

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



Meeting Agenda for Thursday, May 1, 2025  
5:30 to 7:30 p.m., Liberty Park Library  
Proposed Agenda Subject to Change

Please review previous month’s minutes:  
\*Community Assembly Minutes: April 3, 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	12

### Updates/Announcements

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

6. City Council Update (CP Wilkerson) .....	10 min (6:00)	Oral Report	-
7. ONS Update (Erin Hut).....	..5 min (6:10)	Oral Report	-
8. Spokane Municipal Court (Judge Mary Logan) .....	15 min (6:15)	Presentation	-
9. City Council Workgroup Update (Tina Luerssen).....	10 min (6:30)	Oral Report	-
10. Transportation Commission Liaison (Cliff Winger).....	15 min (6:40)	Oral Report	14
11. CA Committee Updates (Committee Chairs/Reps) .....	20 min (6:55)	Oral Report	-
12. CA Vision (Luke Tolley).....	10 min (7:20)	Discussion	-
13. Actionable Items Review/Future Considerations/Survey (Luke Tolley).....	..5 min (7:30)	Report	-

### Other Written Reports

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

• Administrative Committee .....	21
• Budget Committee .....	
• Building Stronger Neighborhoods Committee (BSN).....	23
• Communications Committee .....	
• Community Assembly/Community Development Committee (CA/CD) .....	
• Land Use Committee .....	29
• Liaison Committee .....	32
• Neighborhood Safety Committee .....	
• Policies and Procedures Committee (P&P) .....	33
• Pedestrian, Traffic, and Transportation Committee (PeTT).....	36

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

• Community Housing and Human Services (CHHS) Liaison Report.....	
• Design Review Board Liaison Report .....	
• Plan Commission Liaison Report.....	51
• Urban Forestry-Citizen Advisory Committee Representative Report .....	
• Housing Action Subcommittee Liaison Report .....	
• Transportation Commission.....	53

Please take our post-meeting survey to provide feedback to the Admin Committee on how meetings go and how they can be improved. Go to this link <https://forms.gle/SHuoDzZeT6WJr1p2A> or scan the QR code with your phone’s camera.



\*\* 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:**

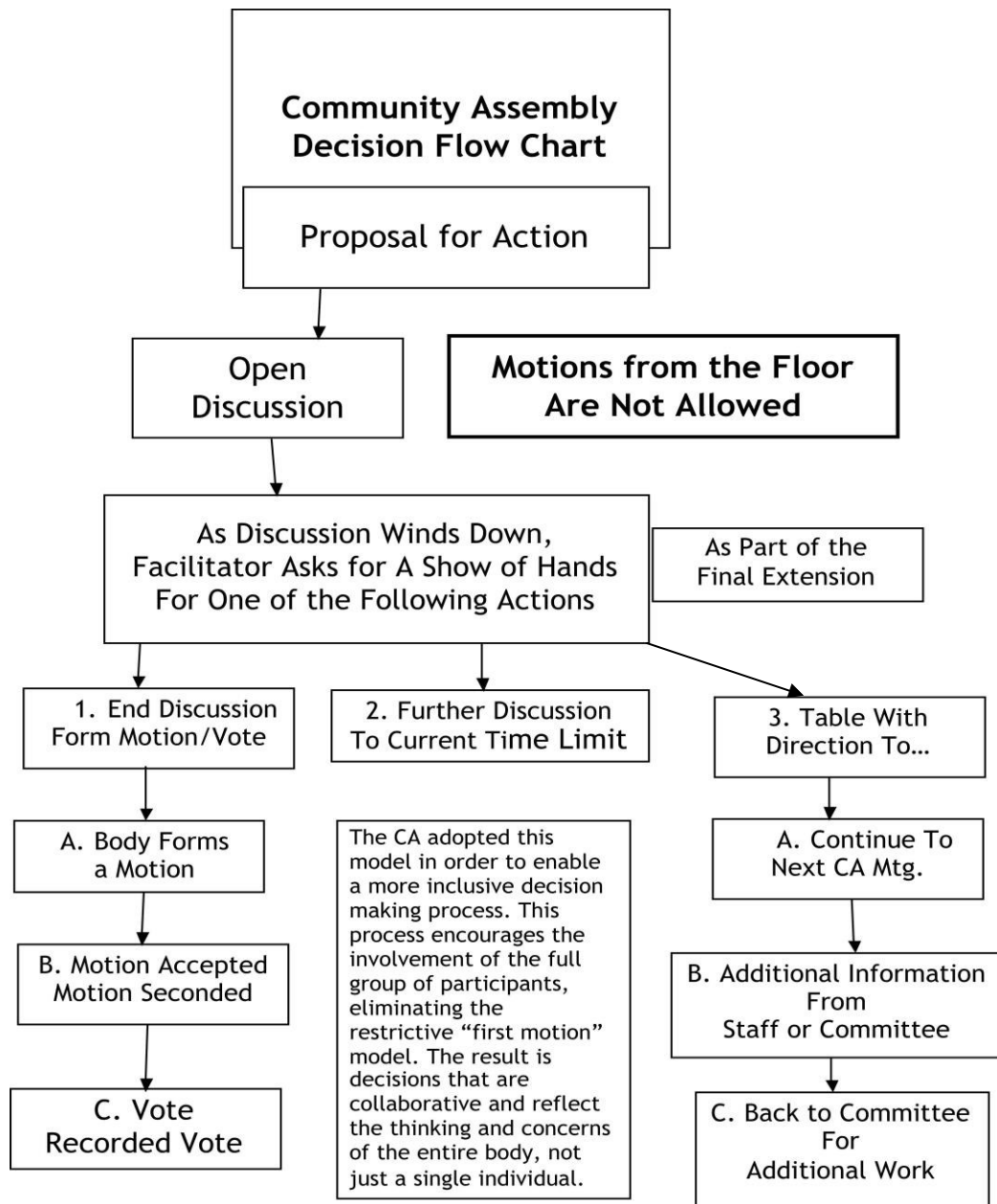
The Community Assembly fulfils its purpose, achieves its goals, and stays true to its core values by its members engaging each other and the community with honest communication and having transparent actions in all of its dealings. Community Assembly representatives are knowledgeable and committed to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

**April 3, 2025, in-person at The Hive**

**Meeting called to order at 5:30 p.m. by Kelly Cruz**

**Present:** Fran Papenleur—Audubon-Downriver, **Luke Tolley**—Bemiss, **Krista Anderson**—Chief Garry Park, **Sandy Wicht**- Comstock, **Debby Ryan**—East Central, **Tina Luerssen**-Grandview-Thorpe, **Laura Johnson**—Hillyard, **Ed Bruya**- Latah-Hangman, **Carol Tomsic**—Lincoln Heights, **Mary Winkes**—Manito-Cannon Hill, **Tyler Tamoush**- Minnehaha, **Hilary Michalowicz**—Nevada Heights, **Sara Bauer**—North Hill, **Dan Knechtel**-North Indian Trail, **Ann Haggett**- Peaceful Valley, **Andy Hoyer**- Riverside, **Bill Doley**—Rockwood, **Jael Stebbins**—Shiloh Hills, **Kris Neely**—Southgate, **Christian Koch**—West Central, and **Kathy Hagy**—West Hills, and **Charles Hansen**—Whitman.

**Not Present:** Balboa South Indian Trail, Browne's Addition, Cliff/Cannon, Emerson-Garfield, Five Mile Prairie, Logan, Northwest

**City Staff Present:** Amber Groe, [Office of Neighborhood Services (ONS)], Giacobbe Byrd (City Council Office Director), Betsy Wilkerson (City Council President), Paul Dillon (City Council Member- District 2)

**Guests:** Erik Lowe (Spokane Reimagined), Kelly Cruz (Facilitator), Paul Kropp (Liaison Committee), Carol Landa-McVicker (Lincoln Heights), Bill Heaton (Land Use Committee), Bruce Millsap (Comstock), Karen Mobley (Lincoln Heights), Sue Arnesen (West Hills), Kitara Johnson (Five Mile Prairie), Shawn Terjeson (Lincoln Heights), Barbara Neilson (North Indian Trail), Ryan German (Browne's Addition), Kathryn Alexander (Bemiss), Don Sundahl (Whitman), Stephanie Watson (Latah Hangman), Elizabeth Goldsmith (Comstock), Mikayla Layton (Chief Garry Park Alt. Rep.), Jeff Ansel (N/A- no sign in), Jerry Schwab (N/A- no sign in)

## ADMINISTRATIVE AGENDA ITEMS:

### **1. Introductions**

**1.1 Approve Meeting Recording:** Tina Luerssen motioned; Luke Tolley seconded. Motion passes. 18-approve, 0-abstain, 0-deny.

**1.2 Move to allow Paul Kropp to sit at table.** Andy Hoyer motioned; Luke Tolley seconded. Motion passes. 18-approve, 0-abstain, 0-deny.

**2. Approve Proposed Agenda:** Tina Luerssen motioned; Luke Tolley seconded. Motion passes. 19-approve, 0-abstain, 0-deny.

- Question was raised about possible vote on the Parking Space Minimums Resolution (agenda item #7) No determination was made at the time.

**3. Approve amended minutes:** Laura Johnson motioned; Andy Hoyer seconded. Motion passes. 20-approve, 0-abstain, 0-deny.

- Paul Kropp requested an amendment to the March 2025 meeting minutes on page 3 under agenda item #7. Request to change "operational" to "engaged" listed under "Paul Kropp". Noted in minutes. ONS will make the change.

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

- Luke Tolley: CA Admin forwarded the nomination of Sarah Bauer (North Hill) to the liaison member position on the Community Housing and Human Services (CHHS) Board to the mayor's office. The next step in her appointment process is to be interviewed by the City Council.
- Zeke Smith (Empire Health Foundation) shared follow up information about Good Neighbor Agreements and the scattered site model that has [since the CA meeting on 4/3/25] been emailed to CA representatives.

#### OPEN FORUM:

#### **5. Reports/Updates/Announcements**

- Erik Lowe (Spokane Reimagined): Spokane Reimagined is a nonpartisan grass roots organization geared toward safe streets and public transit. Erik shared a draft resolution with the CA representatives and requested that they share the resolution with their neighborhood councils. As described, the resolution is asking to create a rapid response in the wake of a traffic fatalities. Examples of rapid response could be Vigil cones which are specially colored cones with flashing lights to designate the area where a fatality has occurred. The hope is that the City will study that area and provide improvements to the affected. Erik requested comments and questions to be sent to his email: [erik@spokanereimagined.org](mailto:erik@spokanereimagined.org). Erik is happy to attend and present the resolution at neighborhood council meetings. Email him to schedule a presentation.
- Kris Neely: Parks Urban Forestry Citizen Advisory Committee (UF-CAC) didn't meet this month.
- Charles Hansen: [Spokane Regional Transportation Council](#) (SRTC) is hosting a Horizon 2050 Workshop at the Central Library on Thursday, April 17 from 5 – 6:30 p.m. Attend the workshop to share your thoughts on regional transportation plans. This event is right before the Lilac City Live which begins at 7 p.m. at the Central Library on April 17. ONS will be launching the Civic Engagement Zines at the event.
- Sandy Wicht: Council Member Paul Dillon, Tyler Tamoush (Minnehaha), and Council Member Zack Zappone published an [op-ed in the Spokesman Review](#).
- Fran Papenleur: Ash Place Development update – Audubon-Downriver Neighborhood Council submitted a letter a few months ago requesting a reduction of the number of town houses to be developed. An adjacent neighborhood group submitted an appeal related to the State Environmental Policy Act (SEPA) review. The project will go before the City's hearing examiner on April 16. Fran will continue to keep CA updated.

#### AGENDA ITEMS:

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

- Council President (CP) Wilkerson: shared updates about the District 1 Town Hall Meeting on Monday, March 17. A few updates will be made to the format of the meeting based on feedback from neighborhood council leaders who attended. CP Wilkerson mentioned that if you would like to present in front of City Council, connect with Tina Luerssen ([macluerssen@gmail.com](mailto:macluerssen@gmail.com)) to schedule. Community Assembly/ City Council (CA/CC) went well and received positive feedback. CP Wilkerson yielded her remaining time to Kitara Johnson.
- Kitara Johnson: Shared that she recently lost her son, Gabriel, and is working to continue his vision of a "Community Collaborative" initiative. The Community Collaborative is a plan that Gabriel had developed and shared with his mom about how the community would come together to help meet the needs of those who have addiction through recovery services. Kitara asked about what we can we do to address the fentanyl crisis – every neighborhood should be safe. Kitara is working with City Council and the City to host the Gabriel Challenge. The Gabriel Challenge will take place on every Tuesday between Mother's Day and Father's Day from 6 – 7:30 p.m. at City Hall (City

Council Chambers) to connect about community solutions. Mapping out every stage of addiction – what is happening and what is possible. The kickoff event will take place at 6 p.m. under the Pavillion at Riverfront Park on Mother’s Day (Sunday, May 11).

- Kitara offered an invitation to stand together under the Pavillion on Mother’s Day and to activate in your neighborhood council to bring people together for the good of the community by joining the gatherings. Kitara asked the Community Assembly members, “will you stand with me for 36 days”.

## **7. Parking Space Minimums Resolution (Council Member Dillon)**

- The resolution related to this agenda item can be found on page 16 of the April CA agenda packet.
- Council Member (CM) Dillon shared some information that helped him decide to support the City Ordinance C36556.
  - The ordinance follows national trends for parking. Looking at data from the Census – 60% of renters have 0 or 1 cars and 1 in 4 homeowners have 0 or 1 cars.
- Discussion about State Bill (SB) 5184, which is in process at the state level. SB 5184 is aligned with the City of Spokane ordinance and states a requirement for parking minimum removal for WA towns that are over 20,000 in population. A few CA members added that the SB did pass the WA Senate and is currently working through the House of Representatives. There was an addition to the conversation that the House Bill states that towns with a population of more than 10,000 would be affected.
- Luke Tolley shared that CM Kitty Klitzke has been working directly with North Hill Neighborhood Council and the Garland area to mitigate some of their parking challenges.
- Recommendation that the CA send the Parking Space Minimums Resolution to the Plan Commission and request that they add this to their work plan.
- Bill Heaton: Shared more context about the parking related City Ordinance: C36556.
- Mary Winkes: Isn’t there something in the SB about a minimum of .5 parking?
  - CM Dillon: That was in the SB. Not sure if that will remain in there. Watch the SB for updates.
- Does City Ordinance C36556 affect existing developments? No – only for brand new developments
- Carol Landa-McVicker: Shared concerns about townhomes proposed for an area near her home (Mt. Vernon Drive) and how her area is already congested and can be dangerous in the winter with ice and snowy conditions.
- Bill Doley: The one size all doesn’t give special circumstances for areas with special needs as related to parking and transportation.
- Tyler Tamoush: Shared a story about his parents living in Los Angeles, CA and how parking has become a challenge for his family and nervous that Spokane will share the same fate.
- Karen Mobley: Concerned with what is happening in front of Carol’s (Landa-McVicker) home. Concern with the way the law is written. Nervous that this development will impact all the people who are entering Lincoln Park. This should not happen without a great deal of surveying by the Planning Department. This change can have way too much impact for small areas.
- Debby Ryan: Does this include businesses? Debby mentioned several specific properties.
  - Answer: Commercial properties are included.
- Sara Bauer: Lives near the Garland Theater and mentioned the risks of driving because of more vehicles parking on the street and congestion due to development with limited parking.
- Kris Neely: Spent most of his adult living in San Fransisco, CA and talked about stress of parking there. The City of Spokane must learn to build up and not out. Concerns about the impacts of this creating similar to what he experienced in CA.

Move to extend discussion by 5 minutes, first extension. Dan Knechtel motioned; Debby Ryan seconded. Motion passes: 20- approve, 0- deny, 0- abstain.

- Sandy Wicht: Asked where electric cars should be charged with the possibility of lack of parking at residences.
- Kathryn Alexander: Shared that she believes that 'the cart is being put before the horse'. If you want people to have public transit, you need the public transit to be where it needs to be.
- Mary Winkes: Shared her concern for the impacts of ADUs as they're related to this ordinance and concerns for potential impacts on businesses.
- Krista Anderson: Mentioned current enforcement of City Code for parking (near alleys, stop signs, etc.) and lack thereof. What's the expectation of increased parking enforcement if we're anticipating more on street parking. Is there a plan for improved enforcement?

Move to extend discussion by 5 minutes, second and final extension. Tyler Tamoush motioned; Debby Ryan seconded. Motion passes: 19- approve, 1- deny, 0- abstain.

- Don Sundahl: Not enough parking spaces.
- CM Dillon: Provided a clarification that the City Ordinance C36556 and the draft state law both only provide the option for no parking minimum. They do not state that developers cannot provide parking.

Move to vote on the draft resolution (provided on page 16 of the April CA meeting packet). Andy Hoyer motioned; Tyler Tamoush seconded. Motion passes: 14- approve, 0- deny, 5- abstain.

- Luke will forward the resolution to City Council.
- CM Dillon: Shared his appreciation for the feedback. Mentioned the challenges of housing crisis and need to add tools to Spokane's toolbox for increasing housing availability.

## **8. Admin Committee Updates (Luke Tolley)**

- *CA/CC recap*: CA highlighted changes and activations that they have been doing. The value of various CA and neighborhood trainings were mentioned in the meeting. CA members find them valuable and identified that they are building leaders and seeing return on investment of those. City Council offered up support and collaborations. We could use more neighborhoods involved in our committees/boards/ and commissions. Shoutout to the Liaison Committee which has done a great deal of propagation onto City boards and commissions and transitioned appointments to "permanent members". That involvement fosters non-biased community engagement.
- *Hybrid meetings moderator follow up*: Did anyone have any luck with finding a hybrid meeting moderator for the CA meetings from their neighborhood?
  - Tyler Tamoush: Is there a job description for the position? [Addition from later in the meeting: Luke Tolley will work with ONS to share something out with neighborhood councils and CA representatives]
- *Neighborhood Workgroup Alternates*: Tyler Tamoush, Tina Luerssen, and Fran Papenleu are the current CA workgroup members. Would the alternates be willing to step into that primary position? Laura Johnson, Mary Winkes, Kathy Thamm are the current alternates and are willing to step into the primary roles.
- Debby Ryan: What are the term limits for the role? Term limits should be clarified.
- Mary Winkes: Proposed that the terms be two-years.
- Bill Doley: Proposed to amend the term limit to be one year.

Move to approve that Laura Johnson, Mary Winkes, Kathy Thamm serve as the primary members of the CA Neighborhood Workgroup. Debby Ryan motioned; Tyler Tamoush seconded. Motion passes with 20-approve, 0-deny, 0-abstain.



- Luke Tolley: Will bring a proposal for the term limits and other related answers in a written form to the May CA meeting.
- Plan 2046 Ad Hoc Committee: Mary Winkes: Reported that Spencer Gardner decided to have 5 committees for Plan Commission members to serve on to inform Plan 2046. Chapters to be reviewed by Plan Commission:

- Community Chapters + Climate:
  - Neighborhoods
  - Local Governance
  - Social Health
- Technical Chapters + Climate
  - Land Use
  - Capital Facilities
  - Transportation
- Environment Chapters + Climate
  - Natural Environment
  - Parks & Recreation
- Shorelines
- Functional Chapters + Climate
  - Introduction
  - Implementation
  - Glossary
- How We Grow Chapters + Climate
  - Urban Design & Historic Preservation
  - Economic Development
  - Housing

- Mary suggested that neighborhood council members read and review current Neighborhood Chapter of the Comprehensive Plan. While reviewing, ask yourself what should be there and what shouldn't be there? Recommendation from CA to send any thoughts on the neighborhood chapter directly to Mary ([mwinkes@spokanecity.org](mailto:mwinkes@spokanecity.org)). Mary talked about the possibility for CA to establish an ad hoc committee to review and propose changes for the neighborhood chapter of the Comprehensive Plan – more to come on this in future CA meetings. There is no official action at this time. Mary will keep the CA updated on opportunities to be involved.
- Carol Tomsic: It is very important to get involved in this work.
- Discussion ensued about the word “neighborhoods” being removed from the Comprehensive Plan chapters and the implications of it being included.
- Paul Kropp: Mentioned he has copies of all previous [Comprehensive Plan] versions.

#### 9. **Climate Resilience & Sustainability Board (CRSB) (Kathryn Alexander)**

- CA does not currently have a liaison on the Climate Resilience & Sustainability Board. As a part of this board priority efforts include members making recommendations to the Comprehensive Plan and Sustainability Action Plan as they related to climate resiliency and sustainability.
- One of the big focuses that the CRSB has owned is how greenhouse gasses translates to carbon.
- For global warming – carbon is 5% of the issue. Water is the other 95%. We can impact the water cycle. We need to understand how we can keep the water we receive. If the water is in the ground – we can be resilient.
- CRSB is the place where you can advocate for environmental protections, have a voice and where you can impact the major community plans.
- Carol Tomsic: If we have suggestions, can we send them to you? Yes, you can send them to her at: [kathrynalexander2017@gmail.com](mailto:kathrynalexander2017@gmail.com)
- Kathryn is a voting member on the CRSB, but is not technically a representative on behalf of the CA.
- Fran Papenleu: Has the board met and been established? Yes, members have met several times. It would be recommended for CA to request a liaison to the CRSB. Paul Kropp will support the process.

- Mary Winkes: For this potential position, it's important to remember that you are not only representing a neighborhood. You are representing all the neighborhoods.
- Since the Comprehensive Plan is being changed, you can propose environmentally focused suggestions via this role.
- Kathryn suggested reading "Water Always Wins: Thriving in an Age of Drought and Deluge" by Erica Gies to those interested in the topic(s) discussed.

#### **10. CRSB Liaison Request (Paul Kropp)**

- Referred to a Liaison Committee March 27 memo for the CA outlining the Liaison Committee's proposal for a request to the city council for a CA liaison position on the Climate Resilience and Sustainability Board (CRSB), and for the Liaison Committee to prepare application materials for the position as soon as possible, and for CA reps to begin recruitment efforts for applicants for the position this month. The memo also outlines the committee's suggestion for the code provisions for the liaison position by referencing the City Code (SMC 04.41.020). See the committee's March 27 memo included in the agenda packet for the three-part proposal.
- Discussion ensued about the specificities of the proposal compared to a previous non-specific request letter from last year's CA Admin chair in late 2024.
- Members also discussed the qualifications of who might fulfil this liaison role based on sustainability experience and expertise possibly needed.

Move to extend discussion by 5 minutes, first extension. Kathy Hagy motioned; Dan Knechtel seconded. Motion passes: 20- approve, 0- deny, 0- abstain.

Move to accept the Liaison Committees' recommendation. Bill Doley motioned; Andy Hoyer seconded. Motion passes with 19-approve, 0-deny, 2-abstain.

#### **11. CA Committee Updates (Committee Chairs)**

- Tina Luerssen (Building Stronger Neighborhoods [BSN]): BSN is continuing with the Spring Learning Series. There is a workshop on Saturday, April 19 at the West Central Community Center. The BSN regular meeting will take place from 9 – 10:20 a.m. in the Newton Room and the workshop will take place in the Gymnasium from 10:30 – 11:30 am. Learn more and RSVP to the workshop here: <https://tinyurl.com/SpringLearningSeries>. [Register](#) for the FREE Clifton Strengths Finder Workshop, which is happening on Wednesday, May 7 at the West Central Community Center from 6- 7:30 p.m.
- Andy Hoyer (CA/CD): 12 neighborhoods applied for Community Development Block Grant (CDBG) funding. \$2.9 million was requested and \$400,000 will be allocated. Decisions will be made in June 2025. Proposals are currently going to CHHS and then to City Council.
- Tyler Tamoush (Neighborhood Safety Committee): Shared his endorsement of '[Together Spokane](#)', the Parks and Schools levy that will affect public safety by including funding for Spokane Park Rangers. The CA Neighborhood Safety Committee is not meeting in April or May. The July meeting will feature [NAACP](#) to talk about restorative justice. Short discussion ensued about C.O.P.S funding. The CA Neighborhood Safety Committee will be recruiting for leadership positions, specifically for the role of Chair. Discussion about possible combination of Police Advisory Committee ensued – the committees will not be combining.
- Laura Johnson (Budget Committee): Only 5 neighborhoods who have not been to a Community Engagement Grant (CEG) Training. The April 23 training will take place virtually instead of in-person. The May CA Budget Committee meeting will likely be moved forward because of Memorial Day. Check the [Neighborhood Meeting Calendar](#) for more information.

## **12. Actionable Items Review**

- Luke will submit the Parking Space Minimums Resolution to City Council.
- Luke will work with the ONS team to develop a “call for volunteer” job description for the CA hybrid moderator.
- Luke will work with CA Admin Committee to bring back proposal outlining the specificities for the Neighborhood Workgroup positions
- Luke will move the CRSB Liaison Request forward.

Motion to adjourn the meeting. [undiscernible] motioned; [undiscernible] seconded. Motion passes.

***Meeting adjourned at 7:36 PM. Next meeting will be held Thursday May 1.***

**From:** [Byrd, Giacobbe](#)  
**To:** [Luke Tolley](#); [Wilkerson, Betsy](#); [Neighborhood Services](#)  
**Cc:** [bill heaton](#); [DOLEY](#); [Tina Luerssen](#); [Sandra Wicht](#); [Lorna Walsh](#); [Mary Winkes](#); [Wright, Christopher](#)  
**Subject:** RE: Community Assembly Parking Resolution  
**Date:** Monday, April 21, 2025 8:59:56 AM  
**Attachments:** [CA Resolution Parking 4-4-25.pdf](#)  
[image001.png](#)

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Hi Admin Chair Tolley,

Thank you for providing the attached resolution regarding Ordinance C36556 (relating to parking space minimums). Council President Wilkerson will submit this resolution to the record by adding it to the May 12 Urban Experience Committee packet. This year, council updated their rules to allow for community members to testify at committee meetings on any items appearing on the agenda. The link to sign up to speak at the May 12<sup>th</sup> Urban Experience committee is below:

<https://docs.google.com/forms/d/e/1FAIpQLSebYasfFuARqmVfVBF0FWBfDGfshrOOVBslpxJ9fKi0pCR1lg/viewform?usp=sharing>

Best,

*Giacobbe R. Byrd*

Director, City Council Office  
808 W. Spokane Falls Boulevard, Spokane, WA 99201-3335  
(509) 625-6715 [gbyrd@spokanecity.org](mailto:gbyrd@spokanecity.org)

*This email is subject to the Washington State Public Records Act, Chapter 42.56 RCW, and may therefore be subject to disclosure as a public record.*

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**From:** Luke Tolley <luke.tolley@gmail.com>  
**Sent:** Friday, April 18, 2025 12:28 PM  
**To:** Wilkerson, Betsy <bwilkinson@spokanecity.org>; Byrd, Giacobbe <gbyrd@spokanecity.org>; Neighborhood Services <Neigh.Svcs@SpokaneCity.org>  
**Cc:** bill heaton <williamheaton@comcast.net>; DOLEY <bill@billdoley.com>; Tina Luerssen <macluerssen@gmail.com>; Sandra Wicht <sewicht@att.net>; Lorna Walsh <lornabwalsh@gmail.com>; Mary Winkes <mmcsपो@yahoo.com>  
**Subject:** Community Assembly Parking Resolution

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

Hello Council President Wilkerson,

Please find attached the final text of the Community Assembly's resolution in regards to parking requirements. We could not appreciate more that you and CM Dillon were in attendance for the discussion last meeting and I spoke with CM Klitzke

and she's interested in having more dialog on this issue moving forward.

I have cc'd the CA Admin Committee, CA Land Use Chair Bill Heaton and CA Liaison to the Plan Commission Mary Winkes

In Community,

***Luke Tolley***

*he/his*

phone: 509.221.9721

Hillyard, Spokane, Washington

NAME: \_\_\_\_\_

Please refer to the city's provisions for the Transportation Commission in the Spokane municipal code at SMC 04.40 and for the Community Assembly liaison membership provision at SMC 04.40.50.

A PDF file with the entire text of SMC 04.40 is posted separately on the Community Assembly web page: <https://my.spokanecity.org/neighborhoods/community-assembly/>

**Affirmation**

*I am aware of the multiple purposes and functions of the Transportation Commission as set forth in Spokane's municipal code in SMC 04.40.*

*I understand the Community Assembly's liaison position on the Transportation Commission is a non-voting membership, its substantial time commitment, and the three-year term of appointment.*

*I understand Transportation Commission's liaison members are subject to the commission's rules of procedure, including attendance and conflict of interest provisions, pursuant to SMC 04.40.070.*

*I understand the Transportation Commission's mission, pursuant to SMC 04.40.080, is to advise the mayor and city council on matters related to:*

- *Its studies of multi-modal enhancements for system safety esp. for pedestrians and technological advancements in infrastructure design and materials; and its collaborative recommendations with the Plan Commission that further the city's vision for the development and redevelopment of land.*
- *Recommendations, in consultation with the Plan Commission, for street improvements to be included in the annual update of the Six-Year Comprehensive Street Program that conform to the goals and policies of the Comprehensive Plan.*
- *The use of Transportation Benefit District (TBD) program funds and of other funds allocated by the Street Department for residential/local access street maintenance.*
- *Revisions to the Bicycle Master Plan and projects and policy recommendations that support bicycling as a viable and safe form of transportation.*
- *The review and recommendation, in consultation with the Plan Commission, for updates to the Pedestrian Master Plan.*
- *Recommendations for changing parking rates for on-street parking, and policies and projects to improve the parking environment as prioritized by the city council.*
- *Annual recommendations to the city council for the addition, relocation, or removal of automated traffic safety cameras; the projects and priorities to be funded by revenues generated from automated traffic safety cameras; and the operation of the automated safety program.*

*I understand the Transportation Commission liaison member is expected to (a) submit written reports on the meetings of the Transportation Commission for inclusion in the Community Assembly's monthly agenda packet, (b) attend the Community Assembly's transportation committee meetings, (c) provide a verbal report at Transportation Commission meetings on Community Assembly activities relevant to the work and duties of the Transportation Commission, (d) provide an annual in-person report to the Community Assembly, and (e) meet at least annually with the Community Assembly's Liaison Committee.*

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Complete Streets Ordinance (Municipal Code)

I have the permission to distribute this attached 3/27/25 draft of the Complete Streets SMC 17H.020 update. Mr. Jon Snyder, Director of Transportation and Sustainability, is still accumulating feedback and is not ready to distribute a newer draft just yet. **You can email comments to Mr Snyder at:**

<[jsnyder@spokanecity.org](mailto:jsnyder@spokanecity.org)>

The timeline would be for a final draft of the Complete Streets Ordinance to go to both the Transportation Commission and Plan Commission in May. Potentially to PIES (Public Infrastructure, Environment, and Sustainability Committee) in May (Monday 19<sup>th</sup> @ noon) and also for City Council consideration in June. However, this needs to be verified with the City Council.

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## Comprehensive Plan Chapter 4 – Transportation

**Shaping Spokane** <<https://static.spokanecity.org/documents/shapingspokane/comprehensive-plan/chapter-4-transportation-v7.pdf>>

The Planning Department can begin providing a more detailed timeline as work gets underway in earnest later in mid-July and later this summer.

For now:

- From July through late-fall, the Planning Department will be doing background work, identifying new content required by recent legislation, developing draft content, and identifying sections requiring major updates.
- The Planning Department plans to bring draft work on Chapter 4-Transportation to the Plan Commission and Transportation Commission later in the fall, toward the end of this year and early-2026.

The Planning Department's goal is to complete the sections of the Comprehensive Plan with minimal changes; concurrently refining the updating process. Then, acquire recommendations from public committees. Finally, the updating process can proceed to the more technical chapters, including Chapter 4: Transportation.

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## Transportation Commission

The Transportation Commission provides advice and recommendations to the Mayor and City Council on the plans and programs necessary to achieve a safe and equitable multimodal transportation system in the city of Spokane. The Transportation Commission is tasked with recommending updates to the City's Complete Streets policy through the Mayor's Safe Streets for All (SS4A) Executive Order.

**Contacts:** District 1: Joni Harris [joniharris@spokanecity.org](mailto:joniharris@spokanecity.org)  
District 2: Grant Shipley, President [gshipley@spokanecity.org](mailto:gshipley@spokanecity.org)  
District 3: Kaylee Jackman [kjackman@spokanecity.org](mailto:kjackman@spokanecity.org)

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

Engineering: Street Designing & Construction (Civil Engineering)

ICM (Integrated Capital Management): Facilitates the development and implementation of street infrastructure projects and programs

Traffic Calming (SS4A) – neighborhood road safety

Public Works – Transportation projects, trails and bikeways

Planning: Update Comprehensive Plan, includes transportation (bicycle/micromobility/pedestrian)

Streets: Maintenance – road repair, snow removal and cleaning

Transportation Benefit District (TBD) constructing, improving, providing, and funding transportation improvements within Spokane City

Downtown parking

The trip reduction program and any other transportation change, either physically or in documents. Changes can come from City Council, SRTC, STA, Spokane County, WSDOT, State legislation and Federal mandates.

## Complete Ordinance Revision DRAFT 4/8/25

### Title 17H Engineering Standards

#### Chapter 17H.020 Complete Streets Program

##### Section 17H.020.010 Purpose

The purpose of the Complete Streets Program is to ensure all users are planned for in the construction of all City transportation improvement projects as outlined in the Comprehensive Plan and detailed in the adopted Bike Master Plan, [the Bike Priority Network](#), ~~and the~~ Pedestrian [Master Plan](#) ~~and the Americans with Disabilities Act Transition Plan~~. In enacting this ordinance, the City of Spokane encourages healthy, active living, reduction of traffic congestion and ~~fossil fuel use~~ [greenhouse gas emissions](#), and improvement in the safety and quality of life of residents in the City of Spokane by providing safe, convenient, and comfortable routes for walking, bicycling, and public transportation. The Complete Streets Program will improve street connectivity of all modes [and better integrate land use and transportation planning](#).

Date Passed: Monday, December 19, 2011

Effective Date: Thursday, January 26, 2012

ORD C34821 Section 1

##### Section 17H.020.020 Definitions

For purpose of this chapter, the following words shall be defined as follows:

A "Complete Street" is a road that is designed to be safe for ~~users drivers; bicyclists; transit vehicles and riders; and pedestrians~~ of all ages and abilities. The "Complete Street Program" focuses not just on individual roads but on changing the decision-making process so that all users are routinely considered during the planning, designing, building and operating of all roadways.

"Street Project" means the construction, reconstruction, retrofit, maintenance, alteration, or repair of any Street, and includes the planning, design, approval, and implementation processes, except that "Street Project" does not include minor routine upkeep such as



cleaning, sweeping, mowing, spot repair, or interim measures on detour routes. If safety and convenience can be improved within the scope of pavement resurfacing such as grind and overlay and restriping, such projects shall implement Complete Streets as outlined in the adopted Bike Master Plan, ~~and~~ Pedestrian Master Plan and the Americans with Disabilities Act Transition Plan to provide access and increase safety for all users. Grind and overlay and restriping projects shall be limited to striping elements as called for in the Bike Master Plan and the City Pedestrian Plan. Signalization changes shall not trigger additional Complete Streets elements.

"Users" mean individuals ~~or vehicles~~ that use streets, including people walking, people using wheeled assisted mobility devices such as wheelchairs, people riding bicycles, people using micromobility devices, people driving automobiles, people driving freight-delivering vehicles, and people driving using transit vehicles options, pedestrians, bicyclists, freight, automobiles, public transportation vehicles and riders and people of all ages and abilities, including children, youth, families, older adults, and individuals with disabilities.

Date Passed: Monday, December 19, 2011

Effective Date: Thursday, January 26, 2012

ORD C34821 Section 1

#### Section 17H.020.030 Freight/Truck Routes

Because freight is important to the basic economy of the City and has unique right-of-way needs to support that role, freight will be ~~the major a~~ priority on streets classified as truck routes as designated in SMC Section 12.08.020. Complete Street improvements that are consistent with freight mobility but also support other modes shall be considered for these streets.

Date Passed: Monday, December 19, 2011

Effective Date: Thursday, January 26, 2012

ORD C34821 Section 1

#### Section 17H.020.040 Implementation

All street projects shall include Complete Streets elements as called for in the Master Bike Plan, ~~and~~ Pedestrian Master Plan and the Americans with Disabilities Act Transition Plan. Complete Streets shall be achieved either through single projects or through a series of smaller improvements or maintenance activities over time. It is the City's intent that all

allowable sources of transportation funding be drawn upon to implement Complete Streets projects. ~~The City believes that maximum financial flexibility is important to implement Complete Streets principles. The City believes a Complete Streets program will increase connectivity for all modes of travel within the City.~~

The implementation of various Complete Streets elements will utilize [NACTO Design guidance, including the Urban Street Design Guide and the Urban Bikeway Design Guide, the AASHTO Guide for the Development of Bicycle Facilities, and other best practices.](#) To the extent required by Federal and State agencies, grant funded projects may be required to follow WSDOT or FHWA standards or other design guidance which may be different and supersede NACTO or other design standards. ~~the latest and best design criteria and the design of various c~~Complete streets components to be implemented shall be based on a context sensitive approach, [using a Safe Systems framework as defined in RCW 47.04.010,](#) with the analysis of the street's existing conditions, and the present/future needs for all users.

[Staff implementing complete streets are required to engage in continuing education opportunities regarding complete streets and urban street design and implementation.](#)

Date Passed: Monday, December 19, 2011

Effective Date: Thursday, January 26, 2012

ORD C34821 Section 1

[Section 17H.020.050](#) Exemptions

The following situations are exempt from elements of the Complete Streets Program.

- A. Accommodation is not necessary on corridors where non-motorized use is prohibited, such as interstate freeways.
- B. [Major catastrophic repairs where roadway function has been lost due situations such as significant wildfires, significant sinkholes, significant flooding or sudden unanticipated bridge failure. Cost of accommodation is excessively disproportionate to the: cost of the project; community need; or probable use, or is more than twenty percent of the project cost.](#)
- C. [Where a reasonable and equivalent project along the same corridor is already programmed to provide Complete Streets elements.](#)~~There is a documented absence~~

~~of current or future need.~~

~~D.—Where future development will be required to build frontage improvements with Complete Streets elements. Projects remaining for the 2004 Street Bond. However, those projects are not precluded from receiving Complete Streets elements in the future with funding from sources other than 2004 Street Bond proceeds where called for in the Master Bike Plan and the Pedestrian Plan.~~

D. Grind and overlays, chip seals, crack sealing and similar maintenance projects are not required to install new curb, gutter or sidewalk for the length of the project. Staff will look for opportunities to install smaller improvements such as bus boarding pads, shoulders for walking or biking, crosswalk elements, etc. as best fit with the scope and budget of the project. New and replacement ADA ramps will continue to be installed with grind and overlays.

Any requested exemptions shall be reviewed by the ~~mayor's design advisory committee~~ Transportation Commission and must be approved by the city council in conjunction with the annual adoption of the 6-Year Street Plan or through a separate Council approval and action on specific project(s) not included in the 6-Year Street Plan.

Date Passed: Monday, December 19, 2011

Effective Date: Thursday, January 26, 2012

ORD C34821 Section 1

#### Section 17H.020.060 Performance Measures

Performance measures monitoring the progress of Complete Streets implementation will be established and an annual progress report which will be submitted to the city council. Performance measures established through this program shall utilize existing reporting done for concurrency certification and state and federal grant programs.

Date Passed: Monday, December 19, 2011

Effective Date: Thursday, January 26, 2012

ORD C34821 Section 1

#### Section 17H.020.070 Land-Use Integration

Land-use and transportation are closely connected. The City's Design Standards include context sensitive elements that are determined by the adjacent land use. Any new or revised land-use policies, plans, zoning ordinance or other documents shall specify how they will support and complement the Complete Streets vision.

#### Section 17H.020.080 Coordination

The City recognizes that multi-jurisdictional contributions are necessary for an effective Complete Streets policy and will work cooperatively with city departments, the Washington State Department of Transportation, the Spokane Regional Transportation Council, the Spokane Regional Health District, and surrounding counties, cities, school districts, neighborhood councils, citizens, businesses and other interest groups. With future updates to the city's design standards and code, private development will be required to follow the Complete Streets approach to the maximum extent possible.



## Administrative Committee Meeting Notes

*Tuesday, April 22nd 2025, 4:00 - 5:30 pm*  
City Hall and via Zoom

**Present in person:** Sandy Wicht (Comstock - Admin), Luke Tolley (Bemiss - Admin Chair), Bill Doley (Rockwood - Admin Vice Chair), Tina Luerssen (Grandview/Thorpe - Admin Secretary), Gabby Ryan (ONS), Fran Papenleur (Audubon/Downriver), Erin Hut (ONS). **Virtual:** Paul Kropp (Southgate - Liaison Cmte Chair), Cliff Winger (Shiloh Hills, Transportation Commission liaison). **Excused:** Lorna Walsh.

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

**City Updates** Erin will speak at CA about the new Director, Heather Hamlin, who will start in June. Cliff-Cannon NC was notified 5/10/25 that they are likely out of compliance with their bylaws. March and April meetings were canceled, they haven't conducted elections (due March per bylaws). Erin requested that this issue be addressed by 5/10/25, NC has contacted City Legal for advice and possible arbitration. Erin offered assistance and potential arbitration by CA. The NC is interested in splitting into 2 councils, this process goes through CA for recommendation and CC for approval. Would likely require 2 actions from CC: reduce existing NC boundary, and recognize new NC. Residents have shown up for NC meetings, with no NC leadership present or notification of cancellation.

**May CA Agenda.** May 1st at Liberty Park Library.

### Agenda Requests:

1. Action items from April CA:
  - a. Parking Requirement Resolution - sent to Giacobbe for review.
  - b. Hybrid Meeting moderator job description - see Comms Comm recommendation.
  - c. Workgroup Plan - terms, duties. Tina will report back after tomorrow's Workgroup meeting. Open discussion and request for nominations at May CA, for vote in June (prepare for secret ballot if multiple nominees).
  - d. CRSB Liaison Request - will be sent to CC/City for review. Liaison Committee has sent out request for candidates from NCs.
2. Liaison - Transportation Committee - Cliff Winger - 15 mins. Speak about Comp Plan update, Transportation Chapter. Director Snyder's Complete Streets initiative, proposed as part of street re/construction.
3. Spokane Municipal Court - Judge Logan - 10 minute request, suggest to increase for Q&A. Her request is to speak about Municipal Court, how it interfaces with attorneys.
4. Committee Updates. 15 minutes, increased to 20 with short agenda.

### **Admin Committee Business**

1. Parking Requirements Resolution Response - CP Wilkerson put this on the Urban Experience committee agenda for 5/12/25 and invited testimony. Land Use Committee was given this information, we encourage them to provide testimony at committee. Giacobbe's response to the resolution will be included in the CA packet.

2. Hybrid meeting facilitator volunteers: 3 volunteers reached out to Amber. Angel Troutt (Shiloh Hills), Tyler “TK” Kern (Minnehaha), Angel Six (West Central youth member). Luke will draft the “job description/expectations” from the Comms Committee recommendation and the Facilitator Guide for Hybrid Meetings from the CA binder that Gabby created.
3. NC Attendance and notification: our P&P indicates that we reach out to absent NCs. Tina will update the attendance sheet and distribute to Admin members. New reps notified for Five Mile, Emerson-Garfield, and Browne’s Addition recently. Tina has sent “welcome” emails to those reps, along with a link to the CA Handbook online.
4. Neighborhood Profiles update: Amber notified that an intern (Dr. Flanagan) is working to update these documents with NCs. 2017 appendices will be archived with 2017 Comp Plan and not included with 2026 Comp Plan update. ONS will maintain the updated 2026 profiles on NC webpages, and ONS staff will advocate to add these to the Comp Plan as appendix.
5. Budget request: Zoom license will need to be transferred from Randy’s credit card to Luke, who will complete the grant request. Tina moved, Sandy second to request funds from Community Engagement Grant for CA Zoom license 2025-26. Motion passes unopposed.

CA Policies & Procedures: Bill updated the document formatting. Possible CA Retreat to focus on P&P and CA goals? Could be a good use of leftover CE Grant funds. Luke will request Paul to speak during Committee Updates about P&P, possibly disband and re-form the committee with clear goals and timeline.

Admin Goals: To be revisited at the May Admin meeting.

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

1. NC Updates/Roundtable?
2. CA Retreat?

#### **Approve 5/1/25 CA Agenda M/S/P:**

CC Update (CP Wilkerson) 10m

ONS Staffing Report (Erin Hut) 5m

Municipal Court (Judge Logan) 15m

Transportation Commission Liaison (Cliff Winger) 15m

Workgroup Update (Tina Luerssen) 10m

CA Committee Updates (Committee Chairs) 20m

CA Vision (Luke Tolley) 10m

Actionable Review/Future Considerations (Luke Tolley) 5m

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

**Next Admin Committee** meeting Tuesday, May 27th at City Hall/Zoom 4:00-5:30PM.

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

### Meeting Minutes

Saturday, April 19th 2025 9:00-10:30 AM

Hybrid on Zoom and in-person at West Central Community Center

#### 1. Welcome/Introductions and Committee Business

- a. In attendance: Tina Luerssen (Grandview-Thorpe), Carol Tomsic (Lincoln Heights), Dan Brown (North Hill), Charles Hansen (Whitman), Sandy Wicht (Comstock), Fran Papenleur (Audubon), Luke Tolley (Bemiss), Krista Anderson (Chief Garry Park), Laura Johnson (Hillyard), Linda Carroll (Emerson-Garfield), Clay Elliot (Emerson-Garfield), and Dave Lucas (Rockwood). City Staff: Amber Groe
- b. Approve March 2025 Meeting Notes: Moved, seconded and approved unopposed.
- c. CA/CC Meeting Recap
  - i. It was good to educate the City Council members on the work the committees are doing.
  - ii. There was a little disappointment at the lack of time for dialog from both sides, how Council would like to see us work with them better and things we might have for them.
  - iii. The video is on the City's Social Media:  
<https://youtu.be/PcQ-eh3QOXc?si=RmucxEArhHlipH-P> or  
<https://vimeo.com/1071250091>
  - iv. Tina heard positive feedback from the Councilmembers as well.
  - v. There was some critique of the room set up, the audience felt disconnected.
  - vi. Liaisons being the focus might be good for the next one.
  - vii. Our CC workgroup reps will bring the discussion to that committee
- d. Budget Request -
  - i. Last year we requested \$250 for food and \$650 for supplies. We don't have an accounting of what we spent, but we're fairly certain we were under budget.
  - ii. Tina volunteered to draft the budget request and review where we were last year. Laura will get the accounting from Gabby.
  - iii. Conversation to continue next meeting.

#### 2. ONS Report (Amber)

- a. Department Staffing Update: The new ONS Director hire was announced, Heather Hamlin (current Executive Director at Women Helping Women Fund) will join ONS in June. The open position left after Anne Deasey's transfer has not been listed and it's likely that it will wait for Heather to be able to do the hiring.
  - i. Likely our current ONS coordinators will be flexing out their Friday time for their out-of-work-hours activities they have to do.
  - ii. In a pinch, email the shared email for all of the ONS coordinators:  
[Neigh.Svcs@spokanecity.org](mailto:Neigh.Svcs@spokanecity.org) and someone will get back to you.

- b. Lilac City Live Recap: Amber expressed her thanks for everyone who helped and attended. It was a hit. The music was great. The MC was a little extra wacky and received mixed reviews. The artist Madison Merica was amazing. Attendance is estimated at about 175-200.
      - i. The Zine was distributed and made available. Over the next few meetings ONS will distribute them. They will be available at Libraries, community centers, City Hall, etc. It's also available online: <https://my.spokanecity.org/about/government/civic-zine/> There are multiple translations on the website as well.
      - ii. The recording of the event will be posted on Youtube and the ONS newsletter will share that link once it's up.
    - c. Spokane Neighborhood Summit Planning
      - i. Theme discussion/Call for proposal: Amber moved up the deadline. Since we have funding, Amber's able to move things up to just before our July meeting (7/11/25).
      - ii. You can review the document Amber prepared here: [https://docs.google.com/document/d/1z3CPx1pGixt-uR\\_U\\_VUnKgg57URq2jeCYP8Oids8Cf0/edit?usp=sharing](https://docs.google.com/document/d/1z3CPx1pGixt-uR_U_VUnKgg57URq2jeCYP8Oids8Cf0/edit?usp=sharing)
      - iii. We've got a little under \$500 left over from SCCU from last year that has no strings attached. Amber suggests we use it for things the City otherwise cannot purchase. Could be an honorarium for a speaker.
      - iv. Amber shared the cool swag they've lined up for this year.
      - v. We hope to open up for participants (up to 120), at GU Hemmingson Center this year. We're going to encourage people to use the Central City Line.
- 3. Spring Learning Series/BSN Trainings (Tina)
  - a. Recap Empowered Communication Workshop: Thank you Toastmasters and Krista. It was really well received. Luke will edit the video(s) to get them posted and shared. There was a bit of a recruiting aspect to it, but that seemed okay.
  - b. Today! CA Inventory Workshop: Thank you everyone who helped get the equipment and brought it.
  - c. CliftonStrengths Workshop - 5/7/25 at WCCC: Deadline to register is next week. We have ½ the seats filled. We need to spread the word some more.
  - d. Future Training Workshops? Summer is a bad time, the Summit is in the fall and over the holidays is hard so it might be good to plan for something like Jan-May 2026. We again can tap the Summit presenters that aren't chosen and maybe some follow up sessions.
    - i. Ideas:
      - 1. Fiscal responsibility, creating 501c3s for instance, how to manage.
      - 2. Elected position how-tos - Secretary, Treasurer, Communications, technology, clean up coordinator, etc. It could lead to cohorts to support each other and share best practices and/or mentorship pool.
      - 3. Yearly civic calendar/deadlines, etc.



- e. Communications Committee Update (Sandy and Krista)
  - f. Spokane Public Schools/Peach Jar/PTG: In the fall, we should be putting our docs/adverts out that way. Might be a good idea to put the Zine out now.
    - i. Info:
      - <https://my.peachjar.com/explore/all?audienceld=3144&tab=school&districtId=3144&audienceType=district> and
      - <https://www.spokaneschools.org/page/flier-distribution>
    - ii. PTGs can be a good resource too.
    - iii. Be aware of the difference between school boundaries and neighborhood boundaries: <https://webc.spokaneschools.org/BoundaryMaps/>
  - g. Committee Work:
    - i. Social media and Win tracker are the next thing on their agenda for the summer. Please also send events to Sandy and Krista to be shared.
    - ii. They're hoping to do outreach to neighborhood councils and collect some best practices. They also want to start to track data like engagement numbers, communication channels, etc. to create a dashboard.
    - iii. Next CA meeting they are going to request we send approved resolutions out to the media.
4. Neighborhood Updates and Topics for Next Meeting 5/17/25
- a. Emerson-Garfield: Expecting word from Hearing Examiner about their proposed retail business development (Mansfield Grocery) in their neighborhood that they are concerned about. They submitted informed, data driven testimony and are looking at suggested changes to SMCs to clarify some of those retail uses in residential areas. Tina suggested they could use the NC placeholder CP Wilkerson has offered up to inform CC about what's going on. Sandy Wicht is the point person for scheduling those.
  - b. Comstock and Grandview-Thorpe have reached out to Sandy to schedule those.
  - c. Grandview-Thorpe has their evacuation drill scheduled this summer and plans to share the results with the City Council.
  - d. Audubon Downriver also at Hearing Examiner and wanted to give public testimony on a Thursday and the Hearing Examiner actually combined it into just Wednesday testimony which sabotaged the neighborhood's efforts. The SEPA findings were that it didn't encroach on the wetlands by 20 feet. They felt like City Planning was not as impartial as they should have been. They are also concerned about egress and access issues.
  - e. Audubon Downriver also got their asphalt art approved recently.
  - f. Lincoln Heights street mural is moving forward 11th and Fiske at the entrance to the Ben Burr Trail.
  - g. Chief Garry Park NC has created a Neighborhood Reporter position to have a consistent face at City Council meetings.
  - h. SRTC has a survey open for their Horizon 2050 plan. Should be at <https://www.srtc.org/> but site is down today. Survey is open through June 30, draft plan going out in the autumn, final approval this November. Direct link to survey: <https://www.surveymonkey.com/r/9BPXY79>

- i. WSDOT has an e-bike rebate currently.  
<https://wsdot.wa.gov/travel/bicycling-walking/bicycling-washington/e-bike-rebate-program>
- j. North Hill has their street mural approved and they're working to establish an immigrant public market, every Tuesday starting in May, in the parking lot behind The Gathering House.
- k. West Hills CA Rep called Tina because they want to use their beautification funds to clean up vacant land at 13th and Lindke adjacent to Grandview Thorpe. She believes it's Parks land. The two neighborhoods are going to work together on it.
- l. Future Agendas:
  - i. May Meeting:
    - 1. Recap Today's CA Inventory Workshop
    - 2. Summit planning
  - ii. June Meeting: Reach out about Peach Jar
- 5. Adjourn for CA Inventory Workshop

Next Meeting, May 17, 2025, 9am at The Hive

2025 BSN Committee Officers:

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

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

Committee Vice-Chair: Dave Lucas, Rockwood

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."*

## **Call for Workshop Proposals - 2025 Spokane Neighborhood Summit**

The City of Spokane's Office of Neighborhood Services is proud to host the third annual Spokane Neighborhood Summit on October 25, 2025.

By providing participants with the tools and training to improve their neighborhoods, the Summit will focus on community identified priorities and enhance strategic planning efforts for all 29 Spokane neighborhoods. Core drivers for the Summit include:

1. Provide neighborhood council leaders with capacity building based on the needs of their neighborhood.
2. Bring together neighborhood council leaders from across the City of Spokane where they form a connected regional identity.
3. Disrupt status-quo approaches and practices that are hindering neighborhood council growth and development.

How do we get this accomplished? By reaching out to our subject matter experts like yourselves—we need your help! The Office of Neighborhood Services and the Community Assembly's Building Stronger Neighborhoods Committee is seeking proposals from neighborhood leaders to present workshops on a wide range of topics related to neighborhoods. Please email your workshop proposal(s) any questions you may have to the following email address: [spokaneneighborhoods@gmail.com](mailto:spokaneneighborhoods@gmail.com)

**\*\*Proposals are due no later than Thursday, July 17, 2025 by 11:59 p.m.\*\***

If you are interested in presenting a workshop, please review the information below. Priority consideration will be given to proposals that address topics related to the following conference tracks:

1. **Diverse, Equitable, and Inclusive Communities** (Diversity, Equity and Inclusion, Youth engagement, etc.)
2. **Technical Assistance, Technology, and Communication** (Website, Social Media, Bylaws, Communication, etc.)
3. **Safe, Healthy, and Beautiful Neighborhoods** (Public safety efforts, Clean-up, Transportation, Emergency preparation, Code Enforcement, etc.)
4. **Civic Engagement and Community Impact** Advocacy, Engaging with City Council, City departments, Partnering with local organizations, Writing resolutions, etc.)
5. **Empowering Neighbors and Engaging Neighborhoods** (Leadership development, Working with inactive neighborhoods, Community engagement/ Activation, etc.)

## Workshop Expectations/ Information

All workshops will take place on Saturday, October 25 between 9:25 a.m. and 12:15 p.m. at the Gonzaga John J. Hemmingson Center (702 E Desmet Ave.). Workshops can be 45 minutes, 60 minutes, or 90 minutes in length. The Summit venue will be equipped with a computer, wifi, drop down screens, and a projector. Presenters will receive more information about the venue upon approval of their workshop.

All presenters are required to provide attendees with a relevant handout that is meant to be a practical guide for participants to apply what they learned in your workshop directly to their neighborhood council.

Ideally, we would like to record workshops on video for participants to access after the event. Priority consideration will be given to presenters willing to record their workshop.

## Proposal Outline

All workshop proposals should include the following information and must be received no later than Thursday, July 17, 2025 by 11:59 p.m. to [spokaneneighborhoods@gmail.com](mailto:spokaneneighborhoods@gmail.com)

1. Session presenter(s) name, email and phone
2. Workshop title
3. Description - should be 300 words maximum.
4. Maximum amount of participants (if you don't have a capacity for participation, please include "no maximum of participants")
5. Length of time of session - 45 minutes, 60 minutes, or 90 minutes
6. Which conference track best represents your workshop (select one of the following):
  - Diverse, Equitable, and Inclusive Communities
  - Technical Assistance, Technology, and Communication
  - Safe, Healthy, and Beautiful Neighborhoods
  - Civic Engagement and Community Impact
  - Empowering Neighbors and Engaging Neighborhoods
7. Which learning level would best describe your workshop (select one of the following):
  - Beginner (1-2 years as a neighborhood council member)
  - Intermediate (3-5 years as a neighborhood council member)
  - Advanced (5+ years as a neighborhood council member)
8. What style of facilitation would you use to describe your workshop?
  - Presentation, Hands-on workshop, Panel discussion, or Other (please describe)

## Questions?

Please direct all inquiries, questions and/or any concerns you may have to Community Programs Coordinator, Amber Groe at [agroe@spokanecity.org](mailto:agroe@spokanecity.org) or 509-625-6156.

## **Draft Minutes: 04/24/2025 Land Use Committee**

**LUC Members Present:** Doug Tompkins (Logan/Exec), Amber Groe (ONS), Tom Bender (Minnehaha), Fran Papenleur (Audubon-Downriver), Mary Winkes (Manito-Canyon Hill), Charles Hansen (Whitman), Carol Tomsic (Lincoln Heights), Bob Scarfo (Manito-Cannon Hill), Molly Marshall (Grandview-Thorpe), Mike Peterson (West Central), Carol Landa-McVicker (Lincoln Heights), Stephanie Watson (Latah-Hangman), Larry Dow (North Indian Trail).

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

Meeting called to order at 5:32PM

Meeting Chair: Doug Tompkins

Note Taker: Amber Groe

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

Minutes from February were also approved with a spelling correction to Audubon, Tomsic, and the subtraction of Bob Turner (not in attendance).

Mary Winkes provided a brief update about the current status of the Parking Resolution. The resolution was on the agenda for the Community Assembly in April. Paul Dillon attended to discuss the resolution State Bill (SB) 5184, which is in process at the state level was mentioned. SB 5184 is aligned with the City of Spokane ordinance and states a requirement for parking minimum removal for WA towns that are over 20,000 in population. Weren't sure if the SB passed the through the House of Representatives. Discussion about concerns about public safety impacts of development happening at Mt. Vernon and Mt. Vernon Dr. Committee members expressed concerns about the short-sightedness of the deregulation of parking

- The resolution will go before City Council at the Urban Experience Committee at 12:00 p.m. on Monday, May 12, 2025. You can sign up to testify on behalf of the resolution using [this link](#). You can testify in person in the City Council Chambers at City Hall or via phone.

Molly Marshall presented on the DNR Thorpe Land Trust/ Victory Heights. See the included ppt for all relevant information. Discussion about possible continued efforts took place including a moratorium extension. Possible draft points:

- 350 homes is over developed (based on possible info in Comp Plan)
- Fire response is not adequate
- Sub area plan is not completed
- Possible concurrency issue with Victory Heights development

Follow Up of Formation of Informal Committee: Mike Peterson, Mary Winkes, Molly Marshall, Stephanie Watson volunteered to form an informal committee and to draft a resolution for the CA meeting on May 1, 2025 as it relates to the Thorpe land. If received to [neigh.svcs@spokanecity.org](mailto:neigh.svcs@spokanecity.org) on Tuesday, April 29 it can be included in the CA packet. Attendees voted unanimously in favor of formation of short-term committee.

Grandview Thorpe is hosting an evacuation event (“fire drill”) on May 3. The Grandview/Thorpe Neighborhood Council has been working with Sarah Nuss, Director of Emergency Management.

The meeting was closed at 6:49 PM. Next meeting is June 26, 2025

## **A Resolution by the Community Assembly of the City of Spokane**

Regarding the Ordinance establishing a one-year moratorium on subdivision applications in the Latah Hangman Valley / Grandview Thorpe neighborhoods

Whereas the one-year moratorium on subdivision applications in the Latah/Hangman Valley / Grandview Thorpe neighborhoods is due to expire on May 20, 2025; and

Whereas this moratorium was adopted by City Council due to a significant increase in residential development without adequate fire protection resources, as well as planned ingress and egress needed in the event of an emergency; and

Whereas these areas are part of a designated WUI (Wildfire Urban Interface) which aims to protect homes and communities from wildfires by implementing fire-resistant building practices and promoting defensible space around properties; and quality materials

Whereas there are new developments already planned and approved (not subject to the moratorium) resulting in at least 2,239 new residences; and

Whereas there are applications for new four developments resulting in 805 more homes, awaiting the moratorium's expiration; and

Whereas the moratorium's Section 3. Purposes and Work Plan states "The purpose of this moratorium is to allow the city adequate time to assesses the threat of wildfire to the Latah/Hangman and Grandview/Thorpe Neighborhoods, plan for and implement the necessary mitigations, and adopt related code changes"; and

Whereas the moratorium's Section 3 also states "Expected work items include: · Amending Section 17F.110.010; and · Performing a full assessment of wildfire risks and mitigation strategies throughout the area; and · Establishing emergency response procedures within the area; and · Planning the construction of firefighting infrastructure, including a permanent Latah Fire Station; and · Modifying other sections of the Spokane Municipal Code as necessary to protect the health and safety of residents; and

Whereas the work items in Section 3 have not been completed, namely:

1. Establishing emergency response procedures is barely underway, but certainly not completed.
2. Planning for the construction of the firefighting infrastructure is not complete, let alone a permanent fire station built.
3. The Berk Consulting and the city planning department have only begun their work on developing a Latah Valley subarea plan and to date there has been no community participation regarding this plan. Building 805 new homes before the subarea plan is complete defeats the purpose of a subarea plan.

Therefore, be it resolved:

That the City Council extends the moratorium until such time that the work plan outlined in Section 3 is completed. This will include adequate public participation in the subarea plan and final notification that the work plan outlined in Section 3 has been completed.

Signed,

Administrative Committee

Community Assembly

## **CA Liaison Committee Meeting via Zoom April 8 2025**

Present: Paul Kropp, Chair; Andy Hoye, Recorder; Cliff Winger, Shilo Hills, guest; Fernando Diaz, Liaison to the DRB, guest; Kris Neely, Liaison to the UFCAC, guest; Stephanie Watson, Latah-Handman, guest; Lorna Walsh, Riverside; Bonnie McInnis, West Central - excused

Quorum noted

Approved minutes of last meeting

Reviewed Attendance chart

Noted the CA accepted all three recommendations regarding the CRS Board – Paul will work to place the application notice and materials on the website this week. Deadline is set at May 23 for receiving applications.

Paul was planning to speak with the Park Board Chair, Jennifer Ogden who called during the meeting – we need guidance from them regarding the DVCAC liaison position and the timing of recruitment for the vacancy re before or after bond measure vote.

Lorna is still working on the final form of the Liaison Committee brochure. Stephanie Watson expressed concerns about our Park Board not allowing outdoor showers – “personal grooming” not encouraged at parks.

Kris showed a slide show that discussed what the Urban Forest group does – there was no UFCAC March meeting. A Heritage Tree designation is possible by nomination – people should contact Katie Kosanki the urban forester at parks. Spending of the \$5M Federal grant is on hold. Goal is 30% “tree canopy” by 2030.

Discussed The Transportation Commission joint meeting with the Plan Commission to be available online.

Next meeting of the LC will be at Liberty Park Library one time only. The committee going forward will conduct its meetings in person with a virtual option on Zoom.

Submitted by Andy Hoye

Edited by Paul Kropp



Ad Hoc Policies and Procedures Committee  
April 28, 2025

Information for May 1 CA meeting:

PeTT Committee P&P

The April 22 meeting of the PeTT Committee proposed revisions to the 2021 version of its policies and procedures document, which are included here.

Primarily, Pett's revisions remove provisions relating to the Citizens Transportation Advisory Committee (CTAB) and the Plan Commission Transportation Subcommittee (PCTS), both of which have been superseded by the Transportation Commission.

The Ad Hoc P&P Committee will be reporting a recommendation for approval of revisions to the PeTT P&Ps for the Community Assembly in June.

Communication Committee P&P

As of this date, the Ad Hoc P&P Committee has not received from Comms supplementary improvements to the bare-bones P&P document it proposed last November. The Ad Hoc P&P chair has met with the committee several times this year on this topic, as well with its chair separately at the beginning of this month.

**Community Assembly of Spokane Neighborhood Councils**  
**Pedestrian, Transportation and Traffic Committee (PeTT)**  
**Policies and Procedures** ~~(October 2021)~~ (Proposed April 2025)

**A. Committee Charge:**

*Support the Community Assembly and neighborhood councils in promoting active, livable neighborhoods with multi-functional streets and a balanced transportation system.*

**B. Committee Function:**

*The committee receives the concerns and issues of the neighborhood councils related to streets, traffic safety, active living and transportation issues in general, and works with the Community Assembly, city staff and city council to evolve solutions and make recommendations.*

**C. Focus Areas:**

*The committee from time to time may identify, or the Community Assembly may suggest, topics of specific interest for the committee's continuing attention. The committee's focus area topics will be reviewed and restated by the committee in January of each year and may be reduced to four or fewer.*

**D. Participation and Attendance:**

*Committee participation is open to any and all individual members of neighborhood councils in good standing with the Community Assembly. The names of individuals attending committee meetings will be recorded according to their neighborhood council and as either self-identified neighborhood council representative, neighborhood council alternate representative, or other.*

**E. Meetings and Notice:**

*The committee will establish a monthly meeting schedule to minimize conflicts with neighborhood council monthly meetings. Notice of monthly committee meetings and meeting agendas will be distributed to an email list ~~maintained by~~ with the assistance of Neighborhood Services no later than the day prior to the monthly meeting date, or any day of the prior week if possible. Committee meetings may not convene without there being present neighborhood council representatives or alternates of three different neighborhood councils ~~in good standing with~~ that maintain membership in the Community Assembly.*

**F. Quorum and Decisions:**

*A quorum for the purpose of reaching a decision is six (6) neighborhood council representatives or alternates of neighborhood councils that have been represented at three (3) of the past six (6) regular committee meetings. For matters requiring a decision at a meeting convened with notice and a quorum being present, the committee will make its determination by the consensus of members or by agreement without objection. Voting by means of e-mail is not available.*

**G. Officers and Terms:**

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

**~~H. Advisory Positions~~**

~~The committee holds membership positions on the Citizens Transportation Advisory Committee (CTAB) and the Plan Commission Transportation Subcommittee (PCTS) per Spokane Municipal Code Chapter 08.16 Transportation Benefit District and City Council Resolution 2014-0078.~~

~~The committee will from time to time nominate individuals to serve in these positions who maintain regular attendance at the PeTT Committee, are members of their respective neighborhood council, agree to regularly report to the committee and Community Assembly, and affirm the statement of responsibilities in Appendix A.~~

#### **~~I. H. Email Notices and Email Lists~~**

~~Neighborhood Services will maintain an email notice list for the committee separate from the general Community Assembly notice list which is composed of the email addresses of individuals who have expressed an ongoing interest in the work of the committee. No regular maintenance to this list is required.~~

### **APPENDIX A**

#### **PeTT Member Responsibilities on Advisory Positions**

Statements of the responsibilities of membership:

##### **Citizen Transportation Advisory Board (CTAB)**

~~I am aware of the role and responsibilities of the City of Spokane's Citizens Transportation Advisory Board (CTAB) according to the provisions of SMC 08.16, which are:~~

- ~~• to recommend the allocation of Transportation Benefit District revenue for residential street maintenance projects, and~~
- ~~• to provide a timely annual report for the City Council.~~

~~In addition, I am aware~~

- ~~• of the attendance and time commitment required, and~~
- ~~• of the additional requirement to provide a verbal report for the PeTT Committee after each CTAB meeting and a written report for the next Community Assembly meeting after each CTAB meeting.~~

##### **Plan Commission Transportation Subcommittee (PCTS)**

~~I am aware of the role and responsibility of the City of Spokane's Plan Commission Transportation Subcommittee (PCTS) according to City Council Resolution 2014-0078, which is:~~

- ~~• to review and prioritize street improvements as part of the Six Year Comprehensive Street Program and other transportation funding for recommendation to the Plan Commission and the City Council.~~

~~In addition, I am aware~~

- ~~• of the attendance and time commitment required, and~~
- ~~• of the additional requirement to provide a verbal report for the PeTT Committee after each PCTS meeting and a written report for the next Community Assembly meeting after each PCTS meeting.~~

## **Pedestrian, Traffic and Transportation (PeTT) CA Meeting**

4/22/25 at 6:00pm on Zoom

**Attendance:** Carol Tomsic-chair, Lincoln Heights, Rita Connors-Southgate, Rod Moore-Riverside, Chuck Carter-Manito/Cannon Hill, Charles Hansen-Whitman, Paul Kropp-Southgate, Bill Meeks-Grandview/Thorpe, David Eagle-Chief Garry Park, Abbey Martin-City of Spokane, Cliff Winger-Shiloh Hills, Transportation Commission, Kaylee Jackman-Transportation Commission, Sam Guzman-STA, Erik Lowe-representative - Spokane Reimagine.

The meeting is called to order by Carol Tomsic.

**Abbey Martin-City of Spokane. Bicycle Lane Snow Removal program and 2025 Adaptive Projects.** This is Clint Harris, Director of Streets, City of Spokane's presentation supported by Councilmembers Zappone, Cathcart and Dillon. She explained the historical timeline from the request to perform bike lane maintenance in 2023 to get approval from the council to order equipment and planning to actual maintenance starting in May 2024. Maintenance activities include sweeping, striping, speed feedback signs, flashing lights and weed control. Total projected annual costs of \$440,326. She presented the city's multi-modal sweeping route and the 2024 bike lane maintenance tracking plan. The city has purchased a road sweeper which converts to snow removal in the winter. Now gathering data from 2024, meeting with Colin Quinn-Hurst to discuss the program, looking for other ideas for maintaining the facilities and building off experience to improve the service. The 2025 Adaptive Project details and grant application are on the Safe Streets for Spokane page on the city website. Meeting the third Monday at noon and currently working on updating 2026 Permanent Projects and 2025 Adaptive Projects. Permanent Projects are in the design phase through Fall 2025, referred to bid cycle 13 are due December 2025, construction cycle 13 in Spring 2026. Adaptive Projects in the design and small works bid phase through spring 2025. The construction phase begins in summer of 2025. She showed some Adaptive Projects on Bemiss Regal/Rich, Riverside Neighborhood downtown (Leading Pedestrian Interval installation) for five locations TBD. LPI is indicated when cars have red light and pedestrians have green. Paul confirmed that the pedestrian gets the lead and no right turn on red. Adaptive Project include bumpouts at East Central at 9<sup>th</sup> Avenue, Manito Cannon-Hill Benard Street bumpouts, North Indian Trail Shawnee/Farmdale and Barnes and Emerson-Garfield Euclid Avenue Speed humps. The cost summary of Traffic Calming Cycle 13 is \$2,465,000.

**Erik Lowe-Spokane Reimagined on proposed resolution and seeking support from PeTT's.** [erik@spokanereimagined.org](mailto:erik@spokanereimagined.org). His organization's dedication to remaking our city's transportation system by adapting our streets and sidewalks to meet the needs of our vibrant and diverse community. Everyone had a chance to review the resolution in advance. Erik said the statewide protocol calls for similar responses and is more robust. Erik said there have been 22 traffic fatalities. Rita asked what type of accidents. Erik responded that 1/3 have been transportation users to walkers or bicyclists and 2/3 have been vehicle to vehicle. Bill asked about the vigil cones as they are not defined in the resolution and clarified that they must be orange not white. Bill suggested Erik have a professional engineer to help them with their standards. Carol asked for a vote to accept his proposal as we have a quorum. Of those present, Bill Meeks voted no, David Eagle, Rita Conner, Rod Moore and Chuck Carter voted to abstain, and Charles Hansen and Carol Tomsic voted yes. The votes confirmed support for the resolution.

**Transportation Commission - Kaylee Jackman and Cliff Winger.** [kjackman@spokanecity.org](mailto:kjackman@spokanecity.org). Kaylee said she is learning a lot and considers herself bus and pedestrian focused. Paul asked her

to encourage Jon Snyder to review and update the Pedestrian Masterplan. Cliff said they are moving the Complete Street Program up to Spokane municipal code as there are several master plans. He will bring up the PeTT's ordinance to the CA.

**STA update. Sam Guzman.** The double-decker bus training is happening. The Mirabeau Park and Ride Transit Center ribbon cutting is 5/14/25.

**Roundtable.** Carol reviewed the Community Assembly of Spokane Neighborhood Councils Pedestrian, Transportation and Traffic Committee (PeTT) updated Policies and Procedures (May 2025) with proposed changes. Discussion followed. It was recommended that the date at the top must be the date the CA reviews it at the June meeting and that the appendix no longer needs to be maintained. All voted to confirm adoption of the changes. Carol will attach to the PeTT's minutes.

## **RESOLUTION NO. 2025-**

A Resolution requesting the Mayor to direct the Public Works Department to implement adaptive traffic control measures in response to fatal traffic collisions within the City of Spokane to be paid through the “Safe Streets for All Fund”.

**WHEREAS**, the City of Spokane maintains a special revenue fund into which revenues from automated traffic safety cameras are deposited, codified under Section 07.08.148 of the Spokane Municipal Code and known as the “Safe Streets for All Fund,” and formerly known as the Traffic Calming Measures Fund; and

**WHEREAS**, Section 07.08.148 of the Spokane Municipal Code outlines the permissible uses of revenues in the “Safe Streets for All” Fund, including, but not limited to funding of “roadway infrastructure improvements with a demonstrable connection to safe systems improvements” as well as “implementation of adaptive design strategies” in the city’s roadways; and

**WHEREAS**, on June 24, 2024, the City Council adopted Resolution 2024-0053, titled “Janet Mann Safe Streets Now!” and requesting implementation of pilot adaptive design strategies into traffic calming projects; and

**WHEREAS**, adaptive design strategies are a low-cost method of street design that use “temporary” traffic calming measures, resulting in much faster installation of safety improvements that can be tested realistically, and stand in for more permanent traffic calming installations based on constructive public input and actual experience; and

**WHEREAS**, the City Council has not seen progress of said adaptive design strategies at a pace consistent with the intent of Resolution 2024-0053; and

**WHEREAS**, continued delay in adoption of adaptive traffic calming measures and strategies places all users of Spokane’s transportation system at undue risk of serious injury and death; and

**WHEREAS**, locations of traffic fatalities are definitive proof of unsafe transportation infrastructure; and

**WHEREAS**, “Vigil Cones” are specially designated traffic cones with flashing hazard lights, meant to notify residents of unsafe transportation infrastructure, temporarily calm traffic at the location of fatal collisions, and serve as memorial for those who have lost their lives on Spokane’s streets; and

**WHEREAS**, the City Council is committed to reaching zero traffic fatalities as soon as possible.

**NOW, THEREFORE, BE IT RESOLVED**, the City Council of the City of Spokane formally requests the Mayor of Spokane direct the Spokane Fire Department and Spokane Police Department to notify Public Works immediately upon any traffic fatality;

**AND IT IS FURTHER RESOLVED**, that the City Council of the City of Spokane formally requests the Mayor of Spokane direct the relevant staff to place “Vigil Cones” at the location of of all traffic fatalities immediately after investigation of the fatality has concluded, with the understanding that said “Vigil Cones” be removed once semi-permanent adaptive infrastructure is installed;

**AND IT IS FURTHER RESOLVED**, that the City Council of the City of Spokane formally requests the Mayor of Spokane direct the relevant staff to install adaptive traffic calming infrastructure at the location of all traffic fatalities as soon as is practicable;

**AND IT IS FURTHER RESOLVED**, that the City Council of the City of Spokane formally requests the Mayor of Spokane work with the Washington Department of Transportation to allow for Spokane city staff to place “Vigil Cones” and install adaptive traffic calming infrastructure at the location of all traffic fatalities on state highways;

**AND IT IS FURTHER RESOLVED**, that the City Council of the City of Spokane formally requests the Mayor of Spokane to direct the relevant staff to conduct a comprehensive crash analysis at the location of all traffic fatalities;

**AND IT IS FURTHER RESOLVED**, that the City Council of the City of Spokane formally requests the Mayor of Spokane to direct the relevant staff to study and propose, if necessary, permanent infrastructure changes in response to the findings of a comprehensive crash analysis.

## Emergency Streets Protocol

### 20 March 2025

#### Administration plan

1. Secure municipal partner
2. Finalize protocol
3. Acquire materials for ES kit
4. Support field engineer (ES coordinator) in protocol implementation, refinement, and investigation
5. Coordinate messaging and refine protocol
6. Prepare assessment tools and report investigative outcomes
7. Post-placement assessments, iterate and improve

**Appendix A. Motivations, description, benefits**  
**Appendix B. Traffic reconfiguration specifications**  
**Appendix C. Redefined roles and responsibilities**  
**Appendix D. Evaluative, investigative elements**  
**Appendix E. FAQs, overcoming resistance**

**Past products from the ES Partnership:**  
Emergency Streets White Paper (Dec. '23)

Podcast on USAStreetsblog: What if We Treated Car Crash Sites Like Disaster Zones?

Commentary in Denver Post: Colorado's Roads are Unsafe, but Change is Possible

Op-ed in USAStreetsblog: American's Traffic Death Epidemic is a Public Health Emergency

Op-ed in Boulder Weekly: Don't Iterate: Innovate

#### Overview and description

The Emergency Streets (ES) protocol enables municipal agencies to respond quickly, visibly, and responsibly to the most serious roadway crashes in their jurisdiction: those resulting in serious injury and/or death. The ES approach demonstrates to staff, public officials, and the public at large that when someone dies in a traffic crash, an effective countermeasure is already within reach, and is preferable, rather than a return to "normal" traffic operations on roadways that have proven to be fatal. It highlights the reason we might not want that road to return to the previous state; it demonstrates the feasibility for a safer, alternative design for the very section of road.

The protocol empowers community leaders (who often feel pressured to respond to fatal crashes with more than condolences) to temporarily install a set of quick-build, mobile, and generally reusable traffic-calming infrastructure within hours of a fatal crash. A uniform set of tools is deployed to reduce crash-related kinetic energy—a fundamental reason for fatalities on local roadways—regardless of other factors. Within 48 hours of an incident, a variety of mobile or modular devices and signage would be installed at the crash site (and extending along primary connecting street networks for ½ mile) to slow motor vehicle traffic by approximately 20 mph.

While the temporary treatments are in effect, roughly two weeks, long enough to perform a proper investigation, local authorities are directed and empowered to assess:

- the ramifications of slowing traffic for the investigation period and the ramifications of extending the treatment beyond the two weeks,
- contributing causes of the crash and its severity (extending beyond the limited categories typically prescribed in a standardized statewide traffic incident report form),
- the degree to which an engineering or design flaw was a contributing factor to the crash and encouraged unsafe use of the vehicle.



## Administration plan

### 1. *Secure municipal partner(s)*

Procure relationships with relevant city executives, managers, etc. to formalize ES partnership; clarify duties/responsibilities of parties; execute required enabling ordinances/emergency authorization; recruit industry partners; identify local ES coordinator.

### 2. *Finalize protocol*

Finalize written protocol to empower municipalities to sidestep engineering studies and design approvals necessary for street improvements (e.g., declare an emergency). Identify scope of temporary treatments for major roadway typologies (i.e., local highway, arterial, local access street).

### 3. *Acquire materials for ES kit*

Reappropriate or furnish available street redesign materials, sourced from inventoried materials by the municipality or procured through a third-party provider. Source necessary supplemental materials as needed for a minimum kit for one fatal crash area at a time. Prepare custom visual communications including stencils/signage (e.g., potentially supplemented by UC-Boulder Creative Labs). Earmark a portion of funds for replacement/repair/enhancement during the pilot period, as necessary. Print signs.

### 4. *Support field engineer (ES coordinator) in protocol implementation, refinement, and investigation*

Employ temporary, swiftly deployed, high-visibility roadway treatments to slow down motor vehicle speeds after, and in the vicinity of, any fatal traffic crash. Specifically, after a motor vehicle crash resulting in a serious injury or death, the ES Coordinator (ideally, an existing city employee tasked with Vision Zero responsibilities) determines within 24 hours the appropriate temporary road treatments to apply within a half-mile radius of the crash site. As quickly as practicable, within 72 hours of the crash, configure items from the ES Response "kit" to slow drivers in the crash area. Include signs and uniform visual cues to drivers alerting them to the reason for the slowdown.

Support the local ES coordinator to place the ES installation after a fatal/serious crash, working closely with city staff to monitor and maintain the ES treatment (see Appendix). Public works serves as ally, demonstrating how the ES treatment is similar to construction rerouting (e.g., when a water main bursts).

### 5. *Coordinate messaging and refine protocol*

Prepare public messaging materials to communicate clearly to drivers, civil servants, elected officials, and more after installation of ES treatment. In addition to a dozen signs along the segment stating, "Fatal Crash Area--Reduced Speeds--Site Under Investigation" cater messaging to different audiences.

Adjust protocol as needed to address operational or maintenance concerns. Capitalize on the opportunity to gauge reactions, including public acceptance of slower driving, achieving more efficient placement and deployment of ES materials, acceptance of swift temporary infrastructure building practices; driver compliance is not the primary aim.

Refine the role and authority of the ES Coordinator and develop and supply an ES Response Kit with the basic elements of temporary engineering treatments already in wide use and acceptance in other traffic-slowing contexts (e.g., School Zones and construction Work Areas). Together with a municipal partner, we will acquire ES response items (the kit) that the municipal partner lacks and deploy them on a trial basis after a fatal roadway incident, or a serious crash if suitable in the ES Coordinators' judgment.

### 6. *Prepare assessment tools and report investigative outcomes*

Document changes based on protocol; draft separate surveys for municipal/public officials and public feedback on ES experience; gather and analyze reported adversities and challenges from project pilot; address the degree to which design speed was a contributing factor, regardless of posted speed limit.

### 7. *Post-placement assessments, iterate and improve*

Finalize and implement surveys. Conduct in-person interviews of key public officials, including ES Coordinator, Public Works or Transportation Department heads, Fire and Police depts, council member(s) for more in-depth understanding of how ES pilot has emboldened similar future treatments.

Refine the process, learn from each crash. With each application of ES, build momentum to avoid future crashes. Codify criteria from revised protocol and final report. Revise or amend the investigative processes applied to "Killed or Seriously Injured" events (KSIs) and empower community to adopt as new policy.

## Appendix A. Motivations, description, benefits

### Motivations

#### *Worsening fatality trends; little change in sight*

The lack of meaningful improvements in U.S. traffic crash outcomes is alarming. While peer nations have achieved significant reductions in road fatalities, deaths in the U.S. continue to rise.

The factors behind the rise in American traffic violence are many. They include recent trends in vehicle design exacerbating vehicular safety issues (e.g., larger cars, wider blind spots, larger front grills, quicker acceleration, heavier cars), human-behavioral dimensions (e.g., texting and driving, reliance on autonomous driving), and the obdurate planning processes that guide the network of facilities on which vehicles operate—a unique characteristic of American streets, roads, and towns.

America's longstanding traffic violence problem is on par with public health emergencies like gun suicides and drug overdoses—yet it receives a fraction of the public urgency and attention. It is normalized and invisible to everyday drivers, subjecting all road users to ever-increasing risk. The increase in fatalities from 2020 to 2021 was especially alarming: a 10.5% increase in overall fatal crashes, and a 12.5% increase in pedestrian traffic deaths in the course of one year; 2021 and 2022 were especially problematic years. Although the drivers and passengers *inside* vehicles are safer than they have ever been, the last few years have seen unprecedented dangers for other road users, portending worrisome new trends.

#### *Provide a meaningful course of action*

Despite growing recognition within federal and state traffic planning, the crisis on America's roadways persists unabated. The scope and persistence of the problem warrants systemwide, coordinated and streamlined governmental action—akin to an epidemiological response to a public health emergency. A uniform framework to enable ES at regional and local levels is essential to recast traffic violence as an ongoing public health crisis that can be ameliorated systemwide, not an inevitable series of isolated events. Furthermore, proposed remedies, like retrofitting infrastructure, constructing new designs, or upgrading vehicle fleets, take years to actuate, further delaying progress. There's no race to develop a vaccine for traffic deaths. ES defines a path for doing so, one to also help overcome entrenched, outdated

thinking that has hindered efforts to date. address the issue.

#### *Investigate network design flaws*

Typical efforts to confront the worsening crisis focus on modifying driver behavior or making vehicles safer. Owing to political challenges and a desire to follow outdated engineering standards, reparative efforts to modify the transport network are rarely pursued. ES identifies speed as an essential “pathologic agent” contributing to the crisis—namely, speed of vehicle movement that the infrastructure is designed for. Given that mainstream transport planning processes prioritize moving vehicles, existing standards reinforce such an expectation, perpetuating inherent problems.

### Benefits

The ES protocol provides immediate and long-term benefits to a community.

#### *Immediate: empowers community response to a continued public health threat*

- provides a low-cost, low-impact, short-term method to reduce road user risk exposure.
- empowers public officials to respond pragmatically to KSIs, replacing feeble condolences and promised investigations with sincere, tangible action based on best evidence of cause.
- provides an entry point for public officials to discuss the need for slower street speeds, and an opportunity for the public to experience slower speeds in a way that, while might be temporary, can be justified.
- facilitates more careful, deliberate crash scene investigation for serious failures of our transport system, and justifies the extra “inconvenience” perceived by drivers who slow down.
- alerts drivers passing through the area that a fatal crash has occurred here, protracting driver awareness of the dangers of driving for weeks, as opposed to hours, after a fatal incident.
- highlights the role that kinetic energy (speed and mass) plays in a crash, detracting blame away from the involved parties.
- provides municipal staff with experience and confidence to use quick-build or temporary materials to effectively change roadway operations.
- demonstrates the role that road geometry and physical diverters and traffic control devices

play in guiding safe driving, particularly near where people live, shop, and walk

- allows an effective speed management approach to be extended, re-deployed, and iteratively expanded and improved as towns and drivers become accustomed to these tools.
- modifies the public's understanding of the risks of driving, how frequently serious or fatal crashes occur in their everyday driving environment, and of vehicle speeds as they relate to travel time.

*Longer term: overcome institutional lock-in*

Persistent conditions stifle change such as entrenched design assumptions for civil engineers and transport planners, legal and regulatory frameworks that reinforce motor vehicle priority, an emphasis on individual driver responsibility, and community resistance to something different. Students in programs of city planning, civil engineering, public administration and other allied programs are trained to subscribe to the existing expectations and regulations, however flawed they are. In most U.S. communities, with predominantly car-centric development, existing institutional lock-in reinforces the status quo. While community responses, such as implementing Vision Zero approaches may have merit, the impact of these approaches is being outstripped by the increasing rate of traffic violence in the U.S.

Current industry standards and best practices employed by traffic engineers and civil planners seek to change road geometries values context-specific, detailed, extensive plans, often with input by various agencies, experts, consultants, and modelers. These processes are prohibitively expensive and time consuming to implement. As the years to plan pass by, serious and fatal crashes continue unabated. Such reliance on process and expertise suggests that other approaches to avoiding roadway fatalities are insufficient, unprofessional, or indefensible because they are at odds with the best practices common to the industry, which have been emerging for over 30 years.

ES overcomes the iterative reliance on slow, incremental processes for developing and realizing safer roadway designs. It recognizes the rate of US traffic fatalities (particularly among vulnerable road users) is outpacing engineering advances available today or within the foreseeable future. It

demonstrates that is possible move quickly to install traffic-calming countermeasures precisely where and when the transport system, thereby helping overcome inertia and resistance to change, while also undercutting the appeal of inconvenience-based complaints.

## Appendix B. Traffic reconfiguration specifications

ES would employ many of the same small-scale, mobile, tactical urbanism tools that some cities and towns have developed as part of general traffic calming or speed management efforts. An ES jurisdiction may choose to deploy:

- temporary speed humps,
- medium-durability painted lines, arrows, stencils etc. to redirect and slow drivers,
- orange barrels, cones, flexible posts, square bollards, sawhorses, or mobile barriers,
- mobile speed detection signs,
- temporary barriers to protect a bike lane,
- signs indicating “Fatal Crash Area: Reduced Speeds” (see below),
- modular speed humps,
- paint or lights or bollards to visually narrow travel lanes,
- temporary striping to test out a chicane,
- prominent lighting (e.g., mini LED lights) from dusk to dawn,
- temporary bollards to create a neckdown, and the like.

KSI crashes occur in a variety of places, with different road geometry and driving contexts. The temporary physical infrastructure suitable for a given location (an intersection near a busy shopping center) might not work well in another (the shoulder of a four-lane highway). In the same way that the city would reconfigure the street to allow time to repair a broken water main, the ES protocol pulls from available guidelines to determine the most appropriate elements to deploy. Messaging, signage, and other visual cues communicate that the ES section of road now operates differently because of a recent KSI. Messaging will be as consistent as possible across all ES contexts with the use of consistent key phrases, colors, and icons (see Figure).

The traffic reconfigurations would be primarily self-enforcing, and providing visibility to both the problem (a fatal crash) and a potential solution (changing the roadway to operate more slowly). The aim is to establish a response by local officials to fatal crashes that conveys urgency, compassion, and spurs a community’s ability to move beyond replicating the ills of past transportation planning and design. ES zones would function similarly to school or construction zones and would be permitted should (once) the municipality declares a public health emergency.

There are advantages to sticking mostly to traffic control devices and approaches covered by the [MUTCD](#) or state/local design standards (e.g., the city might favor flexible posts or orange construction barrels/channelizers over more unique separators). An aim of the competition is to [accelerate MUTCD innovation](#). Therefore, students are encouraged to tap into their creativity by experimenting with:

- Temporary road markings (e.g., tape, stencils for emergency messaging, narrowing, or hard lining)
- Temporary protected bike/pedestrian infrastructure (e.g., bollards, sandbag “snakes,” vertical deflections),
- Firm but flexible barriers (e.g., hay bales, water cubes, mobile planter boxes, [bollards sourced from recycled materials](#)) to create pedestrian refuges, neckdowns, or chicanes.

Vertical deflection and lane narrowing is encouraged, although local fire departments and transit operators may push back against using such on arterials. Communities are experimenting with speed cushions—speed humps with cutouts for larger emergency vehicles to pass through.



### *Criteria used to reinforce ES traffic-reconfigurations*

- Does the configuration hold high potential to reduce the kinetic energy at the site? Will prevailing speeds be lowered?
- Can the configuration be implemented within 48 hours, using readily available materials, assuming the work will be done by two to four people?

- Do the materials mostly consist of traffic control devices that are covered by the MUTCD and/or approved state/local design standards?
- Will the materials fit, IKEA-style, in a pickup bed, cargo van, or trailer?
- Is it clear to travelers where to go, how to slow their speed, and what to do?
- Is the configuration self-reinforcing? Are the elements familiar to the driving public? Will it require significant public education or notice because it is novel?
- Does the configuration use a color or icon or other visual cue to identify ES as a cohesive crash response--akin to a brand identity (e.g., barrels or bollards wrapped with two rows of reflective, lavender colored tape)?

The ES materials are selected with a preference to self-enforcing or self-explanatory engineering elements, avoiding any emphasis on enforcement actions. Ideally, driving speeds in the ES area will be lowered by approximately 20 mph (to as slow as 20 mph), which is enough to be noticeable by drivers but unlikely to significantly impact travel times, given the limited scope of the speed restriction. The success of ES relies less on motorists obeying the targeted 20 mph speed reduction during the two-week ES protocol and more as a gateway to breaking the data collection/study/long-term planning cycle that stymies near-term, effective crash mitigation strategies that contemporary towns and cities struggle to implement.

Developing a uniform speed reduction strategy, using affordable and modular infrastructure that fits most roadways of a particular type (e.g., minor highway/arterial/local road), and emboldening a municipal partner to deploy the strategy within 48-72 hours will be a marked success in overcoming the inertia of modern roadway improvement strategies.

Monitor for reports of difficulties in deployment, unanticipated operations concerns, durability, and compliance (e.g., willful driver interference, etc.), design and engineering considerations, and other investigative elements affecting use of this space, focusing on the pathologic agent (in this case, the transfer of energy).

## Appendix C. Redefined roles and responsibilities

Public works/Transportation director, overseeing Vision zero coordinator (also ES coordinator, also ES field engineer): Implement the ES protocol. Lead investigative post-crash process; draft and distribute report after ES implementation.

City administrator: Empower public works director/transportation director to command staff to place ES materials under statutory emergency powers to address traffic-related public health threats.

Elected officials: Approve municipal ordinance/enabling ordinance, if necessary, to empower ES protocol as an emergency response effort following a fatal/serious injury crash. Endorse ES protocol and/or specific installations as placed by city agencies/ES coordinator via municipal communications department.

Public health department/local hospital: Articulate a need to prevent KSI crashes, rather than focus on crash response and victim treatment/stabilization. Contextualize traffic violence compared to other major local health concerns, such as cardiovascular disease/incidents, substance abuse/overdose, gun violence, other accidental deaths, communicable disease including seasonal flu/COVID/RSV risk. Highlight the risk to younger populations in the community (for whom traffic violence is a more serious threat of injury than the general population).

Communications department: Develop a consistent messaging scheme for elected officials, first responders, and public works/transportation staff to convey the reasons, scope, duration, and rationale for ES to the general public. Prepare press releases and other public statements for relevant agency heads with consistent message that ES is a uniform protocol to respond to fatal crashes and protect the public against future crashes. Distribute or post relevant statistics re public health risks in the community posed by other problems of concern. Contextualize governmental responsibility and responsiveness with respect to KSI crashes as the animus for institutionalizing ES response. Gather feedback on ES experience from community members, including general public and department heads/governmental agencies and public officials. Distribute post-ES report re findings.

Police/Fire/other first responders: Secure crash sites and victims as usual; coordinate with ES official to transfer custody of the scene and area to ES personnel to implement ES protocol as soon as practicable once the immediate aftermath of the crash is cleared. Emphasize support of ES as a measure to ensure public safety. Contextualize typical operational drain on these departments responding to traffic crashes vs. other fire/public safety functions performed by these departments.

Academics/researchers/students: Study the after-effects of the ES application, outline connections to the policy-making process, model the behaviors of actors (both users of the street system and policy agents), compare and contrast to other social movements.

## Appendix D. Evaluative, investigative elements

### *Focus on Systemic Issues, Not Driver Behavior*

Unlike the aviation and rail industries, the automobile sector operates under less stringent federal oversight, leaving safety improvements largely to automakers and state-level policies, which vary widely. This lack of uniform regulation has allowed the road transport system to remain largely immune to detailed scrutiny, sustained by systemic inertia and historical precedent.

In 1969, the U.S. National Highway Traffic Safety Administration (NHTSA) commissioned a landmark multi-disciplinary study to investigate the causes of vehicle crashes. This initiative followed Ralph Nader's influential 1966 bestseller, *Unsafe at Any Speed*, which exposed the automotive industry's negligence—particularly among Detroit manufacturers—in designing vehicles with significant safety flaws.

By the 1970s, psychologists studying risk perception, such as Paul Slovic, influenced a broader cultural and policy shift that diverted attention from systemic design flaws to individual behavior. This shift entrenched a misguided emphasis on personal accountability, driver licensure, and behavioral implications, effectively absolving governments and transportation agencies of responsibility for road safety. As a result, U.S. road safety strategies have remained fixated on documenting individual driver actions rather than the underlying system failures that enable high-risk conditions.

Continued reliance on driver responsibility leads to reactive rather than proactive safety measures and reinforces transportation planning paradigm incapable of scrutiny. Perpetuating traditional methods fails to make meaningful progress and squanders infrastructure investments on ineffective solutions.

### *Design Standards, Their Limitations, and Engineering Challenges*

Despite the availability of street design manuals, such as the AASHTO Green Book (Section 2.9), which mandates that government agencies integrate safety into road systems, problematic traditions persist. These guidelines explicitly state that governments must accept responsibility for creating and maintaining safe road environments. The ES protocol highlights the extent to which street design remains

the most critical factor in determining road safety—a dimension often overlooked in favor of reinforcing driver responsibility.

Every transportation decision reflects implicit or explicit assumptions about the problems to be solved and the goals being prioritized—these are fundamentally value-based choices rather than purely technical ones. The use of *Killed or Seriously Injured* (KSI) metrics offers an opportunity to reevaluate transportation priorities, particularly performance measures that favor vehicle throughput over safety.

The ES protocol serves as a corrective mechanism, enabling a structured investigation into systemic flaws in the design process, prioritizing infrastructure deficiencies and systemic risks over individual driver behavior. ES shifts the focus from merely reporting crashes to determining fault through in-depth investigations that consider all contributing factors, including:

- The role of street design in facilitating unnecessarily high speeds
- The likelihood that specific design interventions could have prevented the crash
- The feasibility of using a variety of transport modes in the affected area

Such a perspective recognizes that speed management is largely dictated by street design, not posted limits. Research has repeatedly shown that narrower lanes, visual cues, and physical barriers are far more effective at reducing speeds than signage alone. Recommendations arising from ES investigations would assess how well a stretch of roadway aligns with best practices for street design, emphasizing accessibility-based planning over mobility-focused approaches that prioritize vehicle throughput. Input from modelers, tech developers, and other stakeholders would help refine such protocols.

Crash investigators, furthermore, play a pivotal role in this process. They have access to crash scenes and privileged information that could provide authoritative insights into systemic risks. However, current crash reporting frameworks not only prioritize fault over prevention, they also contain biases such as empathizing more with motor vehicle users, which skew investigations.

To address these gap, ES builds on elements from the *Model Minimum Uniform Crash Criteria* (MMUCC) to improve standardization across jurisdictions. By fostering collaboration between crash investigators, public health officials, transportation planners, and elected representatives, ES ensures that crash investigations lead to proactive infrastructure improvements.

#### *Key Factors in ES Crash Investigations*

ES investigations assess multiple dimensions of crash causation, including:

People involved (substances, illness, distractions)

Vehicle-related issues (brake failure, sensor malfunctions)

Environmental conditions (weather, lighting)

For infrastructure, specific elements to be evaluated include:

Traffic signal timings

Pavement markings (visibility, reflectivity, wear)

Road signs (size, priority for different users)

Geometric design (curves, sight distances, speed compatibility)

Pavement condition (friction levels, maintenance)

Pedestrian crossing conditions (visibility, markings, timing)

Speed limits, enforcement, and adherence

Traffic counts and their impact on safety

Driveway and intersection visibility

On-street parking and sightline obstruction

Transit stops and their effects on pedestrian safety

A proposed rubric would also assess:

The role of kinetic energy (not just whether the driver exceeded the speed limit)

The design choices that contributed to the crash, both site-specific and systemic

The likelihood of a similar crash occurring in the future

Potential design modifications that could have reduced crash severity

Therefore, at the conclusion of a two-week investigation, the ES coordinator would be better equipped to answer key questions, such as:

How did this stretch of road perform? Were there unanticipated (or unwarranted) backups?

To what degree did existing design characteristics contribute to the severity of the crash, enable excessive vehicle speed, and to what degree was the design speed necessary?

Expanding the role of crash investigators to ensure systemic factors are addressed

Ultimately, ES is designed not only to respond to individual crashes but to catalyze broader transportation reforms that highlight systemic issues, prioritize accessibility and safer planning over outdated policies.



## **Appendix E. FAQs, overcoming challenges**

### *ES zones as construction zones or school zones*

Cities, towns, and other political state subdivisions already routinely limit or adjust traffic speeds or vehicle access in emergency situations, or in places and times that serves the public interest. For instance, in responding to a disaster such as a fire or building collapse, the heads of fire and/or police agencies exhibit broad discretion to slow traffic, or even entry, of vehicles into the area. For significant construction or road/utilities maintenance and repair, traffic control devices and strategies are routinely employed for days, weeks, or even months.

School zones are common, generally slowing local traffic below posted speed limits for a few hours each school day in a given area. Emergency Streets zones would be another type of restriction of a kind already familiar to drivers, akin to work areas or school zones, and would fall under the same exception to liability that the exercise of the municipality's public safety actions experience today. Furthermore, in terms of affecting response times of emergency response vehicles, an increasing body of research is uncovering little difference for low-traffic neighborhoods, road diets or other types applications that are consistent with the ES protocol.

Should ES pilot projects prove successful, we envision state enabling legislation to explicitly include traffic fatalities as occurrences that allow, but do not require, a determination of a state of emergency by local governmental agencies and other political subdivisions permitting the short-term emergency response of reducing travel speeds. This action by state legislatures would improve clarity for municipalities and people that in adopting Emergency Streets measures, municipalities are expressly immune from liability for instituting temporary speed-limiting infrastructure and signage.

### *Why focus on speed?*

Regardless of the myriad reasons and errors that result in serious and fatal crashes, it is undeniable that if overall travel, across our roadway system, happened more slowly, the crashes that occur would on balance be less serious and less fatal. ES is not a response to speed-related fatal crashes. ES is a response to all serious or fatal crashes, recognizing that the kinetic energy in the crash was the agent of injury (even if excessive speed is not considered to have contributed to the crash itself). This strategy is directly in service of

the Road to Zero emphasis on speed management, but also offers a path to enable a different roadway design, nearly overnight, specifically in a location where the existing design failed to ensure safe travel. In this way, ES directly serves the Road to Zero directive to prioritize safety. Where communities commonly struggle to identify places and rationales for implementing traffic calming measures, ES provides both the reason (someone just died or was seriously injured) and the location (within half a mile of here).

When approached as a public health issue, it can be tempting to apply the medical model to "cure" this problem, much like a disease. In this model, the process involves two main steps: (1) identifying the "cause," such as a germ, and (2) finding a way to either eliminate the germ or remove its breeding ground. This framework assumes a direct connection between the identified cause and the corresponding solution or countermeasure. ES outlines the process and the rationale to remove the breeding ground of excess speed.

A continued drive toward the best, individually crafted roadway re-design is the enemy of the good; it is not a reasonably effective nor readily available response to traffic violence. In contrast, by focusing solely on speed reduction, and using mobile, modular, readily available tools to achieve that speed reduction, the ES approach affirms how it is possible to both react nimbly to demonstrated trouble spots on road networks, without compromising longer-term and more thorough design and construction efforts that are often considered the gold standard for civil engineering.

### *Why isn't this an emergency?*

Over 43,000 people die on U.S. roadways every year, and the number continues to climb. This is on par with our nation's suicide rate, gun-related homicides, and far in excess of the public health emergencies recently flagged by the US attorney general for alcohol use, adolescent social media consumption, or gun violence affecting youth. Akin to contamination of the public water supply, or a wildfire approaching town, ES would treat fatal traffic incidents on the transport system as emergencies. We expect trained public disaster personnel to act urgently, mandating protective actions (like filtering or purchasing water or evacuating neighborhoods) and countermeasures

(repairing treatment facilities or deploying fire crews), even if these actions take days or weeks.

When trains or airplanes crash, emergency responses put in place. The fact that we're having difficulty, as a society, of recognizing the dire nature of the situation is additional rationale for needing to declare emergency status—if for no other reason than to be able to bring additional resources to the matter.

#### *Problems are outstripping policy*

The severity of the problem lies in the fact that the public health crisis on American streets is outstripping policy efforts to address it. Private vehicles are considered as essential for everyday commuting or to access goods and services, making viable alternatives for mobility in most communities in short supply. Relying on technology, blaming distracted driving, or encouraging more cycling misses the point: high kinetic energy collisions killing people. Electrification makes the situation worse because battery technology results in heavier vehicles, which increase the risk of fatal collisions. As vehicle design "advances" to enhance survivability for occupants, daily traffic increasingly becomes an ethics on wheels problem.

#### *Strengthening ES to reform options and best policy*

ES could be used to stoke meaningful reform for future transport infrastructure design and require amending existing policies and standards to align with accessibility and safety goals. One approach is to address the "eighty-fifth percentile rule" in the Manual on Uniform Traffic Control Devices (MUTCD). This rule emphasizes vehicle speed and replacing decisions with guidance that focuses on accessibility could lead to roadway designs that considers multiple users, allowing a more adaptable transport network.

Another area for reform involves reevaluating the use of "level of service" (LOS) as a key design metric. LOS, as defined in U.S. transportation policy, focuses on vehicle speed and traffic flow, which may limit the ability to prioritize nonmotorized access and overall safety. Emphasizing "person throughput" instead—measuring the number of people served by a roadway regardless of transport mode—offers a powerful means to stop doing the type of planning that is causing the problem. Incentivizing the use of smaller, less energy-intensive vehicles also presents an opportunity for reform—leveraging financial incentives, regulatory adjustments, or targeted investments in infrastructure to trigger that market.

Best policy is defined as a set of principles that effectively addresses a specific issue or achieves a desired outcome, while balancing practicality. As applied to matters of traffic violence, such policy is intimately linked to scientifically proven countermeasures, empirically determined crash causes (based on both prevalence and risk) and continual assessment mechanisms. The ES protocol subscribes to such tenets.

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

### **Community Assembly Report, May 1, 2025**

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

#### **Plan Commission, April 9, 2025, 2:00 p.m., in person and via Microsoft Teams**

This was a combined meeting of the Plan and Transportation Commissions. This was the Plan Commission agenda:

I announced that the CA had sent a resolution pertaining to the elimination of parking minimums to the City Council.

1. Comprehensive Plan Periodic Update – Transportation Visioning and Recent Policy Direction Review

2. \*Six-Year Streets Capital Improvement Plan Update

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

3. Complete Streets Policy Update-review of the draft update

#### **Plan Commission, April 23, 2025, 2:00 p.m., in person and via Microsoft Teams**

1. Excelsior Wellness Development Agreement—being formulated but not completed as yet

<https://www.spokanejournal.com/articles/15951-excelsior-wellness-village>

2. PlanSpokane Chapter Review Follow-Up

Committees to review chapters are being formed. I will be part of the committee that is reviewing the neighborhood chapter. The first meeting is scheduled for May 6; the second of two on May 21. More information will be forthcoming.

3. ADU Updates (HB 1337) SMC 17C.300

Review of the changes required because of HB 1337 (2023-2024). Expanding housing options by easing barriers to the construction and use of accessory dwelling units.

<https://app.leg.wa.gov/billsummary/?BillNumber=1337&Year=2023&Initiative=false>

For further explanation, here is an article that may be of interest.

<https://beresfordlaw.com/new-zoning-law-on-accessory-dwelling-units-adus-washington-state-hb-1337-how-does-it-affect-me/> All.

Many of the ADU changes in Spokane were included in Building Opportunities and Choices for All.

#### 4. Discussion of Topics Plan Commission is Interested in Addressing During Comp Plan Update

Lots of ideas were brought up.

**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 development 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 April 2025 by Cliff Winger <[cwinger@spokanecity.org](mailto:cwinger@spokanecity.org)>

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

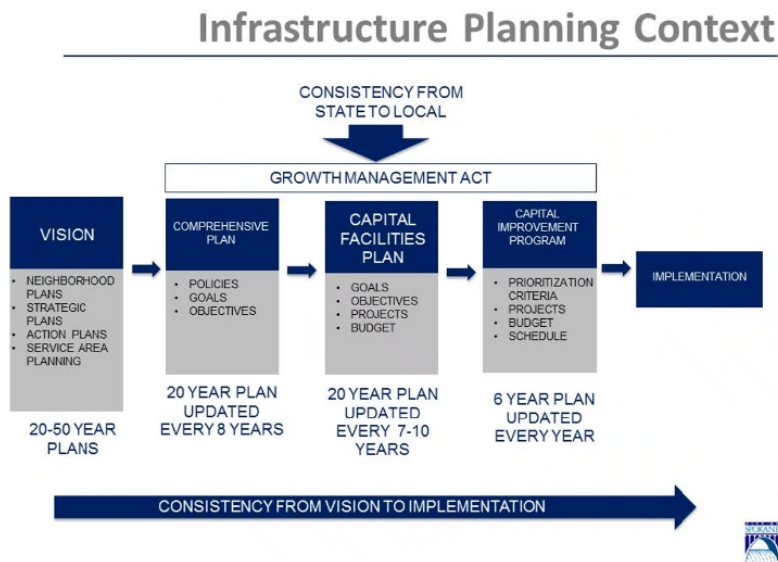
**Note:** Contact Cliff Winger at email above for any questions, suggestions, comments about the City of Spokane Transportation. These notes for the CA will attempt to give brief descriptions and links to information in the TC agenda and project pages.

This April ninth meeting was a combined meeting with the Plan Commission.

Agenda: <<https://static.spokanecity.org/documents/bcc/commissions/plan-commission/agendas/2025/04/plan-agenda-2025-04-09.pdf>>

### Comprehensive Plan Periodic Update – Transportation by Mr Colin Quinn-Hurst

Several completed plans approved by City Council were reviewed. See pages 9 to 16 in the agenda linked above. Included were: The Downtown Plan, TOD study, Division Connects, South Logan TOD, Centers & Corridors, Bicycle Priority Network, West Central Neighborhood Infrastructure Project, Hillyard Subarea Plan and Division TOD.



The Transportation Chapter of the Comprehensive Plan update will be worked on from July to November with a draft to be presented by December 2025.

New topics to include will be complete streets, environmental impact and land use implications.

Contact:

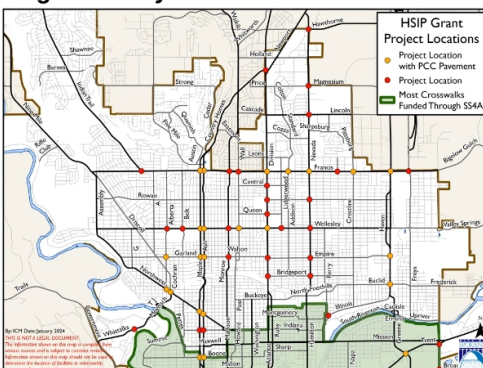
<[cquinnhurst@spokanecity.org](mailto:cquinnhurst@spokanecity.org)>

### 2026 - 2031 Six-year Comprehensive Street Program by Mr Kevin Picanco

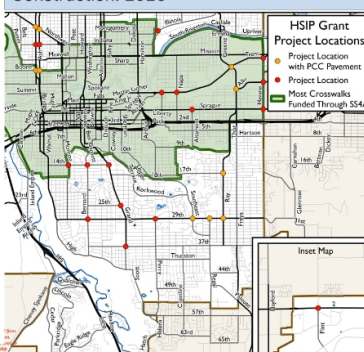
See pages 17 – 22 in the agenda linked above which includes a list of individual projects and reconciliation of the projects to the Comprehensive Plan.

There are fifteen (15) new projects; seven are grant funded at \$11,600,000; eight are partially funded or unfunded; three by traffic impact fee program.

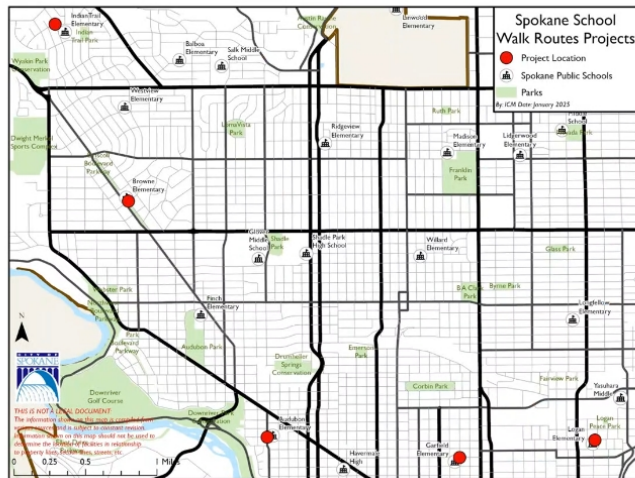
#### High Visibility Crosswalks



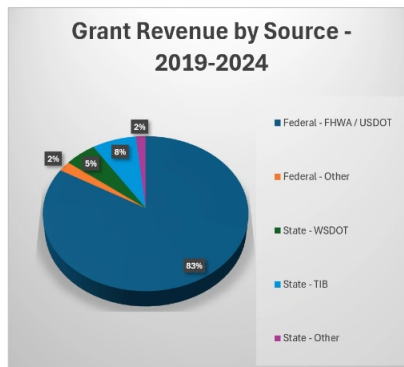
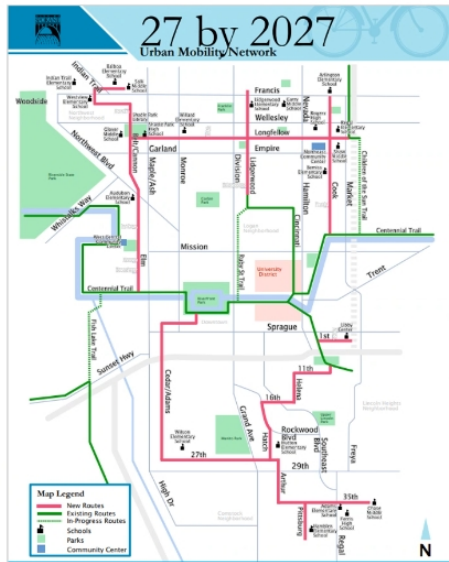
Total Project Cost: \$1.66 M  
Grant Funding: \$1.66 M  
Highway Safety Imprv Prog (HSIP)- Fed  
Construction: 2026



## Spokane School Walk Routes



Total Project Cost: \$2.04 M  
Grant Funding: \$1.64 M  
TIB - State  
Construction: 2026 or 27  
• Schools: Logan, Garfield, Audubon, Browne, Indian Trail  
• ADA Ramps, Ped Crossings, Sidewalk



Discussion on standards for pedestrians and complete streets.  
Standard lane width 11' down to 10' if they have to.

Comp Plan changes: 'Will projects previously approved need to be reviewed to comply with updated comp plan?'

Contact: <[kpicanco@spokanecity.org](mailto:kpicanco@spokanecity.org)>

## Title 17 SMC Complete Streets Ordinance Update

*"A 'Complete Street' is a road that is designed to be safe for users of all ages and abilities."*

The City Council took action to update the Planning Commission Work Plan to add "Title 17 Complete Streets Ordinance Update." The goals of this update would be to:

- Narrow complete streets exemptions such that more street projects capture complete streets upgrades in their scoping
- Add new language to reference changes to state law and Spokane Municipal Code (SMC)
- Remove outdated references
- Create more robust ordinance that will make the city more competitive for funding sources such as the Transportation Improvement Board

<<https://my.spokanecity.org/smc/?Chapter=17H.020>>

Contact: Mr Jon Snyder <[jsnyder@spokanecity.org](mailto:jsnyder@spokanecity.org)>

See **draft ordinance** here:

<[https://shilohhills.spokaneneighborhoods.org/wp-content/uploads/2025/04/SMC-17H.020\\_Draft.pdf](https://shilohhills.spokaneneighborhoods.org/wp-content/uploads/2025/04/SMC-17H.020_Draft.pdf)>