybrid meetings. Randy and Paul will present meeting rules to the CA for approval. Decorum rules still pending.
- 3) ONS – Dawn reported city administration working on finalizing a bi-annual budget. ONS Director position will eventually be filled, with expanded responsibilities. She said that members of the Mayor's cabinet may request time for presentations about the upcoming levy at neighborhood council meetings this fall, and **Mayor Brown is tentatively scheduled to speak at the October CA meeting.**

Admin Items

- 1) Thank, you, Dawn, for arranging the move of Admin meetings back to City Hall, as meetings at the Central Library had been very problematic for technology and Zoom.
- 2) NOTE: The September CA meeting will be held at Liberty Park Library, as the HIVE was unavailable. Gabby will begin working on location reservations for 2025.

September CA Agenda - DRAFT

- City Council Update – CC President Wilkerson
- Spokane Parks Foundation – Director Yvonne Trudeau
- Liaison Report – Plan Commission (Mary Winkes)
- Transportation Commission CA Liaison (Paul Kropp) – vote
- ONS Update – Dawn Kinder
- Special Committees Updates:
 - Policy & Procedures – Hybrid Meeting Rules (Paul and Randy)
 - CC/Neighborhoods Workgroup Update (Fran)
 - BSN (Tina)
- Standing Committee Updates (NS, Budget, Communications, PeTT, etc.)
(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

October CA Agenda Items

- CHHS Board Liaison Report – Leslie Hope

Adjournment

Meeting adjourned 5:10 pm. *NOTE: Admin Committee meeting time is 4:00 – 5:15 pm, location City Hall, Sister Cities Room.*

Community Assembly Committee: Building Stronger Neighborhoods
Saturday, 8/17/24, 9am-10:30am, The Hive.

1. Introductions:

- a. Attendance: Charles Hansen (Whitman), Jael Stebbins (Shiloh Hills), Crystal Glanz-Kreutz - (Emerson-Garfield), Sandy Wicht (Comstock), Luke Tolley(Bemiss), Tina Luerssen (Grandview-Thorpe), Dave Lucas (Rockwood), and Dan Brown (North Hill)
 - i. Amber Groe - City of Spokane
- b. July Meeting Minutes: Thank you Dave for standing in. It was moved, seconded and approved to accept the meeting minutes as written.

2. ONS Report (Amber Groe)

- a. Spokane Neighbor Day 9/28/24 - participation is looking really healthy. There's only about a week left to register (closes 8/23). About $\frac{2}{3}$ of the volunteers are spoken for, any that end up not, will end up being Spokane volunteers.
 - i. Signed up so far: Spokane Neighbor Day: Latah-Hangman, Shiloh Hills, West Central, Peaceful Valley (x3), Northeast Community Center, Southside Community Center, MLK Community Center, SpoCanopy
- b. Spokane Neighborhood Summit
 - i. Funding and Sponsorships: Amber shared the current budget.
 - ii. Swag Items: Amber shared the planned swag.
 - iii. Workshops:
 1. Amber set up a ranked choice voting ballot for the submissions and presented the results. All the chosen were able to fit into the time length slots they asked for.
 2. We have the capability of recording one workshop per session so the plan is to record the highest demand by attendance session that is held in the largest room. The recordings from last year were not frequently viewed, but that may be an issue of promotion.
 3. Many of those workshops not selected were still very strong and we want to invite them to still participate in other sessions, the resource fair and/or separate training sessions that BNS or ONS could host.
 4. Amber will be following up with all submitters next week.
 - iv. Volunteers: Duties will be similar to last year. Amber asked for committee volunteers. She'll update the volunteer spreadsheet and share. Email Amber agroe@spokanecity.org to let her know where/how you'd like to volunteer.
 - v. Other:
 1. Have City Council members been invited? That interaction was very popular. So far that's not planned as a session, but they will be invited to attend. NC leaders should encourage CC members from their district to attend. The Mayor has been invited. We encouraged Amber to invite as much of City Hall leadership that might want to attend.
 2. Crystal asked that we make sure we have recycling receptacles and other options to lower waste. Amber believes we have them.

3. CA Communications Committee Update (Sandy)

- a. The Comms Committee would like a table at the resource fair. Sandy will check and see if they want to share the general CA table, or a second one.
- b. Would we like them to update the NC resource guide web page. Yes please!

4. Good Neighbor and CA Awards Planning (Tina)

- a. We have a draft website that Anne created. We reviewed it. Anne is looking for a list of past award winners.
 - b. We discussed the collected information being captured on one spreadsheet vs individual spreadsheets by award. We believe one, sortable spreadsheet is the way to go. The City will be using Google Forms which exports to Sheets. We discussed Survey Monkey, but it's not free for larger surveys.
 - c. Location: Tentatively planned for The Hive. We have all three event spaces reserved.
 - d. Request: ONS please do publish it. Set the due date to 11/15/24, the day before our November meeting.
 - e. We'll promote at the next CA meeting.
5. Neighborhood Updates & Topics for September 21st Meeting
- a. 2025 Meeting Location Discussion: None of the other libraries are available before 10am, so we're thinking stay at The Hive. Amber agreed to work on scheduling for next year with the library folk.
 - b. Grandview-Thorpe had a successful movie night this week. It was the first time they showed a PG movie. She got some negative feedback, but engaged the person to get involved in the NC.
 - c. On Monday at NECC from 3pm-6pm there is a big back to school street fair. Free school stuff, free food.
 - d. North Hill's picnic is Thursday. Today is Garland Pride, though it's been challenging.
 - e. Bemiss, Hillyard, and Whitman have been meeting jointly very successfully. Logan has asked to join. Our first try will be next month.
 - f. Comstock is doing a symphony in the park on Labor Day.
 - g. Emerson-Garfield just had their potluck in the park and have a concert in Emerson Park on Sunday with Rock-a-Billy Space Force.
 - h. Jael and Shiloh Hills are trying to build participation to have more community events.
 - i. Next Meeting:
 - i. Further development of what we've been working on and start working on 2025. Dedicate some time to work jointly with the Comms Committee to synergize or efforts.
6. Meeting closed 10:26 am

Next BSN Meeting – Sat., August 17th 2024, 9:00AM.

Location - The Hive/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.

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

Committee Vice-Chair: Dave Lucas, Rockwood.

Committee Secretary: Luke Tolley, Bemiss.

Draft Minutes: 08/22/2024 Land Use Committee

LUC Members Present: Bill Heaton (Emerson Garfield/ Exec), Doug Tompkins (Logan/Exec), Amber Groe (ONS), Chuck Milani (Lincoln Heights/Exec), Charles Hansen (Whitman), Mary Winkes (Manito-Cannon Hill), Pat Nault (Latah-Hangman), Carol Tomsic (Lincoln Heights), Larry Dow (North Indian Trail), Molly Marshall (Grandview-Thorpe/ Exec), Pollyanne Birge (Office of Neighborhood Services), Bob Scarfo (Manito-Cannon Hill), Lisa Hairston (5 Mile Neighborhood), Ken Hairston (5 Mile Neighborhood), Heather Morgan (5 Mile), Alex Kronstrom (5 Mile), David Jones (5 Mile), Anna Jones (5 Mile), Andy Frohlich (5 Mile), Elizabeth Goldsmith (Comstock), Andy Hoye (Southgate), 1 anonymous caller, 4 unidentified attendees.

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

Meeting called to order at 5:31PM

Meeting Chair: Bill Heaton

Note Taker: Chuck Milani

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

Minutes from June were also approved.

A presentation and Discussion were led by Ken and Lisa Hairston (with other 5 Mile neighbors) concerning zoning and proposed multi-unit construction. The neighborhood was concerned that a 48-unit apartment complex proposed in the area would cause issues for the area such as transportation, fire evacuation, and additional infrastructure needs. There are also concerns that SEPA and other codes were not addressed correctly by the city and developer. The neighborhood has asked for a Spokane Superior Court review which will happen in September. There has been a lot of work and incurred expenses by the neighborhood to ensure that all of the issues are addressed.

Meeting closed at 6:47PM. Next meeting will be September 26, 2024

Draft Notes – CA Liaison Committee Meeting – 08/13/2024 – South Hill Library, 2PM – No Zoom

Present: Paul Krop, Southgate, Chair; Andy Hoyer, Southgate, Recorder; Bonnie McInnis, West Central; Lorna Walsh, Riverside

We approved the minutes for the June meeting. Fernando Diaz was referred to the Mayor as the CA nominee for the Design Review Board Liaison position by the CA at its meeting last week. We reviewed the liaison attendance via the Spokane City website which we felt was quite useful. Paul agreed to contact Toni Sharkey to request that she resign due to inadequate attendance on the UFCAC.

We discussed the need for a CA liaison to the new Transportation Commission. We agreed that Paul would draft a memo* to appear in the packet for the September meeting requesting the CA to begin the process of identifying and ultimately designating a non-voting liaison member to the Transportation Commission to represent the CA. We recommend the CA to have this liaison position’s term of service be 3 years, renewable once. We noted that the actual wording of the resolution forming the Commission was being reviewed at the request of the CA.

We noted that Kris Neely presented the annual “15-minute” summary of the UFCAC at the last CA meeting and that the field trip to some uplands above Esmeralda Golf Course demonstrated the utility of clearing forest understory fuel to inhibit the spread of fires.

We agreed that we would continue to pursue a liaison position on the Human Rights Commission, and that Lorna would continue to pursue that effort. We also agreed that we felt a formal liaison position to the Park Board was important and that we would pursue that at a later date, our earlier effort having been deflected somewhat.

Paul stated that he was resigning as the Chair of this Committee. Andy said he would not serve due to being Chair of the CA/CD Committee and Vice-Chair of the Budget Committee. We agreed that Paul would compile a list of all current duties and responsibilities of the position as Chairperson. The intention of this was to establish a reasonable distribution of those duties among all members, thence making the Chair responsibilities less onerous. We expressed our gratitude to Paul for his service.

We discussed methods of recruiting new members to the Liaison Committee.

Submitted by Andy Hoyer
Edits by Paul Kropp

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* Memo for September 5 Community Assembly

The Liaison Committee recommends the Community Assembly initiate the recruitment and selection for a liaison member of the city’s Transportation Commission provided at SMC 04.40.050 C. (SMC below.)

Pursuant to the provisions of the municipal code, the Liaison Committee is instructed to interpret “member of the Community Assembly” to be a member of a neighborhood council who affirms the meeting attendance duties and reporting responsibilities of a liaison position representing the Community Assembly.

SMC 04.40.050 Liaison Members

- A. Representatives of the following agencies with transportation interests within the city of Spokane may join the Transportation Commission as members in liaison roles: Spokane Transit Authority, Spokane Regional Transportation Council, Washington State Department of Transportation, Spokane Regional Health District, Parking and Business Improvement Area, Downtown Spokane, Partnership, University District Public Development Authority, the Northeast Public Development Authority, the West Plains / Airport Area Public Development Authority (S3R3 Solutions), and Spokane Public Schools. Additional liaisons representing agencies not listed in this section may be admitted upon majority vote of the Commission.
- B. The City Council shall appoint up to three city council members to serve as liaisons to the Transportation Commission.
- C. The Community Assembly may nominate a member of the assembly to serve as a liaison to the Transportation Commission.
- D. Liaison members shall be non-voting members in Transportation Commission business.
- E. Liaison members shall be selected by the agency or body represented on the Transportation Commission and shall not be subject to mayoral appointment or council approval of their appointment.

Pedestrian, Traffic and Transportation (PeTT) CA Meeting

7/23/24 at 6:00pm on Zoom

Attendance: Carol Tomsic-chair, Lincoln Heights, Steve Cox-Audubon-Downriver, Pam Schermerhorn-Cliff/Cannon, Paul Kropp-Southgate, Rod Moore-Riverside, Bill Meeks-Grandview/Thorpe, Chuck Carter-Manito/Cannon Hill, Charles Hansen-Whitman, Anna V-Chief Garry, Rita Connors-Southgate, Cathy Gunderson-Chief Garry, Charles Hansen-Whitman, Abbey Martin-City of Spokane, Michael Redlinger-Associate Transportation Planner, Aaron Watts-City of Spokane, Annie Deasy-City of Spokane Staff Liaison.

The meeting is called to order by Carol Tomsic.

Carol introduced Abbey Martin to discuss the Sidewalk Repair Pilot Project. CM Zappone has prioritized this project and the Sidewalk Repair Program passed unanimously at the last council meeting. Two objectives include budgeting and policy direction. The council does not direct the staff but will provide funding for projects. The path forward is complicated as each district has its own issues with sidewalks. They plan to finish design and budgets this year with a 2025 rollout using funding from traffic calming funds. Paul asked for clarification of the program details and Charles asked if curbs are considered part of the sidewalk or different. Aaron Watts responded that the homeowners are currently responsible for repair and maintenance of their sidewalks but in many cases this is not realistic. Aaron said he would be the person responsible for community facing questions at the following email Awatts@spokanecity.org. Paul clarified that the sidewalk maintenance responsibilities currently fall on the homeowners.

City Transportation Commission update-Abbey updated that the TC passed, repeated parts of the code, and installed the commission. Currently advertising for board position openings on the City of Spokane Boards and Commissions page. Click down to vacancy and scroll to find the Transportation Commission. They have had 30 applicants for nine board positions but need more. The City Council will vote to approve 9/3/24 with the first meeting scheduled for the 3rd Wednesday of the month starting in September. Bill spoke to the mission of PeTTs to align with the new Transportation Commission. Carol said PeTTs is still a viable committee under the CA. Abbey commented on three projects for each of the three districts and how they will come to be. Citing that adaptive design around traffic calming may provide less expensive options for projects. Staff is identifying projects to be completed in 2024. Additional ideas and solutions should be sent to ONS for consideration. There were 138 projects on the list with a dozen already selected. She is looking for others that can be done quickly.

Michael Redlinger-Associate Transportation Planner-SRTC Equity Working Group. With roots in the civil rights movement, EWG is made up of citizen volunteers who last met in January to come up with suggestions for prioritizing equity in city planning in non-white and low-income neighborhoods. Red-lining and long-term impact of the lowest-cost land acquisition recommending best practices and prioritizing key ideas. Meetings are held the last Friday of each month from 4:15 to 5:15pm with the next meetings 7/26 and 9/27. Website of SRTC.org/EWG for more information. Carol identified the N/S Corridor and its long-term impact on that neighborhood.

Roundtable- Paul questioned the need to realign the focus of PeTTs with the new Transportation Council indicating that pedestrians should be left off except for some work in sidewalks and bicycles. He said it would be up to the CA to discuss a stronger name besides PeTTs. Steve supported the need to realign based on the new Transportation Commission. Carol will bring up a next CA for consideration although she feels the education component of pedestrian is still important.

Carol asked for suggestions about canceling the August meeting. Several members expressed support for this idea and schedule for September.

Housing Action Subcommittee Report

August 15, 2024

Submitted by Kathryn Alexander, CA Liaison

This meeting was canceled

Out Next Meeting is: September 19 at 9:30 am in the Tribal Meeting room.