

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



Meeting Agenda for Thursday, September 4, 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: July 10, 2025



Administrative

<u>Agenda Item</u>	<u>Time</u>	<u>Action</u>	<u>Page</u>
1. Permission to record meeting.	1 min (5:30)	Intro	-
2. Introductions (Facilitator)	2 min (5:31)	Intro	-
3. Proposed Agenda (Facilitator).....	2 min (5:33)	Approve	1
• Including Core Values, Purpose, Rules of Order			
4. Approve/Amend Minutes (Facilitator).....	5 min (5:35)	Approve	5
5. Admin Committee Action Items (Luke Tolley).....	5 min (5:40)	Oral Report	-

Updates/Announcements

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

7. City Council Update (CP Wilkerson)	15 min (6:00)	Oral Report	-
8. ONS Update (Heather Hamlin)	5 min (6:15)	Oral Report	-
9. Traffic Calming Projects Process (Jon Synder).	20 min (6:20)	Oral Report	11
10. Policies & Procedures Committee (Two items with Paul Kropp).....	10 min (6:40)	Vote	13
11. Admin Nominations Committee (Tina Luerssen)	10 min (6:50)	Oral Report	-
12. Comp Plan Neighborhood Chapter Review (Mary Winkes)	15 min (7:00)	Oral Report	26
13. CA Committee Updates	30 min (7:15)	Oral Report	-
A. Building Stronger Neighborhoods Committee (Tina Luerssen).....	10 min	Oral Report	31
B. Budget Committee (Laura Johnson)	10 min	Vote	-
C. Communications Committee (Krista Anderson)	5 min	Oral Report	-
D. Other (5 min)	5 min	Oral Report	-
14. Actionable Items Review/Future Considerations/Survey (Luke Tolley).....	5 min (7:45)	Report	-

Other Written Reports

Committee Reports, Agendas, Minutes, etc.

• Administrative Committee	32
• Budget Committee	34
• Building Stronger Neighborhoods Committee (BSN).....	
• Communications Committee	
• Community Assembly/Community Development Committee (CA/CD)	
• Land Use Committee	
• Liaison Committee	38
• Neighborhood Safety Committee	40
• Policies and Procedures Committee (P&P)	13
• Pedestrian, Traffic, and Transportation Committee (PeTT).....	41

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

• Community Housing and Human Services (CHHS) Liaison Report.....	
• Climate Resilience Sustainability Liaison Report	
• Design Review Board Liaison Report	
• Housing Action Subcommittee Liaison Report	
• Plan Commission Liaison Report.....	64
• Transportation Commission.....	66
• Urban Forestry-Citizen Advisory Committee Representative Report	

** 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:

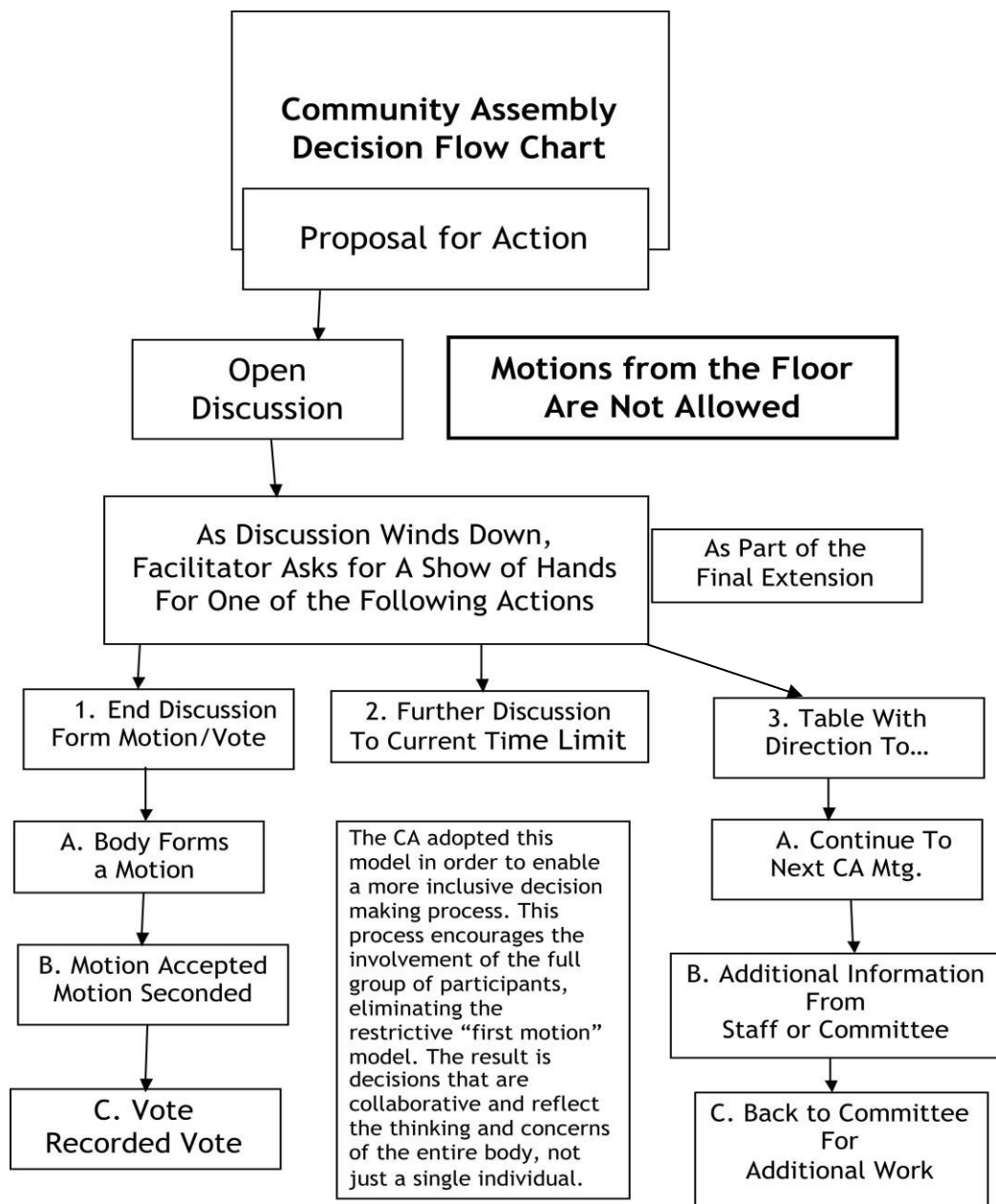
The Community Assembly fulfils its purpose, achieves its goals, and stays true to its core values by its members engaging each other and the community with honest communication and having transparent actions in all of its dealings. Community Assembly representatives are knowledgeable and committed to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

July 10, 2025, in-person at The Hive

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

Present: Fran Papenleur—Audubon-Downriver, Christopher Savage—Balboa South Indian Trail, Luke Tolley—Bemiss, Steven Seim – Browne’s Addition, Micayla Leyden—Chief Garry Park, Sandy Wicht-Comstock, Debby Ryan—East Central, Linda Caroll—Emerson-Garfield, Tina Luerssen-Grandview-Thorpe, Laura Johnson—Hillyard, Stephanie Watson - Latah-Hangman, Carol Tomsic—Lincoln Heights, Mary Winkes—Manito-Cannon Hill, Tyler Tamoush- Minnehaha, Sara Bauer—North Hill, Terry Deno - North Indian Trail, Ann Haggett- Peaceful Valley, Lorna Walsh – Riverside, Bill Doley—Rockwood, Kris Neely—Southgate, Kathy Hagy—West Hills, and Charles Hansen—Whitman.

Not Present: Cliff/Cannon, Five Mile Prairie, Logan, Nevada Heights, Northwest, Shiloh Hills, West Central.

City Staff Present: Amber Groe, [Office of Neighborhood Services (ONS)], Heather Hamlin, (ONS), Katie Kosanke (Urban Forestry), Council President Wilkerson (City Council President), Jacobbe Byrd (City Council Office)

Guests: Kelly Cruz (Facilitator), Paul Kropp (Liaison Committee), Sue Arnesen (West Hills), Elizabeth Goldsmith (Comstock), Andy Hoyer (Southgate), Scott Mills (Cliff-Cannon), Kris Hansen (Cliff-Cannon), Shawn Terjeson (Lincoln Heights, Comms Committee), Andy Hoyer (Southgate), Mel Neil (North Indian Trail), Joni Harris (Bemiss), Sara Dixit (Bemiss), and Rhett Redshaw (North Indian Trail).

ADMINISTRATIVE:

1. Introductions

1.1 Approve Meeting Recording: Debby Ryan moved; Lorna Walsh seconded. Motion passes. 20-approve, 0-abstain, 0-deny.

2. Amend/ Approve Proposed Agenda: Laura Johnson moved, Debby seconded, Motion passes. 19-approve, 1-abstain, 0-deny.

- Motion: Amend proposed agenda to add 5 minutes for agenda item 9a: CDBG Letter (Andy Hoyer) and add 10 minutes for agenda item 9b.: Comprehensive Plan – Neighborhoods Chapter Collective Response (Mary Winkes).

3. Approve minutes: Tina Luerssen moved, Linda Caroll seconded, motion passes, 18-yes, 2-abstain, 0-no.

4. Admin Committee Action Items

- Luke Tolley: Nothing to report currently- will discuss action items during committee reports section.

OPEN FORUM:

5. Updates/Announcements

- Sandy Wicht: Shared that Development & Volunteer Citizen Advisory Committee (DVCAC) would like to have a CA representative serve on the board again. DVCAC meets at 12:00 p.m., alternating months, on the Wednesday prior to the regular Park Board meeting. Meetings are

held in-person in the Finch Arboretum Woodland Center Ponderosa Room, and virtually via WebEx. Paul Kropp and Sandy will connect about the request. More information to come. Sandy reminded neighborhood councils that if they would like to sign up to speak in front of City Council, they can contact her at sewicht@att.net.

- **Fran Papenleur:** Provided an update on the [Ash Place Development](#). The project went before the hearing examiner in mid-April and the hearing examiner denied the plat. Fran mentioned that the neighborhood council is reviewing an additional proposed project in Audubon-Downriver neighborhood that is anticipated to encroach on the Drumheller Springs wetlands.
- **Tyler Tamoush:** The Neighborhood Safety Committee resumed meeting in June. The meeting featured a presentation from Arielle Anderson (Community Housing and Human Services, Director). The presentation is included in the CA packet on page 40. The [Rayce Rudeen Foundation](#) also presented and the committee may partner with them on future events. More information will be shared in the future. The Safety Committee will not be meeting in July- the committee is encouraging members to attend a related event, "Re-imagining Public Safety" hosted by the Spokane Human Rights Commission on Wednesday, July 30 at 5:30 pm at the Central Library. More information about the public event can be found [here](#).
- **Luke Tolley:** Called attention to event flyers that are included at the end of the July CA packet starting on page 70. Flyers include free summer pool parties and the Audubon-Downriver Concert Series.

AGENDA ITEMS:

6. City Council Update (Council President Wilkerson)

- Council President (CP) Wilkerson shared that the Mayor announced her [HOME Starts Here Initiative](#). H.O.M.E. stands for healthcare, outreach, multi-disciplinary engagement, and economic security. That initiative sets benchmarks for the city- to help reduce the number of Spokane residents who are housing cost burdened, growing the median household income, adding new housing income at all levels, expanding home ownership rates, and increase the percentage of people who have access to healthcare. CP Wilkerson mentioned that the City cannot do all these things by itself and is committed to contributing to these goals.
- As a part of the HOME Initiative, CP Wilkerson mentioned the [HEART \(Housing Equity and Attainable Residences Trust\) Fund](#). Since 2020, the City of Spokane has leveraged House Bill 1590, which authorized a 0.1% local sales and use tax for affordable housing and supportive services to expand access to housing options across Spokane. Mayor Brown's new ordinance looks to align the program with state law to help achieve the City's housing target of 22,359 new units by 2046 using these 1590 funds. HEART funds will be focused on partnering with developers to establish affordable housing. Discussion ensued related to affordable housing definitions and development.
 - **Paul Kropp:** Is the housing action subcommittee going to be a part of the 1590 discussion moving forward?
 - **CP Wilkerson:** The Housing Action Subcommittee is under City Council and the subcommittee is still in place. They are discussing options about participation.
- CP Wilkerson spoke briefly about the Spokane Parks Levy ([Together Spokane](#)).
- Mention of new court improvements in Under Hill Park in East Central Neighborhood and a new art installation at roundabout in Five Mile Prairie Neighborhood.
- Coming up in City Council is a vote on Monday, July 14 on the liaison position for the Climate Resiliency Board. Additionally, ORD 63701 which will centralize property use and maintenance

standards into one chapter of City Code. This is to help people navigate property code requirements for private and public maintenance.

- Kris Hansen: Recommended that the language around overgrown vegetation be more specific.
- City Council hosted four interviews for district 2 city council candidates on Thursday, July 10. The person selected would fill former Council member Navarrete's position and fulfil the remainder of that term. A consistent message from the candidates was communication – we are not communicating what we are doing well. Neighborhoods and the city should see communication and storytelling about successes and achievements as an opportunity.
- City Council is working with the Spokane Police Department to address safety concerns at public City Council meetings and ensure that they are as safe as possible for everyone.

7. ONS Update (Heather Hamlin)

- Disposal Passes are redeemable at the Waste to Energy Facility starting on August 5. Please make sure that your neighborhood council clearly communicates where and when disposal passes will be distributed.
- Save the date for the 2025 Spokane Neighborhood Summit. The event will take place on Saturday, October 25 at the Hemmingsen Center (Gonzaga Campus) from 8 am - 1:30 pm. The event is FREE and open to any current or aspiring member of a Spokane neighborhood council. Registration will be open by next month's CA meeting so get ready to register and encourage your neighbors to register. We've got some terrific workshop proposals so far – workshop proposals are due tonight at 11:59 p.m.
- Updated neighborhood council WordPress templates will be available in September. Training will be hosted when websites are available to neighborhoods.
- Praise shared for ONS team quickly moving CA equipment to the Peaceful Valley Community Center.

8. Urban Forestry Liaison (Katie Kosanke, Spokane Parks Urban Forester)

- Urban Forestry works with trees on right of ways and on city property across Spokane. Katie mentioned that Urban Forestry is currently working on a program to remove dead trees in the right-of-way and increase tree canopy across the city.
- You can find a schedule of the dead tree removal and/or sign up for a free tree on [this webpage](#).
- Urban Forestry partners with many different groups to accomplish their work, SpoCanopy and Downton Spokane Partnership.
- Spokane Conservation District has a tree canopy program called Cool Canopy which allows for trees to be planted on private property in specific areas of the city. Learn more [here](#).
- Fuels reduction program – thinning out the small trees. Nick Jefferies, Wildland Resource Planner with the Spokane Fire Department and Urban Forestry have reduced 500 acres of tree fuel so far this year. To help reduce fire risk, the City and County are providing free assessments for residents. More information can be found [here](#).
- Keep an eye out for upcoming workshops at the Finch Arboretum. Workshops include topics such as: tree identification and bark beetles. Katie mentioned that the Willow Tree at the Arboretum will be repurposed into a park-based playground. Local youth were engaged in conversations about how to repurpose the tree. Program funding and strategy are currently being worked on.
- Lorna: Mention of number of dead trees downtown. Is there a plan to address dead trees downtown.

- Katie: We are working on possible collaborative programs to support tree health downtown. Mentioned that 40 out of 53 trees reported last year were replaced via partnership between the City and the property owner.
- Kathy Hagy: Question about the impacts of fire and camping near the northwest corner at Finch Arboretum. Katie will look into this.
 - Move to extend discussion by 5 minutes, first extension. Christopher Savage motioned; Linda seconded. Motion passes: 22- approve, 0- deny, 0- abstain.
- Katie Kosanke: City staff inform residents via mail about trees in the right of way that need to be taken out and they provide a replacement tree free of charge.
- Shawn Terjeson: Do you recommend fuel reduction and thinning to private owners?
 - Katie: Nick Jefferies has worked with private property using targeted funds and outreach.
 - Move to extend discussion by 5 minutes, second and final extension. Luke Tolley motioned; Tyler Tamoush seconded. Motion passes: 22- approve, 0- deny, 0- abstain.
- CP Wilkerson: Mention that sometimes a permit is required to work on a tree on your property. Trees in right of way do need a permit. If you have questions about whether you need a permit, you can contact Katie at: 509-363-5496 or kkosanke@spokanecity.org.

9. Policies & Procedures (P&P) Committee (Paul Kropp)

- Paul: Provided an overview of the information found on pages 15-16 of the CA agenda packet, prepared by the P&P Committee.
- Paul requested that CA members take the information provided on pages 15-16 back to their neighborhood council for consideration before participating in a vote at the August CA meeting.
- Discussion ensued about subcommittee P&Ps and best practices for voting.
- Motion to send information on page 15- 16 to neighborhood councils for review before the August CA meeting.
 - Luke made a motion and Laura seconded. Motion passes with 20-approve, 0-deny, 1- abstain.

9a. Community Development Block Grant (CDBG) Letter (Andy Hoyer)

- Andy Hoyer: Mayor Brown is working in tandem with the US Conference of Mayors, to call on our congressional delegates to save CDBG funding in the 2026 budget. The US Appropriations Subcommittee on Transportation, Housing and Urban Development, and Related Agencies (THUD) will be meeting on Monday, July 14 to mark up the fiscal year 2026 HUD appropriations bill. This is when the subcommittee will consider the President's proposal to provide zero funding for CDBG.
- Andy and Luke Tolley drafted a letter (shared on screen at the meeting) in support of CDBG funding for Spokane and asked CA to vote to approve to send it to Mayor Brown along with various state and federal representatives. The City of Spokane receives **\$2,780,400** in CDBG funding each year.
 - Motion that the CA shall send an email letter as soon as possible to Senators Murray and Cantwell and Representative Baumgartner to urge them to preserve funding for Community Development Block Grants in fiscal year 2026. Text of that letter shall be finalized by the Chair of the Admin Committee (Luke Tolley) and the Chair of the CA/CD Standing Committee (Andy Hoyer).
 - Bill Doley made a motion and Laura seconded. Motion passes with 20-approve, 0-deny, 2-abstain.

- CA members expressed praise for Andy and Luke for their quick and effective work on drafting the letter.
- Heather Hamlin provided copies of Mayor Brown's letter, with support of the bipartisan US Conference of Mayors, sent to congressional delegates to advocate to save CDBG funding in the 2026 budget.

9b. Comprehensive Plan – Neighborhoods Chapter Collective Response (Mary Winkes)

- Last month, Kevin Freibott provided the neighborhoods chapter of the comp plan. He invited people to send in suggestions. Kevin reported to Mary that a few comments have been submitted.
- Discussion ensued about submitting a collective response about the Neighborhoods chapter to the City Planning Department. The target date to present a collective response would be October.
 - Motion to form an ad hoc committee to review the Comprehensive Plan Update, especially the Neighborhood Chapter and make recommendations via a collective response.
 - Sara Bauer made a motion and Laura seconded. Motion passes with 21-approve, 0-deny, 0-abstain.
- Volunteers for the committee include:
 - Linda Carroll (Emerson-Garfield), Bill Doley (Rockwood), Stephanie Watson (Latah Hangman), Mary Winkes (Manito-Cannon Hill), Laura Johnson (Hillyard). Interim ad hoc subcommittee chair to set the first meeting is Mary Winkes.

10. CA Committee Updates (Committee Chairs)

- Luke Tolley (Admin Committee): In the process of confirming volunteers to administer the digital portion of the hybrid meeting. Logistics are still being worked out. Work is also being done on CA P&Ps. Admin Committee is discussing topics such as a CA website possibilities, minute taking procedures, tracker for actions, etc.
 - Bill Doley: expressed support for a CA website.
 - Mary Winkes: Asked to include a have a bi-monthly report from the neighborhoods 3.0 meeting.
- Laura Johnson (Budget Committee): 25 neighborhoods applied for Community Engagement Grants (CEG). Four neighborhoods did not apply for the CEG leaving \$2,973.61 in remaining funds for CA to allocate. Note: this number will change based on how neighborhoods spend their allocated grant funds. The CA Inventory closet has been moved to the Peaceful Valley Committee Center (214 N Cedar St.). No impacts to the check out request form or current inventory requests.
- Tina Luerksen (Building Stronger Neighborhoods [BSN]): Spokane Neighborhood Summit is Saturday, October 25 at the Gonzaga University. So far, 14 proposals have been received and we can host 9-10 workshops in total. BSN members will be choosing workshops next week.
- Andy Hoyer (CA/CD): Discussion about who the CA will be sending their CDBG advocacy letter to. List expanded beyond Mayor Brown and state reps. Suggestions included federal leadership as well. Andy and Luke will send letter once complete.
- Sara Bauer (CHHS Liaison): Announced that CHHS will be presenting information about the annual Point in Time Count to City Council on Monday, July 14 at noon at the Urban Experience Committee. Can attend in-person in City Council Chambers or view online on Channel 5.
- Paul Kropp: Provided updates about the Climate Resilience & Sustainability Board CA Liaison position. Position information can be found on the CA website [here](#). Sandy Wicht and Paul will

connect outside of the meeting to discuss the earlier mentioned Development & Volunteer Citizen Advisory Committee (DVCAC). Paul queried the CA members about advertising more than one open CA board position at a time. Several CA members mentioned support for advertising multiple vacancies. Lorna volunteered to make a half-sheet advertisement for the DVCAC position. She will bring copies to the August CA meeting.

- Move to extend discussion by 5 minutes, first extension. Fran Papenleur motioned; Laura seconded. Motion passes: 21- approve, 0- deny, 0- abstain.
- Motion to ask the Liaison Committee to begin the process of recruiting CA reps for the Climate Resilience & Sustainability Board and any vacant Parks Board committees as soon as practical.
 - Mary made a motion and Terry Deno seconded. Motion passes with 20-approve, 0- deny, 0- abstain.
- Move to extend discussion by 5 minutes, second and final extension. Kathy Hagy motioned; Carol Tomsic seconded. Motion passes: 20- approve, 0- deny, 0- abstain.

11. Actionable Items Review/ Future Considerations/Survey

- Luke Tolley will:
 - Reach out to the CA Communications Committee about CA website possibilities.
 - Move the vote to record the CA meeting to the front of the following agendas.
 - Note that CP Wilkerson will not be at August CA meeting and plan accordingly for the August agenda.
 - Add CA Workgroup to every other month CA agenda for a brief update.
 - Work with Andy to send CDBG letter.

Motion to adjourn the meeting. No formal vote to end the meeting was taken.

Meeting adjourned at 7:31PM. Next meeting will be held Thursday August 7.

BRIEFING PAPER: Traffic Calming Selection Process 2025
Public Infrastructure Environment and Sustainability Committee
8/18/2025

Subject:

Process for selecting traffic calming projects 2025 (for cycle 14 construction).

Background:

This fall the city will select projects for the next round of traffic calming projects, Cycle 14, which is the 2027 construction season for standard projects and the 2026 construction season for adaptive projects.

This is the first year the Transportation Commission will have a primary role in selecting projects that are forwarded to Council for final approval:

- Jon Snyder will discuss the new process and timeline and available funds
- Kevin Picanco will discuss the base list of projects to be considered which are drawn from the Dowl consultant list
- Colin Quinn-Hurst will discuss the 27 x 2027 bicycle and pedestrian projects that will also be considered in this year's process
- Nick Zollinger will discuss available funds for projects

Relationship to Plans/Actions:

Traffic calming projects are a key implementation strategy for the Pedestrian Master Plan, the Bicycle Master Plan and the Vision Zero Action Plan.

Timeline/ Further Action:

Traffic calming selection process will be a future agenda item for the September, October, and November Transportation Commission meetings with the goal of forwarding a list to Council for a vote the first week of December.

BRIEFING PAPER: Traffic Calming Selection Process 2025
Public Infrastructure Environment and Sustainability Committee
8/18/2025

Proposed 2025 Traffic Calming Project selection process for the 2027 Construction Season

August:

Meet with key stakeholders such as Community Assembly Transportation Commission liaison to preview this year's process. Send out email to neighborhood councils and relevant non-neighborhood council stakeholder groups outlining this year's process.

8/18: Presentation to PIES on process

8/20: Short presentation to Transportation Commission to preview this year's traffic-calming selection process.

8/26: Present process to PETT Committee

Meeting with Community Assembly Transportation Commission liaison to preview this year's process.

September:

9/17: Present large list of potential projects for Transportation Commission feedback as a public hearing so that public and neighborhood councils can comment. List would include 2026 adaptive projects and 2027 non-adaptive projects. Highlight projects that support 27 x 27 and present complete list of 27 x 27 projects that could be included for the 2027 construction season.

October:

10/7: Deadline for neighborhood councils to provide written comment on changes in priority for projects.

10/15: Present narrowed, medium-sized list for Transportation Commission feedback.

November:

11/12: Final Transportation Commission hearing and vote on 2027 traffic calming projects and 2026 adaptive projects. Final list will be forwarded to Council for action. (Request moving the meeting up a week in order to accommodate Council vote on 12/1.)

11/17: Possible process update to PIES. Final list on 3:30pm agenda review.

11/24: Council first reading

December:

12/1: Council final reading and vote.

January:

Begin work on creating new multi-year process including potential new round of outreach and consultant work to create a new multi-year list.

Ad Hoc P&P Chair
September 1, 2025

At the July 7 Community Assembly meeting four separate policy and procedure updates were remitted to the neighborhood councils for review in preparation for a vote to approve them at the next CA meeting.

They were also emailed as a package to CA representatives, alternates and neighborhood council leadership on July 11.

Included below are the text of the four items as amended:

- PeTT Committee P&P
- Addendum Liaison Table
- Budget Committee P&P
- Community Assembly P&P IV. Meetings

Action:

Approve the four P&P amendments distributed to the neighborhood councils for review in July.

**Community Assembly of Spokane Neighborhood Councils
Pedestrian, Transportation and Traffic Committee (PeTT)
Policies and Procedures (August 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 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 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. 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.

Community Assembly Liaison Positions

Community Assembly Liaisons		(August 2024)
<p>The city council has allocated the Community Assembly (CA), in the municipal code and by resolution, membership positions on six (6) city advisory boards, commissions or committees.</p> <p>Also, by resolution the city's parks and recreation board has allocated the Community Assembly one (1) membership position in its committee structure.</p> <p>These positions are considered collectively as Community Assembly liaisons. The holders of these memberships are expected to serve as communication links between their advisory panel and the Community Assembly, including as may be appropriate the neighborhood councils affected.</p>		
Liaison List		
Community Housing and Human Services Board (CHHS)	<ul style="list-style-type: none"> • Liaison Member (voting) • Established by: SMC 04.34A.030C • Appointed by: City Council • Term: Up to two (2) terms of three (3) years each 	
Design Review Board (DRB)	<ul style="list-style-type: none"> • Member (voting) • Established by: SMC 04.13.025 • Appointed by: City Council • Term: Up to two (2) terms of three (3) years each 	
Plan Commission (PC)	<ul style="list-style-type: none"> • Liaison (non-voting) • Established by: SMC 04.12.040 • Appointed by: City Council • Term: Up to two (2) terms of three (3) years each 	
Transportation Commission (TC)	<ul style="list-style-type: none"> • Liaison (non-voting) • Established by: SMC 04.40.030 • Appointed by: City Council • Term: Up to two (2) terms of three (3) years each 	
Housing Action Subcommittee (HAS)	<ul style="list-style-type: none"> • Representative Member (voting) • Established by: City council Resolution 2021-0020 • Appointed by: City Council • Term: One (1) year minimum 	

	<ul style="list-style-type: none"> •
Urban Forestry Citizen Advisory Committee (UF-CAC)	<ul style="list-style-type: none"> • Two (2) Representative Members (voting) • Established by: SMC 04.28.060 • Appointed by: Community Assembly • Term: Up to two (2) terms of four (4) years each
Development and Volunteer Citizen Advisory Committee (DV-CAC)	<ul style="list-style-type: none"> • Representative Member (voting) • Established by: Spokane Park Board Resolution August 2, 2021 • Appointed by: Parks Director • Term: Two (2) years renewable
Liaison Responsibilities	
<p>Liaisons shall be members of a recognized neighborhood council.</p> <p>Liaisons shall perform the following basic responsibilities to the best of their abilities:</p> <ul style="list-style-type: none"> • Represent the neighborhoods and the Community Assembly. • Provide a conduit for two-way communication between the CA and the board, commission, or committee they serve on. • Inform the CA of specific issues on which it may want to consider taking action. • Make an in-person annual report at a CA meeting and monthly provide information for inclusion in the CA agenda packet. • Any additional responsibilities are detailed in specific liaison position descriptions or profiles maintained by the Liaison Committee. 	

Role of the Liaison Committee
<ul style="list-style-type: none">• The Liaison Committee supports and evaluates the Community Assembly liaisons serving on city advisory boards, commissions, or committees. See the Liaison Committee’s policies and procedures.• Candidates for the four liaison positions subject to nomination by the Community Assembly jointly with the mayor for appointment by the city council are selected by the Liaison Committee for consideration by the Community Assembly. These positions are CHHS, DRB, PC, and TC.• Candidates for membership positions on the UF-CAC are selected by the Liaison Committee for appointment by the Community Assembly.• A candidate for the HAS member position is selected by the Liaison Committee for consideration by the Community Assembly to nominate for appointment by the city council.• A candidate for the membership position on the DV-CAC is selected by the Liaison Committee for consideration by the Community Assembly to nominate for appointment by the director of parks and recreation.• The Liaison Committee receives and considers misconduct reports from any person, city-affiliated or otherwise, concerned about the behavior or participation of a Community Assembly liaison member serving on a city advisory board, commission, or committee.• The Liaison Committee also, upon due and timely consideration of facts and circumstances, may recommend the Community Assembly withdraw the nomination of a community assembly liaison.

Community Assembly Budget Committee Policies and Procedures (August 2025)

Our Mission/Charge: To assist Neighborhood Councils financially through the budget process and by doing so to support and develop themselves to better serve their neighborhoods.

1. Duties

- A. The fundamental responsibility of the Committee is to encourage and assist the Neighborhood Councils in applying to the Office of Neighborhood Services (ONS) for Engagement Grant funds allocated by the City Council for Neighborhood Council use in building capacity and participation in Neighborhood Council activities. Final approval for specific uses of individual neighborhood funds is decided by the ONS. Members of the Committee shall keep in contact with their assigned Neighborhood Council to encourage completing applications and spending their approved allocations.
- B. The Committee encourages independent neighborhood funding, in addition to the ONS grants of all Neighborhood Council activities. However, the Committee shall not be responsible for independently funded programs wholly generated within a Neighborhood Council.
- C. Each Neighborhood Council shall be assigned to a Committee member as a liaison. Each Committee member shall be assigned no fewer than five neighborhoods unless the Committee has more than five members. Support shall include monitoring the budget-related activities of each Neighborhood Council. Each Neighborhood Council shall be instructed to assign a single individual as a contact point for all grant communications. ONS may assist in the coordination of Committee decisions and approvals with BSN activities.
- D. The Committee shall design and revise the Application and Budget Calendar as needed.
- E. The Committee shall review and advise on the preparation of the “Neighborhood Council and Community Assembly Grant Program Guidelines,” and provide training as needed. ONS annually may provide the Neighborhood Councils training in the Guidelines.
- F. All applications for funding shall be sent to the ONS. ONS will forward the applications to the Chair for distribution to the Committee before the next monthly meeting. Final and formal approval or rejection or modification of a planned expenditure and all applications shall reside with the ONS.
- G. In November, The Committee shall prepare a set of goals for the following year and share those goals with the CA.

2. Membership and Decision-Making Process

- A. The Committee shall maintain a minimum of three members who are members of different Neighborhood Councils. Membership of committees shall be open to all interested residents and representatives of agencies, businesses, government, institutions and property owners, in addition to Community Assembly Representatives and Alternates. Each member shall have one vote.
- B. If possible, the Committee will have at least five members, each representing a different Neighborhood Council. Proxies are not allowed – Members must be present to vote. Presence at a meeting is defined as either in person or by electronic means. A majority of members will constitute a quorum. Consensus is not required for action in the Committee – a simple majority is sufficient for action.
- C. For actions resulting in a tie with no absence (if only four members are present), the vote of the fifth member shall be solicited by phone. If an abstention or other event (such as a resignation and unfilled position) results in a tie, the unresolved action shall be taken to the next CA meeting for action.
- D. Actions taken between meetings shall be kept to a minimum; however, for actions required to be taken between scheduled meetings, an effort shall be made by the Chair to contact all members and achieve a majority. Any interim actions shall be ratified at the next meeting and included in the minutes.

3. Officers

- A. Two officers shall be determined by vote, consensus or by appointment by the Chair. These shall be the Chair and Secretary.
- B. Duties of the Chair:
 - 1. The Chair shall review and certify all distributions, working closely with the ONS and the assigned Committee liaisons.
 - 2. Additional duties of the Chair consist of sending out the agenda and submitted *draft* minutes for each meeting in a timely manner and managing the meetings and other administrative duties.
- C. Duties of the Secretary:
 - 1. The Secretary shall take notes at meetings and send the minutes to the Chair, so that committee members have them before the next meeting, in time to review.
 - 2. The Secretary shall send a *draft copy* of the minutes to the ONS for inclusion in the next CA meeting packet by the Monday before the next CA meeting.
 - 3. The Secretary shall keep a copy of all meeting minutes.

4. Terms

- A. Elections of officers shall occur annually in November for terms beginning the following year.
- B. The term of office as a member of the Committee shall be two years, with a maximum of two consecutive terms.
- C. Terms shall be staggered which means that two of the five membership terms shall expire one year after the inception of the Committee in January, thereby assuring that at least two members of the previous year are present at the beginning of each year.

5. Meeting Schedule

The Committee shall meet monthly on the 4th Monday, at 7:00pm at an agreed upon location, or as needed, but no fewer than three times per year.

6. Reports

A. Written reports:

- 1. The Secretary shall provide to the ONS (as detailed above), and to the members of this Committee, the *draft* minutes from the most recent meeting within one week.
- 2. The ONS representative shall provide to the Committee the current status of every Neighborhood Council regarding applications and spending at each meeting of the Committee as appropriate or more frequently as needed.
- 3. A yearly summary of the Budget Committee activities, along with the goals for the coming year will be submitted to the Community Assembly in December.

B. Oral reports: The Committee shall approve presentations and presenters reporting on behalf of the Committee to the CA or other forums.

7. ONS Staff Support:

As Assigned

Proposed by the Ad Hoc P&P Committee
July 7, 2025

=====

CA P&P v.2022

IV. Meetings

Current text:

4. Other questions regarding the conduct of the meeting shall be decided by the facilitator. If someone speaks out of turn or disrupts the meeting, the facilitator shall rule that person out of order. If anyone objects to any decision by the facilitator, that person may challenge the ruling of the facilitator. When this occurs, each representative and the facilitator may speak to the challenge once and for only one minute. Debate is then ended and a vote is taken immediately to either uphold or reject the decision of the facilitator.

Proposed text addition:

4. *Other questions regarding the conduct of the meeting shall be decided by the facilitator. If someone speaks out of turn or disrupts the meeting, the facilitator shall rule that person out of order and, in extreme circumstances, may dismiss the individual from the meeting. If anyone objects to any decision by the facilitator, that person may challenge the ruling of the facilitator. When this occurs, each representative and the facilitator may speak to the challenge once and for only one minute. Debate is then ended and a vote is taken immediately to either uphold or reject the decision of the facilitator.*

Amended text:

4. **Other questions regarding the conduct of the meeting shall be decided by the facilitator. If someone speaks out of turn or disrupts the meeting, the facilitator shall rule that person out of order and, in extreme circumstances, may dismiss the individual from the meeting. If anyone objects to any decision by the facilitator, that person may challenge the ruling of the facilitator. When this occurs, each representative and the facilitator may speak to the challenge once and for only one minute. Debate is then ended and a vote is taken immediately to either uphold or reject the decision of the facilitator.**

August 2025

=====

Communications Committee Policies and Procedures

[Proposed draft, July 2025]

Mission Charge:

Serve as an information conduit to the residents, organizations and businesses of the city of Spokane to share and amplify the work of the Community Assembly and neighborhood councils as they address citywide neighborhood issues

Membership and Attendance:

- In addition to representatives of neighborhood councils, committee participation and membership shall be open to all interested Spokane residents and representatives of agencies, businesses, government, organizations and property owners.
- Attendance records will be kept in order to establish membership status for the purpose of official voting.
- Membership status is defined as recorded attendance at a majority of committee meetings during the previous six months.

Voting and Quorum:

- The committee will operate by consensus for its publicity work.
- A minimum representation of committee members from three separate neighborhood councils will constitute a quorum for the purpose of voting on a recommendation to the Community Assembly.
- A quorum being present, the text for an official committee recommendation to the Community Assembly will be formulated and agreed to by a majority consensus of all those attending a meeting before the chair proceeds to a vote.
- Once the text for a recommendation is determined, it is put to a vote of those individuals in attendance who represent neighborhood councils. A majority vote passes the recommendation; a tie vote fails. The number of yeas and nays will be included with the text that is passed.

Officers and Terms:

Chair, Vice-Chair, and Secretary

Calendar year term with elections in September.

Meeting Schedule:

2nd Monday of each month from 5:30 pm to 7:00 pm in person. Additional meetings may be called as necessary.

Reports:

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

ACTION:

Refer the Communications Committee's proposed policies and procedures to the neighborhood councils for review in order to prepare for a vote to approve at the October CA meeting.

Sept 4, 2025

July 2025

Page 1

Community Assembly
Questionnaire and Affirmation

NAME:

Sandra Wicht

Position applied for: **Park Board Development and Volunteer Citizen Advisory Committee**

In a separate document to accompany this form, please provide your information on these four topics.

A. Educational History

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

B. Employment History

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

C. Involvement in the Community

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

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

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

D. Skills and Special Interests

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

Neighborhood Council Connection

Which neighborhood council do you relate to? Comstock

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

Please supply a neighborhood council reference.

Name: Elizabeth Goldsmith

Phone: 949 599 4396 Email: goldsmithteam@msn.com

Affirmation of Duties and Responsibilities

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

Application Submission

Email scanned PDFs to:

DEADLINE = Until filled

Paul Kropp, Liaison Committee Chair
pkropp@fastmail.fm

NAME: Sandra WichtPosition applied for: **Park Board Development and Volunteer Citizen Advisory Committee****Affirmation**

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

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

Signature: Sandra E. WichtDate: Aug 11 2025

BYLAWS OF THE PARK BOARD
City of Spokane, Washington
August 2023 (excerpt)

Section 17. Duties of Committees.

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

Sandra Wicht

A. Educational History

BA Marylhurst College 1993

Interdisciplinary Studies (Business and Communication)

B. Employment History

Currently Retired

Previous Jobs: Bookkeeping

Accounts Payable

Ford Credit Wholesale Department

Waitress/ Cook

C. Involvement in the Community

Clean Up Coordinator Comstock Neighborhood 2024

Comstock Neighborhood Council Tabling Events

Summer Parkways 2024 & 2025

National Night Out 2025

Symphony in the Park 2024

CA Building Stronger Neighborhood Committee

CA Communications Committee

SNLA Graduate Class of 2024

PEO Joined 2024

Volunteered at:

Hoopfest 2023, 2024 & 2025

Bloomsday 2024 & 2025

Rosauers Open 2025

D. Skills and Special Interests

Whiz at Excel Spreadsheets

Detail Oriented

Super Organized

Bad Golfer

Please compare to the current draft available online:

<https://static.spokanecity.org/documents/planspokane/chapter-review/planspokane-draft-neighborhoods-chapter-june-2025.pdf>

Neighborhoods

Introduction: The Future of Spokane's Neighborhoods

The neighborhoods chapter contains goals and policies that set the direction for citywide neighborhood growth and development. They establish basic principles that apply to all neighborhoods, ensuring an overall growth pattern that represents the interests and desires of the entire community.

This chapter's goals and policies are intended to enable Spokane to be a cohesive network of unique neighborhoods that residents are proud to call home by providing residents with all they need to live healthy, happy lives.

Discussion of Spokane's neighborhoods cannot be complete without highlighting the Neighborhood Councils. Often it can be difficult to discern whether policy or other guidance in this document is referring to Neighborhood Councils ([see the City Charter, Article VIII](#)) - the member bodies that inform and represent the neighborhoods- or the physical neighborhood itself. In general, these goals and policies apply to and benefit both. For clarity, any time the text is referring directly to the Neighborhood Councils, the full term will be used. The word 'neighborhood' generally refers to the physical neighborhood, which may or may not conform to the Neighborhood Councils' boundaries. ([possessive](#))

Goals and Policies

Goals and policies provide specificity for planning and decision-making. Overall, they indicate desired directions, [aims or](#) accomplishments, ~~or aims~~ in relation to the growth and development of Spokane.

Goal: N-1, The Downtown Neighborhood

Recognize downtown Spokane as the primary economic and cultural center of the region and improve its viability as a desirable neighborhood in which to live, visit, and conduct business.

Policy: N-1.1, Downtown Development

Provide a variety of housing, recreation, and daily service opportunities within the downtown neighborhood. [These opportunities should](#) ~~that~~ attract and retain neighborhood residents [who to](#) support downtown and surrounding neighborhoods, recognizing the value [that](#) the downtown neighborhood holds for all residents, visitors, and employees [throughout in](#) the city.

Goal: N-2, Neighborhood Development

Reinforce the stability and vibrancy of the city's neighborhoods to attract a diversity of ~~long-term~~ residents and businesses to ensure ~~high~~ residential quality, community connectedness, and economic vitality. Support Neighborhood Councils in achieving this goal.

Policy: N-2.1, Resident Well-being. Ensure the safety and security of neighborhood residents of all ages and abilities. This encompasses the ability of residents to move around freely and safely, employing traffic calming and crime abatement strategies.

Policy: N-2.~~42~~, Neighborhood Quality of Life

Ensure that Spokane's neighborhoods continue to offer residents ~~transportation and~~ living ~~and transportation~~ options, safe streets, and trusted public services, as well as cultural, social, economic, educational, and recreational opportunities that sustain and enhance the vitality, diversity, and quality of life within neighborhoods.

Policy: N-2.~~32~~, Neighborhood Services

~~Provide Facilitate~~ economic opportunities and community events that are centrally located, easily accessible, and affordable to support neighborhoods in enabling people to live, work, shop, socialize, and receive other essential services within their neighborhood.

Policy: N-2.~~43~~, Accessible Services

Ensure that neighborhood-based services are available and accessible to residents of all ages and abilities, such as being in proximity to public transit routes, bicycle infrastructure, ~~and/or~~ robust pedestrian amenities.

Policy: N-2.~~54~~, Neighborhood Improvement

Encourage revitalization and improvement programs to conserve and upgrade existing properties and buildings to prevent deterioration of current housing stock and support adaptive reuse.

Policy: N-2.~~65~~, Neighborhood Arts

~~Support Provide access to~~ public art, including sculptures, murals, special sites, and facilities, in all neighborhoods through programs and investments.

Policy: N-2.~~76~~, Housing Diversity

Support a vibrant mix of households by providing a diversity of housing options for neighborhood residents by preserving existing housing units and allowing for the development of moderate density housing options in all neighborhoods.

Policy: N-2.~~87~~, Building Community and Sense of Place

Promote efforts that provide neighborhoods with social amenities, opportunities for social interaction, and a sense of place that helps build community connection.

Goal: N-3, Neighborhood Facilities (needs a definition in the glossary)

Proposed definition: Neighborhood facilities: Smaller city-owned or publicly owned buildings within a neighborhood that can host neighborhood events, activities or groups.

Maximize the usefulness of, and access to, existing and future neighborhood facilities and services while minimizing the impacts of major facilities located within neighborhoods.

Policy: N-3.1, Multipurpose Use of Neighborhood ~~Facilities~~~~Buildings~~

Work with neighborhoods to develop a strategy for the multipurpose and/or shared use of existing structures and the extension of services within neighborhoods for neighborhood activities.

Policy: N-3.2, Major Facilities (~~already in the glossary~~)

Work with Neighborhood Councils and relevant groups to explore mitigation measures, public amenity enhancements, and alternative locations when siting major facilities.

Policy: N-3.3, Gathering Places

Increase the number of public gathering places within neighborhoods to encourage neighborhood socialization and promote a more cohesive and safer neighborhood, including the provision of indoor spaces for gatherings and events in all weather and seasons.

Goal: N-4, Traffic and Circulation

Provide Spokane residents with clean air, safe streets, and peaceful living environments by ensuring ~~that~~ impacts to neighborhoods are considered when planning or changing the transportation network.

Policy: N-4.1, Neighborhood Streets

Refrain, when possible, from constructing new arterials that bisect neighborhoods and from widening streets within neighborhoods for the purpose of accommodating additional automobiles.

Policy: N-4.2, Traffic Patterns

~~Redesign~~ ~~Alter~~ traffic patterns and ~~enhance~~ ~~redesign~~ neighborhood streets to include large street trees, bicycle lanes, sidewalks, traffic circles, stop signs, and/or narrower streets to discourage speeding and improve neighborhood safety.

Policy: N-4.3, Neighborhood Business Traffic

Ensure that the size of a neighborhood business is appropriate for the size of the neighborhood it serves so that trips generated by non-local traffic through the neighborhood are minimized.

Policy: N-4.4, Multimodal Transportation

Promote a variety of transportation options, including walking, biking, rolling, and public transportation, to reduce automobile dependency and neighborhood traffic.

Policy: N-4.5, Pedestrian and Bicycle Connections

Establish a continuous pedestrian and bicycle network between and among all neighborhoods.

Policy: N-4.6, Pedestrian Design

Design neighborhoods for pedestrians by increasing transportation options, convenience, safety, social interaction, and comfortable streetscapes.

Policy: N-4.7, Sidewalks

Identify and implement strategies to maintain, repair, ~~and or add build new~~ sidewalks in existing neighborhoods, and require sidewalks in new areas of development.

Policy: N-4.8, Pedestrian Safety

Establish design principles to enhance pedestrian safety in neighborhoods through adequate pedestrian lighting, crosswalks and landscape design (~~-,~~ sidewalk systems, pathways, building access that is visible from the street, and open views).

Policy: N-4.9, School Walking and Bus Routes

Coordinate with local schools and colleges to identify bus, biking, and walking routes to and from neighborhood schools that require safety and infrastructure improvements.

Goal: N-5, Open Space

Increase the number of outdoor gathering spaces, greenbelts, trails, and pedestrian bridges within and between neighborhoods.

Policy: N-5.1, Connectivity via Greenbelts and Open Space

Connect neighborhoods with an open space greenbelt system, including paths and non-vehicular access, to increase opportunities for alternative forms of transportation between and among neighborhoods.

Policy: N-5.~~21~~, Future Parks Planning

Develop public-private collaborations ~~Utilize public-private partnerships~~ between neighborhood ~~s~~ ~~groups~~ and the City of Spokane Parks and Recreation Department to locate land and develop financing strategies that meet the level of service standards for neighborhood parks and/or open space to provide neighborhood residents with areas for recreation and socializing, reinforcing a sense of home and community.

Policy: N-5.2, Connectivity via Greenbelts and Open Space

~~Connect neighborhoods with an open space greenbelt system, including paths and non-vehicular access, to increase opportunities for alternative forms of transportation between and among neighborhoods.~~

Goal: N-6, The Natural Environment

Protect and enhance the natural environment within neighborhoods, with special attention to the effects of climate change, employing adaptive strategies based on social, health and economic vulnerabilities-

Policy: N-6.1, Environmental Planning

Protect and steward the natural environment within neighborhoods when introducing new projects to support community health, safety, and ~~vitality, livability.~~

Policy: N-6.2, Open Space and Nature Corridors

Consider and implement connections between and among neighborhoods and designated open spaces/nature corridors when planning, designating, and maintaining such areas.

Policy: N-6.3, Maintenance of City-Owned Open Space and Amenities

Coordinate and partner with neighborhoods ~~and Neighborhood Councils~~ in the maintenance and operation of City property, with the intent of ensuring proper maintenance and operation of facilities for neighborhood use like greenways, paths, street features, and parks.

Goal: N-7, Neighborhood Planning

Goal: Coordinate and partner with Neighborhood Councils when developing, adopting, or amending public projects and programs in consideration of each neighborhood's sense of identity, unique needs, and opportunities.

Policy: N-7.1, Inclusive Neighborhood Planning

Ensure that any planning involving or affecting neighborhoods is conducted ~~with Neighborhood Councils~~ to include the contribution of all interested parties, including those from vulnerable populations ~~of all ages and abilities, and~~ overburdened communities, ~~Neighborhood Councils,~~ institutions, organizations, ~~and individuals of all ages and abilities,~~ property owners, renters, businesses, employees, ~~and~~ and visitors.

Policy: N-7.2, Neighborhood Planning

Develop a process and avenues through which ~~Neighborhood Councils and~~ neighborhoods ~~can~~ participate in and inform comprehensive planning, policy, ~~and~~ code development and ~~relative~~ amendments, commensurate with the requirements of state law and the ideals of inclusive, effective planning.

Policy: N-7.3, Plan Consistency and Implementation

Consider and address the ~~desires/needs~~ of neighborhoods ~~as~~ expressed in ~~their~~ adopted ~~N~~neighborhood ~~Council~~ plans by consulting these plans and analyzing the impacts of any new City plans, programs, or policies against the goals and stated ~~needs/~~~~desires~~ of neighborhood plans, including during comprehensive plan amendments and updates.

Policy: N-7.4, Connections and Impacts Between and Among Neighborhoods

Consider the impacts of decisions on both the neighborhood most directly involved but also how neighborhoods are interconnected and relate to each other when conducting planning or policy/code amendments.

Policy: N-7.5, Encourage City outreach efforts in neighborhoods by providing Neighborhood Councils and neighborhoods with public information, including City announcements, newsletters, and other neighborhood specific information.



Order Summary



Full Color Travel Tumbler \$365.00

- 20 oz.

Extra Charge  \$55.00

White/Clear

Qty: 100

(Out of Stock)

Subtotal (1 products) **\$420.00**

Shipping \$46.14

Tax \$42.42

[Tax Exempt?](#)

[Enter Coupon Code](#)

Total **\$508.56**



Administrative Committee Meeting Notes

Tuesday, August 26th 2025, 4:00 - 5:30 pm

Virtually on Zoom

Present on Zoom: Luke Tolley (Bemiss - Admin Chair), Bill Doley (Rockwood - Admin Vice Chair), Tina Luerssen (Grandview/Thorpe - Admin Secretary), Paul Kropp (Southgate - CA P&P Cmte Chair), Sandy Wicht (Comstock - Admin), Fran Papenleur (Audubon/Downriver), Heather Hamlin (ONS). **Excused:** Lorna Walsh (Riverside - Admin).

July 2025 minutes M/S/P unopposed.

City Updates:

9/4 Admin Agenda: M/S/P unopposed.

1. Action items from August CA:
 - a. CA Website
 - i. Referred to Comms Committee, although they don't have capacity nor desire to be CA Archivist.
 - ii. Bill would like a document repository for CA. Historically, ONS maintained physical binders.
 - iii. This could be a topic for a CA Retreat. ONS input: City-hosted webpage is a template that can't be significantly modified.
 - b. Parks DV-CAC liaison: On Liaison Committee's radar.
 - c. CDBG letter was sent to all parties as requested.
 - d. Add vote to record as first agenda item - modified, and grouped all Administrative agenda items into a 15-minute block without individual timings.
2. CRB & Plan Commission liaison - Heather and Paul submitted verbiage (distributed to Admin on 8/8), those are on the Council agenda for first reading 9/15, final reading 9/22.
3. P&P Vote on 4 items distributed at July CA meeting. (5 minutes, Paul Kropp)
4. Communications Committee P&P proposal for initial review, vote in October. (5 minutes, Paul)
5. Spokane Parks Foundation presentation? Fran can cover this update in Announcements, no need to put on agenda.
6. SRTC Overview and Long-Range Plan. Request to keep it action-oriented. Original request was for September or October, deferred to October.
7. Traffic Calming Projects process, Jon Snyder. PeTT (Carol) requested 15 minutes, Paul indicated that there will be an update to Cycle 14 funding that may require conversation.
8. Liaison Committee - Ratify Sandy Wicht to represent CA on the Park Board's DVC. (5 minutes, Paul)
9. Nominations Committee - form ad-hoc committee, identify requirements. (5 minutes, Tina)
10. Update from Comp Plan Neighborhoods ad hoc Committee. (10 minutes, Mary Winkes) Redline document in Packet for review.
11. Committees:
 - a. BSN: 10 minutes, SNS volunteers/registration and Good Neighbor Awards (Tina)
 - b. Budget: 10 minutes requested (Laura), re: Good Neighbor Awards - wants \$1500 approval

but this has not been approved yet by BSN.

- c. Communications: 5 minutes to propose a new initiative (Shawn or Krista?).

Admin Committee Business

1. Committee Goals and P&P Updates: Admin will make this request to Chairs at Oct CA, for submittal in Nov. Admin will receive these updates for CA approval.
2. Hybrid meeting facilitator: Luke will brainstorm ideas with Heather to move forward.
3. Absent NCs: Cliff/Cannon (waiting for hybrid availability), Logan (no active leadership), Northwest (Gail indicated to Fran that she would be returning). Balboa-South Indian Trail with low participation as well. Suggestion to focus on these NCs with Spokane Neighborhood Summit marketing, ONS liaisons are working to identify new folks and tabling at Logan Block Party. Barbara Ann Bonner might be interested for Logan? ONS is drafting social media ads for NCs, Mayor is attending NC meetings this fall.
4. CA Retreat - with SNS and Good Neighbor Awards, fall is busy. Maybe quarterly 2-3 hour meetings with specific topics? Increasing CA efficacy, this should come from Admin.
5. Virtual Admin meetings - today worked well 100% virtual, the hybrid option is the best for all involved. ONS staff is remote on Tuesdays, so not necessary to meet at City Hall for their schedule. TBD by 2026 Admin committee.
6. CA meeting facilitation: Kelly Cruz has resigned his position for health reasons. Luke is willing/able to fill in the interim. Do we want to maintain an independent facilitator? It is ideal, but hard to find the right person who can run the meeting as expected, consistently, at little/no cost. Heather is willing to facilitate but it can cause an issue with escalation and the impression of ONS “directing CA”. Could we request a line-item in the ONS budget to pay a facilitator? This couldn’t happen until FY 2027.

Future CA Agenda Items Oct 2nd requests:

1. CA/CC Workgroup report in October
2. Establish P&P Committee in November
3. P&P proposed amendments submitted in February 2026.
4. SRTC in October 10-20 minutes
5. Committee P&P updates due for review in October
6. CE Grant remaining funds vote in October
7. Tirrell Black requested to return in November
8. Transportation Commission liaison - voting request? Paul will update.
9. CA Retreat?
10. Streets Dept has reached out to Heather for presenting in Oct or Nov, for snow season.

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

Next Admin Committee meeting Tuesday, September 23rd at City Hall/Zoom 4:00-5:30PM.

August 18th CA Budget Committee Meeting Minutes:

Date: August 18, 2025

Time Called to Order: 6:58 PM

Location: Donut Parade, 2152 N Hamilton St

Format: In-Person

Committee Roles:

- **Budget Co-Chair:** Laura Johnson
- **Note Taker:** Jael Stebbins
- **ONS Liaison:** Gabby Ryan

Attendees:

- Andy Hoyer (Co-Chair)
 - Gabby Ryan (ONS)
 - Laura Johnson (Chair)
 - Dan Brown (Member)
 - Linda Carroll (Emerson-Garfield)
 - Jeff Braunschweig
 - Jael Stebbins (Shiloh Hills)
-

1. Approval of Previous Meeting Minutes

- Minutes from the previous meeting were reviewed and approved.
-

2. ONS Update: Community Engagement (CE) Grants

Current Spending:

- **Total Approved:** ~\$25,000
- **Total Applied For:** ~\$20,000
- **Receipts Submitted:** \$2,963.98

- Participating neighborhoods include Browne's Addition, Five Mile, Manito-Cannon, and North Indian Trail.
- Neighborhoods not participating: Balboa, Latah, Whitman, and Logan — resulting in ~\$4,000 unclaimed.

Budget Committee Spending:

- \$656.78 spent to date, including:
 - Tent weights
 - Games
 - \$13 for a 50-ft AUX cable (used for movie night projector)

Admin Committee:

- Applied for funds but has not spent them (Zoom license request pending).

Grant Application Deadline:

- One month remaining from this meeting date (mid-September).

Resource Closet Update:

- **72 Reservations** so far in 2025 (75% of all checkouts occurred this year).
- **Issues:**
 - Popcorn machine not being properly cleaned (bugs found); users must not use their own supplies.
 - Closet alarm has been left unarmed — reminder to set it.
 - Storage will end after Halloween — a new location is needed.
 - Gabby will explore WCC as a potential new Budget Committee meeting location (includes Wi-Fi access).
 - Andy moved to explore this option; all in favor.

Supply Status:

- Laura reviewed inventory; most items in good shape.
- Need to organize dishware: separate plates, bowls, silverware, and cups.
- Gonzaga will provide supplies for the **Good Neighbor Summit**.

- Supplies still needed:
 - Popcorn (specifically small bags and scoop)
 - Clear storage boxes
-

3. Good Neighbor Summit Needs

- Inventory of supplies not required, as Gonzaga will be providing all needed items.
-

4. Good Neighbor Awards Discussion

Coffee and Supplies:

- Old coffee to be donated to a community garden.
- New coffee needs to be ordered.

Funding Proposal:

- Proposal to allocate a CE grant for awards and jackets.
- New award items proposed: mugs/tumblers featuring Spokane cityscape and CA logo.
 - Estimated cost: \$8 per tumbler
 - Total request: **\$1,500**
 - \$500 for food
 - \$1,000 for awards
- Individuals receive mugs/cups; organizations receive certificates.
- Motion to use artwork designed by Gabby for the mugs:
 - Motion by Dan, seconded by Andy – **All in favor.**
 - Laura will present the design at the September CA meeting.

Grant Application Requirement:

- Motion to require BSN to submit a CE Grant Application and present it at the September CA meeting, requesting \$1,500 for the Good Neighbor Awards.
 - Motion by Jael, seconded by Andy – **Approved.**

Future Planning:

- Andy suggested using excess CE funds to order more mugs for future award cycles.
 - Dan recommended acquiring additional canopies, barricades, and chairs.
 - Gabby will obtain quotes from 4Imprint for tumblers.
-

Adjournment

Time: 8:15 PM

Standing Goals for 2025

Postponed for discussion until September.

1. Refine committee processes, application materials, program resources, and timelines.
 2. Review and (possibly) update the Budget Committee's Policies, Procedures, and Bylaws.
 3. Update the online Community Engagement Grant webpage.
 4. Provide a mid-year financial report (spent, committed, available), if possible.
 5. Present a year-end spending report to the CA and City Council in December.
 6. Maintain, increase, and document neighborhood participation whenever possible.
-

Draft Notes: CA-Liaison Committee Meeting 8/12/25 – 2PM – S Hill Library and Zoom

Present: Paul Kropp, Southgate, Chair / Andy Hoyer, Southgate, Recorder/ Lorna Walsh, Riverside /
Excused absence: Bonnie McInnis, West Central

Quorum present: We approved the June minutes and noted that we did not meet in July. We reviewed the attendance chart noting that the liaisons did attend all meetings that occurred in June. We will review the new chart that tracks the liaisons' CA meeting attendance at our next meeting.

The Brochure is still being worked on.

Paul and Heather Hamlin worked on the wording of the revised resolution to achieve a satisfactory CA liaison position on the Climate Resilience and Sustainability Board. "Version 3" was approved by the CA Admin Committee. The wording does require confirmation by the Mayor and appointment by the City Council.

We reached consensus to recommend Sandy Wicht, Comstock NC, as the CA representative member on the Spokane Park Board Development and Volunteer Advisory Committee.

We agreed that November 21 to be the deadline for applications for the CA Liaison to the Plan Commission to succeed Mary Winkes whose term expires on December 31. Paul will prepare a notice for the CA September meeting packet. We will emphasize that Neighborhoods seek applicants for this position, starting asap.

We understand that Cliff Winger has worked with the Transportation Commission to secure sufficient time and recognition at their meetings so he can fulfill his responsibilities to the neighborhoods and the CA.

We agreed to revisit the topic of seeking liaisons to serve on more committees and boards at our next meeting.

Draft submitted by Andy Hoyer
Minor edits by Paul Kropp

PLAN COMMISSION LIAISON APPLICATION SUPPLEMENT

Page 2

Affirmation

I understand the Community Assembly's liaison position provides a regular conduit for information between the Community Assembly, its constituent neighborhood councils, and the City of Spokane's Plan Commission with the duty to serve as a voice both to and on behalf of the city's Community Assembly and neighborhood councils.

I understand the Plan Commission's mission is to advise the city council principally as to matters of land use and property development policies and regulations under the comprehensive plan, and of the annual capital facilities plan updates (streets, utilities, etc.) consistent with the comprehensive plan.

I understand the Community Assembly's liaison is a non-voting member of the Plan Commission who may participate as any commission member in commission business, including participation in deliberations at hearings, except for bringing motions or voting on matters that may be subject to an official decision or recommendation by the commission.

I understand the Community Assembly's Plan Commission liaison is subject to the Plan Commission's Rules of Procedure and Code of Conduct, including standards pertaining to ex parte communications, conflict of interest, and recusal.

I understand it is my obligation to inform the Plan Commission in advance of any expected absence from scheduled meetings and hearings.

I understand the Community Assembly's Plan Commission liaison is expected to submit concise written reports for each Community Assembly monthly meeting agenda packet, to attend Community Assembly meetings and Community Assembly Land Use Committee meetings, to provide an annual in person report at a Community Assembly meeting, and to meet at least once per year with the Community Assembly's Liaison Committee.

I am aware of the role and responsibilities of the Community Assembly's Plan Commission liaison position, of the time commitment required, and of the three-year term of appointment that may be renewed once.

Signed _____

Dated _____

9/2019

Community Assembly Safety Committee Meeting Minutes for August 27, 2025

Liberty Park Library, 402 S Pittsburg St.

Topic: UPDATE ON HAPPENINGS AT SPOKANE POLICE DEPT. and other

Members Present: Tyler Tamoush, Chair, Minnehaha; Debra Howard Secretary, Manito/Cannon Hill; Charles Hansen, Whitman; Ted Stevens, Emerson/Garfield; Ron Davenport, Emerson/Garfield.

Others Present: Amber Groe, Office of Neighborhood Services; Kevin Hall, Spokane Police Chief

1. Chief Hall gave an overview of things that have been worked on during his first year in office: A detective and a K-9 to detect explosives is in the works; A NIBIN machine was purchased to be used to trace cartridge casings and matched to local and ATF databases; An armored vehicle was replaced; 20 new officers have been hired; a gun violence reduction strategy is in the works; a determination has been made to release body camera footage sooner than has been the practice; Dialog Team officers will be present in crowds at events of all types to engage with folks. (There is good data from research done in Sweden that points to the effectiveness in calming situations and making folks feel safe and feedback groups like it).; Ambassador officers meet with groups to talk about issues of concern such as safety; vehicle pursuits are down 75%; use of force is down 50%; There are double digit reductions in all crime areas. (This is true at state and national data collection points as well); He is reviewing internal policies too.
2. The city has contracted with a group to provide outreach services for homeless that are encountered under the new homeless ordinance. If they want to receive services those folks will connect them. Police will use their discretion in determining how long to give a homeless person to "move on". We were reminded that open drug use is a misdemeanor if the amount of drugs present is small. Those folks will not be sent to jail. The "third place" idea is still being pursued.
To a comment that "housing first" is a failure because folks can still overdose while in housing. The reply was that housing first can work if it comes with support services. There was a reminder that substance abuse can be a long term and relapsing condition.
3. The September meeting will feature a visit from the ombudsman. Then in October featured will be a tour of the police training academy from 5:30 to 6:30.
4. A new chair for the committee will be needed next year.

Pedestrian, Traffic and Transportation (PeTT) CA Meeting

8/26/25 at 6:00pm on Zoom

Attendance: Carol Tomsic-Chair-Lincoln Heights, Rod Moore-Riverside, Paul Kropp-Southgate, Mary Winkes-Manito/Cannon Hill Rod Moore-Riverside, Chuck Carter-Manito/Cannon Hill, Charles Hansen-Whitman, Jeff Mergler-Comstock, Ryan Jerman-Browne's Addition, Linda Carroll-Emmerson/Garfield, David Eagle-Chief Garry Park, Jon Snyder- Director of Transportation and Sustainability, Trey George, City of Spokane-Environmental Manager, Cliff Winger-Shiloh Hills and Community Assembly Transportation Commission liaison, Drew Redmond-STA, Zack Zappone-City Council.

The meeting is called to order by Carol Tomsic.

Jon Snyder, Director of Transportation and Sustainability. Jsnyder@spokanecity.org Discussion of the City of Spokane Camera Enforcement Locations and Cycle 14 Traffic Calming Projects discussion. Jon stated that they are working from a list of new camera locations suggested by the neighborhoods combined with recommendations from SPD and engineering. He said some sites are not suitable for cameras due to logistical reasons such as power, available poles and such. There is a large internal bureaucracy making suggestions for locations including six city departments and a local vendor. For this year's locations, they will pull from neighborhood list and a sub list from the SPD. He shared an Automated Enforcement Camera location city map showing current, approved and proposed locations. Jon reminded us that there is not enough volume to place cameras on residential streets, cameras will be only on arterials. Other requirements include number of safety violations, school zones, and overall physical logistics. Planning another round of cameras by the end of the year. This spring, the state requires scoring various locations and letting the highest rise to the top. They want equitable locations and won't put too many in the same neighborhoods seeking an appropriate combination of cameras and additional traffic calming measures. Jon mentioned that Mayor Brown and Chief Hall have brought back the Traffic Unit. Mary asked Jon if he would send her the exact locations instead of the colored dots so she could see the exact locations. She told Jon that Grand Avenue is getting a lot worse. Jeff M asked about the timeline for rollout of camera locations and if a police officer must review the citation before it can go out. Jon noted the vendor as a slowdown and that he thinks the police review isn't a reason, but they would like to move the review of citations to civilians. Another delay occurs in municipal court, where some citations are disputed. Jon went on to introduce the Traffic Calming Project Selection presentation. He showed a map of over 120 traffic calming projects that have been installed in the city since the start of the neighborhood traffic calming program in 2009 with the first cameras. In 2022 the city hired DOW Consultants and held neighborhood workshops. This year the traffic calming program will include projects in the 27-2027 resolution, a systemic approach to neighborhood safety passed by the council. This is the third year using the DOWL Consultants list. Also, the Transportation Commission (TC) was established and will recommend a list for approval from the council. The TC will present a large list of potential projects as a public hearing on 9/17/25 and they will ask the Neighborhood Councils to respond in writing with their comments in October. In November, the projects will undergo a second reading of public comments to the TC, after which they will be presented to the city council the first week in December. The program is evolving but he reminded us that our safety numbers are not getting better with two more fatalities and more serious injury crashes than prior year. State law requires that a certain share of the money be spent in low-income communities. Jon showed the Evaluation Matrix the is being put together that ranks projects. They will review how it worked in January to see if they want to make changes in process

for next year. Carol asked Jon to ask Gabby to send out PowerPoint with 27/2027 projects to the group. He showed some current projects. Paul asked for a total for all of the 27/2027 projects. Jon thinks it will be over \$3.2m in 2025 and asked for \$5m for 2027 but does not have the total yet. The total presented to the City Council Public Infrastructure, Environment and Sustainability committee (PIES) is \$3.8m but Jon thinks there will be additional projects that are funded through grants and core loop plus additional spurs that they want to add on. Jon will come back later to address these additional opportunities. Paul asked how priorities for additional neighborhood projects will be addressed. Mary asked about responsibilities of the district people on the TC and how they will communicate to the neighborhood councils. She feels the process is being disconnected from the neighborhood councils. Jon suggested that they approach the TC representatives with projects rather than expecting them to conduct outreach. Grant Shipley (District 2), Kaylee Jackman (District 3) and Joni Harris (District 1) are the Transportation Commission city council district representatives. <https://my.spokanecity.org/bcc/commissions/transportation-commission/> Jon is available as well. The proposed ranked neighborhood project traffic calming list, adaptive list, and 27 by 2027 list can be found in the Transportation Commission August agenda package. Here is the link: <https://static.spokanecity.org/documents/bcc/commissions/transportation-commission/agendas/2025/08/transport-agenda-2025-08-20.pdf>

Trey George, City of Spokane Environmental Manager. tgeorge@spokanecity.org. **Cement Sustainability.** He is a city expert in storm water but made a presentation of **Recycled Concrete Aggregate** for use in concrete. Discussed the components of concrete, component shortages, recycled concrete, recycled concrete benefits and uses and summary. Concrete is the most globally used substance after water with over \$64b generated by US concrete in 2023. The concrete provides aggregate and cement is the glue. This is where the recycled concrete can be used for aggregate. David asked if glass be used in concrete and Trey said it is not currently being used but does not know why not. Recent supply chain interruptions impact shortages in cement. Sand is a key ingredient but must be special with angular cuts as compared to round sand from beaches. Using recycled concrete benefits in reduced construction costs, less landfill waste, less carbon emissions, energy conservation and others. Recycled concrete is good for applications such as road pavement but not heavy construction due to lower density and is best used when included with natural aggregate. Recycled concrete is cheaper to use and better for the environment. Carol commented on his presentation and the education it provided. We should suggest the city use recycled concrete when possible. Paul noted a con for this use is water absorption, asking if this is a problem for our area with freeze and thawing. Trey noted this is something to consider. Discussion of local concrete recycling availability. Trey clarified David's question that recycled cement can only be used as aggregate and will give him the list of local concrete recyclers.

Agency updates. STA-Drew Redmond. The new CEO at STA is Karl Otterson. How bus rapid transit plans on Division to tie into the North South Freeway will be an ongoing phased approach. Free fares to cooling centers during hot temperatures over 90 degrees. There are five open STA committee positions for anyone who wants to apply. Carol will share with next packet. Transit ambassadors on buses help with commute planning. Double decker buses will be rolled out in September. Some route consolidations for accessibility. Route 45 is being expanded for night routes.

Agency updates. Cliff Winger update on Transportation Commission. Cliff noted a link to the Six Year Maintenance Program from Transportation Benefit District mentioned in last month's

minutes. <https://my.spokanecity.org/streets/maintenance/transportation-benefit-district/>. He reminded us of the importance of the 9/17/25 traffic calming projects deadline.

Introduction of Councilmember Zack Zappone. Updated from City Council committee meetings about the use of traffic calming funds and how the program has grown. How the projects have evolved and where do we go forward and reminded us of the public comment process for the 27/2027 program. Considering the adaptive design for quick build projects. Paul mentioned watching the City Council meeting and inquired about the \$3.8 million budget, hoping the TC would use the remaining funds for priority neighborhood projects. He also noted a lack of guidance from the city. Zappone responded that they are looking for a more holistic approach for the whole city. Paul asked if the Neighborhood Councils (NC) should be considering a larger list also referred to the yellow list. Carol noted we should look at the neighborhood traffic calming list and comment at the Transportation Commission meeting on projects we want to move forward. Mary said priorities should be kept on the list and asked that NC should be contacted for them to present at the next Transportation Commission meeting on 9/17. Mary also said the city should solicit input from the NCs. Carol will make note of it. Zappone said that it is fair and that they are still evolving and clarified that the yellow list is an evolution of the DOWL list. Paul's opinion is that the 27/2027 did not communicate very well.

Thanks for reaching out! The Citizens Advisory Committee (CAC) is an excellent opportunity for community members to provide valuable input on public transportation planning and operations. The CAC serves as a focused and informed forum for public input, where members bring their personal perspectives and those of the groups they represent. During their term, they learn about the complexities of public transportation and participate in thoughtful discussions with STA staff.

As CAC members, individuals are expected to share information back with their networks, acting as an educational arm of STA, and reaching out to the broader community. They serve as a bridge between the public and STA by bringing community suggestions and feedback directly to the organization. This helps STA stay connected to the people it serves and adapt its services to better meet community needs.

We are currently recruiting new members for the CAC, with a particular emphasis on including at least one high school member. The terms for CAC members are three years, and they must reside within the PTBA service area. However, the residency requirement may be waived if the applicant or member can demonstrate in their application that they are a consistent user of STA's fixed route buses, paratransit, or rideshare service.

If you have any further questions or need additional information, please feel free to reach out.

Thank you,

Yolanda Montes

Customer Service Administrative Assistant

Office: (509) 343-1733

Email: ymontes@spokanetransit.com

[The Plaza, 701 W Riverside Ave, Spokane WA 99201](#)

spokanetransit.com

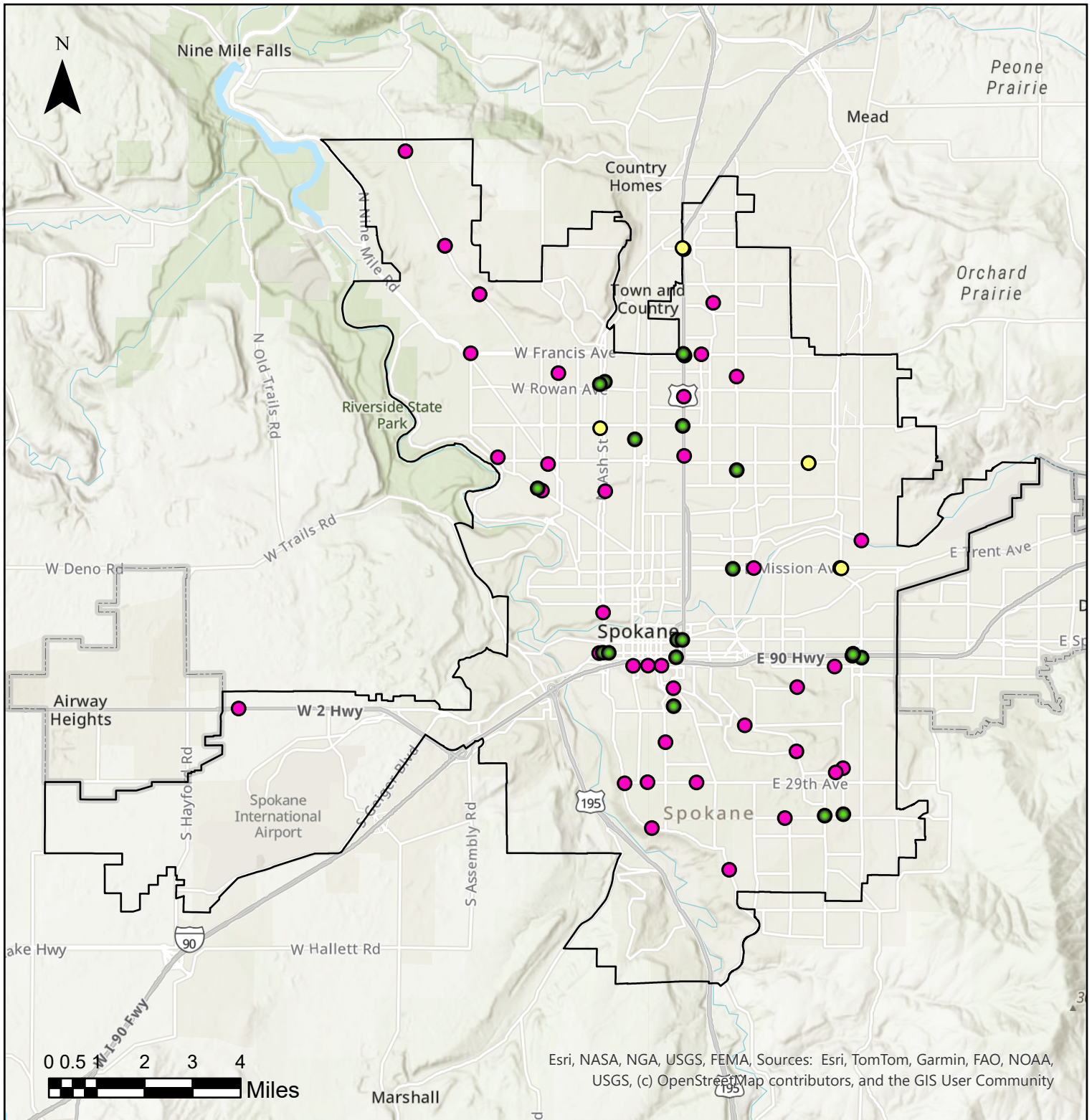
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Automated Enforcement Camera Locations

Existing, Approved, Proposed



Legend

Camera Sites

- Approved for installation
- Installed
- Proposed

□ City of Spokane Boundary



08.25.2025

BRIEFING PAPER: Traffic Calming Selection Process 2025
City of Spokane
Transportation Commission
8/20/2025

Subject:

Process for selecting traffic calming projects 2025 (for cycle 14 construction).

Background:

This fall the city will select projects for the next round of traffic calming projects, Cycle 14, which is the 2027 construction season for standard projects and the 2026 construction season for adaptive projects.

This is the first year the Transportation Commission will have a lead role in selecting projects that are forwarded to Council for approval. The secretary and staff presented the new selection process to Council on August 18. In this workshop:

- The secretary will discuss the new process and timeline and available funds
- Kevin Picanco will discuss the base list of projects to be considered which are drawn from the Dowl consultant list
- Colin Quinn-Hurst will discuss the 27 x 2027 bicycle and pedestrian projects that will also be considered in this year's process

Relationship to Plans/Actions:

Traffic calming projects are a key implementation strategy for the Pedestrian Master Plan, the Bicycle Master Plan and the Vision Zero Action Plan.

Timeline/ Further Action:

Traffic calming selection process will be a future agenda item for the September, October, and November meetings.

BRIEFING PAPER: Traffic Calming Selection Process 2025
City of Spokane
Transportation Commission
8/20/2025

Proposed 2025 Traffic Calming Project selection process for the 2027 Construction Season

August:

Meet with key stakeholders such as Community Assembly Transportation Commission liaison to preview this year's process. Send out email to neighborhood councils and relevant non-neighborhood council stakeholder groups outlining this year's process.

8/18: Presentation to PIES on process

8/20: Short presentation to Transportation Commission to preview this year's traffic-calming selection process.

8/26: Present process to PETT Committee

Meeting with Community Assembly Transportation Commission liaison to preview this year's process.

September:

9/7: Present process to Community Assembly

9/17: Present large list of potential projects for Transportation Commission feedback as a public hearing so that public and neighborhood councils can comment. List would include 2026 adaptive projects and 2027 non-adaptive projects. Highlight projects that support 27 x 27 and present complete list of 27 x 27 projects that could be included for the 2027 construction season.

October:

10/7: Deadline for neighborhood councils to provide written comment on changes in priority for projects.

10/15: Present narrowed, medium-sized list for Transportation Commission feedback.

November:

11/12: Final Transportation Commission hearing and vote on 2027 traffic calming projects and 2026 adaptive projects. Final list will be forwarded to Council for action. (Request moving the meeting up a week in order to accommodate Council vote on 12/1.)

11/17: Possible process update to PIES. Final list on 3:30pm agenda review.

11/24: Council first reading

December:

12/1: Council final reading and vote.

January:

BRIEFING PAPER: Traffic Calming Selection Process 2025
City of Spokane
Transportation Commission
8/20/2025

Begin work on creating new multi-year process including potential new round of outreach and consultant work to create a new multi-year list.

Recycled Concrete Aggregate

**Pedestrian, Transportation and Traffic
Committee Meeting**

August 26th, 2025



Overview

- Components of concrete
- Component shortages
- Recycled concrete
- Recycled concrete benefits
- Summary



Concrete

- Concrete second most globally used substance after water¹
- Most manufactured and widely used building material globally¹
- 202,500 miles (5%) of U.S. roadways are concrete²
- \$64 billion generated by U.S. concrete market in 2023³

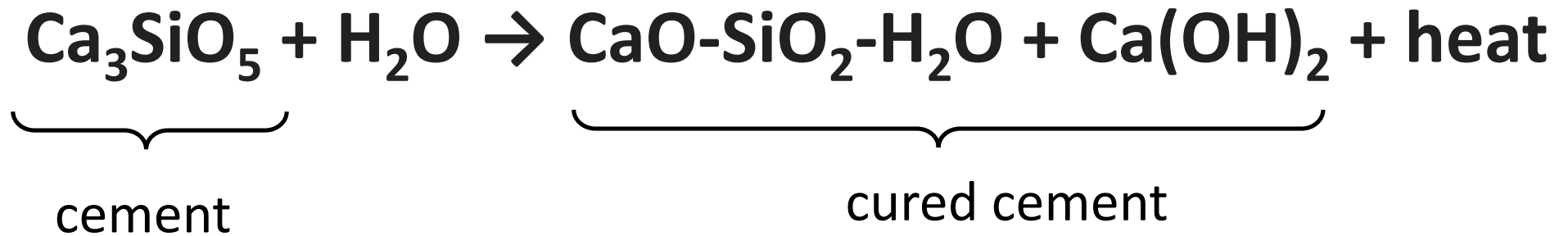
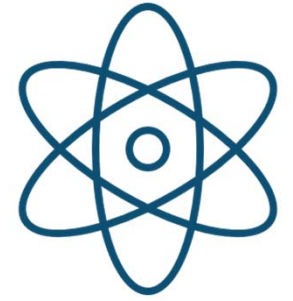


¹ https://en.wikipedia.org/wiki/Concrete#cite_note-1

² <https://www.asphaltwa.com/pavement-facts/>

³ <https://galacticturtle.com/concrete-industry-statistics/>

Cement Chemistry



Ca_3SiO_5 ... Tricalcium silicate

H_2O ... Water

Ca(OH)_2 ... Calcium hydroxide

$\text{CaO-SiO}_2\text{-H}_2\text{O}$... Calcium silicate hydrate

Amorphous matrix



Components in Concrete

Component	Amount
Cement	10 - 15% by volume
Aggregates	60 - 80% by volume
Water	0.4 - 0.6 W/C ratio
Admixtures	0.1 - 0.2% by weight
Air	5 - 8% by volume



Concrete Aggregates

Coarse Aggregate

- Crushed stone
- Gravel
 - River gravel
 - Crushed gravel
- Recycled concrete

Fine Aggregate

- Sand
 - River sand
 - Sea sand
 - Pit sand
 - Manufactured sand
- Recycled concrete



Concrete Aggregate Sizes

Size Category	Typical Sizes	Primary Use
Fine aggregate	0.15 – 4.75 mm	Workability, void filling
Small coarse	4.75 – 12.5 mm	General concrete
Medium coarse	12.5 – 25 mm	Structural applications
Large coarse	25 – 50+ mm	Mass concrete, foundations

Concrete Mixing Ratios

Compressive Strength	Mixing Ratio (cement : sand : coarse)	General Uses
2500 psi	1 : 2 : 4	Small slabs, fence posts
3000 psi	1 : 3 : 3	Slabs, floors, walls, footings
3500 psi	1 : 2.5 : 3	Patios, walks, slabs, roads
4000 psi	1 : 2 : 3	Driveways, exterior slabs, roads
4500 psi	1 : 2 : 2	Commercial floors, slabs, roads

U.S. Concrete Shortages

2020

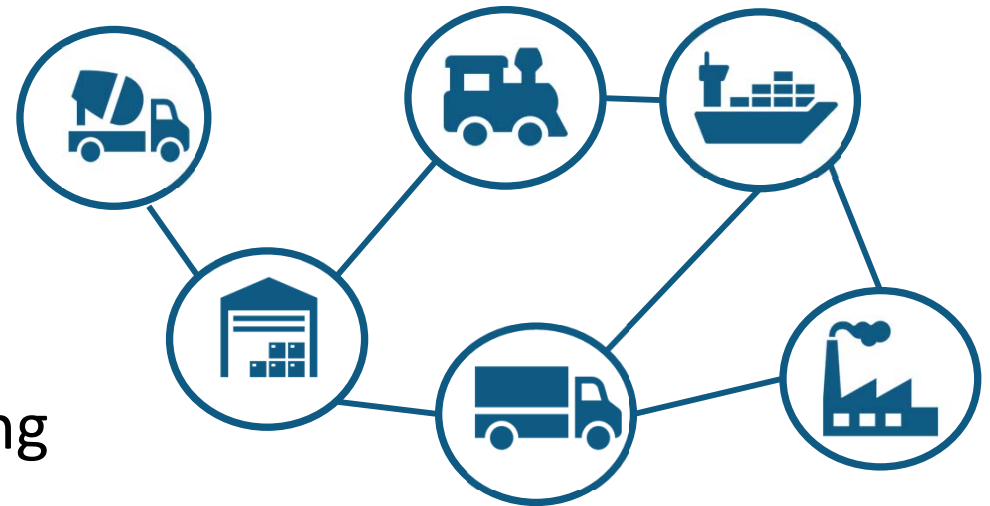
- Cement shortages
- Supply chain disrupted
- Covid-19 pandemic
- Reduced production

2023

- Cement shortages
- 2020 supply chain issues
- Mississippi River drought
- Weather halted manufacturing

2025

- Cement shortages
- Supply chain issues
- Rising energy costs
- Canada/Mexico tariffs



Sand Availability

Sand is second most used natural resource after water ⁴

Construction sand

- Concrete production
- Mortar production
- Plastering
- Asphalt roads
- Abrasive blasting
- Landscaping



Sand sources

- River mines
- Pit mining (quarries)
- Rock crushing operations
- Recycled concrete
- Seabed dredging
- Beach mining



Recycled Concrete Applications

- Coarse and/or fine aggregate in concrete mixes
- Base material for road and parking lot pavements
- Earthworks stabilization
- Engineered fill sand
- Drainage trenches and drains
- Retaining walls and road embankments
- Landscaping









Benefits of Recycled Concrete

- Reduced construction costs
- Less C&D waste landfilling
- Less carbon emissions
- Energy conservation
- Less burden on finite natural resources
- Less environmental mining impacts
- Less impacts from transportation



Recycled vs Natural Aggregate

	Natural Aggregate	Recycled Aggregates
Source	<ul style="list-style-type: none"> • Riverbeds • Quarries 	<ul style="list-style-type: none"> • Construction and demolition waste 
Application	<ul style="list-style-type: none"> • Structural concrete • Asphalt • Drainage systems 	<ul style="list-style-type: none"> • Non-structural concrete • Road base • Embankments 
Pros	<ul style="list-style-type: none"> • High quality • Strong • Durable 	<ul style="list-style-type: none"> • Environmentally sustainable • Cost-effective • Reduces landfill waste 
Cons	<ul style="list-style-type: none"> • Environmental degradation • Finite resource • Energy intensive 	<ul style="list-style-type: none"> • Impurities • Lower density • Higher water absorption • Variable quality 
Strength & Durability	<ul style="list-style-type: none"> • High strength • Long-term durability 	<ul style="list-style-type: none"> • Slightly reduced strength • Slightly reduced durability (at higher substitution levels) 
Mix Design	<ul style="list-style-type: none"> • Standard mix design procedures 	<ul style="list-style-type: none"> • Limit replacement at 20-30% • Adjust water-cement ratio • Use admixtures 

Summary

- Recent concrete shortages due to cement supply chain
- Sand availability may affect future concrete shortages
- Recycled concrete substitutes for natural fine and coarse concrete aggregate
- Recycled concrete properties indicate it is adequately suited for road base and pavement aggregates
- Recycled concrete properties limit its' use in structural construction
- Recycled concrete has several environmental and economic advantages

Questions?



STORMWATER

stormwater@spokanecity.org

Plan Commission (PC) Liaison Report

Community Assembly Report, September 4, 2025

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

Plan Commission, August 13, 2025, 2:00 p.m., in person and via Microsoft Teams

1. PlanSpokane 2046: Chapter Review

<https://my.spokanecity.org/planspokane/chapter-review/>

2. Noticing Requirement Updates: SMC 17G.020.070, 17G.025.010, 17G.061.210, 17G.061.010

The proposed amendments would streamline and modernize noticing requirements. Specifically, the amendments would identify specific types of noticing and provide a table that identifies the steps in the adoption process where different types of notice are required. The proposal does not substantially modify noticing requirements from what is currently required except in three cases: 1. Newspaper noticing is proposed to be removed for Comp Plan and development code amendments. It is a significant expense to notice hearings in the newspaper and the public tends to learn about hearing items through other means, including email lists, the City website, project-specific communications, and published Plan Commission agendas. 2. Items that are exempt from SEPA are proposed to be exempted from normal noticing requirements. Topics such as simple code cleanups and updates to administrative procedures are generally SEPA-exempt. Substantial changes to the development code, such as modifying height limits or changing the allowed uses in a zone are subject to SEPA and would continue to require noticing as before. For items that are SEPA-exempt, the distribution of Plan Commission agendas would meet noticing requirements. 3. Noticing requirements for plats would be reduced from two newspaper notices on successive weeks to a single newspaper notice at least 10 days prior to the hearing (this matches the requirement in RCW 58.17.090).

3. Z25-499COMP – 2026 to 2031 CIP – Introduction

See draft: <https://static.spokanecity.org/documents/budget/2026/draft-2026-2031-citywide-capital-improvement-program.pdf>

4. Hillyard Subarea Plan and Motion to Go to Potential Hearing on 9/10/25

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

Hearing, August 13, 2025, 4:00 p.m., in person and via Microsoft Teams

1. Excelsior Wellness Development Agreement

The findings of fact and conclusion of this hearing are contained here:

<https://static.spokanecity.org/documents/bcc/commissions/plan-commission/recommendations/2025/pc-findings-of-fact-conclusions-and-recommendations-proposed-development-agreement-with-excelsior-wellness.pdf>

Plan Commission, August 27, 2025, 2:00 p.m., in person and via Microsoft Teams

Canceled

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

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

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

The current comprehensive plan can be found at:

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

Transportation Commission (TC) Report August 2025 by Cliff Winger <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.

TC August Agenda <<https://static.spokanecity.org/documents/bcc/commissions/transportation-commission/agendas/2025/08/transport-agenda-2025-08-20.pdf>>

Your TC representative: District 1: Joni Harris - joniharris@spokanecity.org; District 2: Grant Shipley, President gshipley@spokanecity.org; District 3: Kaylee Jackman kjackman@spokanecity.org.

Spokane Safe Streets for All (Traffic Calming)

PIES Aug 18 (City Council's Public Infrastructure, Environment & Sustainability Committee)

See City webpage for project information: <<https://my.spokanecity.org/neighborhoods/programs/traffic-calming>>

Comstock Neighborhood made comments about *racing* on High Drive. More traffic cameras was suggested as a possible solution throughout our city.

Traffic Calming 2027 cycle 14 projects will be discussed on September 17th at the TC

Director of Transportation requests that neighborhoods submit comments IN WRITING for traffic calming projects (Open testimony will be acceptable at Transportation Commission meetings)

Cycle 13 was selected for Adaptive Design in 2025, Permanent projects for 2026 with bicycle enhancements were discussed at the TC. *See link to slides on the next page*

Dowl report is the **main document** for traffic calming projects:

<https://static.spokanecity.org/documents/neighborhoods/programs/trafficalming/2024/traffic-calming-summary-report.pdf>

Certain projects have been excluded from traffic calming initiatives and are instead financed through alternative grants totaling approximately 3 million for 19 projects, of which seven correspond with traffic calming efforts. A portion of the traffic calming funds will be allocated to bicycle projects (27 by 2027), and it is claimed that some of these projects will incorporate specific traffic calming sites. <<https://my.spokanecity.org/projects/adaptive-street-design>>

Transportation Commission will make final recommendations for City Council. **It is important that neighborhoods contact the TC in writing** concerning their needs.

Schedule:

- 8/20: Short presentation to Transportation Commission.
- 8/26: Present process to CA's PeTT Committee
- 9/17: Present large list of potential projects for TC consideration as a public hearing. Neighborhood councils can comment. <<https://engage.spokane.gov/adaptivedesign>>
- **10/7: Deadline for neighborhood councils to provide written comments.**
- 10/15: Present narrowed, medium-sized list for Transportation Commission feedback.
- 11/12: Final Transportation Commission hearing and vote on 2027 traffic calming projects and 2026 adaptive projects. Final list will be forwarded to Council for action.
- 11/17: Possible process update to PIES. Final list on 3:30pm agenda review.
- 11/24: City Council first reading
- 12/1: Council final reading and vote.

Side and presentation materials for Transportation Commission August, 20, 2025:

<<https://exi.bio/Aug25-TC-slides>>

Table of Contents of this PDF file:

- 1) Transportation Benefit District (TBD) street surface repair for 2026 (Funds come from car license tabs) - Page 2
- 2) Map of above projects – Page 3
- 3) List of proposed current and future TBD local access street repair projects – Page 4
Comstock neighborhood requested a repair of a street (30th between Division and Grand) that needs rebuilding. The TC does not have a list of streets that need total rebuilds, or of unpaved neighborhood streets. Currently there is no funding source to pave these two types of local access streets. Contact Director Snyder, your council member and members of the TC for streets needing pavement in your neighborhood.

A brief example of how some projects in traffic calming are chosen:

- 4) **Safe System Approach** for Traffic Calming projects – Page 5
It was suggested that a matrix be used to prioritize projects.

The Traffic Calming decision process for following cycles:

- 5) Traffic Calming presentation by Director of Transportation & Sustainability – Page 6
- 6) Cycle 14 Traffic Calming report and 27 by 2027 Bikeways (some funding with traffic calming money) – Page 17
- 7) Some recently completed Cycle 12 Traffic Calming projects – Page 21
- 8) **Contacts** - Page 30 - Contact these individuals if you have questions.

Unfortunately, we have had four traffic related deaths in the past quarter! These deaths are taken seriously.