

**Spokane Neighborhoods Community Assembly**

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



Meeting Agenda for Thursday, March 6, 2025  
 5:30 to 7:30 p.m., Shadle Park Library  
 Proposed Agenda Subject to Change



Please review previous month’s minutes:  
 \*Community Assembly Minutes: February 6, 2025

**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	-
• Including Core Values, Purpose, Rules of Order			
3. Approve/Amend Minutes (Facilitator).....	5 min (5:35)	Approve	5
4. Admin Committee Action Items (Luke Tolley).....	5 min (5:40)	Oral Report	-

**Updates/Announcements**

5. Up to 3 min per sign-up .....	15 min (5:45)	Oral Reports	11
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**Agenda**

6. City Council Update (CP Wilkerson) .....	10 min (6:00)	Oral Report	-
7. Director of Transportation & Sustainability Intro (Jon Snyder).....	10 min (6:10)	Oral Report	-
8. Parking Space Minimums Resolution (TBD) .....	30 min (6:20)	Discussion	13
9. City Council Workgroup Update (Tina Luerssen).....	10 min (6:50)	Oral Report	-
10. Hybrid CA Meetings (Shawn Terjeson).....	5 min (7:00)	Oral Report	14
11. CHHS Liaison Appointment (Paul Kropp) .....	5 min (7:05)	Vote	24
12. CA Committee Updates (Committee Chairs/Reps) .....	15 min (7:10)	Oral Report	-
13. Actionable Items Review/Future Considerations/Survey (Luke Tolley).....	5 min (7:25)	Report	-

**Other Written Reports**

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

- Administrative Committee .....32
- Budget Committee .....34
- Building Stronger Neighborhoods Committee (BSN).....37
- Communications Committee .....41
- Community Assembly/Community Development Committee (CA/CD) .....
- Land Use Committee.....42
- Liaison Committee .....43
- Neighborhood Safety Committee .....46
- Policies and Procedures Committee (P&P) .....
- Pedestrian, Traffic, and Transportation Committee (PeTT).....62

**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.....65
- Urban Forestry-Citizen Advisory Committee Representative Report .....
- Housing Action Subcommittee Liaison Report .....
- Park Board Development and Volunteer Committee Representative Reports.....
- Transportation Commission.....67

**\*\* 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:***

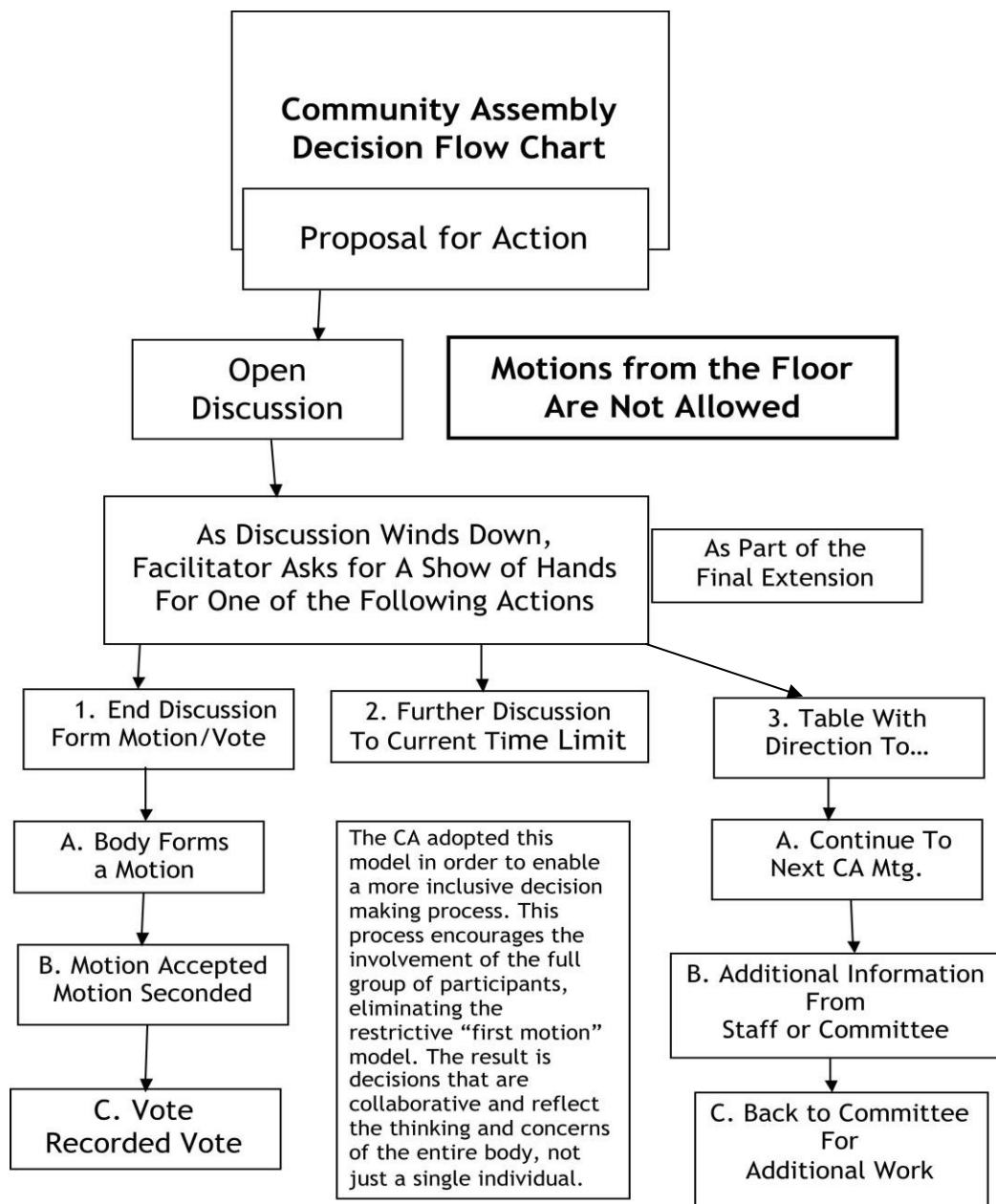
The Community Assembly fulfils its purpose, achieves its goals, and stays true to its core values by its members engaging each other and the community with honest communication and having transparent actions in all of its dealings. Community Assembly representatives are knowledgeable and committed to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

February 6, 2025, in-person at Liberty Park Library

Meeting called to order at 5:30 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, Jackie Treat—Emerson-Garfield, Tina Luerssen-Grandview-Thorpe, Laura Johnson—Hillyard, Shawn Terjeson—Lincoln Heights, Tyler Tamoush- Minnehaha, Sara Bauer—North Hill, Mary Winkes—Manito-Cannon Hill, Matthew Sorey—Nevada Heights, Dan Knechtel—North Indian Trail, Ann Haggett- Peaceful Valley, Lorna Walsh—Riverside, Bill Doley—Rockwood, Jael Stebbins—Shiloh Hills, Andy Hoye—Southgate, Ken Cruz—West Central, and Kathy Hagy—West Hills, and Charles Hansen—Whitman.

**Not Present:** Balboa/South Indian Trail, Browne’s Addition, Five Mile Prairie, Latah-Hangman, Logan, and Northwest.

**City Staff Present:** Annie Deasy, [Office of Neighborhood Services (ONS)], Erin Hut (Director of Communications), Betsy Wilkerson (City Council President), Giacobbe Byrd (City Council Office), Alex Scott (Mayors Office), and Tirrell Black (Planning).

**Guests:** Kelly Cruz (Facilitator), Paul Kropp (Liaison Committee), Sue Arnesen (West Hills), Elizabeth Goldsmith (Comstock), Bruce Milsap (Comstock), Kris Neely (Southgate, Urban Forestry), Bill Heaton (Land Use Committee), Bonnie McGinnis (West Central, Liaison Committee), and Christian Koch (West Central).

## ADMINISTRATIVE AGENDA ITEMS:

### 1. Introductions

**1.1 Approve Agenda:** Mary requested that 9 and 10 be switched. Tina moved; Andy seconded. Motion passes. 18-approve, 0-abstain, 0-deney.

**2. Approve Minutes:** Luke moved; Tina seconded. Motion passes. 18-approve, 0-abstain, 0-deney.

**3. Approve Recording:** Dan moved; Andy seconded. Motion passes. 18-approve, 0-abstain, 0-deney.

### 4. Admin Committee Action Items

- Luke Tolley- Luke mentioned the CDBG proposal is on the website, Friends of X Park information was shared, and the template for resolutions was done.

### 5. Updates/Announcements

- Kris Neely- Shared that three people are up for reappointment on the Urban Forestry Committee. Tree Hero event is Saturday, April 19, at the Downriver Golf Course. The Arbor Day planting sale is Saturday, April 26. Seedling giveaways are scheduled. Dead trees were/are being removed for 18 at Audubon-Downriver, 16 at Comstock, did not catch the third location.
- Andy—How much has been spent? \$1.5 million, the first years’ worth.
- Tyler- Shared that all 100 tickets for the Neighborhood Safety Committee Public Safety Forum have been reserved, for Wednesday, Jan. 29, and thanked who signed up to participate.

## AGENDA ITEMS:

### **6. City Council Update (Council President- Betsy Wilkerson)**

- Gave an update on the Spokane Homeless Connect at the Convention Center. Not all of the attendees at the event were homeless but had needs and used the services and peer support.
- The Emergency Ordinance on Special Event Costs was signed. There can be significant costs to hold events but the cost to the City is expensive. How do we accommodate both?
- I will defer the Spokane Regional Emergency Communications (SREC) 9-1-1 topic to Chief Hall, Chief Berg and Alex Scott.
- The Alcohol Impact Area was re-established and Community Health Impact areas was established. The first six months will be voluntary and thereafter the ordinance will be in effect.
- CP will be lobbying Olympia next week for things our city needs. Additional funds for parks, public safety for juvenile crime, police training academy in the Valley, critical behavioral health response, disposal of junk cars/RVs, and access to affordable childcare is another priority.
- **Alex Scott** introduced himself and gave some background on his professional. Alex ran for council office in Walla Walla and attended law school at Gonzaga University. Alex worked with the neighborhoods and Community Assembly and was involved with the decision to move ONS into the Communications department to better support.

### **7. City Council Workgroup (Tina Luerssen)**

- The format of the Town Halls will change and be more of a Town Hall Open Forum. The neighborhood councils will no longer give presentations, but have a focus of a topic like Homelessness, Public Safety, Safe Streets, etc. and then spend the remaining time listening to district concerns and ideas.
- For the joint CA/CC meeting, Council would like to invite the CA to city hall on the fifth Monday, March 31, to discuss the agenda/format. Specifically, CP asks the CA Admin team, Neighborhood Workgroup members, and each CA Committee chair attend.
- ONS will take the lead on scheduling video shoots with Cable5 for neighborhood councils to do little promotional pieces that recap successes.
- **Motion to extend, first extension 5 minutes.** Dan motioned, Sandy seconded. Motion passes.
- Jael: Asked for the locations of the Town Halls for the three Districts.
- Tyler: Wanted to clarify and said a survey will be sent out that asks what the Town Hall topic should be focused on.
- Fran: Expressed some disappointment that City Council would not be hearing the work and accomplishments that neighborhoods have been doing.
- Tyler: Neighborhoods can present at City Council meetings.
- Laura: Was there a reason the Town Halls were changed?
- Tina: The members participating in the Neighborhoods 3.0 workgroup do not have term limits. This is something that should be discussed.

### **8. Spokane Regional Emergency Communications (SREC) (Alex Scott, Mayor's Office)**

- Alex acknowledged the Letter from the Mayor and gave an update on what is happening with the Spokane Regional Emergency Communications (9-1-1).
- SREC was set up in 2018 and SFD went into the regional system. SPD has a secondary app and has never been a part of SREC.
- Calls have a geo-fence, first and only to primary police and fire. Sixty percent of the call volume are generated from Spokane, but Spokane does not have an equitable voice.

- Spokane has two votes out of the 10 that serve on the Public Development Authority over Spokane County.
- Spokane is an urban center has a different type of and different types of fires than rural call.
- Mutuality will always be there but are the citizens of Spokane getting the service.
- Tyler: what are we considering? Citizens keep being told that we have good response times.
- SPD has not gone into SREC. There are two primary funding streams, 9-1-1 and excise tax. Neither of those funds come to the city and user fees.
- Spokane would be charged approximately \$3 million on top of internal costs.
- If SPD participated, Spokane would be looking at another \$5 million.
- The city has asked for the formula showing the user fees and justification for the \$35 million in reserves (all taxpayers should share long term assets). Neither question has been answered by SREC.
- Chief Berg and Chief Hall explained the seating structure of the SREC system. The board of county commissioners is made up of the city administrator, fire chief and seven other voting members that represent ems, fire and law enforcement agencies. The city makes up most of the call volume and provide more tax revenue, but the city's votes on the system is watered down.
- Krista: Does the call volume count for double calls or calls coming in from unincorporated Spokane County? Chief Berg said that an case/incidence is opened and calls that come in for that incidence are added to a case number. Response times will stay the same because first responders from the closest location will be sent to the response/incidence.
- **Motion to extend, first extension 5 minutes.** Debby motioned, Dan seconded. Motion passes.
- Kris Neely: The average citizen do they care if SREC is stilling on \$30 million? The problem is that the city is being charged two times because we pay more because we get more calls and because of how we are charged.
- Alex: this should be seamless because Spokane was non-dispatch before and we can do that again. Hopefully it costs less by doing it ourselves. There are two dedicated revenues and Spokane has a right to its proportion/sales tax that is generated by cell phone bill zip codes.
- **Motion to extend, final extension 5 minutes.** Tyler motioned, Dan seconded. Motion passes.
- Tyler: How many meetings were held before the city made this decision.
- Chief Berg: four meetings, all ended up being told, No. Here's a starting point, can we talk? No. Can we talk about the fee structure? No. Can there be a mediator? No.
- Alex: This is a difference governance model, no specific elected official input, and no mediator.
- Fran: What can neighborhood leaders do to support this, if the bill passes?
- Chief Hall: stay informed and provide accurate information.
- Alex: Send emails to: [ascott@spokanecity.org](mailto:ascott@spokanecity.org), [myates@spokanecity.org](mailto:myates@spokanecity.org), or [mayor@spokanecity.org](mailto:mayor@spokanecity.org).

## 9. Plan Commission Liaison Report (Mary Winkes)

- Mary gave the Plan Commission Liaison report.
- Mary said there are two entities where the CA has a seat but no voice. The Plan Commission and Transportation Commission. Jon Snyder, the Director of Transportation and Sustainability, started this week. The CA should invite him to come to a CA meeting.
- The Comp Plan needs reworked and that is why Tirrell is here. Tirrell will be sharing the work that is being done. The CA and neighborhoods need to be attentive while this work is being

done (BOCA, parking requirements, traffic) and making sure there is sufficient infrastructure to meet the needs.

#### 10. Plan Spokane 2046 (Tirrell Black, Planning)

- Tirrell started with her background and then shared a slide presentation on Plan Spokane.
- Plan Spokane follows the Washington State planning framework, the RCW 36.70A, Growth Management Act (GMA) Comprehensive Plan is the policy document. Elements of the Comprehensive Plan: Land Use, Transportation, Capital Facilities & Utilities, and more.
- This will be Spokane's Comprehensive Plan 2046, which includes development regulations, that is our vision for how we grow and invest our community for the next 20 years. The plan has 14 chapters including glossary and appendixes.
- The plan includes population and housing forecasts, environmental review, and climate planning.
- Normally, the land use changes every year, but those are paused while staff does this work.
- Plan Spokane is replacing Shaping Spokane.
- The County, City of Spokane Valley, City of Millwood, Airway Heights all are updating the 20 year plans at the same time.
- The plan also forecasts and targets population and OFM medium:
  - 23,357 new residents
  - 22,359 new housing units, broken down by income, 30% for new, 60% cost, 10% homeless
- There will be job forecasts to show how people are employed, right now, most jobs in the city are in healthcare, retail, and accommodation service.
- The plan also will follow SEPA, the state environmental policy act and Environmental Impact Schedule (EIS) that may include incentives for things neighborhood retail/neighborhood commercial (café retail with housing above). And transit oriented development to support land use around transit stops.
- Debby: Will the new plan mandate housing displacement strategies? The Housing Action Plan in 2020 mapped areas where people were gentrified and priced out, and rent increases with businesses. East Central lost 26-acres of parks and housing. Will the area around Thor/Freya from Rebecca to Fourth/Third be displaced.
- Tirrell: That radically impacts redline maps and covenants that exist.
- Kris: no one on the Climate Resiliency and Sustainability Board in on the Conservation District, so I will pass that on.
- Paul: The most crucial step is the early step of EIS visioning. Paul encouraged everyone to complete the survey.
- Dan: Requested someone meet with the County on developments, there is a regional steering committee of 25 officials. N. Indian Trail has a lot of development. Dan was concerned about the environmental impact area for the outlying areas.
- Mary: Thanked Tirrell for coming and complimented her on how well spoken she was, and always is.
- **Motion to extend, first extension 5 minutes.** Dan moved, Ken seconded. Motion passes.
- Bill: will the neighborhood chapters be updated? Tirrell: Planning does not have the resources to help.
- Jael: Will the maps be updated? Tirrell: The maps will be updated.
- Krista: Does this affect dams or airports like Felts Field? Tirrell: We can talk offline, but no those will not change.
- **Motion to extend, final extension 5 minutes.** Dan moved, Krista seconded. Motion passes.



- Paul: Suggested people attend the County Plan Commission. Tirrell said that the northside county plan commission meets next week. Spokane County controls the boundaries of urban growth areas.
- Tyler: It is very important to attend the meetings.
- Laura: Is what is going on at the federal level going to impact what is going on? Because in the past we have relied on federal dollars. Tirrell: Possibly because bridges are funded federally.
- More information can be found at: <https://my.spokanecity.org/planspokane/about/>.

#### 11. CA Transportation Commission Liaison (Paul Kropp)

- Paul asked the CA to look at page 20, there is one applicant for the CA Transportation Commission Liaison.
- The Liaison Committee reviewed the application and is asking the CA to consider making a motion for a vote to have Cliff Winger as the CA Transportation Commission Liaison member.
- The letter in the packet includes the requests of the Land Use committee for the City's consideration.
- **Motion made by Lorna, seconded by Kim:** "Motion to elect Cliff Winger to the Transportation Commission." Vote taken: approve-19, abstain-0, deny-0. Motion passes. Jael will let Cliff know. Luke will send a letter to the Transportation Commission chair and secretary.

#### 12. Parking Space Minimums Resolution (Bill Heaton)

- Bill shared the draft resolution for discussion and possible vote.
- Luke: This is close to language that you saw last month. This is not making changes to language. Basically, we are looking for a vote. This is a beautifully written document but does not put us in a good light. I recommend being less reactionary and pushing off one more month and asking someone from the city to give feedback.
- Tyler: I completely agree with Luke regarding what kind of business would not want to provide parking. Housing developers do not care about parking, that is the main concern.
- Ken—No, we don't want this at all because it would be meant with resistance. Doing it in phases and getting feedback from someone at the city is a good compromise.
- Dan—Has Council responded to any of our resolutions yet? Yes, they have. CM Zappone attended the meeting and didn't feel there was too few parking that there was plenty of parking.
- Andy—Bring in the other side.
- Fran—who are we bringing in? What is going on with North Hill. Parking for Garland area. Jody's Broom Closet shut down due to parking. Development behind Garland Theatre is in full swing, but there is no parking.
- Luke—I recommend CM Dillon.
- Elizabeth—What happens if this is agreed to? What happens to those who are in place now? Would small and large businesses be phased in?
- **Motion to extend, first extension 5 minutes.** Debby moved, Lorna seconded. Motion passes.
- Bill—Neighborhoods without parking would be the place to start, like Wall in North Hill. That would be good area to start implementing restrictions, where things are a problem.
- Kris—Auxiliary dwelling units do not require extra parking for the extra unit. If you develop an auxiliary dwelling unit and ask if parking is needed for the additional unit—you will be told no. Parking restrictions are a huge topic, so ask for the other side of the argument.

- Tyler—The end goal is to create a metro area, but I think it would be good to hold off on this for now.
- Mary—Look at what's occurring now, Prohibition Gastropub on Monroe St. is a good example. They closed when the new apartments went in across the street. The housing and businesses run counter to each other because Spokane is a car centric town.
- Kelly—Who is in support of pushing out a month and ask some questions?
- ***Motion to bring someone in who can talk to this a little and carry discussion over to next month made by Dan, seconded by Lorna: 17-approve, 2-abstain, 1-deny. Motion passes.***

### **13. CA Committee Updates (Committee Chairs/Reps)**

- Budget Committee—Andy said you have to go to training if you want any money for the CE Grant. Deadline is Monday, June 16.
- CA/CD—Andy reminded everyone to get their applications in by Thursday, March 13. Fran added that Emerson-Garfield, North Hill, West Central, have eligible parks and encouraged the CA reps to ask their chairs to apply.
- BSN—Tina announced the learning sessions: Parliamentary Procedures will be the first session, the second will be Clifton Strengths Training (spots for 50 people), and Saturday, March 8, will be Strength Based Leadership.
- Communications—Krista said that Comms will have the hybrid recommendation ready to share at the March CA meeting. Comms meets again on Monday, Feb. 10, at 5:30 p.m.
- Liaison—need CHHS application, Sara Bauer asked if her application was received. It was received.
- Neighborhood Safety—Tyler said the safety panel went well. 100 people reserved a seat and 81 attended. CM Bingle did a post and shout out for the event. CP Wilkerson gave a shout out and said that it was a great example of community engagement. Read HB 1158, 1178 (eliminate sentencing enhancements, instead of someone being charged for shooting five people that, they are grouped together as one charge).

### **14. Actionable Items Review/Future Considerations (Luke Tolley)**

- Luke—The slideshow will be sent out. Can Tirrell go more in depth in the Neighborhood Chapters? I will connect with Spencer and CM Dillon to discuss the parking restrictions. Mary suggested small committee to go through neighborhood chapters.

Motion to adjourn the meeting. Unclear who motioned; Unclear who seconded. Motion passes.

***Meeting adjourned at 7:56 p.m. Next meeting will be held Thursday, March 6, 2025, at the Shadle Park Library.***



## UPDATED NOTICE

### 2025 City Council Regular Meeting Cancellations:

- Monday, January 20, 2025 (Martin Luther King, Jr. Week)
- Monday, February 17, 2025 (Meeting canceled in recognition of President's Day, although City Hall is open this day)
- Monday, April 7, 2025 (Spring Break Week)
- Monday, May 26, 2025 (Memorial Day Week)
- Monday, July 7, 2025 (Fourth of July Week)
- Monday, August 4, 2025 (Summer Break)
- Monday, August 11, 2025 (Summer Break)
- Monday, September 1, 2025 (Labor Day Week)
- Monday, October 13, 2025 (Meeting canceled in recognition of Indigenous Peoples' Day, although City Hall is open this day)
- Monday, December 22, 2025 (Christmas Week)
- Monday, December 29, 2025 (New Year's Week 2026)

### 2025 City Council Study Sessions

The City Council will no longer hold regularly scheduled Thursday study sessions. Beginning in the new year, under the updated 2025 City Council Rules, Standing Committee meetings will begin an hour earlier (at 12:00 p.m., noon; instead of 1:15 p.m.) to accommodate for cancellation of the regularly scheduled Thursday study session times. Beginning in 2025, if a City Council study session is held, it will be noticed as a special meeting.

### 2025 6:00 p.m. City Council Town Hall Meetings:

#### **District 1**

Monday, March 17, 2025 @ 6:00 p.m.:

**Northeast Community Center (4001 N. Cook St.), Room: Lower-level Main Room** (Bemiss, Chief Garry Park, Hillyard, Logan, Minnehaha, Nevada Heights, Riverside, Shiloh Hills, and Whitman)

#### **District 2**

Monday, June 9, 2025 @ 6:00 p.m.:

**MLK Jr. Community Center (500 S. Stone St.), Room: Gym** (Cliff/Cannon, Comstock, East Central, Grandview/Thorpe, Latah/Hangman Valley, Lincoln Heights, Manito/Cannon Hill, Rockwood, Southgate, and West Hills)

**Back up location:** *The Hive Events A, B, & C Combined (2904 E. Sprague Ave.)*

**District 3**

Monday, September 15, 2025 @ 6:00 p.m.: **West Central Community Center (1603 N. Belt St.), Room: Gym** (Audubon/Downriver, Balboa/South Indian Trail, Browne’s Addition, Emerson/Garfield, Five Mile Prairie, North Hill, North Indian Trail, Northwest, Peaceful Valley, West Central)

Town Hall meetings are a time for Council to hear from residents and neighborhood councils at a meeting held out in the community. The neighborhood council representatives of the Council District where the Town Hall is being held will be given preference at these meetings to speak to Council. ~~Only consent agenda items (contracts, claims) and first reading ordinances will appear on the legislative agendas for these meetings.~~

There will be no Legislative Session held during Town Hall meetings. In other words, no legislative agenda items will be considered on Town Hall meeting dates. Town Hall meetings will be structured around a topic or topics, and council members will listen to community comment and respond to questions or concerns. No official city council action will be taken during Town Hall meetings. **Note: The 3:30 p.m. Agenda Review Sessions will be held on Town Hall meeting dates; it is only the 6:00 p.m. Legislative Session that is canceled on Town Hall meeting dates.**

2025 City Council Joint Meeting with the Community Assembly:

- ~~Thursday, February 27, 2025 (4<sup>th</sup> Thursday) at 5:30 p.m. – Location TBD~~
- Monday, March 31, 2025, from 5:00-6:30 p.m. – City Council Briefing Center

As the City Council Joint Meeting with the Community Assembly is scheduled to go until 6:30 p.m., the City Council will hold a Special Legislative Session in the City Council Chambers on March 31, 2025, to begin at 6:30 p.m. or as soon thereafter as possible following the joint meeting (instead of the regularly scheduled time of 6:00 p.m.)

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

# A Resolution by the Community Assembly of Spokane

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*Presented before the Community Assembly on the 6<sup>th</sup> day of February in the year 2025*

Regarding the Request for review and revision of eliminated parking space minimums of City of Spokane Ordinance C36556.

Whereas Spokane City Council elected to remove on-site parking minimums for new construction starting September 2024;

Whereas residents of Spokane neighborhoods subsequently expressed concern to the Land Use Committee of ramifications of this ordinance forcing residents and clients to park on the street consisting of but not limited to:

- Restricting access to existing structures and driveways and easements
- Obstructing emergency and maintenance vehicles
- In the absence of sidewalks, compelling pedestrians to walk further into streets
- Encouraging property theft and prowling
- Compelling elderly and disabled residents to risk dangerous extended walks
- Assume the mass transit system is comprehensive where it is not
- Relying on parking enforcement with inadequate workforce and authority
- Promoting development from outside Spokane, diminishing local accountability
- Falling short of providing affordable housing below \$1,000 rent per month.

Whereas there is an absence of assessing the above impact of this in Spokane neighborhoods; now, therefore, be it

*Resolved*, that the Community Assembly:

Requests the City of Spokane implement this Ordinance in a graded fashion over 5 years starting with smaller businesses and progressing to larger businesses before smaller to larger residential units:

- Assessing the impact of this on safety, crime, property values, access and land use
- Assessing ability of Parking Enforcement to enforce parking regulations
- Assessing ability of Spokane Transit Authority to ensure reliable mass transit
- Finally, assess economic impact of middle housing costs and local land development, as well as impact in the above categories in total.

By the authority of the voting members of the Community Assembly.

Signed, Luke Tolley, Chair, Administrative Committee

on \_\_\_\_\_

# Spokane Community Assembly Coms Committee

## Suggestions for Facilitating Hybrid CA Meetings

Meetings of the Spokane Community Assembly (CA) are tightly controlled, fast paced affairs. The challenge for a Hybrid CA meeting is that the Leadership, Representatives and Alternates (Members), both live and online, can:

- Be seen and heard by all members present, both live and online
- Hear Presenters as well as see their presentation material
- Speak to a topic in the order of recognition by Leadership
- Propose motions and seconds from both live and online members
- All members get to vote

All of the suggestions in this report lean towards simplicity.

- Ease of use for online members and online facilitators
- The simplest integration into the live meeting
- As much as possible, to avoid online facilitator burnout

This report assumes the reader is familiar with the Hybrid Meeting Rules approved by the CA in November of 2024. The Rules document is attached as **Addendum A)** at the bottom of this report.

### Platform

All three of the suggested platforms have the functionality that a CA Hybrid Meeting would require. This short list has:

- Price for a basic version
- Reviews of platform Support services from Trustpilot
  - Trustpilot has been accused in the past of taking money for fake reviews, clearly that is not the case below
- Snippets from reviews regarding Ease of Use

### WebEx

Price: \$144.00 for 1 User/Facilitator per Year

Support Reviews: 1.7 Stars out of 5 on Trustpilot

Ease of Use:

- Admin is Wonky in setting up meetings (2 reviews)

### Microsoft Teams

Price:

\$48 per year for Teams

\$72 per year for 365 Basic     \$120 for 1 User/Facilitator per Year

Support Reviews: 1.3 Stars out of 5 on Trustpilot

Ease of Use:

- All reviews mention the complexity of running meetings.
- Any Facilitator will need to have a Microsoft 365 account loaded on their machine.

## **Zoom**

Price: \$160 for 1 User/Facilitator per Year, annual payment

Support Reviews: 1.4 Stars out of 5 on Trustpilot

Ease of Use:

- The easiest to use of all three platforms

## **Platform Recommendation**

Zoom

- Easy to use
- Prominent during COVID, most people are familiar with Zoom, easier training for Members

## **Member Expectations**

The dismal support reviews for all three platforms speak to a central issue. CA meetings are fast paced, each online facilitator will have their own computer with varying capacity, WiFi is public and bandwidth is a question, technology can break. Remote members should be aware of these factors and be patient with possible interruptions in meeting participation.

## **Remote CA Members and Voting**

In section 4) CA Hybrid Meeting Rules (Addendum A), there is a discussion of various ways to count online member votes in a meeting. At issue is preventing online visitors from mistakenly voting. The Assembly would need to settle on suitable options.

## **Video and Audio**

Meeting Owls are the current standard

<https://owllabs.com/>

Price: \$1,049

- For meetings smaller than the CA, two linked Owls are recommended. There is a chance linking two Owls will work in the larger CA meeting format. There can also be extra microphones to plug in.
- The ONS has 2 Meeting Owls on hand and 4 more distributed to libraries
- The Liberty Park Library has a Meeting Owl to checkout
- The Meeting Owls need to be on the current updates to operate
- Meeting Owls can have technical issues

## Suggestions for Online Facilitators

- Operating the online meeting will be a full attention task for the Facilitator. It would be best to have a neighborhood volunteer who is not a CA Representative or Alternative to facilitate the online portion.
- Initially, the Online Facilitator would need to attend Admin Committee meetings to plan the meeting and create Zoom polls for voting. Over time a form may be developed to inform the Facilitator of monthly meeting needs.
- As time passes the Online Facilitator may be able to work remotely.
- Online Facilitators may have a quick burnout rate, the CA should always be on the lookout for new facilitators and have back up facilitators on call.
- As time passes, the ONS may be able to provide a second staff person to act as an Online Facilitator.

## Recording meetings

A recorded meeting is useful for writing the minutes but is not required. The CA Hybrid Meeting Rules recommend recording the meetings and asking the City Clerk's Office to save them the mandated number of years. The Open Public Meetings Act (OPMA) does not require that hybrid public meetings be recorded. **If they are recorded, the recording becomes a Public Record and must be stored in a public database for a set time period.**

- In the 2023 version of the OPMA booklet: *The OPMA encourages but does not require that agencies record their regular meetings.*
- **Please see Addendum B)** Emails from the City Attorney and City Clerk confirming that meetings do not need to be recorded.

If the CA decides to record meetings, they can be recorded onto the Online Facilitator's hard drive or on to Zoom free cloud services (up to 5 GB, more storage can be purchased)

- If the CA needs to record meetings, arrangements for storage need to be made with the City Clerk's office.
- Recording meetings open up new technical issues (Facilitator's hard drives or bandwidth problems for cloud recording).



- Managing the storage of recordings will add time to the Online Facilitators meeting prep work.

### **Random Suggestions**

- The CA Admin should constantly remind Online Members to update their version of Zoom.
- To prevent unacknowledged comments popping up on screen from online members, we suggest that the Open Chat be restricted to private messages from online members to the online facilitator and co-online facilitator.
- For the live meeting, the Online Facilitator can choose to hide the Gallery View during presentations that use PowerPoint. Online Members can also choose to hide the Gallery View on their devices.

### **Addendum**

- A) CA Hybrid Meeting Rules
- B) Emails from the City Attorney, City Clerk and Annie Deasy of ONS regarding recording and storing meetings.

# A) Hybrid Meeting Rules

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[... CA okay Nov '24 ...]

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.

## B) Recorded Meetings

**Piccolo, Mike** <mpiccolo@spokanecity.org> Feb 13, 2025, 8:51 AM (3 days ago) ☆ ☺ ↶ ⋮  
to Terri, me ▾

Shawn,

Thanks for reaching out with your question. You are correct that the OPMA allows open public meetings to include a hybrid/remote component. The OPMA requires that there still be physical meeting location identified in the meeting notice where the public can attend in person but also strongly encourages the hybrid/remote component. You are also correct that the meetings do not have to be recorded either through audio or video recordings. The OPMA encourages but does not require the recordings. If the meeting is recorded, the recording becomes a public record and must be retained for the required retention period.

I have included Terri Pfister, the City Clerk, on this e-mail in case she wants to clarify any of my response.

Please let me know if you have questions.

Mike P

**RCW 42.30.220**  
**Recording or online streaming by agency encouraged.**

(1) Public agencies are encouraged to make an audio or video recording of, or to provide an online streaming option for, all regular meetings of its governing body, and to make recordings of these meetings available online for a minimum of six months.

(2) This section does not alter a local government's recordkeeping requirements under chapter [42.56](#) RCW.


Michael J. Piccolo  
City Attorney

**Pfister, Terri** <tpfister@spokanecity.org> Feb 13, 2025, 9:08 AM (3 days ago) ☆ ☺ ↶ ⋮  
to Mike, me ▾

Hi, Shawn. Mike covered it. I checked with City Clerk staff, and no one recalls speaking about this topic with a Community Assembly member. As Mike indicates, if the meeting is recorded, then that recording does need to be retained for the minimum retention period under the State's retention schedule.

If we can be of further assistance, please let us know.

Regards,



**Terri L. Pfister, MMC** | City of Spokane | City Clerk  
808 W. Spokane Falls Boulevard, Spokane, WA 99201-3342  
509.625.6354 | fax 509.625.6217 | [tpfister@spokanecity.org](mailto:tpfister@spokanecity.org)

-

**ADVISORY:** Please be advised the City of Spokane is required to comply with the Public Records Act Chapter 42.56 RCW. This act establishes a strong state mandate in favor of disclosure of public records. As such, the information you submit to the City via email, including personal information, may ultimately be subject to disclosure as a public record.



**Deasy, Annie**  
to me ▾

11:30 AM (2 hours ago) ☆ ☺ ↶ ⋮

Shawn, per City Legal:

It is the Legal Department's opinion that the Community Assembly would be considered subject to the OPMA, which means the CA meetings are open to the public and all are welcome to attend. Meetings should be either at an established time, date and location or scheduled as a special meeting, which requires a separate meeting notice. That does not, however, mean that the CA needs to open anything for public input, but the public does have the right to attend.

- Meetings can be recorded, and we will determine how long those recordings need to be kept by reaching out to Terri Pfister or Laurie Farnsworth, who can help with the records retention schedule.
- Virtual meetings are not required, though if we allow for oral public comment at the meeting, we will need to offer a remote access, which could include a phone-in option.
- Committee meetings with less than a quorum of the CA are generally not considered public meetings, so committees do have discretion there. Though if they want to record the meeting, the recording would then be considered a public record subject to retention and disclosure.

Hope this helps!

Annie

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**From:** Shawn Terjeson <[shawninmotion@gmail.com](mailto:shawninmotion@gmail.com)>

**Sent:** Tuesday, March 4, 2025 9:32 AM

**To:** Deasy, Annie <[adeasy@spokanecity.org](mailto:adeasy@spokanecity.org)>

**Subject:** Recorded Meeting Storage

**Draft Notes – CA Liaison Committee meeting – February 11, 2025 – S Hill Library**

Present: Paul Kropp, Chair, Southgate; Andy Hoyer, Recorder, Southgate; Bonnie McInnis, West Central; Lorna Walsh, Riverside; Annie Deasy, ONS; Sara Bauer, Guest, North Hill

We noted that Kris Neely will come for a check-in in March. We approved the minutes as revised for the January 14, 2025, meeting. We reviewed the updated liaison attendance sheet from the chair.

We reviewed a “packet submission record table” drafted by the chair. Paul will send the file to Lorna.

We noted that Lindsay Shaw is attending the Parks DVC meetings, which are every other month, and agreed to schedule a further check-in meeting with her later.

Paul will alert the Admin Committee that Kathryn Alexander will report to the CA in April regarding the UFCAC on “climate resilience” and on account of her membership on the city’s Climate Resilience and Sustainability Board; there will be no request for a liaison report in March.

We interviewed Sara Bauer (North Hill NC) for the liaison member position on the CHHS Board and noted her fine credentials; we unanimously voted that she be recommended for nomination by the CA to this liaison position. Paul will review the order and process of for appointments such as this with Erin Hut in the mayor’s office. Annie will ensure that Sara receives the CA meeting packets and recommendations.

We noted the Admin letter requesting appointment of Cliff Winger as liaison to the Transportation Commission.

We reviewed the “1-page” summary of the CA liaison position promotional piece as revised by Lorna. Printing and formatting options were discussed.

We agreed that we should at some point recommend the CA request a liaison position on the city’s climate policy advisory group – the Climate Resilience and Sustainability Board. The municipal code amendment details to accomplish the establishment of such a position were presented by this committee at the October CA meeting, but effectively tabled at the time because of the situation then of vacant CA liaison positions on both the CHHS Board and the new Transportation Commission.

Time ran out and we agreed to continue further discussion of the CRSB position to the March meeting.

Submitted by Andy Hoyer

Edited by Paul Kropp

Attachment: September 27 LC memo re CRSB recommendation

=====

Committee chair’s suggestion for an action on the selection of a CHHS Board nominee:

*The Community Assembly:*

- *Accepts the recommendation of the Liaison Committee to propose Sara Bauer, North Hill Neighborhood Council, as its nominee for the Community Assembly liaison member position on the Community Housing and Human Services Board pursuant to SMC 04.34A.030 (C), and*
- *Directs the Administration Committee to forward Sara Bauer’s application material to the mayor’s office, attention Erin Hut (ehut@spokanecity.org) and Adam McDaniel (amcdaniel@spokanecity.org).*





Sara Bauer <sara.b.bauer@gmail.com>

**RE: Application for Boards/Committees/Commissions [#331]**

1 message

**City of Spokane Mayors Office** <mayor@spokanecity.org>  
To: "sara.b.bauer@gmail.com" <sara.b.bauer@gmail.com>

Mon, Dec 30, 2024 at 7:24 AM

Dear Sara Bauer,

Thank you for submitting your application for The Community Housing and Human Services Board; it has been received by Mayor Brown's Office and a member of her team will reach out to you in the near future.

Respectfully,






**Rachel | The Mayor's Office Team | City of Spokane**

*Emails and attachments sent to or from the City, including personal information, are presumptively public records that are subject to disclosure. – Chapter 42.56 RCW*


----- Original Message -----

**From:** City of Spokane Mayor's office [no-reply@wufoo.com]  
**Sent:** 12/29/2024 10:33 PM  
**To:** amcdaniel@spokanecity.org; mayor@spokanecity.org  
**Subject:** Application for Boards/Committees/Commissions [#331]

**[CAUTION - EXTERNAL EMAIL - Verify Sender]**

<b>POSITION APPLYING FOR: *</b>	Community Housing and Human Services Board
<b>Applicant's Name *</b>	Sara Bauer
<b>Address *</b>	 4121 N Post Spokane, WA 99205 United States
<b>Email *</b>	sara.b.bauer@gmail.com
<b>Phone Number *</b>	(509) 869-2677
<b>High School:</b>	Shadle Park
<b>Diploma Earned:</b>	Yes
<b>Address</b>	 Spokane, WA 99205 United States
<b>College/University:</b>	Western Washington University
<b>Degree Earned:</b>	BA
<b>Address</b>	

Bellingham, WA 98225  
United States

<b>Present or Last Employer:</b>	Palindrome LLP
<b>Position:</b>	Administrative Assistant
<b>Dates:</b>	Jan 2023-Present
<b>Address</b>	 <a href="#">3131 N Division Ste 105</a> Spokane, <a href="#">WA 99207</a> <a href="#">United States</a>
<b>Phone Number:</b>	(509) 869-2677
<b>Name:</b>	Elizabeth Fitzgerald
<b>Relationship:</b>	Manager
<b>Phone Number:</b>	(509) 368-9790
<b>Name:</b>	Katherine Alexander
<b>Relationship:</b>	Fellow former board member of INUUC
<b>Phone Number:</b>	(509) 934-5930
<b>Describe your civic involvement in the <a href="#">Spokane</a> community.</b>	I have been involved in the North Hill neighborhood council since September of 2021 and took over as the Secretary in October of 2024. I became an alternative representative for the Community Assembly back in late 2023 or early 2024. In terms of other civic involvement, I have voted in every election and I stay informed of current issues and happenings in the Spokane community.
<b>Describe why you are interested in serving on this Board/Committee/Commission.</b>	I have a BA in Human Services from Western Washington University and a background of working in homeless services in Spokane. I want to utilize my background and serve in a city committee that is meaningful to me and I will be able to lend my skills.

**Share an idea you have to make Spokane a better place to live, work, and recreate.**

I would love to see Spokane look at all the vacant and uninhabited buildings and properties in Spokane and plan how to make those spaces that could become low-income housing for some of our most vulnerable. Renovating the properties whenever possible, and building new construction if needed. This would need to be a massive joint effort to pull it off financially, but we must try and utilize spaces and infrastructure that already exist instead of building brand new infrastructure and apartment complexes. With true low income housing, as opposed to affordable housing, we may see a reduction in our homeless population. This would lead to improvements for all Spokanites.

**I certify that I have read and understand all questions and statements contained in this application, further, that all statements I have made herein are true and correct to the best of my knowledge and belief.**

Sara B Bauer

**I understand that if selected for a position to serve on a Committee, Board, or Commission, that I will be required to**

attend a majority of the meetings held.

I understand that if selected for a position to serve, that I will be subject to the City's Code of Ethics set forth in Chapter 1.04 of the Spokane Municipal Code.

I understand that applications are subject to the Washington State Public Records Act, which provides an exemption from public inspection and copying of certain personal information as set forth in the Act.

I understand this application authorizes a reference check and hereby authorize any individual, company, or institution with whom I have been associated to furnish the City of Spokane any pertinent information concerning my employability which they may have on record or otherwise. I do hereby release the individual, company, or institution and all individuals connected therewith from all liability for any damages whatsoever incurred in furnishing such information.

NOTE: Information contrary to State laws against discrimination is not sought or utilized.

**ELECTRONIC SIGNATURE OF APPLICANT: \***

<b>Date: *</b>	<u>Sunday, December 29, 2024</u>
<b>Name</b>	Sara Bauer
<b>Gender</b>	<ul style="list-style-type: none"> <li>Female</li> </ul>
<b>Ethnic Origin</b>	White (having origins in any of the original peoples of Europe, the Middle East, or North Africa)
<b>Veteran Status:</b>	<ul style="list-style-type: none"> <li>Not a veteran</li> </ul>
<b>Disability Status</b>	<ul style="list-style-type: none"> <li>Non-disabled</li> </ul>

ref:!00D2E0nuGl.!500WQ0OldTI:ref

**Sara Bauer – 509.869.2677 sara.b.bauer@gmail.com**

### **A. Educational History**

Describe your higher education background, higher education major(s) and degree(s), and any other formal education or certifications earned.

I have a BA in Human Services from Western WA University and I graduated from Shadle Park High School, here in Spokane. As part of my undergraduate education, I held internships with a non-profit that facilitated cooking and gardening classes in the public schools in Bellingham, WA, and the Whatcom Co Public Defenders Office in the investigator department. I studied Systems Theory and took a wide array of classes around studying policy and systems in the US as well as Case Management and other classes aimed at training for a social work career. My most impactful class was Inequity in US Policy.

### **B. Employment History**

Outline your employment history, and discuss any employment positions held and skills employment has provided that relate to this position.

During college I was a Peer Advisor in the Financial Aid Services Center for four years. Working part time work study in college and full time in the summers. After earning my BA, I completed three years of Americorps. The first year was with the previously mentioned cooking and gardening non-profit, Common Threads Farm, where I taught gardening and cooking classes to K-5th graders at Sunnyland Elementary.

I then moved back to Spokane where I completed two years of Americorps service at Transitions Women's Hearth. I served as the Community Engagement Facilitator which largely entailed being the first point of contact and connection for women, with the goal of helping with the steps to gain housing and working on clients specific goals. I worked directly with Case Managers and clients, being the link to help connect the two. I also just generally helped run the Women's Hearth's daily operations.

After that service term ended, I worked in the service industry for a while post covid and got into working as an Admin/office manager for a small CPA office. And now I currently work as an Executive Assistant for a small private equity firm that invests in small businesses.

### **C. Involvement in the Community.**

List the community projects, and/or community, civic, trade or professional organization in which you have been active. Highlight the organizations that have provided the opportunity to experience and to learn in matters that relate to this position.

Discuss the community projects that have provided the opportunity to experience and learn in matters related to this position.

I am an active member of my neighborhood council, currently serving as the Secretary. I am also the alternate rep to the Community Assembly. I served on the Governing Circle of a small

non-profit in town called the Inland Northwest Unitarian Universalist Community. I was the leader of that governing circle for one year. I helped form a program circle for that community called the Coordinating Circle. My experience working at the Women's Hearth has been my biggest experience that lends itself to this work. During my time working at the Public Defenders office, I was in and out of the jail interviewing inmates, writing bio-psych-socials to be used in mitigation work. I was also interviewing witnesses and defendants in a variety of cases.

**D. Skills and Special Interests.**

Discuss any further skills, interests and/or other experiences gained that relate to this position

I am from Spokane and had a father who was close to being homeless and I have always had a passion for finding a way to help with/change the system of housing in this country and specifically Spokane. Homelessness is not a concept that is understood in all parts of the world. I am passionate about doing the nitty gritty work of creating community system change. I am committed to board work and will be an active and engaged member of this board and related committees. Thank you for the opportunity to serve.

**Community Assembly  
Supplementary Application and Questionnaire**

NAME: Sara Bauer

Position applied for: **Community Assembly Liaison Member  
Community, Housing, and Human Services Board (CHHS)**

**In a separate document to accompany this form, please supplement or add to the information you have provided on the city's *Application for Committees/Boards/Commissions* and submit everything together.**

**A. Educational History**

Describe your higher education background, higher education major(s) and degree(s), and any other formal education or certifications earned.

**B. Employment History**

Outline your employment history, and discuss any employment positions held and skills employment has provided that relate to this position.

**C. Involvement in the Community**

List the community projects, and/or community, civic, trade or professional organization in which you have been active.

Highlight the organizations that have provided the opportunity to experience and to learn in matters that relate to this position.

Discuss the community projects that have provided the opportunity to experience and learn in matters related to this position.

**D. Skills and Special Interests**

Discuss any further skills, interests and/or other experiences gained that relate to this position.

**Neighborhood Council Connection**

Which neighborhood council do you relate to? North Hill

Do you maintain voting member status in this neighborhood council? Yes  No

Please supply a neighborhood council reference.

Name: Dalin Tipton

Phone: 509-216-9929 Email: dalin.T.Tipton@gmail.com

**Affirmation of Duties and Responsibilities**

Sign and date the affirmation statement on the second page of this form.

**Application Submission**

**DEADLINE = January 23, 2025 or until filled**

Email scanned PDFs to both:

Paul Kropp, Liaison Committee Chair (and)  
[pkropp@fastmail.fm](mailto:pkropp@fastmail.fm)  
Annie Deasy, Neighborhood Services  
[adeasy@spokanecity.org](mailto:adeasy@spokanecity.org)

Or mail paper documents to:

CA Liaison Committee c/o Annie Deasy  
Neighborhood Services  
808 W. Spokane Falls Blvd, Spokane WA 99201

CHHS BOARD LIAISON MEMBER SUPPLEMENTARY APPLICATION

January 2023

Page 2

NAME: Sara Bauer

Please refer to the city’s provisions for the Community, Housing, and Human Services Board’s functions and membership in the municipal code at SMC 04.34A.

**Affirmation**

*I am aware of the purpose and functions of the Community, Health, and Human Services Board (“CHHS Board”) as set forth in the City of Spokane’s municipal code at SMC 04.34A.*

*I understand the Community Assembly’s liaison member position on the CHHS Board has the full rights and responsibilities of a board member pursuant to SMC 04.34A.*

*I understand CHHS Board members are subject to the CHHS Board bylaws, including attendance and conflict of interest provisions.*

*I understand the responsibilities of service on the CHHS Board, of the term of office, and of the time commitment required.*

*I understand the CHHS Board’s mission is to advise the mayor and city council principally as to matters related to:*

- Policy guidance and recommendations for community development, human services, and special purpose grant program implementation and funding.*
- Funding priorities for housing programs and projects and social services utilizing federal, Washington State and city resources.*
- Compliance with the planning, programing, and hearing requirements of the U.S. Department of Housing and Urban Development (HUD) and the Washington Department of Commerce.*
- The funding of human services priorities as established by the city council.*

*I understand the CHHS Board functions to advise the Community, Housing, and Human Services Department on the preparation and adoption, with broad public participation, of the city’s Consolidated Plan and Annual Action Plans and other plan and programming documents required by the US Department of Housing and Urban Development.*

*I understand the responsibility of all CHHS Board members is to affirmatively represent the diverse constituencies that make up Spokane’s extremely low to moderate income populations and the neighborhoods in which they reside.*

*I understand the CHHS Board liaison member is expected to submit pertinent written reports on the activities of the CHHS Board and CHHS Department for each Community Assembly monthly agenda packet, to attend Community Assembly meetings at least quarterly, and to provide a verbal report at CHHS Board meetings on Community Assembly activities relevant to the work and duties of the CHHS Board.*

Signature: 

Date: 01/23/2025



## Administrative Committee Meeting Notes

Tuesday, 25 February 2025, 4:00 - 5:30 pm  
City Hall and via Zoom

**Present in person:** Sandy Wicht (Comstock - Admin), Luke Tolley (Bemiss - Admin Chair), Tina Luerssen (Grandview/Thorpe - Admin Secretary), Gabby Ryan (ONS), Fran Papenleur (Audubon/Downriver), Krista Anderson (Chief Garry Park - Communications Cmte Chair), Shawn Terjeson (Lincoln Heights). **Virtual:** Lorna Walsh (Riverside - Admin), Paul Kropp (Southgate - Liaison Cmte Chair). **Excused:** Bill Doley (Rockwood - Admin Vice Chair).

**January 2025 minutes** M/S/P unopposed.

**City Updates** ONS is still on the 2nd floor, they haven't moved yet. Director position closes this weekend and then Erin will begin preliminary phone interviews. Programs are rolling, trainings are scheduled.

**March CA Agenda.** March 6th at Shadle Library.

### Agenda Requests:

1. Action items from February CA:
  - a. CA Rules of Order is in the packet (speaking priority).
  - b. Comp Plan presentation went out to CA reps. Luke is asking Tirrell for specific opportunities for NCs to participate. Neighborhoods is on the "least priority" list for staff attention. Paul suggested the CA form a committee to focus on this work along with Mary (PC Liaison).
  - c. Cliff Winger's nomination to the Transportation Commission was accepted, and he has already submitted a report for this month's packet.
2. Jon Snyder, Director of Transportation and Sustainability. 10m introduction.
3. Parking Requirements Resolution from Land Use Committee, follow-up. Paul Dillon is available to speak in March, and Spencer or a department member. Kitty is working with North Hill NC re: Garland issues. 30 minutes.
4. CC Workgroup Update. Tina Luerssen. 10 minutes. Vision for Workgroup, Town Hall, CA/CC.
5. Hybrid meetings: Comms Cmte recommends that the CA adopt Zoom as the platform, and recommends a volunteer position (not a CA rep) of Hybrid Moderator for CA meetings (poll preparation, monitoring attendance, recognizing speakers, etc). OPMA does not require voting for virtual attendees, if there is an in-person meeting location. Present this recommendation for review and next steps. 5 minutes to provide summary and volunteer ask. Shawn Terjeson.
6. CHHS Board Liaison nominee - candidate approval. Paul Kropp. 5 minutes.
7. Committee Updates. 15 minutes.

Additional request: Empire Health Foundation reached out, to ask for 30m to present scatter site model discussions and opportunities for NC cooperation/input. Move to a future meeting to allow full discussion.



## **Admin Committee Business**

Facilitation: Survey responses were reviewed from February CA meeting. Multiple comments about the long meeting, and having more than one “meaty” topic on the agenda.

Roundtable: Revisit as time allows on future CA agendas.

Accomplishments Board: Safety Committee Panel. BSN Trainings.

CA Policies & Procedures: Bill will be at Admin next month to continue discussion.

Goals: To be revisited at March Admin meeting.

## **Future CA Agenda Items: April requests:**

1. Empire Health Foundation - 30 minutes.
2. CA 101?
3. Liaison Committee “Climate Resilience” 15 minutes.

## **Approve 3/6/25 CA Agenda M/S/P:**

CC Update 10m

Jon Snyder Introduction 10m

Parking Space Minimums 30m

City Council Workgroup 10m

Hybrid CA Meetings 5m

CHHS Liaison Appointment 5m (Vote)

Committee Updates 15m

Actionable Review/Future Considerations 5m Luke

**Annual CA calendar**: Reminders for Nominations Committee in **September**, annual liaison update schedule, Committee P&P updates in **October**.

**Next Admin Committee** meeting Tuesday, March 25th at City Hall/Zoom 4:00-5:30PM.

## CA Budget Committee Minutes

**Date:** Monday, February 24, 2025

**Location:** Virtual via Zoom Time: 7:00pm

**Meeting called to order:** 7:07 pm, with Quorum

**Those in Attendance:** Andy Hoye (Chair), Laura Johnson (co-Chair), Jael Stebbins (Secretary), Gabby Ryan (ONS), Dan Brown (North Hill, Member), Jeff Braunschweig (Hillyard, Member)

*Motion to approve minutes:* Voted, approved.

**Updates on CE grants and upcoming training workshops:** Discussed training- Andy to take notes and questions Friday 28<sup>th</sup> meeting. Gabby will make sure zoom links are in email.

Laura, Jeff and Dan reached out to their neighborhoods already and received RSVP's. Jael and Andy to send out email to their neighborhoods to let them know about training dates. Use info on websites to contact neighborhoods.

### **Neighborhoods who have RSVP 'd so far**

Five Mile

Audubon/Down River

Lincoln Heights

West Hills

Chief Garry Park

Emerson Garfield

Whitman

Northwest

West Central

Hillyard

Southgate

Bemiss

Logan

## CA Budget Committee Minutes

North Indian Trail

Grandview Thorpe

Latah Valley

Lincoln Heights

**Updated Training Schedule:** March 5<sup>th</sup> meeting is cancelled. Feb 28 5:30-7pm (Virtual), Mar 17<sup>th</sup> 5:30-7pm (Virtual), April 2<sup>nd</sup> 5:30-7pm in person at (Shadle Park Library), April 23, 5:30-7pm in person at (Liberty Park Library) Andy will be the liaison to February 28<sup>th</sup> and Jael to attend March 17<sup>th</sup>. Laura to attend April 2 and April 23<sup>rd</sup> meeting. Dan to attend April 2<sup>nd</sup> meeting. Each meeting will have a liaison present.

### **Gabby gave 2025 Community Engagement Grant Updates:**

- a. Gabby has updated all grant documents for 2025, as well as verbiage for the website. Reprographics is no longer an active vendor. Program Resources are hyperlinked on website. Gabby reviewed. The food allotment has changed to \$300.
- b. Pollyane is no longer the lead on special events. Danielle Norman will be the lead on special events. The reimbursement system will be maintained. Gabby can take care of digital invoices using the P-Card.
- c. Do Neighborhoods have to show where money was spent when it was put on the P-Card? No, Gabby will submit those with the CC statements.
- d. *Budget Committee will begin reviewing applications March 24<sup>th</sup>.* Voted, approved.
- e. Andy asked if our bylaws allow us to take action as an executive board if a neighborhood is ready to take action ahead of March 24<sup>th</sup>? Budget Committees have previously reviewed grants on a rolling basis. Laura submitted that if three people respond, that is a quorum. Committee agrees that Gabby can authorize an emergent grant need so it can be approved quickly if appropriate.
- f. Zines will be done by February 28<sup>th</sup>. Gabby said that the neighborhoods will have access to print zines also. Gabby pointed out that digital resources should be included in inventory closet. Andy pointed out that this should be on the website also, so it isn't gatekept.
- g. Due to Sept 22 deadline for receipts, the deadline for neighborhood events paid for with grant money is typically prior to that date.

## CA Budget Committee Minutes

- h. Innovia and the zone will help Neighborhoods with hosting block parties. (Jene Ray has info)
- i. Gabby reviewed power point presentation she will be giving during trainings and grant application.
- j. Gabby to communicate which neighborhoods have MOU's. Even if a neighborhood has an MOU, they should still have a yearly check-in to make sure the contact person is the same. (Memorandum of Understanding- required from an NC that wants to host a special event.)
- k. **\*Grant Applications due June 16, 2025.\***

### **Previous Business:**

*Motion to postpone P&P update until October 2025. Vote, approved. All in favor.*

*Motion to have April 28<sup>th</sup> meeting in person, pending venue, possibly West Central Community Center as libraries will be closing at 6pm. Voted, approved. All in favor.*

### **Actionable items:**

- Verify which neighborhoods RSVP'd for grant training
  - o Logan, Hillyard, Riverside

*Meeting adjourned at 8:30pm.*

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

Meeting Minutes

Saturday, February 15th 2025 9:00-10:30 AM

Hybrid on Zoom and in-person at The Hive, Events C

1. Welcome/Introductions and Committee Business
  - a. In attendance: Dan Brown (North Hill), Charles Hansen (Whitman), Sandy Wicht (Comstock), Luke Tolley (Bemiss), Fran Papenleur (Audubon), Krista Anderson (Chief Garry Park), Laura Johnson (Hillyard), Stephanie Watson (Latah-Handman), Student Annika (WSU Nursing community outreach).
    - i. On Zoom: Scott (Cliff-Cannon), Kris (?)
    - ii. City Staff: Amber Groe
  - b. Approve January 2025 Meeting Notes: Moved, seconded and approved unopposed.
  - c. ONS Report:
    - i. Clean Up Training Friday March 2, 2025
    - ii. CEG Training upcoming: 2 Virtual 2 In Person
    - iii. Mobile Speed Feedback Trailer Open thru April 14
    - iv. 25th Anniversary of ONS producing a color Zine with a \$10,000 grant from Avista as a "how to" get involved in your neighborhood. Artist Madison Merica. Launching at Lilac City Live April 17th Central Library 7-8PM. We will have a resource table. Looking for 2 volunteers per district to man a table to recruit for Neighborhood Councils city wide.
2. Spokane Neighborhood Leadership Academy (SNLA) Update:
  - a. Dan (North Hill)
  - b. Starts next week with a Virtual Meeting on Wed Feb 19. There are 25 excited participants. We requested a list of mentors, attendees and curriculum
3. Communications (Comms) Committee Update:
  - a. Krista (Chief Garry Park) and Sandy (Comstock) reported that Zoom is the consensus for virtual meetings. Need to find a second (volunteer) facilitator to assist with virtual attendees.
  - b. Setting goals for 2025 - keep pushing for a unified City calendar (Work group?), under Comms now.
  - c. They're gonna work on doing a blog post - Laura - to Anne - Spokane Gives
4. Spring Learning Series/BSN Trainings
  - a. Feb. 15th Parliamentary Procedure Basics with Dan Brown - After this meeting.
  - b. Mar. 15th Empowered Communication from Toastmasters
  - c. Apr. 19th Neighborhood Equipment and How to Use It - we will need to figure out location.
  - d. Discussed more ideas for May:
    - i. Navigating Websites - Maybe multiple government websites, tech in general, workshops
    - ii. Comp Plan - Land Use is hosting Tirrell Black to host 2/27 5:30, Comp Plan workshop

- iii. Bylaws type workshop? Gabby & Law professor working on one of these
  - iv. Tech session/training/cohort
- 5. 2025 BSN Committee Goals:
  - a. Continue to coordinate with Gonzaga to contribute to the success of the Spokane Neighborhood Leadership Academy and develop ways to reinforce neighborhood councils' commitment to those participants. Ask Gonzaga for a list of cohorts from the current session and a copy of the curriculum.
  - b. Continue NC outreach, helping Neighborhoods to build capacity.
  - c. Show value to the city by monthly communication of NC and CA "wins" for the Communication Committee to publicize.
  - d. Coordinate with ONS for neighborhood training activities including Neighborhood Learning Series, Spokane Neighborhood Summit.
  - e. Propose end of year Community Engagement Grant fund usage.
  - f. Partner with the Comms Committee to continue to develop and outreach NC "best practices" with Spokane NC leaders.
  - g. Coordinate and host CA/Neighborhood Awards and Good Neighbor Celebration.
  - h. Fran Moved to Accept Laura Seconded to accept goals – vote unanimous.
- 6. Neighborhood Updates and Topics for Next Meeting (2/15/25)
  - a. Next Meeting Topics:
    - i. Tracking engagement for effective communities grant - what has been getting people
    - ii. Helping neighborhoods update their Facebook accounts? Social media?
  - b. Neighborhood Goings On:
    - i. Peaceful Valley has a Zoom Handbook Training Document, they needed tech help, pricing, budget, options
    - ii. Bemiss has two Music Under the Oaks scheduled this July. Jerry Rigged 7/18, Tim Snodgrass 7/25.
    - iii. Bemiss – Chris Bovey mural planning underway.
    - iv. Hillyard - Harmon-Sharpley Park Shelter Rehab CDBG Grant application underway.
    - v. Whitman – Crosswalk art Pittsburg and Wellesley.
    - vi. The Zone annual meeting upcoming - 7/15, 4-6pm, City Visioning Session after, the Wednesday Wellness showcase
    - vii. Ash Place Development - 21 townhouses have been permitted for Drumheller Springs area concerning neighbors
    - viii. South Hill/Comstock Summer Parkways around June 17th, 6pm-9pm
    - ix. Comstock got both crosswalks for traffic calming artwork project, one by Sac, one by park
    - x. CGP - updating CGP, updating fences along Mission, fixing up bathrooms
    - xi. Shade sails and shade trees for Stone Park
    - xii. No Dist 3 rep on Comms Committee, needed
    - xiii. Latah - new NC chair, Alexander Knox, looking to get a bathroom in park.
    - xiv. North Hill - Losing businesses because of lack of parking because of apartment construction

c. Other Discussions:

- i. Check back with City Council Member Bingle about Zoom for all NC's and Ca as promised at District 3 Town Hall 2024.

Next Meeting, March 15, 2025, 9am at The Hive. Empowered Communication from Toastmasters workshop after

2025 BSN Committee Officers:

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 (Pending)

Committee Secretary: Luke Tolley, Bemiss

BSN Committee Mission Statement:

*“Build stronger neighborhoods by promoting the growth of Neighborhood Councils through training, education, and engagement opportunities, with input from the Neighborhood Councils.”*

# BUILDING STRONGER NEIGHBORHOODS

# SPRING LEARNING SERIES

*Unlocking Opportunities for Neighborhood Leaders to Learn and Grow in 2025*



1

## PARLIAMENTARY PROCEDURE BASICS

Saturday, Feb. 15                      10:30 - 11:30 a.m. @ The Hive

The Standard Code of Parliamentary Procedures was developed in 1950 to simplify and to state processes in easily understandable language as a replacement for Robert's Rules of Order, which was developed in the 19th century. Several updates have been published since then. Differences between Standard Code and Robert's Rules of Order will be discussed and how it relates.



2

## EMPOWERED COMMUNICATION

Saturday, March 15                      10:30 - 11:30 a.m. @ The Hive

This interactive workshop will employ the principles of Toastmasters International – a century-old, worldwide, self-paced, education program that teaches communication and leadership skills in a fun and supportive environment – to introduce attendees to the communication skills neighborhood council leaders need to make a difference.



3

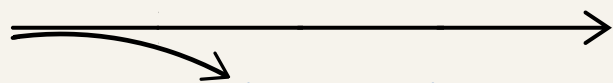
## NEIGHBORHOOD EQUIPMENT AND HOW TO USE IT!

Saturday, April 19                      10:30 - 11:30 a.m. @ WCCC

Join the Building Stronger Neighborhoods Committee and Office of Neighborhood Services staff as they explore what treasures are contained within the equipment inventory for neighborhoods. Did you know you can reserve a movie screen, a projector, a popcorn machine, tables and chairs, pop-up tents, and more? Join us for this hands on adventure to learn about what's available and how to use it.



**RSVP for one or more of  
the workshops:**



<https://tinyurl.com/SpringLearningSeries>



## Draft Notes, Community Assembly Communications Committee

February 10, 2025

5:30PM – 645PM Spokane Central Library

1. In attendance Krista Anderson (Chief Garry Park); Laura Johnson (Hillyard) ; Shawn Terjeson (Lincoln Heights) ; Sandy Wicht (Comstock) and Annie Deasy (Office of Neighborhood Services).

Guest Paul Kropp (Southgate)

2. Laura moved to approve the minutes and Krista seconded
3. Old Business: Shawn presented his hybrid meeting recommendation – Zoom workplace. Discussion followed
  - a. Owl connectivity and internet issues should now be fixed by the IT department fixing ONS connectivity at Libraries. Previously ONS cell phone hot spots were sometimes needed.
  - b. Tina Luerssen set up Zoom. Wondered who has ownership?
  - c. Highlights from Shawn about Zoom. Easiest, Familiarity and Voting. Poll Everywhere is a no.
  - d. Should in person attendees receive priority? Faces should be shown on screen. Screen share will have to utilize the Zoom platform.
  - e. Ask the Admin Committee for an additional volunteer Facilitator to field questions, polls, votes and chats between the in person and on line attendees. Volunteer from CA, NC? Best case not a current CA rep
4. Krista Recap
  - a. Shawn recommends Zoom
  - b. Cameras on for hybrid attendees
  - c. Votes to Leader
  - d. Request Admin to create volunteer to oversee Zoom
  - e. Prep Polls ahead of time
  - f. New volunteer outside of CA and alt reps.
5. Laura moved to approve Shawn's recommendation, Sandy seconded, passed unanimously.
6. Table Paul's P and P for next meeting
7. Goals for Committee 2025
  - a. Email Chimp
  - b. Finish BSN tool kit update
  - c. Publish 2026 CA Yearly Report
  - d. Host a World Cup team 2026.
  - e. List of events to ONS Monthly
  - f. Encourage NC's to check out their WordPress templates as there are some updates.
8. Meeting adjourned at 650PM.

## Draft Minutes: 02/27/2025 Land Use Committee

**LUC Members Present:** Bill Heaton (Emerson Garfield), Doug Tompkins (Logan/Exec), Amber Groe (ONS), Chuck Milani (Lincoln Heights/Exec), Pat Nault (Latah-Hangman), Pam Schermerhorn (Cliff Cannon), Tom Bender (Minnehaha), Fran Papeleur (Audubor-Downriver), Mary Winkes (Manito-Canyon Hill), Claudia Lobb (Grandview-Thorpe), Charles Hansen (Whitman), Carol Tosic (Lincoln Heights), Bob Turner (Manito-Cannon Hill), Bob Scarfo (Manito-Cannon Hill), Tirrell Black (City of Spokane)

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

Meeting called to order at 5:33PM

Meeting Chair: Bill Heaton

Note Taker: Chuck Milani

Introductions were completed and the current agenda for this meeting was approved with the addition of Thrope Road land sale and the Latah Creek moratorium.

Minutes from December were also approved with a spelling correction of Thorpe Road.

Tirrell Black AICP, Spokane Planning Department gave a Spokane Comprehensive Plan Overview. The update is a periodic update which is to be done in 2026. Changes discussed were the addition of Climate impacts which may be added to one of the current 14 chapters. The plan also needs to be updated because of new laws that have been passed by the State. An Environmental Impact study will also be completed. A web site "Shaping Spokane" is available to help keep citizens updated with the changes.

Bill Heaton gave an update on the revised parking resolution that the land use committee will be presenting to the Community Assembly to address the proposed changes that the city proposed to parking requirements for new construction. Also, as a resolution, information on Senate Bill 1584 will be added which could change some of the proposed changes by the city. While Senate Bill 1584 is a step forward, it still does not fix all the concerns the city plan has.

Bob Scarfo gave an update on the Memory Garden. While it appeared that an agreement with the parks department had been reached for the zoo area of Manito Park, the parks board voted against it. Currently there is no agreement on a site, but work continues to find a way to complete the project. Information given shows that about 10% of our population has Dementia.

The meeting was closed at 7:14PM. Next meeting is April 24, 2025

**Draft Notes – CA Liaison Committee meeting – February 11, 2025 – S Hill Library**

Present: Paul Kropp, Chair, Southgate; Andy Hoyer, Recorder, Southgate; Bonnie McInnis, West Central; Lorna Walsh, Riverside; Annie Deasy, ONS; Sara Bauer, Guest, North Hill

We noted that Kris Neely will come for a check-in in March. We approved the minutes as revised for the January 14, 2025, meeting. We reviewed the updated liaison attendance sheet from the chair.

We reviewed a “packet submission record table” drafted by the chair. Paul will send the file to Lorna.

We noted that Lindsay Shaw is attending the Parks DVC meetings, which are every other month, and agreed to schedule a further check-in meeting with her later.

Paul will alert the Admin Committee that Kathryn Alexander will report to the CA in April regarding the UFCAC on “climate resilience” and on account of her membership on the city’s Climate Resilience and Sustainability Board; there will be no request for a liaison report in March.

We interviewed Sara Bauer (North Hill NC) for the liaison member position on the CHHS Board and noted her fine credentials; we unanimously voted that she be recommended for nomination by the CA to this liaison position. Paul will review the order and process of for appointments such as this with Erin Hut in the mayor’s office. Annie will ensure that Sara receives the CA meeting packets and recommendations.

We noted the Admin letter requesting appointment of Cliff Winger as liaison to the Transportation Commission.

We reviewed the “1-page” summary of the CA liaison position promotional piece as revised by Lorna. Printing and formatting options were discussed.

We agreed that we should at some point recommend the CA request a liaison position on the city’s climate policy advisory group – the Climate Resilience and Sustainability Board. The municipal code amendment details to accomplish the establishment of such a position were presented by this committee at the October CA meeting, but effectively tabled at the time because of the situation then of vacant CA liaison positions on both the CHHS Board and the new Transportation Commission.

Time ran out and we agreed to continue further discussion of the CRSB position to the March meeting.

Submitted by Andy Hoyer

Edited by Paul Kropp

Attachment: September 27 LC memo re CRSB recommendation

=====

Committee chair’s suggestion for an action on the selection of a CHHS Board nominee:

*The Community Assembly:*

- *Accepts the recommendation of the Liaison Committee to propose Sara Bauer, North Hill Neighborhood Council, as its nominee for the Community Assembly liaison member position on the Community Housing and Human Services Board pursuant to SMC 04.34A.030 (C), and*
- *Directs the Administration Committee to forward Sara Bauer’s application material to the mayor’s office, attention Erin Hut (ehut@spokanecity.org) and Adam McDaniel (amcdaniel@spokanecity.org).*

Date: September 27, 2024

From: Liaison Committee

To: Community Assembly Representatives and Neighborhood Council Leadership

Re: October 3 Community Assembly  
Committee Recommendations

- Transportation Commission
- Climate Resilience and Sustainability Board

### **Preliminary Note**

Please be reminded that the Community Assembly's 2022 Strategic Plan calls for steps to *Ensure CA has a "seat at each table"* (Priority #2). The following two recommendations are in furtherance of that priority.

### **Transportation Commission SMC 04.40**

The Liaison Committee recommends the Community Assembly to

- (a) initiate its Transportation Commission liaison membership pursuant to the provisions of *SMC 04.40.050 C.* with a term of three years renewable once, and
- (b) authorize the Liaison Committee to prepare recruitment documentation for this liaison membership with an application deadline of November 22.

### **Climate Resilience and Sustainability Board SMC 04.41**

To follow up on the discussion of this most recent city advisory body at the September Community Assembly meeting, the Liaison Committee has prepared a suggestion for the CA to consider should it decide to recommend the city council include a Community Assembly liaison membership to this body.

The suggestion is to propose text immediately following that mirrors the city council liaison position provision, such as:

SMC 04.41.020 D. "The City Council may appoint a city council member to serve as a liaison to the Board."

SMC 04.41.020 E. "The Community Assembly may appoint a qualified neighborhood council member to serve as a liaison to the Board."

(In the context of the city code provisions for this advisory body, it is implicit that liaisons do not vote.)

### **Continuing Note**

Strategic Plan Priority #2 remains a focus for the Liaison Committee. The committee is currently investigating initiating a liaison relationship with the Park Board similar to that of the city council, and establishing a liaison membership on the city's Human Rights Commission.

The Liaison Committee would welcome any Community Assembly representative or alternate or neighborhood council member to inquire about joining the committee. The committee can be flexible about its meeting times.

Transportation Commission  
Spokane City Council advance agenda – October 7, 2024

*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.*

Mayoral Nominations

- for appointment by city council on October 7, 2024

At-Large

D. "technical transportation expertise"

Karl Otterstrom (STA) - 3 years from Sept 30, 2024

Rhonda Young (GU) - 3 years

Mike Bjordahl (WSDOT) - 3 years

E. "needs of mobility-impaired populations"

Raychel Callary (Orientation and Mobility Specialist)

C. "bicycling community"

[Bicycle Advisory Board member TBD?

A. Council Districts

Joni Harris (D1) - 2 years from Sept 30, 2024

Grant Shipley (D2) - 2 years

Kaylee Jackman (D3) - 2 years

B. "parking system expertise / multiple modes

Dylan Jouliot (GU) - 2 years

The A. and B. appointees were interviewed by the city council during the Monday afternoon briefing session on September 23.

See the Vimeo recording here at the beginning:

<https://vimeo.com/spokanecitycouncil/>

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, 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

CA Neighborhood Safety Committee Minutes for

When: February 25<sup>th</sup> 2025, 6 PM

Where: The Hive, 2904 E Sprague Ave. Room E

Evening Topics: Trainings, Walk Audits, brief discussion of Safety Panel

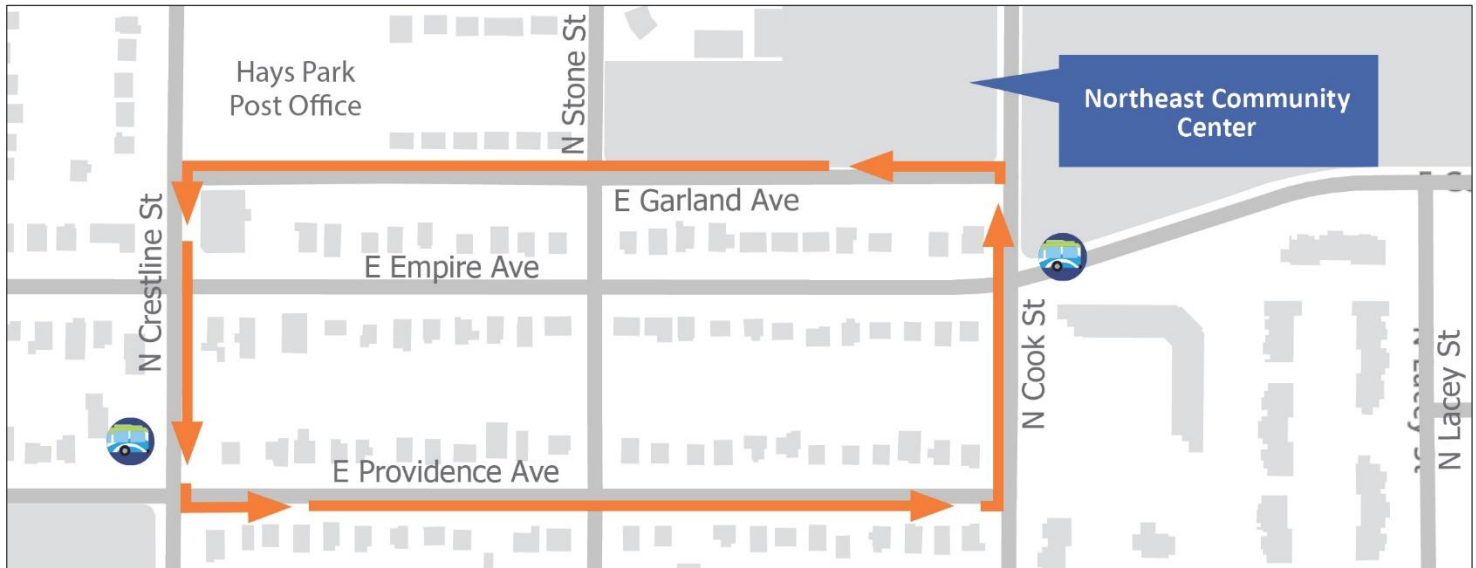
Chair: Tyler Tamoush

Vice Chair: Olivia Waldron

Secretary: Debra Howard

Attendees: Tyler Tamoush, Minnehaha; Debra Howard, Manito/Cannon Hill; Amber Groe, Office of Neighborhood Services; Thomas Bender, Minnehaha; Rick Scott, GSSAC; Samantha Hennessy, Balboa and Spokane Regional Health District; Ron Devonport, GCNC; Helena Taavo, Cliff/Cannon; Glen Banks, Cliff/Cannon

1. Introductions
2. Amber Groe described a meeting where a disruptive person made it impossible to carry on the meeting activities. She said there had been some discussion about a possible need to train groups in how to handle disruptive persons including de-escalation strategies. It was thought that this committee would be a good place to host a training. The training would occur during a regular safety committee meeting. The City is working with neighborhood councils to include rules of decorum as a part of their bylaws. A question was asked about the ability or interest in videoing meetings.
3. Samantha Hennessy said that 5 walk audits were completed in 2024 and she has 15 pending requests from 2024. There is one request so far for 2025. Some have been done with staff only and some have included council members and other interested parties. Any person is invited to attend the audits. A pedestrian safety grant was awarded to the city for a pedestrian safety campaign and will test interventions to see if they are workable. . Another grant application has been applied for from EPA Community Change Grants. It has not been awarded yet. Samantha said she would strive to get walk audit summaries posted on line by 2 weeks after audit completion. She will provide them to Tyler and Amber who can distribute them. She is working on both evaluating the audit program and developing an audit schedule for 2025. An idea was floated for a Traffic Playground. It would be a place for parents to take kids to teach them traffic safety.
4. Tyler said he had collected all of the unanswered questions from the safety panel and forwarded those to the person/s who might best answer them. It was felt to be a success by safety committee members that attended.



## Conducting Walk Audits

A walk audit is a simple exercise that identifies and records sidewalk conditions, barriers and assets to walking, and the perceptions of people walking. It is used to improve walking conditions on a pre-planned route. Additionally, walk audits can help to understand the environment from an all-ability inclusive perspective. Walk audits can be used to build awareness of the importance of walkable design, identify specific pedestrian safety issues, advance policy and community development goals, inform planning decisions, and improve health and quality of life for residents.

To suggest a walk audit route in the Spokane region, please email Samantha Hennessy at [shennessy@srhd.org](mailto:shennessy@srhd.org).

## Walk Audit Details

**Date and time:** July 16, 2024, 8-9 a.m.

**Route:** Northeast Community Center Bemiss Neighborhood Loop

**Hosts:** staff from Spokane Regional Health District

**Weather:** sunny, temperatures ranging from 73-80 F

## Nearby Destinations

Nearby destinations include Hays Park, Shaw Middle School, and Spokane Public Library – Hillyard.

## Observations

- The sidewalk on North Cook Street near the Heritage Heights Apartments was in great condition and had a barrier between pedestrians and drivers. Much of the route did not have a separation or buffer.
- At the North Cook Street and East Empire Avenue intersection, there are button-activated flashing signs.
- Most of the route had curb cut ramps where the sidewalk was interrupted by a street. The direction of the curb-cut ramps is frequently unsafe along North Crestline Street as it directs pedestrians into traffic or the bicycle lane.
- Much of the route has poor sidewalk conditions, including raised sections from tree roots and cracks. This makes sidewalks difficult for pedestrians to navigate.
- Many obstacles blocked the route, including utility poles, overgrown landscaping, and a Lime Scooter. Like sidewalk conditions, obstacles make sidewalks difficult to navigate.
- Bike lanes, when present, were filled with debris which creates an unsafe riding space.
- There was one Spokane Transit Authority bus stop on North Crestline Street between East Empire Avenue and Providence Avenue close to the alley.
  - The transit stop does not protect waiting passengers.
  - The auditors would not feel safe waiting in this location.



1. North Cook Street near the Heritage Heights Apartments with barrier for pedestrians
2. Crosswalk on East Empire Avenue with button activated flashing light and small post
3. Curb cutout on North Crestline Street heading into the bike lane and traffic
4. Sidewalk section on East Providence Avenue with crumbling material
5. Raised sidewalk sections of up to 2 inches on East Providence Avenue due to tree root
6. Landscaping obstacle on North Crestline that was 20 feet long down the sidewalk
7. Debris in bike lane (garbage and rocks up to 2 inches in diameter)
8. Close up of bike lane debris
9. Bus stop on North Crestline

\*The pictures provided in this section were taken after the walk audit.



## Recommendations

The following recommendations are suggestions to improve pedestrian access in the Bemiss neighborhood.

Recommendations were identified through auditor forms and notes, auditor discussion, and the AARP Build a Better Neighborhood tool.

### Top Auditor Recommendations

- Repair sidewalks
- Improve landscape maintenance

### Other Recommendations

- Add pedestrian-friendly lighting to pedestrian walkways
- Add safety barriers between the sidewalk and street
- Add outdoor seating for public use at the bus stop
- Create a four-way stop at the East Empire Avenue and North Cook Street intersection

## Walk Audit Participants

Special thanks to the volunteer auditors:

Charles Hansen

Dennis Swennumson

Jennifer Simons

Justin Hansen

Laura Johnson

Michael Cathcart

Savanna Carr



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## Conducting Walk Audits

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To suggest a walk audit route in the Spokane region, please email Samantha Hennessy at [shennessy@srhd.org](mailto:shennessy@srhd.org).

## Walk Audit Details

**Date and time:** Aug. 6, 2024, 4-6 p.m.

**Route:** North Monroe Street Riverside Neighborhood Loop

**Hosts:** Spokane Regional Health District in partnership with Riverside Neighborhood Council and Downtown Spokane during the Downtown Spokane National Night Out Against Crime

**Weather:** sunny, temperatures ranging from 85-86 °F

## Nearby Destinations

Nearby destinations include Riverfront Park, United States Postal Service, and Spokane Public Library – Central



## Observations

Much of the route has sidewalks that are in good condition and look recently paved. The walk audit identified two major challenges: universal accessibility and long wait times.

Auditors found the route was not universally accessible based on three conditions. First, the crosswalk pedestrian signals were viewed as easy to operate but did not include an audible prompt for people with vision impairment. This is a safety and accessibility issue due to the high traffic on the route. Second, the route has curb cutouts at crosswalk crossings, but many of the tactile surfaces lead into the street where vehicles turn, leaving pedestrians to stand in the path of automobile travel. People with vision impairment may not be able to see a vehicle turning. Third, many auditors indicated that the crosswalks did not allow enough time to cross. This is a safety issue for people who are unable to read the timer that counts down the crossing time warning pedestrians. Overall, many people may struggle to safely navigate the route.

The timing of the pedestrian signal increases risk on the route. Many auditors commented on this element, saying pedestrians frequently had to wait through one or two traffic cycles before they were prompted to cross. Auditors witnessed risky motorist behavior, including running red lights and turning right at a red light onto West Main Avenue from North Monroe Street against signage. While risky motorist behaviors could be influenced by many factors, risky pedestrian behavior appeared to be a response to long wait times for signal changes.



1. West Main Avenue on the pedestrian island with the Lincoln Memorial Statue headed towards the Spokane Public Library – Central — the sidewalk leads to grass and no place to cross North Monroe Street in the direction of the library
2. West Spokane Falls Boulevard on the pedestrian island with the Lincoln Memorial Statue — pedestrian path is worn in the grass
3. West Spokane Falls Boulevard on pedestrian island without a statue at the North Monroe Street crosswalk — the pedestrian signal is at a different level than the sidewalk, the sidewalk narrows, debris on navigation strip, no clear corner to separate pedestrians and vehicles
4. Crossing North Monroe Street towards the pedestrian island on West Riverside Avenue — the navigation strip leads the pedestrian into a space that is used by turning vehicles and pedestrians
5. Car taking a right turn at the red light from North Monroe Street to West Main Avenue where there is a no turn on red sign
6. Crosswalk pedestrian buttons on the pedestrian island on North Monroe Street and West Spokane Falls Boulevard
7. Vehicle stopped at the red light blocking the marked crosswalk
8. Crack in the sidewalk on the southeast corner of North Monroe Street and West Main Street near the permanent bollards

\*The pictures shown in this section were taken at the time of the audit.

## Recommendations

The following recommendations are suggestions to improve pedestrian access in the Riverside neighborhood.

Recommendations were identified through auditor forms and notes, auditor discussion, and the AARP Build a Better Neighborhood tool.

### Top Auditor Recommendations

- Update crosswalk signals at all intersections to include auditory prompts, decrease wait times to be signaled to walk, and increase the walk time specifically when crossing North Monroe Street
- Move navigation strips on corners away from traffic (turning vehicles)

### Other Recommendations

- Increase the width of sidewalks that narrow at corners
- Add safety barriers between the sidewalk and street
- Improve infrastructure for bicycles and electric scooters

## Walk Audit Participants

Special thanks to the volunteer auditors:

Brenda Clark

Jaea Ledgerwood

Carol Bryan

Kitty Klitzke

Rodney Moore

Mary Malone

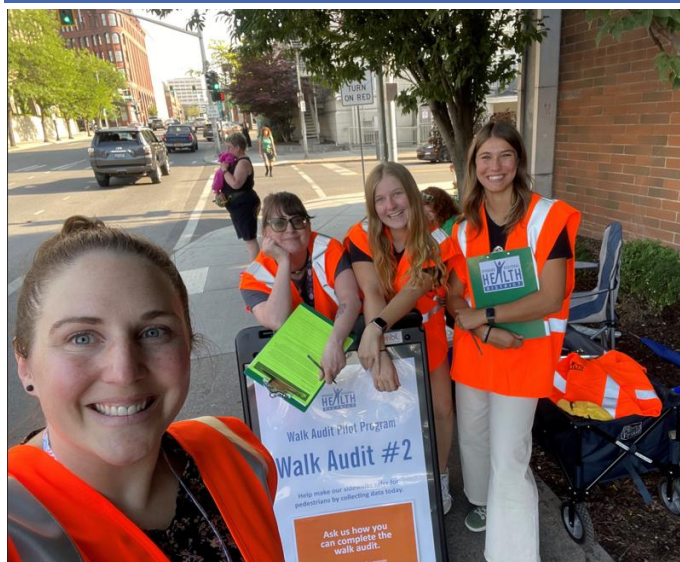
Savanna Carr

Maura Lammers

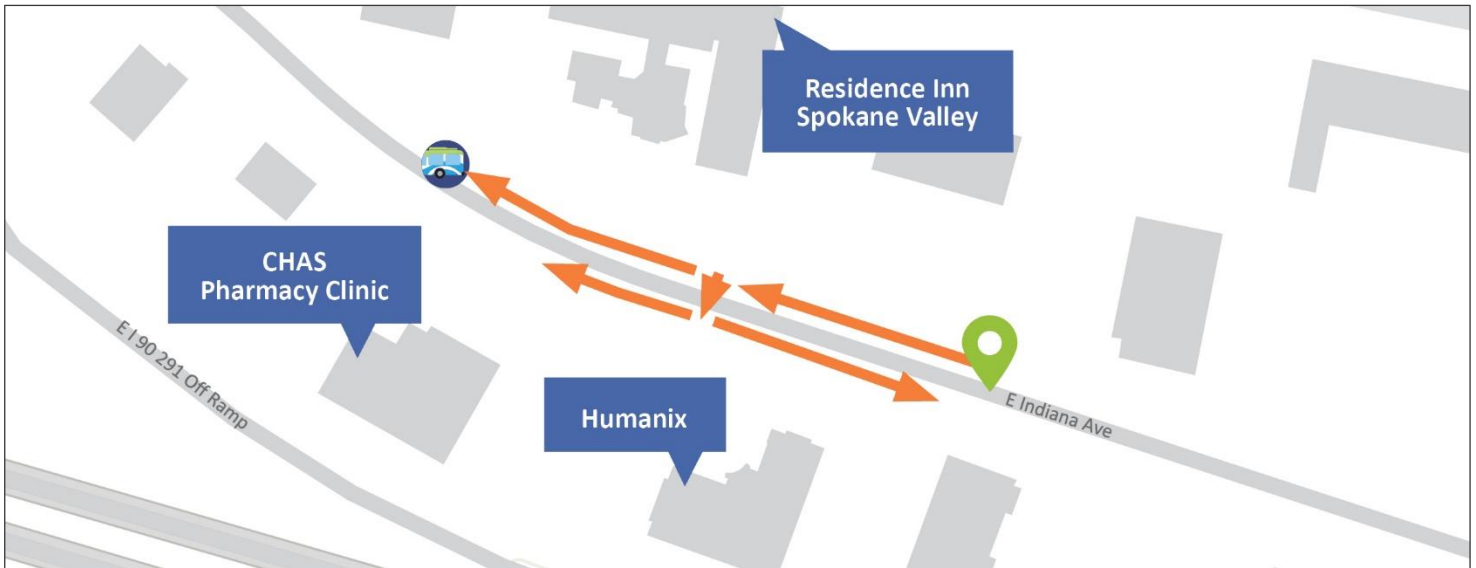


How pedestrian-friendly and safe is this section?

*\*This is an average of the participants' scores on this question*



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## Conducting Walk Audits

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To suggest a walk audit route in the Spokane region, please email Samantha Hennessy at [shennessy@srhd.org](mailto:shennessy@srhd.org).

## Walk Audit Details

**Date and time:** Dec. 12, 2024, 2-2:30 p.m.

**Route:** East Indiana Avenue Crosswalk Spokane Valley Route

**Hosts:** staff from Spokane Regional Health District

**Weather:** partly cloudy, temperature 33 °F

## Nearby Destinations

Nearby destinations include Humanix and CHAS Valley Pharmacy



## Observations

- The route has many trees located in the safety barrier between pedestrians and traffic increasing the strength of the barrier and providing shade to pedestrians.
- There was one Spokane Transit Authority bus stop on East Indiana Avenue in front of Residence Inn. The transit stop is clearly marked and shaded by a tree. There is no paved path from the sidewalk to the stop or to the road; this creates an obstacle for those using a wheelchair, stroller or walker.
- The route includes one crosswalk, which has clear signage that lights up when a pedestrian uses the signal, allowing approximately 27 seconds to cross four lanes of traffic and a pedestrian island. The navigation strips on the pedestrian island collect debris. There is an audio prompt, but it could only be heard from one side of the street. The pedestrian island's paved path requires navigating at a couple of tight angles that may be a challenge to some. Eastbound traffic did not stop for pedestrians on the pedestrian island or from the sidewalk when the crossing sign was flashing
- Overall, the sidewalks were in good condition with a few major cracks, none of which lifted to two inches.
- There was litter throughout the route, and there were no trash receptacles.
- Bike lanes were filled with debris, which creates an unsafe riding space.



1. Spokane Transit Authority bus stop number 4296
2. Crosswalk with pedestrian island crossing East Indiana Avenue
3. Flashing pedestrian signal at crosswalk
4. Tactile navigation strip and eastbound traffic from the pedestrian island of the crosswalk
5. Two tactile navigation strips indicating a parking lot road access location
6. Crack in the sidewalk that created a dip in the sidewalk of a half inch
7. Water grate in bike lane with debris near crosswalk
8. Landscaping that has grown over the sidewalk
9. Graffiti on electric box along sidewalk

\*The pictures provided in this section were taken the day of the walk audit.



## Recommendations

The following recommendations are suggestions to improve pedestrian access in the City of Spokane Valley.

Recommendations were identified through auditor forms and notes, auditor discussion, and the AARP Build a Better Neighborhood tool.

### Top Auditor Recommendations

- Increase the volume of the audio prompt for the crosswalk.
- Make improvements to the bus stop, such as adding a paved path from the sidewalk to the bus stop and the road. Add a trash can, bench and shelter for a more pleasant user experience.

### Other Recommendations

- Add crosswalk safety flags for pedestrians crossing to get the attention of drivers in addition to the pedestrian crossing sign that is flashing
- Improve landscape maintenance along sidewalks
- Increase frequency of street cleaning to include the bicycle lane

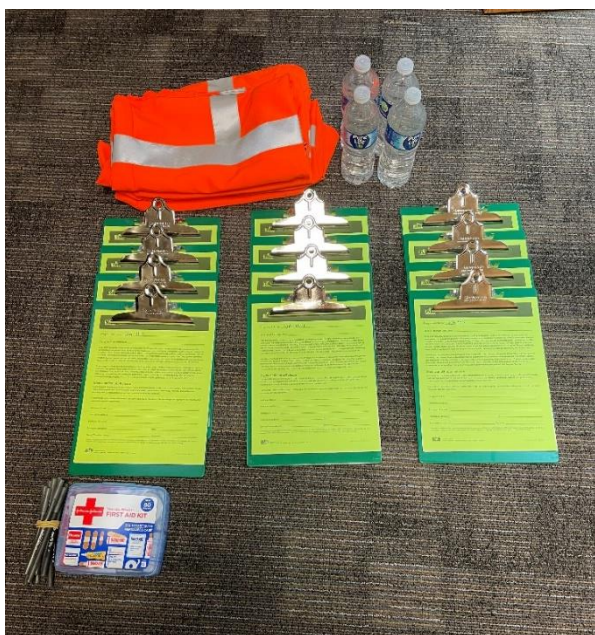
## Walk Audit Participants

This audit was completed by SRHD staff and interns as a portion of a longer route requested by a community member.



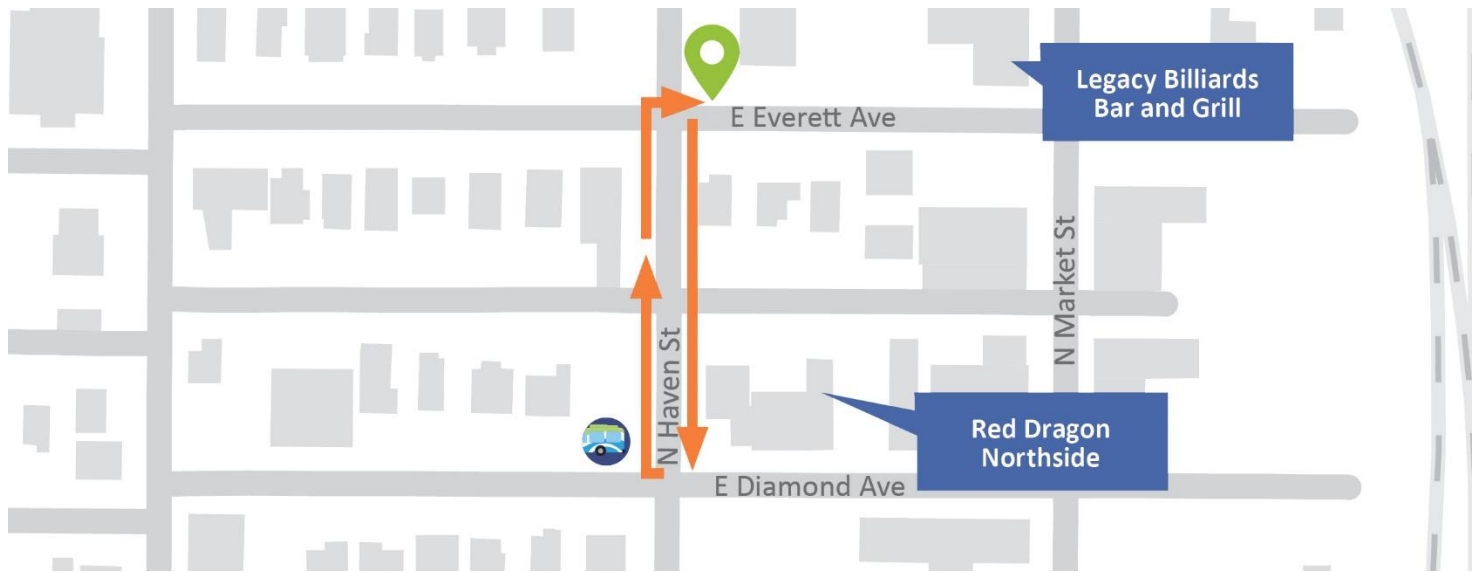
How pedestrian-friendly and safe is this section?

*\*This is an average of the participants' scores on this question*



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## Walk Audit Details

**Date and time:** December 12, 2024, 2:30-3:45 p.m.

**Route:** North Haven Street Hillyard Neighborhood Loop

**Hosts:** staff from Spokane Regional Health District

**Weather:** partly cloudy, temperature 33 F

## Nearby Destinations

Nearby destinations include Red Dragon Northside Restaurant and Appliance Warehouse.



# Observations

## Sidewalks

- One section of the route had newly-paved sidewalks and the corners were all newly paved and had tactile navigation strips. The remaining sidewalks had many large cracks that raised the surface by two inches. Many of the sidewalks were narrowed by overgrown landscaping and had grass growing in the cracks.
- Auditors noted that vehicles seemed to be traveling above the speed limit and did not stop at the marked crosswalk for pedestrians.
- There was litter throughout the route, even at the bus stop that had a trash receptacle. Litter consisted primarily of empty alcoholic beverage containers and dog waste.
- There was one Spokane Transit Authority bus stop on the corner of North Haven Street and East Diamond Avenue.
  - The transit stop does not protect waiting passengers.
  - The auditors would not feel safe waiting in this location.



1. Sidewalk on North Haven near Red Dragon Northside
2. Sidewalk on North Haven at the start of the route with grass that is growing over the seams and edges
3. Sidewalk near the bus stop on the corner of North Haven with several large cracks
4. Tactile navigation strip at the end of the route with debris
5. Alley crossing on North Haven with rocks and debris
6. Crosswalk on North Haven at the end of the route where traffic was not stopping for pedestrians
7. Bus stop on the corner of North Haven Street and East Diamond Avenue
8. Close up of litter found on the route

\*The pictures provided in this section were taken after the walk audit.

## Recommendations

The following recommendations are suggestions to improve pedestrian access in the Hillyard neighborhood.

Recommendations were identified through auditor forms and notes, auditor discussion, and the AARP Build a Better Neighborhood tool.

### Top Auditor Recommendations

- Repair sidewalks. Bus stop sidewalk repairs will increase accessibility and safety for bus riders
- Improve landscape maintenance to widen sidewalks
- Introduce data-driven interventions to reduce litter and discourage littering. For example, add ballot bins, trash receptacles at specific locations, and neighborhood dog waste disposal stations

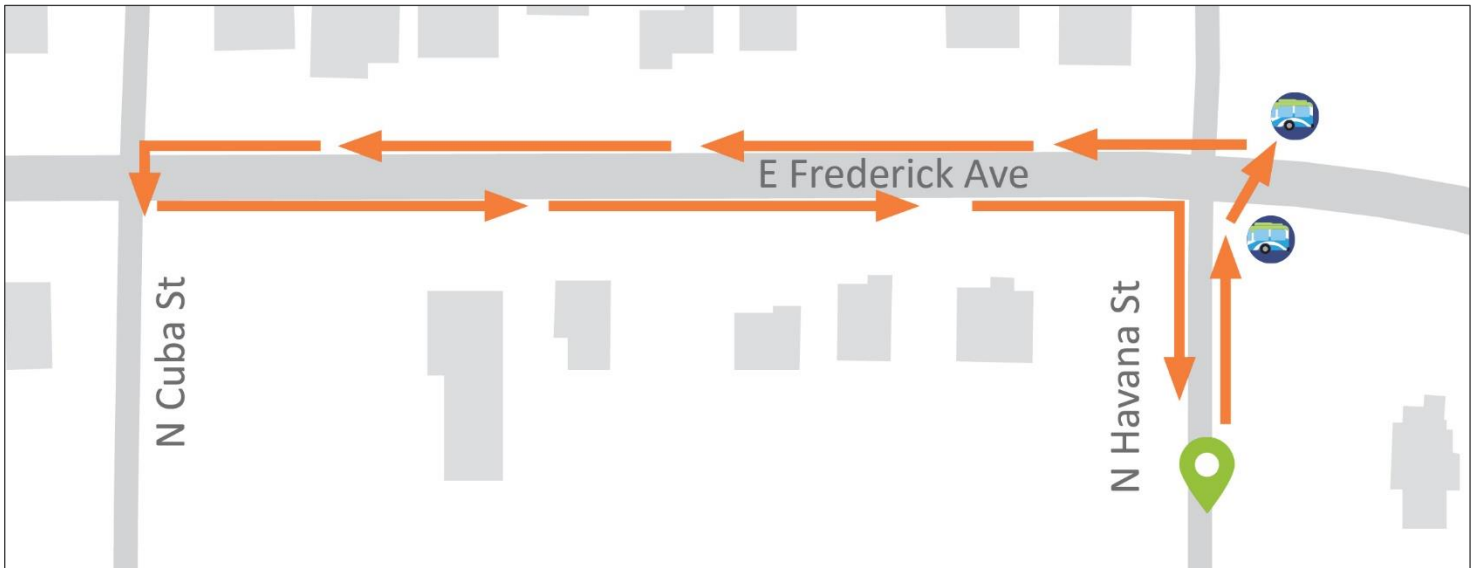
### Other Recommendations

- Add pedestrian “bulb-outs” at crossings to increase visibility of pedestrians preparing to cross and reduce vehicle speed
- Add pedestrian-friendly lighting to pedestrian walkways

## Walk Audit Participants

This audit was completed by SRHD staff and interns as a portion of a longer route requested by a community member.





## Conducting Walk Audits

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To suggest a walk audit route in the Spokane region, please email Samantha Hennessy at [shennessy@srhd.org](mailto:shennessy@srhd.org).

## Walk Audit Details

**Date and time:** Dec. 12, 2024, 3:45-4:15 p.m.

**Route:** East Frederick Avenue Minnehaha Neighborhood Loop

**Hosts:** staff from Spokane Regional Health District

**Weather:** partly cloudy, temperature 33 °F

## Nearby Destination

The nearby destination includes Minnehaha Park



## Observations

- The bus stop (ID 4720) on East Frederick Avenue has a paved area, tactile navigation strips with curb cuts and was in good condition, looking like it has recently been paved. The sidewalk for the bus stop did not lead to a connected network and was covered in gravel and debris from the surrounding area.
- The route showed evidence of pedestrian use: pedestrian walking paths crossed through the grass areas along the street. This was most obvious along East Frederick Avenue.
- There were no crosswalks or connected pedestrian paths to access the bus stops in the area or the park from the residential area.
- Auditors observed fast-moving traffic while walking the route. There was a sign in one of the yards requesting vehicles to travel at a slower speed, which was evidence that the fast-moving traffic was an ongoing issue for pedestrians in this area.
- The route did not offer pedestrian lighting, and the vehicle lighting was sparse. In a residential area with bus stops and a park, as well as high traffic, lighting for traffic and pedestrians is a safety concern.



1. Bus stop (ID 4720) at Frederick and Havana with sidewalk, tactile navigation strips, and curb cuts
2. End of bus stop sidewalk looking down East Frederick Avenue away from the route
3. East Frederick Avenue — pole with no trucks symbol just off road blocking what might be the walking path
4. Pedestrian walking path in grass along East Frederick Avenue
5. Corner of East Frederick Avenue and North Cuba Street with gravel in the intersection
6. House on East Frederick Avenue that is under construction
7. Sign placed in yard along street to encourage slower traffic speeds

\*The pictures provided in this section were taken during the walk audit.

## Recommendations

The following recommendations are suggestions to improve pedestrian access in the Minnehaha neighborhood. Recommendations were identified through auditor forms and notes, auditor discussion, and the AARP Build a Better Neighborhood tool.

### Top Auditor Recommendations

- Add sidewalks and crosswalks that create safe routes to access the park and the bus stops.
- Add traffic calming elements to reduce high traffic speeds throughout the route.

### Other Recommendations

- Add pedestrian-friendly lighting to pedestrian walkways.
- Add outdoor seating, shelter from the elements, and a trash receptacle for public use at the bus stop.
- Conduct a neighborhood wide campaign to encourage responsible waste management behaviors that would result in less litter.



How pedestrian-friendly and safe is this section?

*\*This is an average of the participants' scores on this question*

## Walk Audit Participants

This audit was completed by SRHD staff and interns as a portion of a longer route requested by a community member.



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Community Assembly  
Pedestrian Traffic and Transportation (PeTT) Committee meeting Draft Minutes  
February 25, 2025, at 6 pm on Zoom

## **Attendance**

Cliff Winger/Shiloh Hills, Charles Hansen/Whitman, Drew Redman/STA, Rod Moore/Riverside, Sam Guzman/STA, Abbey Martin/Manager Neighborhood Connectivity, Pam Schermerhorn/Cliff Cannon, Tina Luerksen/Grandview Thorpe, Carlie Hoffman/Emerson-Garfield, Zoom User, Annie Deasy/Office of Neighborhood Services, Anna Vamvakias/Chief Gary Park, Colin Quinn-Hurst/City Planner, Mary Winkes/Manito-Cannon Hill, Carol Tomsic/Lincoln Heights

## **Introductions**

The meeting was called to order by chair, Carol Tomsic

Attendees introduced themselves and their neighborhood connections. \*

## **Pacific Ave Greenway Alignment Study - Colin Quinn-Hurst, City Planner**

Colin introduced himself. He said the city is making fine grain changes and moving ahead. He said the scope of the project is alignment selection, concept designs, public input, and final report. The greenway will provide a safe route for people walking and bicycling between the downtown and the University District. He said there were compromises and challenges with property owners and the railroad. There were also opportunities and space on Sprague Ave. Crosswalks will also be added on Division St and Brown St. There will be wayfinding, street parking and curb extensions. The city reached out to property owners, businesses and the public. The top neighborhoods that participated in a survey were Lincoln Heights and East Central. Colin answered questions. He said the greenway will connect across the city, including the Ben Burr Trail and Martin Luther King Way. He said it will be a safe street connection. It will connect to the Centennial Trail going north. He said they are looking for grants to fund the final design. He said the funding is local with some federal and acknowledged concerns about the loss of federal funding with the current administration. Here is a link to the city's webpage.

<https://my.spokanecity.org/projects/pacific-avenue-greenway-alignment-study/>

## **Spokane Safe Street for All Update - Abbey Martin, Manager Neighborhood Connectivity**

Abbey introduced herself. She said the Neighborhood Traffic Calming Program was renamed Spokane Safe Streets for All. She said the renamed program will be protected from free-for-all use of the funding. She said Jon Snyder is the new director of Transportation and Sustainability and encouraged us to read an Inlander article about him. She said she will work collaboratively with Jon Snyder. She said the City Council will vote on 3/3/25 on three exhibits/cycle 14 project list and enhancements to bicycle lanes. Abbey said there are more cameras coming. She said

new cameras will be placed at Mission/Green, as the police listed it as the most dangerous intersection. There will be up to ten more cameras placed. She said it is not just for more revenue but to make the community safer. Abbey recommended attending a Transportation Commission meeting. It's open to the public. The Transportation Commission meets at the Central Library presently on the third Wednesday of the month at 4-6 pm. She said Peter Kageyama, author of 'For The Love of Cities', will speak at a proposed community event on 3/27/25. It will be a free event in the evening. Abbey answered questions. She said the traffic calming program has been rebranded and remodeled but there are still opportunities for neighborhood involvement. Abbey said there are adaptive expansions. She said the 4-year neighborhood projects will be safeguarded by the Transportation Commission. Providing adequate time for neighborhood councils to address traffic calming options was discussed especially since some councils only meet quarterly. The Asphalt Art program was discussed. Requiring the district representatives on the Transportation Commission to reach out to their district neighborhood councils was discussed.

Here is a link to the Inlanders article on Jon Snyder:

<https://www.inlander.com/news/qanda-jon-snyder-a-city-council-member-turned-olympia-policy-adviser-is-back-as-spokanes-new-transportation-director-29370223>

Here is a link to the Transportation Commission webpage:

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

Here is a link to the City Council Meeting 3/3/25 agenda. The Resolution approving the 2026 Safe Streets for All projects starts on page 155:

<https://static.spokanecity.org/documents/citycouncil/final-agendas/2025/03/city-council-final-agenda-2025-03-03.pdf>

### **STA Agency Update – Drew Redman, Associate Transit Planner**

Drew introduced himself. He said he addressed the West Central Neighborhood Council with the moving forward design and construction. Drew said service changes in January included expanded hours on holidays. He said he had fun news – Double Decker buses. He said the training has started and there will be less footprint and more passengers. Drew said there will be opportunities to test out the buses without going to Cheney. He said STA is sorting through feedback on Division Connects and is coordinating on the North/South Corridor. He introduced Sam Guzman. She has worked for STA for six years and will be rotating with him on attending our meetings. Drew answered questions. Route 11 was discussed. A Mallon Street/Flour Mill bus stop was discussed.

### **Transportation Commission Update – Cliff Winger, Community Assembly Liaison**



Cliff was introduced. He is the Community Assembly liaison to the Transportation Commission. He had mentioned in an email that it was important for our committee to discuss how we can get a voice on the Transportation Commission. We need to keep track of the Commission. It was stated that Cliff was not our liaison but the Community Assembly liaison, so we would have to go through the Community Assembly.

### **Roundtable – Committee Elections and Updates**

It was stated the yearly committee elections were postponed due to the December meeting being cancelled because it was on Christmas Eve and the January meeting being cancelled because Carol was in Kuwait and Chuck had a prior commitment. Committee elections and procedures were discussed. A motion was made by Mary to retain Carol as Chair and Chuck as Secretary. Charles seconded. Motion passed unanimously.

The Community Assembly Lands Committee will have a discussion at their 2/27/25 meeting on the city's minimum parking requirement ordinance and their resolution to the city council.

There is an update on the Latah Valley Resolution passed unanimously at our 11/28/23 meeting and sent to the City Council by vote of the Community Assembly (CA) on 12/7/25. A response to the resolution was attached to the agenda of the 2/6/25 CA agenda. A letter stated that the City Council had adopted a second moratorium on 5/20/24 that prevented further plat applications pending a work plan to address wildlife-urban interface, work better on emergency response in the area and expand firefighting infrastructure for one year, or until May 2025. It also stated in the letter that some of the changes requested by the CA were outside the scope of the City's function and powers. Here is a link to the Community Assembly 2/6/25 agenda packet

<https://static.spokanecity.org/documents/neighborhoods/getinvolved/community-assembly/agendas/2025/ca-agenda-2025-02-06.pdf>

We will discuss a Policy and Procedure (P&P) update at our next meeting. We need to remove citations for liaisons on the Citizen Transportation Advisory Board (CTAB) and Plan Commission Transportation Subcommittee (PCTS). Both liaison positions were eliminated with the formation of the Transportation Commission. It was asked that everyone read the P&P prior to the next meeting. Here is a link to the PeTT P&P

<https://static.spokanecity.org/documents/neighborhoods/getinvolved/pedestrian-transportation-and-traffic-committee/pett-policy-and-procedures-oct-2021.pdf>

The meeting was adjourned at  
The next meeting is 3/25/25

\*One attendee did not introduce themselves



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

**Community Assembly Report, March 6, 2025**

**Filed by Mary M. Winkes, CA Liaison to the Plan Commission**

### **Plan Commission, February 12, 2025, 2:00 p.m., in person and via Microsoft Teams**

#### 1. Hillyard Subarea Plan Update

<https://my.spokanecity.org/projects/hillyard-subarea-plan/>

This Subarea Plan will propose a series of revitalization and funding strategies to address the prolonged housing needs, infrastructure deficiencies, improve the quality of life, increase economic opportunity, and place brownfields and other underutilized properties back into productive use. This project will also address and seek to prevent the displacement of the existing residents and businesses as this area improves over time.

#### 2. Honorary Naming of Post Street Bridge

Proposal from the Friends of the Falls discussed. The proposal involves honoring Dr. Moyer who was a prominent defender of the Spokane River.

#### 3. 5th Avenue Community Plan Overview

<https://my.spokanecity.org/projects/5th-avenue-initiative/>

### **Plan Commission, February 26, 2025, 2:00 p.m., in person and via Microsoft Teams**

#### 1. Land Capacity Analysis

Required by the Growth Management Act, the Land Capacity Analysis (LCA) looks to answer one very important question — **does the City have enough land available to accommodate new residents and homes in the next 20 years?** Understanding the answer to this question is an important first step in updating the City of Spokane's Comprehensive Plan. You can learn more about the update at [PlanSpokane.org](https://my.spokanecity.org/planspokane/land-capacity-analysis/).

As is often said, “the city doesn’t build houses”. So, this analysis only looks at capacity and what is needed, but does not include policies or plans to ensure that such will be done. Capacity analysis is only the first step.

<https://my.spokanecity.org/planspokane/land-capacity-analysis/>

## 2. Six-Year Streets Capital Improvement Plan Update

The Six Year Comprehensive Street Program communicates capital street projects planned over the upcoming six years. It is developed to be aligned with the transportation goals and policies of the City's Comprehensive Plan. The City of Spokane prepares and publishes an annual update to this program as required by state law, in accordance with the Growth Management Act. The city adopts the Six Year Streets program each year by July to meet State mandated deadlines. The annual update includes the addition of 'needs driven' new projects and removal of projects completed in the past year.

The Six Year Street program is used to define the scope, schedule, estimated cost and funding source for transportation projects and programs. When appropriate, streets or transportation projects are integrated with City Utility capital projects to maximize efficiencies and minimize cost.

For more information, including what projects have been completed, and what new projects are being considered, refer to:

<https://my.spokanecity.org/projects/six-year-comprehensive-street-program-2025-2030/>

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

For complete information regarding the city's progress toward the developing of the 2026 Comprehensive Plan see:

<https://my.spokanecity.org/planspokane/about/>

The current comprehensive plan can be found at:

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

**Transportation Commission Report** February 2025 by Cliff Winger <cwinger@spokanecity.org>

The short link to Transportation Commission's web page is here: <<https://easyurl.net/SPK.TranCom>>

**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.

**Note:** Contact Cliff Winger at email above for any questions, suggestions, comments about the City of Spokane Transportation. These notes for the CA will attempt to give brief descriptions and links to information in the TC agenda and project pages; if project pages do not exist, the contact email for the lead staff member will be provided. Many projects involve maps and/or engineering design/draft; if possible, the link to these documents will be given.

Mr Jon Snyder has been appointed as the Transportation Director;

*Inlander* February 13, 2025 Q&A: Jon Snyder, Spokane's new transportation director and Transportation Commission Secretary (Administration's executive member) Read full article here: <<https://tinyurl.com/Jsnyder-SPK>> with this quote:

“But ultimately, I think the mayor wanted to do some things differently. There's lots of great people doing great things. But how can we do more in the face of climate change? In the face of a younger generation that is getting their driver's license later, who wants to live in urban areas, who likes taking transit, likes biking? How are we serving the next generation “of Spokaneites?”

**January 2025 Transportation Commission (TC)** (from draft minutes in February 2025 Agenda which lacked details) <<https://static.spokanecity.org/documents/bcc/commissions/transportation-commission/agendas/2025/02/transport-agenda-2025-02-19.pdf>>

- Bike Priority Network Resolution Project page: <<https://engage.spokane.gov/bicycle-priority-network>> and the TC resolution: <<https://tinyurl.com/TC-BPN-res>>
- Ped Hybrid Beacon at Fotheringham/Francis: Contact Mr Spencer Gardner <[sgardner@spokanecity.org](mailto:sgardner@spokanecity.org)>
- Current Project Review – Maxwell Ped/Bike Safety Grant: Contact Mr Colin Quinn-Hurst <[cquinnhurst@spokanecity.org](mailto:cquinnhurst@spokanecity.org)>
- Safe Streets for Spokane: Contact Ms Inga Note <[inote@spokanecity.org](mailto:inote@spokanecity.org)>
- Review of Work Accomplished from Janet Mann Safe Streets Now Act: Contact Ms Marline Feist, Director of Public Works <[mfeist@spokanecity.org](mailto:mfeist@spokanecity.org)>

**February 2025 Transportation Commission (TC)**

- Mr Jon Snyder, Transportation Director, commented that environmental impacts are important to roadways; the transportation system should server all.
- Spokane Commute Trip Reduction Four-Year Plan Update: 2025–2029 Pages 5-38 in the agenda <<https://static.spokanecity.org/documents/bcc/commissions/transportation-commission/agendas/2025/02/transport-agenda-2025-02-19.pdf>> The purpose is to reduce commutes to about 60% through the use of mass transit, walking or biking to work. Contact Mr Tyler Kimbrell <[tkimbrell@spokanecity.org](mailto:tkimbrell@spokanecity.org)>
- BRT Division <<https://www.spokanetransit.com/division-street-brt/>> page 39 agenda listed above. Fact sheet:<<https://www.spokanetransit.com/wp-content/uploads/2024/11/20240930-Division-BRT-Fact-Sheet-2-Page.pdf>> Contact Mr Karl Otterstrom <[kotterstrom@spokanetransit.com](mailto:kotterstrom@spokanetransit.com)>

- Safe Streets for All page 47-48 in agenda. This is a federal grant and the locations listed on page 47 of the agenda are in the Downtown neighborhood. Minor changes were suggested for the criteria weighting on page 48 which should not substantially change project rankings. Project information <<https://my.spokanecity.org/projects/safe-streets-for-spokane/>> Contact Ms Inga Note at <[inote@spokanecity.org](mailto:inote@spokanecity.org)>
- Six year plan preliminary introduction. More details at the March TC meeting. Current plan is <<https://my.spokanecity.org/projects/six-year-comprehensive-street-program-2024-2029/>> Completed projects will be removed. Fourteen new projects will be added with seven grants already available. Contact Mr Kevin Picanco at <[kpicanco@spokanecity.org](mailto:kpicanco@spokanecity.org)>
- Bicycle Adversery Board spoke about protected bike lanes crossing Maple/Ash on Maxwell from Pettet to Walnut. This project is soon going out for bids to do the work. Safety of pedestrians with mobility issues was brought up, but because of the current physical structures it may not be completely compliant with ideal ADA regulations. Contact Ms Lauren Pangborn <[lpangborn@spokanecity.org](mailto:lpangborn@spokanecity.org)> and Ms Inga Note <[inote@spokanecity.org](mailto:inote@spokanecity.org)>
- Fish Lake Trail to Centennial Trail This project will need two bridges to cross the railroad tracks. The City is looking for (urban) grant options and is considering prefab sections that reduce cost. This project is seeking multi jurisdictional support since not all of this trail is in the City. This project will take several years to secure funding and construction. Contact Ms Marlene Feist <[mfeist@spokanecity.org](mailto:mfeist@spokanecity.org)>

**Personal comments** of Cliff Winger, CA liaison to the TC:

The Transportation Commission (TC) has several issues it should address:

1. Clear leadership and rules of order: Is the TC Chair, or TC Secretary in charge? How does the TC allow collegiality and sharing among peers since transportation issues involve various agencies and departments as well as public stakeholder organizations such as the CA and neighborhood councils?
2. The meeting room arrangement has the liaison members (listed in SMC Section 04.40.050) sitting behind the Chair and Secretary and not easily included in orderly discussions. The Secretary, in fact, closed off discussion of the liaison members who include important agencies and stakeholders in the matter being discussed.
3. Transportation projects in Spokane seems to be siloed. (i.e. kept in isolated areas in a way that hinders communication and cooperation between stakeholders.) As an example, the commute trip reduction could be a part of the six year street plan and the NEPDA as more jobs are created east of the North Spokane Corridor so mass transit bike ways, etc. would be part of an integrated planning process.
4. The authority and work schedule of the TC is not clear. A City staff member remarked that the approval and recommendation of a transportation plan had to go to the Plan Commission and then to a Plan Commission Hearing. It would seem that the TC could, as a commission, have hearings on transportation issues and projects and recommend these projects to the City Council rather than going to the Plan Commission as an additional bureaucratic step.
5. The online participants seem to be ignored at this meeting.

# SAVE THE DATE!

Attend to receive a copy of the  
"This is Spokane: A Civic Guide  
for Neighbors" zine



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