

Spokane Neighborhoods Community Assembly
"Provide a vehicle to empower Neighborhood Councils' participation in government."



Meeting Agenda for Thursday, January 8, 2026
 5:30 to 7:30 p.m., Shadle Park Library
 Proposed Agenda Subject to Change

Please review previous month's minutes:
 *Community Assembly Minutes: December 4, 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 Items

7. City Council Update (CP Betsy Wilkerson)	25 min (6:00)	Oral Report
8. ONS Update (Heather Hamlin)	15 min (6:25)	Oral Report
9. 2026 Spokane Safe Streets/Traffic Calming Program (A. Martin, J. Snyder). 20 min (6:40)	Oral Report	10
10. Other Committee Reports	20 min (7:00)	Oral Reports
a. Ad Hoc P&P Committee (Paul Kropf)	5 min	Vote
b. Liaison Committee Appointment UF-CAC (Paul Kropf)	5 min	Vote
c. Additional Reports	10 min	Oral Reports
11. Actionable Items Review/Future Considerations (Luke Tolley).....	5 min (7:20)	Oral Report

Other Written Reports

Committee Reports, Agendas, Minutes, etc.

• Administrative Committee	24
• Budget Committee	25
• Building Stronger Neighborhoods Committee (BSN).....	27
• Communications Committee	
• Community Assembly/Community Development Committee (CA/CD)	29
• Land Use Committee.....	29
• Liaison Committee	31
• Neighborhood Workgroup.....	
• Neighborhood Safety Committee	
• Policies and Procedures Committee (P&P).....	
• Pedestrian, Traffic, and Transportation Committee (PeTT).....	

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

• Community Housing and Human Services (CHHS) Liaison Report.....	33
• Climate Resilience Sustainability Liaison Report	
• Design Review Board Liaison Report	
• Housing Action Subcommittee Liaison Report	
• Plan Commission Liaison Report.....	37
• Transportation Commission Liaison Report.....	38
• Urban Forestry-Citizen Advisory Committee Liaison 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:

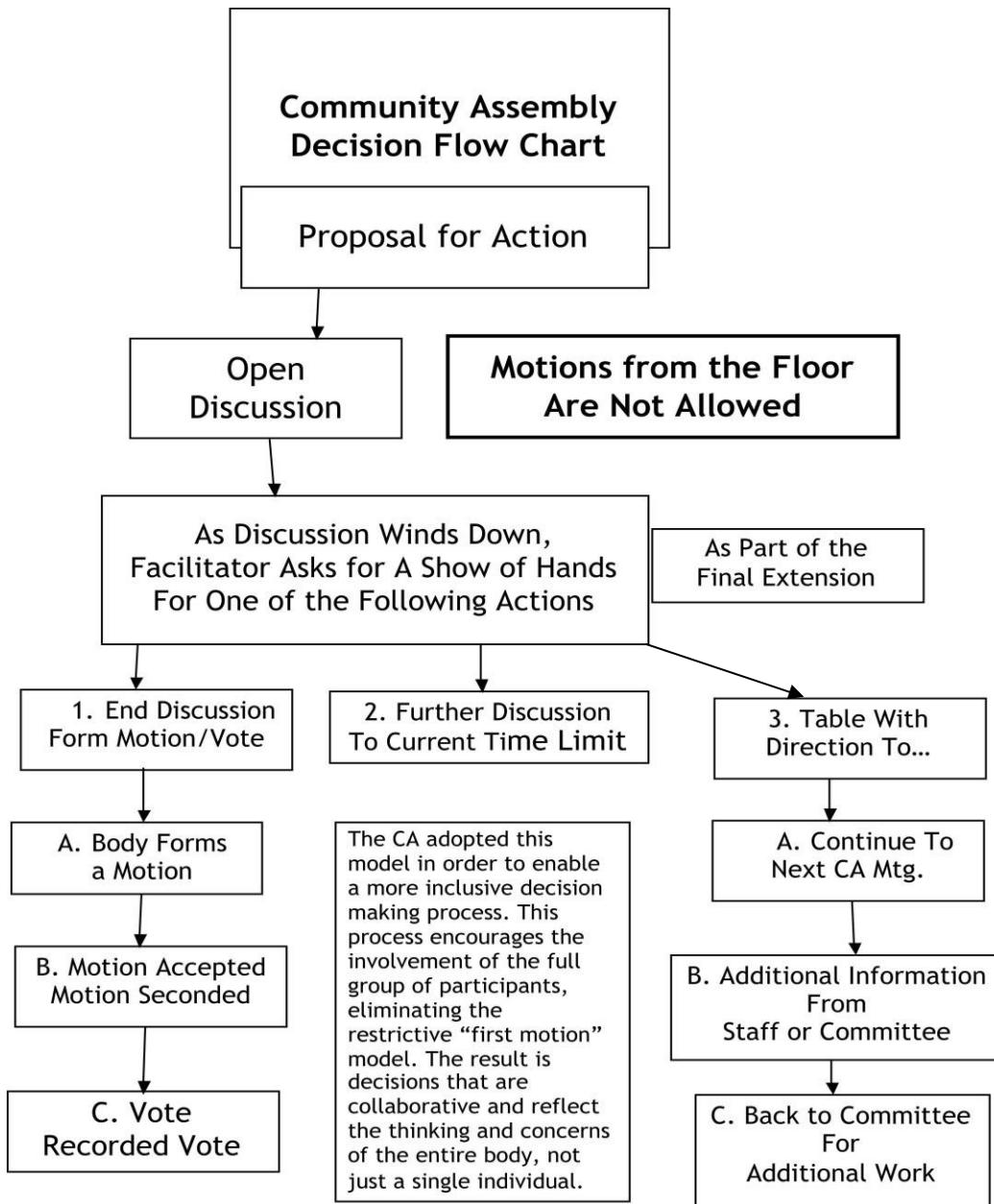
The Community Assembly fulfils its purpose, achieves its goals, and stays true to its core values by its members engaging each other and the community with honest communication and having transparent actions in all of its dealings. Community Assembly representatives are knowledgeable and committed to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

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

Meeting called to order at 5:35 p.m. by Luke Tolley

ATTENDANCE:

AFFILIATION	DESIGNATED REPRESENTATIVE	ADDITIONAL REPS/GUESTS
Audubon-Downriver	Fran Papenleur	
Balboa South Indian Trail	-----	
Bemiss	Luke Tolley	
Browne's Addition	Ryan Jerman	
Chief Garry Park	Krista Andersen	
Cliff/Cannon	Jake Walters, Helena Ta'avao	Glenn Banks
Comstock	Sandy Wicht	Elizabeth Goldsmith
East Central	-----	
Emerson-Garfield	Linda Carroll	
Five Mile Prairie	-----	
Grandview-Thorpe	Tina Luerssen	
Hillyard	Laura Johnson	
Latah/Hangman	Stephanie Watson, Duane Huesers	
Lincoln Heights	Carol Tomsic	
Logan		
Manito-Cannon Hill		
Minnehaha	Tyler Tamoush	
Nevada Heights	Matthew Sorey	
North Hill	Laura Newman, Stan Woods	
North Indian Trail	Dan Knechtel	Rhett Redshaw
Northwest	Gail Cropper	
Peaceful Valley	Ann Haggett	
Riverside	Lorna Walsh	
Rockwood	Bill Doley	
Shiloh Hills	Jael Stebbins	Angel Troutt, Cliff Winger
Southgate	Kris Neely	Andy Hoye, Paul Kropp
West Central	-----	
West Hills	-----	Kathy Hagy, Sue Arneson
Whitman	Charles Hansen	
City of Spokane	Heather Hamlin (Director, ONS)	Betsy Wilkerson (Council President), Giacobbe Byrd (City Council Office Director)
Presenting Organizations		Carly Cortright (STA)

ADMINISTRATIVE:

1. **Motion to Record Meeting:** Laura J. moved; Lorna seconded. Motion passes: 19-approve, 0-abstain, 1-deny.

2. **Introductions**

3. Motion to Amend/ Approve Proposed Agenda: Laura N. moved; Linda seconded. Motion passes: 21-approve, 0-abstain, 0-deny. No edits needed.

4. Motion to Approve Minutes: Linda moved; Lorna seconded. Motion passes: 20-yes, 1-abstain, 0-no. No edits needed.

5. Admin Committee Action Items

OPEN FORUM:

6. Updates/Announcements

- Ann Haggett, Peaceful Valley:
 - Spokane Transit Authority (STA) visited the November neighborhood council (NC) meeting to inform the group that there will no longer be bus service in their area.
 - Peaceful Valley NC does not need the same frequency but there is a need for service.
 - To get to the bus station on Riverside Ave. you must climb the Spruce Street Stairs and that is not feasible for all.
- Sandy, Comstock:
 - West Hills moratorium...the city is not being transparent. The Sunset Bridge is going to be rebuilt, and it will take 4 years.
 - Pallet shelters owned by a for profit corporation. Zeke Smith is serving as the CEO/Governor of Waters Meet and the for-profit entity.
- Kris Neely, Southgate:
 - Urban Forestry Recap:
 - Urban Forestry planted 3,023 trees. 482 removed that were dead or dying. 898 acres of fuel reduction.
 - This level of work costs over 1 million dollars and almost 900 volunteer hours.
 - City applying to be a “tree city” again. Must commit to \$2 per capita for consideration.
 - Kris is not going to serve a second term.
- Tyler, Minnehaha:
 - 2nd Annual holiday event was held two weeks ago. Event featured photos with Santa and the NC welcomed 350 attendees. Volunteers decorated the historic building in Minnehaha Park.

AGENDA ITEMS:

7. City Council Update (CP Wilkerson)

- Neighborhoods make up the city. Thank you for showing up and making your neighborhoods special.
- Budget was passed. Filled \$13 million gap in budget. Layoffs, downgraded positions. Media positioned City Council staff against library budget deficit. NO cuts to public safety. Added \$500k back to libraries. Added a person for City Cable 5- viewership is up! A few taxes that were difficult to initiate. .5% utility tax during 2026- increase bills by about \$8/month for the average household. Parking lot tax approved. Impacts mostly downtown. Delayed to start April 1, 2026.

- Kate Tellis elected for District 2. Sarah Dixit for District 1. Zack Zappone for District 3. Working on Council rules. If a guest speaks so many times, it lessens the impact of their words. Never want to cut off anyone's voices.
- Will talk more about Community Assembly (CA) education/training in 2026. Giacobbe to talk about Town Hall format changing in New Year.
 - CP would like CA to invite Lois, from Spokane Regional Transportation to a meeting to talk about bridges (Sunset bridge specifically)
 - Giacobbe: Town Halls are changing. Exciting. He will send an email this week to all NC leaders and CA reps/alt. It's encouraging participation at City Council meetings throughout the year and asking NCs to commit to a date. Let's fill out the 2026 calendar with neighborhood presentation. We are going to deregulate our town hall system. Not tied to certain days or formats. Pilot with District 3 to work with Neighborhood Workgroup and their NCs to see what type of engagement they would like to have in their district. Trying to be flexible and responsive to the needs of our neighborhoods.

8. ONS Update (Heather Hamlin)

- NC/CA Analysis handout was included in the December CA packet.
 - Office of Neighborhood Services (ONS) staff discussed general observations across the 29 NCs to help us align support, training, and communication. These are internal impressions, not formal ratings.
 - 28/29 NCs are active. One was dark as of 7/31/25.
 - 24/29 NCs utilize the city provided NC website.
 - There are 243 NC meetings scheduled for the new year. ONS has committed to attending 135 of those. Next up, City Council will layer their availability. Our goal is that you know who will be at your meetings for the entire year.
 - ONS considering a score card to track internal city staff attendance (ONS, City Council, at your NC meetings).
- Reminder that CA will be meeting at the Shadle Park Library in 2026. This will offer a larger space and we won't have to move location mid-year.

9. STA Division Street Bus Rapid Transit & Station Art (Carly Cortright and Daniel Wells)

- Adding a second Bus Rapid Transit (BRT)- offering frequent routes during peak service. Division Street is a 10-mile route with 43 uniquely branded stations (purple shelter). These stations are raised. Buses are accordion style so folks can all board at once. Difference on Division Street will be specific bus or right turn only lanes (BAT Lanes).
 - Traffic modeling suggests we can put those BAT lanes in now without the North South Corridor opening up. Can only go on one small section of the route in phase 1.
- Washington Department of Transportation (WSDOT) promises that North South Corridor will open in 2030. STA is timing their construction to align with this.
- There will be a direct line from Hastings/Hawthorne Park and Ride to a new transit station in Mead. Will also be adding a pedestrian pathway along the Ruby Street couplet. Will connect to Children of the Sun trail and the Centennial Trail.
- **Motion to extend discussion** by 5 minutes, first extension. Laura J. moved; Linda seconded. Motion passes: 23- approve, 0- deny, 0- abstain.

10. Neighborhood Safety Committee Proposal (Tyler Tamoush & Elizabeth Goldsmith)

- Tyler is stepping down as Chair of the Neighborhood Safety Committee. Elizabeth Goldsmith is the new Chair and Sandy will be Vice Chair.
- Elizabeth is a big fan of CA. Had opportunity to review all 2025 CA minutes. In every single meeting there has been a topic on the agenda for Neighborhood Safety. In 6/10 meetings at least 15-20 minutes has been dedicated to this topic. Diverse topics, impactful guest speakers.
- Question for group...What could the Neighborhood Safety Committee offer to this group that would help add value and benefit the NCs.
 - Linda- her NC issue is speeding, reckless driving, and street racing. She lives close to Division and is very affected. Many attendees agree.
 - Andy- How many speeding tickets were given out in our neighborhood? Red light camera tickets?
 - Stan- Sound amplifiers on the cars are ridiculously loud.
 - Gail- 17 years driving a school bus. Drivers would pass while the bus had the red stop signs out. She would provide license plate info to Spokane Police Department (SPD) but it wasn't enforceable.
 - Krista- Fire data...causes of fires, resources for prevention. Spokane Fire Department (SFD) outreach team is offering NCs winter fire training (space heaters, generators, slips/trips/falls, lithium battery safety)
 - Jael- Safety around kids walking to/from school. A big issue in the Shadle/Salk neighborhood.
 - Glenn- Park Safety for all
 - Lorna- along the bluff we are concerned about wildfire. Wildfire prevention, how to deter vandalism.
 - Kris- Spokane County Conservation District and Urban Forestry department both offer free home inspections for fire prevention. They do an amazing job and it doesn't cost the resident anything. Visit: [Home | Wildfire Ready Neighbors!](#)
 - Carol- recalls on phone chargers are happening due to extreme fire hazards.
- **Motion to extend discussion** by 5 minutes, first extension. Tyler moved; Carol seconded. Motion passes: 23- approve, 0- deny, 0- abstain.
 - Tyler- Has WSDOT violated any rules near North South Corridor? If there had been a train on Euclid, it could have ended very differently.
 - Glen- base of South Hill downtown is filled with drug use and Lewis and Clark High School is right there.
- Going forward, the Neighborhood Safety Committee would like to bring in great speakers to CA...Sheriff Nowles, Chief Hall, Chief Williams, etc.
- Elizabeth would like to have a youth/junior on the Neighborhood Safety Committee to weigh in. Perhaps they could present at a CA meeting too.

11. Other Committee Reports

- Lorna, Liaison Committee:
 - Put forth Linda Carroll of the Emerson/Garfield Neighborhood Council for nomination to the liaison member position on the Spokane Plan Commission provided in SMC 04.12.040 for a four (4) year term beginning on or after January 1, 2026.
 - **Motion passes:** Laura J. moved; Debby seconded. Two abstentions. Motion passes: 23- approve, 0- deny, 0- abstain.
 - CA has two positions on the Urban Forestry committee. The Liaison committee will get application material ready to distribute next month.

- Luke, CA Admin Committee:
 - Slate announced. Luke will be Chair, Lorna will be Vice Chair, Krista will be secretary. Laura and Cliff will serve as well.
- Tina, Building Stronger Neighborhoods (BSN)- Good Neighbor Awards Ceremony on December 13, 9:00-10:30am at the Fire Training Center. 51 RSVPs so far. Does not include most of the BSN Committee members.
- Andy, CA/Community Development (CD)- CA Reps, go back to your neighborhoods and ask members to walk around and look for issues. Could federal money fix that? Get some ideas and contact Heather Page to make it happen. Only 41 days left! January 15 at 5 pm deadline!
 - Fran- Community Development Block Grant (CDBG) usually funds brick and mortar projects.
- Paul, Policies & Procedures Committee:
 - Bill Doley working on consolidating all changes into one document for easy viewing. It should occur before the end of Q1 2026.
- Carol, Pedestrian, Traffic, and Transportation (PeTT):
 - Eldon Brown talked to PeTT about street vacations. It's important to watch for street vacations and how it might impact your neighborhood (bike paths, etc.).
- **Motion to extend discussion** by 5 minutes, first extension. Tina moved; Laura N. seconded. Motion passes: 23- approve, 0- deny, 0- abstain.
- Laura, Neighborhood Workgroup:
 - A CA workgroup reviewed the [draft Neighborhood chapter](#) of the Comprehensive plan. The document does not make a clear distinction between "neighborhood" and "neighborhood councils".
 - Linda- Section 7 in Planning had a large amount of edits to include Neighborhood Councils throughout the Neighborhood Chapter. As she joins the Plan Commission she will advocate for these edits to go through.
 - Laura- We have cart blanche control on how we want our Town Halls to look in 2026.
- **Motion to extend discussion** by 5 minutes, first extension. Tina moved; Laura J. seconded. Motion passes: 23- approve, 0- deny, 0- abstain.

12. Actionable Items Review (Luke Tolley)

- Email City to submit Linda Carroll as the CA liaison to the Plan Commission.

No formal vote to end the meeting was taken.

Meeting adjourned at 7:20PM. Next meeting will be held Thursday, January 8.

2026 Spokane Safe Streets for All/Traffic Calming program

Proposed timeline

JANUARY - information rollout and sharing draft plan – ONS, Council Members, media blitz from Mayor and Council staff, share plan with Transportation Commission, Community Assembly, PeTT Committee (if the timing works?);

FEBRUARY - Take DOWL contract update to PIES on 2/9 then through Council for approval so consultant can be working on April;

FEBRUARY and MARCH – open public comment period- update Traffic Calming webpage, Transportation Commission webpage, ONS page? Inform 311; 311 will be handling new requests for future traffic calming projects (2027-2029); matrix to Transportation Commission (February meeting) for review and input; Data dumps from 311 webform on 2/28, 3/14, and 4/1, so that City staff have time to review residents' submissions and staff recommended network projects before packaging up to 30 projects to DOWL; Transportation Commission will have initial workshop on potential network priority projects presented by staff;

MARCH - Transportation Commission will have initial workshop with staff on which projects to retain from the May 2024 Citywide Traffic Calming Master Plan. This workshop can also include discussion of staff-recommended network projects for inclusion in DOWL work;

APRIL – take 311 webform submissions (raw but cleaned up) to Transportation Commission to include in packet; get Transportation Commission to get feedback potential funding allocation structure; resolution from City Council regarding funding structure for next cycle- what percentage allocated should be quick builds, construction, or network priorities; Transportation Commission can revisit what projects to retain, if needed, and continue discussion on network priorities;

MAY –Transportation Commission votes on which projects to retain from May 2024 Citywide Traffic Calming Master Plan;

APRIL through AUGUST – DOWL and staff refine list- run through matrix, examine viability/cross-reference with other projects, etc.; DOWL will have a list of old and new projects to go before Transportation Commission in September;

SEPTEMBER – long list (up to 30 new projects and old projects deemed to still be viable by staff) comes before Transportation Commission (9/23)- staff takes feedback and prepares winnowed list for October Transportation Commission meeting;

OCTOBER - Transportation Commission (10/21) uses funding passed by Council to further narrow list; PIES presentation and any amendments; deadline for letters from neighborhood councils to be included in Transportation Commission packet is 10/13;

NOVEMBER – Transportation Commission (11/18) makes final recommendation to Council; PIES presentation and any amendments;

DECEMBER – City Council votes (12/14) to approve list before winter break.

FEBRUARY/MARCH engagement plan:

ONS link, 311, Traffic Calming/Spokane Safe Streets for All page, Transportation Commission page all share descriptor for new project information. Can take as many as needed;

Name (first*) (last*)

Contact (email*) (phone)

City Council District (How to tell; link to ONS page?*)

Location (approximate intersection- similar to Code Enforcement map?*)

Concern (drop down*- maybe allows more than one?)

Speeding

Collisions

Safety concerns for people walking or biking

Signage/Lane markings

Obstruction/Visibility

Street condition

Driving under the influence or alcohol and/or drugs

Other/Additional information

MEMO

December 31, 2025

2024-25 Ad-Hoc Policies and Procedures Committee

Final Report and Submission for Review

The following four amendment/adjustment P&P proposals are hereby forwarded to the neighborhood councils for their review in preparation for a vote to approve at the February Community Assembly meeting. They are consolidated in this report below. The proposed changes only are shown (generally, add/remove).

- Budget Committee P&P
- Liaison Committee P&P
- Liaison Table CA P&P Addendum
- Neighborhood Safety Committee P&P

Note:

Thanks to the following folks for their help to review the submissions to close this P&P revision cycle: Dan Knechtel (North Indian Trail NC) and Andy Hoye (Southgate NC). Dan in particular noticed some “scrivener’s errors” and inconsistencies in several P&P’s that have been incorporated into the draft revisions for review.

Community Assembly Budget Committee Policies and Procedures

(September 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 January the The Committee shall prepare a set of goals for the following current 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. Three ~~Two~~ officers at a minimum shall be determined by consensus or majority vote, ~~consensus or by appointment by the Chair~~. These shall be the Chair, Vice-Chair and Secretary, with additional positions appointed by the Chair as needed.
Three officers at a minimum shall be determined by consensus or majority vote. These shall be the Chair, Vice Chair and Secretary, with additional positions appointed by the Chair as needed.
- 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~~ October 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 ~~if of~~ each year.

5. Meeting Schedule

The Committee shall meet monthly on the 4th Monday, at ~~7:00pm~~ 6:00pm at an agreed upon location, or as needed, but no fewer than three times per year and not in December.

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~~ should 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 for the prior year, along with the goals for the ~~coming~~ current year will be submitted to the Community Assembly in February 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

**Community Assembly of Spokane Neighborhood Councils
Liaison Committee
Policies and Procedures 07-24 2025 [proposed revision 11-10-25]**

A. Committee Charge

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

B. Functions

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

C. Membership

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

D. Meetings

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

E. Officers and Terms

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

F. Decisions

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

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

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

G. Selection Standards

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

[new provision]

H. Recommendations

Recommendations by the committee to the Community Assembly for liaison and membership positions will be agreed to by majority vote of the committee and accompanied by a draft nomination action statement for the Community Assembly prepared by the committee chair.

I. ~~H.~~ Records and Reporting

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

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

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

J. ~~L.~~ Withdrawal of Nomination

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

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

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

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

Community Assembly Liaison Positions

Community Assembly Liaisons	
<p>The city council has allocated the Community Assembly (CA) in the municipal code 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 advisory 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	
Climate Resilience and Sustainability Board (CRSB)	<ul style="list-style-type: none">• Member (non-voting)• Established by: SMC 04.41.020• Appointed by: City Council• Term: At least one (1) term of three (3) years
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: Community Assembly• Term: Up to two (2) terms of three (3) years each

	<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, <u>CRSB</u>, DRB, and PC, and TC. • <u>A candidate for the liaison position to the Transportation Commission is selected by the Liaison Committee for appointment by the Community Assembly.</u> • Candidates for <u>the</u> 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.

NOTE:

This liaisons table reflects the changes initiated by the city council in 2025. It is a complete substitute for the 2024 version.

Liaison positions for the Transportation Commission (TC) and Climate Resilience and Sustainability Board (CRSB) are added.

The Housing Action Subcommittee (HAS) membership is removed because this subcommittee of the city council's Urban Experience Committee no longer has an advisory role per city council action in 2024.

Neighborhood Safety Committee Policies and Procedures
July 11, 2024

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

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

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

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

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

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

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

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

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

Date: January 5, 2026
From: Liaison Committee
To: Community Assembly Representatives
Re: Urban Forestry Citizen Advisory Committee – Open Membership Position

At the end of 2025 both of the Community Assembly's memberships on the Urban Forestry Citizen Advisory (UF-CAC) became vacant. Kris Neely (Southgate) did not wish to continue for a second 3-year term and the remainder of the term Kathryn Alexander (Bemis) had been appointed to was complete.

At its December meeting, the Liaison Committee accepted Kathryn Alexander's request for reappointment for a second 4-year term and agreed to propose her appointment at the January Community Assembly meeting.

Applications for the other UF-CAC position will be accepted by the Liaison Committee until Friday, March 20, and the committee is aiming to recommend a nominee to the Community Assembly at its meeting on March 5, 2026. Applicants must have a neighborhood council affiliation and reference.

This is a direct appointment by the Community Assembly to a Park Department advisory committee and does not require nomination by the mayor and appointment by the city council.

The Liaison Committee's UF-CAC application "package" includes items:

- This information memo ("ReadMeFirst")
- The CA UF-CAC application form and affirmation statement.
- A summary of city code that pertains to the Park Board's Tree Committee and the Urban Forestry Citizen Advisory Committee (SMC 04.28).
- An overview of the committee's role prepared in 2024 by Kris Neely.
- An email overview of the committee by the city's urban forester, Katie Kosanke.

Neighborhood council members interested in these positions should be directed to the city's web page where they can download the application and the reference material at:

<https://my.spokanecity.org/neighborhoods/community-assembly/>

They are posted on the CA's web page on the right-hand side in the "Items of Interest" column.

Please note: The specifications of the municipal code are the most important reference for what this position may involve, but acceptance of this CA membership position implies a certain reporting responsibility to the Community Assembly. Please see the affirmation statement on the application form.

Below is the contact information for the park department's urban forester, Katie Kosanke, who is willing to discuss the role and responsibilities of the park board's Urban Forestry Citizen Advisory Committee at any time.

Katie Kosanke, Urban Forester, Spokane Parks and Recreation Department
509.363.5496 office / 509.209.4943 cell
kkosanke@spokanecity.org

Also see the city's urban forestry web site:
<https://my.spokanecity.org/urbanforestry/>

Community Assembly
LIAISON COMMITTEE

MEMO
December 9, 2025

Today the Liaison Committee authorized its chair to confirm Kathryn Alexander's request for reappointment to a full term on the Park Board's Urban Forestry Citizen Advisory Committee (UF-CAC), which was done by phone after the meeting adjourned.

For context: In January of 2025 Kathryn Alexander (Bemiss NC) was appointed to the remainder of a 4-year term on the UF-CAC ending this December, the position having become vacant due to a resignation in mid-2024. Thus, because city code provides a two-term limit, a request for a re-appointment could be considered for a subsequent 4-year term of service by an incumbent individual.

Note, too, that the CA has two positions on the membership of the UF-CAC. With an Alexander reappointment the CA will have continuous representation on the committee, the incumbent in the other position having declined to request appointment to a second term after their term expired in December.

ACTION

The Community Assembly:

- **Selects Kathryn Alexander of the Bemiss Neighborhood Council for membership on the Park Board's Urban Forestry Citizen Advisory Committee and in a liaison capacity for a term of four (4) years commencing in January of 2025, and**
- **Directs the chair of the Administrative Committee to convey the membership selection to the director of the parks and recreation department no later than January 15, 2026.**

Done by affirmative vote this date: January 8, 2026

TRANSMITTAL

Garrett Jones, Director, Spokane Parks and Recreation <gjones@spokanecity.org>
Katie Kosanke, Spokane Parks Urban Forester <kkosanke@spokanecity.org>

COPY

Heather Hamlin, Office of Neighborhood Services <hhamlin@spokanecity.org>

CA Admin Committee Meeting Notes, December 18 2025

Present: Krista Anderson, Fran Papenleur, Paul Kropp, Cliff Winger, Gabby Ryan (ONS), Laura Johnson

Absent: Luke Tolley, Lorna Walsh

Discussion of upcoming guests

No requests for January; current requests for Feb. & March. Expecting more requests to possibly come in before January meeting.

Paul Kropp requesting time; granted. Liaison committee & ad hoc P&P.

Discussion of extending City Council report time for conversation & in-depth discussion.

Speaker time: Discussed inviting new City Council members, holding CA 2026 in preview meeting for CA only, etc. Time slots held open for the time being pending response to invitation from councilmembers Telis & Dixit.

Invitation to Telis & Dixit: To be sent, space held in agenda on items 9 & 10 pending response.

Draft accepted as currently written.

2025 Community Engagement Grant- Year End Report

Neighborhood/Committee	Items purchased	Amt. Requested	Amt. Spent
Audubon/Downriver	Marketing materials, Zoom license	\$ 850.00	\$ 849.99
Balboa/South Indian Trail	Didn't Apply	\$ -	
Berniss	Band Fees, event supplies	\$ 850.00	\$ 746.58
Browne's Addition	Band fees	\$ 850.00	\$ 850.00
Chief Garry Park	Zoom license, food for events	\$ 850.00	\$ 537.23
Cliff Cannon	Zoom license, a-frames/marketing	\$ 850.00	\$ 486.32
Comstock	Stickers/marketing, food for events	\$ 850.00	\$ 487.93
East Central	Event supplies, food for events	\$ 843.99	\$ 189.93
Emerson/Garfield	Zoom license, band fees	\$ 850.00	\$ 850.00
Five Mile Prairie	Food for events, marketing, event supplies	\$ 585.00	\$ 229.65
Grandview Thorpe	Food for events, marketing, event supplies	\$ 850.00	\$ 850.00
Hillyard	Food for events, marketing, event supplies	\$ 850.00	\$ 591.39
Latah Hangman	Didn't Apply	\$ -	
Lincoln Heights	Tabling fees, food, event supplies, banners	\$ 835.00	\$ 780.73
Logan	Didn't Apply	\$ -	
Manito Cannon Hill	Marketing package/logos, pole banners	\$ 850.00	\$ 817.90
Minnehaha	Flags, flyers, event supplies, marketing materials, postage	\$ 850.00	\$ 849.57
Nevada Heights	Stickers	\$ 850.00	\$ 257.59
North Hill	Marketing, band fees, food for events	\$ 850.00	\$ 850.00
North Indian Trail	Band fees	\$ 850.00	\$ 850.00
Northwest	Zoom license	\$ 850.00	\$ 174.45
Peaceful Valley	Music, event supplies, zoom license, printing	\$ 850.00	\$ 847.39
Riverside	Food for events, postcard mailer	\$ 850.00	\$ 647.82
Rockwood	Zoom license	\$ 850.00	\$ 587.64
Shiloh Hills	Marketing materials, food for event	\$ 850.00	\$ 765.95
Southgate	Yard signs, marketing materials, zoom license	\$ 700.00	\$ 651.25
West Central	Zoom license, food for event, event materials	\$ 850.00	\$ 602.22
West Hills	Food for event	\$ 850.00	\$ 184.54
Whitman	Didn't Apply	\$ -	
CA Admin Committee	Zoom license	\$ 176.00	\$ 174.45
CA Building Stronger Neighborhoods	Event supplies, Awards, Food, Trophies	\$ 1,500.00	\$ 1,226.79

CA Budget Committee	Games, Inventory Closet supplies (storage, item replacements), Storage unit fees thru 10/31/27, zines, snowcone machine, speaker system	\$ 8,062.69
	\$ 22,489.99	\$ 25,000.00

<i>Inventory Closet's Year in Review</i>
<i>Closet Locations: 3 homes, 2 big moves (Inventory closet is paid for in current location thru 10/31/27)</i>
<i>Events Supported: 59 NC & CA events</i>
<i>Inventory Closet Reservations: 64</i>
<i>3rd Party Inventory Closet Reservations: 3</i>
<i>Most popular closet items: Games, tents, a-frames/barricades, tables/chairs, movie screen, speakers</i>
<i>Neighborhood with most reservations: Audubon-Downriver, Comstock, Lincoln Heights, Minnehaha, West Central, Grandview-Thorpe, Bemiss & Hillyard</i>



2025 CA AWARD WINNERS

Good Neighbor Awards:

- Anthony Jones, East Central
- Ashlyn Rinde, Minnehaha
- Barnetta Bindewald, Minnehaha
- Becky Dickerhoof, Latah-Hangman
- Bob Churchill, Five Mile Prairie
- Bonnie Martin, North Hil
- Cara Halldin, Lincoln Heights
- Doug Trudeau , East Central
- Erin Mensing, Audubon/Downriver
- Family Promise of Spokane, Chief Garry Park - Organization
- Jarrel Cooler, Bemiss
- Jeffrey Mergler, Comstock
- Jolly & Daniel Ghebreab, West Central
- Kris Hansen, Cliff/Cannon
- Kyla Parkins & Jaydra Leigh - Hillyard Creative District, Hillyard
- Mark Stenersen, Rockwood
- Mary Beth McGinley, Grandview-Thorpe
- Mary Stohr, Rockwood
- Michelle Jones, Peaceful Valley
- Mike Knapp, Hillyard
- Mitzi VanVoorhis, Grandview-Thorpe
- Nicolle Caballero, Lincoln Heights
- Pastor Katy Shedlock - West Central Abbey, West Central
- Pastor Sandy Ward - Manito UMC, Comstock
- Raeleen Turner, Five Mile Prairie
- Robert Thompson, West Hills
- Shawn Terjeson, Lincoln Heights
- Shelley O'Rourke, Southgate

- Stephen Kruowski, Cliff/Cannon
- Summer Beers, Southgate
- Susan Churchill, Five Mile Prairie
- Susan McDonald Osborn - Spokane Helpers Network, Southgate

Jeanette Harras Award:

- Laura Johnson, Hillyard

Lifetime Achievement Award:

- Jeff Stevens, Audubon-Downriver

Spirit of CA Awards:

- Jael Stebbins, Shiloh Hills
- Paul Kropp, Southgate
- Sandy Wicht, Comstock
- Scot Webb, North Hill



BUILDING STRONGER NEIGHBORHOODS

SPRING LEARNING SERIES

Unlocking Opportunities for Neighborhood Leaders to Learn and Grow in 2026



CA 101: WHAT, WHY, HOW

Saturday, Feb. 21

10 - 11 a.m. @ Shadle Park Library

The Community Assembly (CA) and its committees are a great resource for Neighborhood Councils to work with. Learn the history of when and how the CA was established, how it has evolved over the years, and what the heck it's even there for. Develop an understanding of the way CA agendas are written, how to attend and participate in meetings, and the successful outcomes that the CA has had with our City Council and Administration. Where shall we go from here?



NEIGHBORHOOD TRANSLATION & CULTURAL ACCESS SERVICES

Saturday, March 21

10 - 11 a.m. @ Shadle Park Library

The neighborhood translation service will support multiple languages and will be tailored to the specific needs of each neighborhood. The program would "live" with ONS or the public library and be accessed on the same basis as the community engagement grants and the cleanup services- on an as needed, if requested basis.



NEIGHBORHOOD EQUIPMENT AND HOW TO USE IT!

Saturday, April 18

10 - 11 a.m. @ Inventory Closet (N. Foothills Dr.)

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



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

<http://tinyurl.com/Spurious>

<https://tinyurl.com/SpringLearningSeries26>

CA Land Use Minutes. Meeting Date 12/11/2025

Recorders: Heather Hamlin and Doug Tompkins

Attendees: William Heaton, LUC President, Emerson-Garfield; Doug Tompkins, LUC Vice President, Logan. Mary Winkes, Manito-Cannon Hill; Fran Papenleur, Audubon-Downriver; Carol Tomsic (zoom), Lincoln Heights; Pat Knoll, Latah-Hangman; Claudia, Grandview Thorpe; Heather Hamlin, ONS Rep.

Call to Order: 5:37 PM

October Meeting Minutes

VOTE: Approved as presented with two small edits to clarify the land use portion of the comp plan workshops were held on the 18th and 25th. 1st: Claudia 2nd: Fran. All in favor.

Agenda

VOTE: Amended minutes approved: 1st: Doug. 2nd: Claudia. All in favor.

October Meeting Minutes

VOTE: Approved as presented with two small edits to clarify the land use portion of the comp plan workshops were held on the 18th and 25th. 1st: Claudia 2nd: Fran. All in favor.

Discussion:

New Insights & Feedback on Comp Plan & Workshop Attendance

Mary shared that the highlights from each of the workshops have been compiled and shared in a summary online. She spoke with Jon Snyder and Colin Quinhurst about the continued need for the project on Grand.

Carol attended the District 2 workshop. One thing that stood out was the intention to integrate climate into the existing chapters instead of creating a new one in the plan. Her favorite part was networking with others in attendance.

Claudia mentioned that best practices of facilitation would be for the City to gather suggestions by workshop in a summary and then reshare with attendees to make sure everything was captured correctly.

Neighborhood Workshops/ Spokane Neighborhood Summit on October 25

Carol shared that the workshop was well attended and one of the interesting workshops she attended was on administering Narcan. Though national usage is down, Spokane usage is up.

Fran attended the Summit and mentioned the beautiful venue with ample parking. She mentioned that this was one of the best conferences she's attended.

Doug attended as well and shared that in addition to good networking there was a workshop on involving youth. His council has always struggled with college students getting involved. This workshop was a reminder that it's a win-win when it happens- the NC gets fresh eyes and ideas and the students have new experience to add to their resumes.

Changes to Distribution List for Land Use Committee

ONS has asked all CA committees to review and update their group's distribution list. Bill has updated the list with ONS.

ACTION: Heather to share this list with Bill and Mary as outgoing/incoming chair.

OLD BUSINESS:

Select New Executive Team for Committee

Bill shared that the decrease in committee attendance began two years ago when the Planning Department stopped attending this meeting each month. Bill, Doug and Claudia expressed desire to revisit this. Heather shared that she has a meeting scheduled with Planning to discuss multiple topics.

Bill announced that he will not be participating in this committee in 2026. Chuck will also not be able to participate going forward. This leaves multiple leadership roles open.

VOTE: Slate of officers for 2026 approved: 1st: Doug. 2nd: Fran. All in favor.

Mary Winkes- Chair

Doug Tompkins- Vice Chair

Molly Murphy- Member at Large

Open- Secretary (Carol may be interested. Will revisit at January meeting)

2026 Meeting Cadence

This committee had discussed a different meeting cadence for 2026 but not vote had been taken previously. Part of the group was in favor of keeping it at 6 meetings. Others were in favor of 10 meetings.

VOTE: In favor of holding 10 meetings in 2026 with no meeting scheduled in July or December (though an ad hoc meeting could be added if needed): 1st: Claudia. 2nd: Mary. All in favor.

Discussion was had by the group. As Chair, Mary strongly suggested 12 meetings with the option to cancel meetings at the discretion of the committee as a whole.

AMENDED VOTE: In favor of holding 12 meetings in 2026 with the option to cancel meetings: 1st: Mary. 2nd: Fran. All in favor.

2026 Meeting Dates

With this change in meeting cadence for the new year, Heather suggested that the group reviews the full calendar to check for conflicts. November and December meetings conflict with the holidays. Discussion was had.

VOTE: Setting the meeting date as the fourth Thursday of each month with the exception of November 12 and December 10: 1st: Claudia. 2nd: Carol. Most in favor. 1 abstention.

Meeting adjourned at 6:40pm. Next meeting to be held on January 29th at 5:30pm.

Draft Notes from the CA Liaison Committee Meeting December 9, 2025 – via Zoom

Present: Paul Kropp, Chair, Southgate; Andy Hoye, Notetaker, Southgate; Lorna Walsh, Riverside; Bonnie McInnis, West Central; Angel Troutt, Shilo Hills – guest

We completed introductions, established a quorum and approved the draft notes as record minutes for the committee's two November meetings.

We were unable to meet with Kathryn Alexander to review the HAS or DVCAC positions.

We reviewed the attendance and noted that Mary Winkes had an excused absence at the November PC meeting but had attended one December meeting. The packet reporting function for December will be updated next month. The brochure is in final approval status with Angel and Lorna working together.

We noted that Santiago has not yet been ratified by the City Council and that this was disappointing.

We noted that both UFCAC positions are four-year terms and that both expire on December 31, 2025. We (Moved, Seconded, Carried = MSC) to ask if Kathryn Alexander will request reappointment for one position and we will prepare CA recruitment materials for the other position, noting the departure of Kris Neely. Paul will do these things.

We reviewed the jurisdictions to which the various liaised committees report.

We MSC to accept into membership on this committee Angel Troutt (Shilo Hills NC), effective immediately and with thanks for her working on the liaison brochure template with Lorna.

We MSC to remove the Housing Action Subcommittee from the list of liaised committees due to the HAS no longer serving as advisory to the City Council, noting that duty has fallen to the CHHS Board and its committees. Paul will prepare notice to the CA regarding this action.

We noted that the South Hill Library location and monthly date has been reserved by ONS for all committee meetings in 2026.

The next regular meeting of this committee is January 13.

Submitted by Andy Hoye
Edited by Paul Kropp

CHHS Board Meeting Minutes

November 5th, 2025

Roll Call: (4:01 PM)

Board Attendance

Present: Karen S.; David E.; Leslie H.; Barbara L.; Flor C.; Hollis S.; Maura L.; Ali M.; Ashley E.; Wesley A.; Shelby L (City Council); George D. (County)

Not Present: Sara B; Gloria Mantz (CoC Liaison)

City of Spokane Staff: Arielle Anderson, Paradis Pourzanjani, Aziz Rahmaty, Heather Page, Nicolette Ocheltree, Jon Klapp, Keri Cederquist, Kimberly Babb

Community Members: Elaine Mansoor, Julie Garcia, Chris McKinney, Berry Barfield, Joe Ader

1. November 5th Agenda reviewed and adopted:

- No changes recommended. Maintained as drafted.

2. October 1st minutes reviewed and passed:

- Karen Ssebanakitta motion to approve minutes, noting inaccuracy with attendance table; Leslie Hope moved with caveat that attendance be deleted; Wes Anderson seconded - passed unanimously.

3. Public Comment

- Berry Barfield expressed appreciation for work of Board.

4. Board Education – Spokane Homeless Coalition

- Robert Lipman and Berry Barfield gave a brief background and overview about the Spokane Homeless Coalition.
 - New Spokane Homeless Coalition website listed in CHHS Newsletter (September).
 - Primarily communicate through list serv of homeless services network in community.
 - Meet the first Thursday of every month at the North Hill Presbyterian church.
 - About 60-100 people attend meeting and use the meeting as educational platform about changes in homeless system, hot topics, etc.

5. Action Items

- Slate of Candidates (ad hoc Nominating Committee): L Hope
 - Chair, CHHS Board: David Edwards
 - Chair-Elect, CHHS Board: Ashley Erickson
 - Immediate Past-Chair (automatic rotation per Bylaws): Karen Ssebanakitta
 - Call for Nominations from the Floor – None
 - Chair Ssebanakitta motioned to approve slate of candidates, Wes Anderson moved, Hollis Stahl seconded – passed unanimously.
 - Election will be next month
- Human Services Committee Funding Recommendations: M Lammers
 - Scattered Site Shelter

- Chair Ssebanakitta motioned to approve recommendations, Wes Anderson moved, Hollis Stahl seconded – passed unanimously.
- Homelessness Prevention
 - Chair Ssebanakitta motioned to approve Nuestras Raices application recommendation separately due to conflict of interest with 1 voting member (F Castaneda) who was recused from this vote; Leslie Hope moved and Wes Anderson seconded – passed unanimously.
 - Chair Ssebanakitta motioned to approve the remaining recommendations; Hollis Stahl moved and Leslie Hope seconded – passed unanimously.
- Chair Ssebanakitta Behavioral Health & Housing Related Services – HOME/ARP
 - Chair Ssebanakitta motioned to approve the recommendations; Wes Anderson moved and Leslie Hope seconded – passed unanimously.
- Behavioral Health & Housing Related Services – 1590
 - Chair Ssebanakitta motioned to approve Nuestras Raices/Hispanic Business & Professionals application recommendation separately due to conflict of interest with 1 voting member (F Castaneda) who was recused from this vote; Wes Anderson moved and Hollis Stahl seconded – passed unanimously.
 - Chair Ssebanakitta motioned to approve the remaining recommendations; Leslie Hope moved and Wes Anderson seconded – passed unanimously

6. Discussion Items

- Report from ad hoc Bylaws Committee (Draft attached)
 - Chair Ssebanakitta went over the proposed changes with the Committee; vote to approve will be at December meeting but changes will not take effect until Ordinance is passed.
 - CM Lambdin clarified that Council is okay with revising the Bylaws to indicate only one Council member needs to be a representative on the CHHS Board instead of two; CM Lambdin also indicated that this will be her last meeting with this group given the City Council elections have just finished and her last week as Council member will be Thanksgiving week. Another Council member will be taking her place once Council Committees are re-assigned for the new year.

7. CHHS Director's Report

- Arielle Anderson provided several updates:
 - CHHS Newsletter – Updated newsletter coming soon; will contain updates on RFP recommendations, Homeless Prevention funds, Emergency Declaration projects.
 - Inclement Weather is now using Wind Chill based on revised SMC; Arielle and staff expressed some concern with using indeces as the forecasting is harder to navigate due to the wide fluctuations of the “feels like” temperature; need to figure out when is a good cut off time for checking Wind Chill while still notifying providers as soon as possible; hoping to have more steady activations once weather is more consistently cold in the winter.
 - Planning for 2026 PIT has begun; working with Universities to build out “Story Mapping” presentation; will be doing workshops as well. Collaborating with Homeless Connect.

- HUD to be releasing NOFA in the next few months with more detailed eligibility requirements; discussed how last year's grant agreement was the first time HUD proposed a 2 year contract but that has now been revoked back to 1 year as the federal administration has changed; there will likely be a reduction in funding for permanent supportive housing and rapid rehousing with funding likely more focused on transitional housing which HUD has not allowed in the past. City has joined lawsuit against HUD due to some of the requirements.
- Street outreach and Housing Navigation Center contracts are executed and the projects are up and running; the Tiny Home Village project is a bit delayed due to planning and permit issues.

8. Committee & Partner Update

- Affordable Housing Committee – Co-Vice-Chair Edwards advised that the Committee will be meeting next Tuesday; Heather will be explaining the application questions to Committee members so they understand how scoring works; CHHS Board expressed interest in learning about this as well. There is a recently vacant position on the Committee that will need to be filled; Hollis Stahl will become Committee Chair starting January 1st.
- Human Services Committee – Chair Ssebanakitta advised that there are four vacancies and additional committee members are being sought; the November committee meeting is being rescheduled as it would be Thanksgiving eve.
- City Council – Councilperson Lambdin provided updates about the HOME ordinance which is now known as Safe and Accessible Spokane revolving around public camping; seeing positive results as people are accepting services as they're being moved along by police; discussed concern for needing more shelter space as people are being moved along, which is also highlighted in the Mayor's emergency ordinance. Council has been working on budget with regards to Federal funding and programs that have been impacted by Gov Shut Down (WIC, SNAP); Council passed resolution to support those impacted by government shut down. City Council focusing on budget at this time especially given the City's deficit. Racially disparate impacts analysis report recently released; report highlights some of the historical policies that involve planning and housing in the City. Nicolette Ocheltree provided update on ALICE training that will be held on December 5th; training will be like a "day in the life" of an ALICE family.
- Spokane County – George Dahl advised that the County is addressing challenges with Federal disaster recovery funds relating to the Federal shutdown; RFP for Service Navigator closes next week; working on timeline for 2026 RFPs – hoping to have dates in the next month or so. City/County/Valley met last week as part of partnership/coordination in the region.
- Continuum of Care – Eric Robison – still waiting to see what the scoring criteria will be under HUD RFP; some items need to be discussed as a community as there are some things that have never been seen before (i.e., immigration related questions, etc.) – committee has formed to discuss these.
- Veterans – Wes Anderson provided an update - currently navigating some issues due to government shut down; working on getting supplies to VA. Working with Fairchild and the 141st on grants as some junior airmen haven't been paid.

9. Closing Announcements

- Next meeting: **December 3rd, 2025.**

- January meeting may be rescheduled or cancelled due to holidays.
- Wes Anderson moved to adjourn, Leslie Anderson seconded.

Adjourn 5:30 PM

DRAFT

Plan Commission (PC) Liaison Report

Community Assembly Report January 2026

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

Plan Commission Meeting – December 10, 2025

The Plan Commission convened on December 10, 2025, at 2:00 p.m. The meeting was held both in person and via Microsoft Teams.

1. Development Code Modernization Project Introduction

An introduction to the Development Code Modernization Project was presented. Further details are available at the following link: <https://citizenportal.ai/articles/7185189/Spokane/Spokane-County/Washington/City-hires-Clarion-Associates-to-modernize-Spokane's-development-code>

2. Public Engagement Report Out

The commission received a report on public engagement activities. This report summarized the community's input and participation in recent planning processes, highlighting important feedback and concerns from residents. For more information, refer to:

<https://my.spokanecity.org/planspokane/about/#:~:text=Community%20members%20can%20weigh%20in,future%20of%20our%20thriving%20city>

3. PlanSpokane 2046 Draft Environmental Impact Statement (EIS) Review

The EIS assesses the potential environmental effects of the proposed long-range plan for the city. The draft is available for public review at: <https://my.spokanecity.org/planspokane/draft-eis/>

The comment period is open now until mid-February.

4. Draft Transportation Chapter Review

The draft transportation chapter will soon be posted here as one of the Technical chapters. A comment period will follow.

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

Plan Commission Meeting – December 24, 2025—canceled

- For complete information about the Plan Commission, including agendas, minutes, and other documents, visit: <https://my.spokanecity.org/bcc/commissions/plan-commission/>
- For updates on the city's progress in developing the 2026 Comprehensive Plan, see: <https://my.spokanecity.org/planspokane/about/>
- The current comprehensive plan can be accessed at: <https://my.spokanecity.org/shapingspokane/comprehensive-plan/>

And finally, it has been a privilege to serve in this capacity for 6 years.

Transportation Commission (TC) Report December 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 December Agenda <<https://static.spokanecity.org/documents/bcc/commissions/transportation-commission/agendas/2025/12/transport-agenda-2025-12-17.pdf>> All Presentations are listed on the TC web page linked above. ► **EMAIL:** <transportationcommission@spokanecity.org> ◀

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.

I kindly ask for your understanding regarding this peevish report. As an octogenarian who has been engaged in neighborhood traffic matters for many years, one inevitably reaches a threshold of tolerance for the inadequate handling of traffic concerns for our community.

It is suggested that neighborhood council leaders read the book: “[Life After Cars: Freeing Ourselves from the Tyranny of the Automobile](#)” by Sarah Goodyear, Doug Gordon and Aaron Naparstek which is available in our Spokane City and County libraries.

- Cars promised freedom, but gave the opposite
- Cities were reshaped around cars rather than people
- Environmental harm
- Social isolation and division (physically and psychologically separating people).
- Destruction of neighborhoods (through highways and sprawl).
- Wasted time in traffic, health issues, and economic costs
- Car dependence results from deliberate actions by governments, highway builders, and auto companies

The book presents a vision for a better future; change is possible and is already happening. The authors provide practical tools for readers and encourage action.

1) Local Option Parking Tax project list and exemptions discussion: Two million dollars from this tax are budgeted for 2026 and will fund previously approved downtown projects, grind/overlays on Sprague (Freya-Havana) and Grand (14th-29th) City Council needs to come up with rules and exemptions. Stay tuned as public input will be requested as the new rules will be written and adopted by CC. (page 60 of Agenda)

Presentation: [Here](#) - See Integrated Capital Management projects & reports [Here](#)

Contact: Kevin Picanco (kpicanco@spokanecity.org) & Adam McDaniel (amcdaniel@spokanecity.org)

2) Grand Blvd redesign: This road will have a grind and overlay and our traffic engineers are proposing re-striping this section of Grand between 14th Ave and 29th Avenue. One choice is a single lane each way with a center turning lane; another choice is a single lane downhill and two lanes uphill. (See pages 61-71 of Agenda) This project will help prevent some vehicle-vehicle collisions but will make pedestrian safety secondary. Lower cost pedestrian beacons are intended to address pedestrian safety; this may not be adequate to ensure the safe crossing of bus passengers. Additionally, this route will remain hazardous for cyclists, as the lane width will only increase from ten feet to eleven feet. These modifications could impact the safety of motor vehicles crossing Grand, but each of the two proposals are expected to enhance safer left turns.

SOUTH HILL NEIGHBORHOODS NEED TO COMMENT ON THIS PROPOSED GRANT BLVD CHANGE!

Presentation: [Here](#)

Contact: Brian Brisendine (bbrisendine@spokanecity.org)

3) Review revised draft goals and policies regarding VMT for Plan-Spokane 2046: Vehicle Miles Traveled (VMT) are mandated to be reduced in the City of Spokane. However this is not possible with the number of new residents planned to live in Spokane County by 2046. The Federal Highway Administration (FHWA) estimates that each average U.S. driver travels approximately 12,000 to 13,500 miles per year. HB 1181, the Washington State “Climate Bill,” required City’s to measure and adopt goals and performance standards as part of community comprehensive planning. The Comprehensive Plan will be updated not only in the Transportation Chapter, but also in Land Use, Housing, Social Health and the Sustainability Action Plan.

Unfortunately, we are not increasing our population in the city center and we continue urban sprawl inside our city and in the county. According to the Washington Office of Financial Management (OFM) growth forecast (the medium-level scenario adopted for planning): 2023 estimated Spokane County population: ~554,600 people 2046 projected population: ~654,665 people, which is a population increase (2023–2046) of 100,065 people. Without changes, this would mean (100,065 x 12,000 miles = 1,200,780,000) the new population increase would add an additional 1.2 billion miles traveled. (about 41.5% of Spokane County's population resides in Spokane City) (Consultant report is on page 71 of the Agenda)

See the project page: <<https://my.spokanecity.org/planspokane/>> and

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

Contact: (PlanSpokane@spokanecity.org) and Colin Quinn-Hurst (cquinnhurst@spokanecity.org)

4) Emergency Streets is an initiative that treats fatal traffic crashes as urgent public health emergencies, rather than isolated “accidents.” Its core mission is to prompt rapid, visible action after deadly traffic incidents by having cities install temporary traffic-calming measures—like speed humps, bollards, and signage—with roughly 48 hours of a fatal crash to slow vehicle speeds and signal that change is needed. These temporary installations typically stay in place for about two weeks and aim to reduce speed by about 20 mph and foster community awareness that preventable deaths demand meaningful action. Webpage [here](#).



Regrettably, the traffic calming initiatives undertaken in Spokane City have not succeeded in decreasing fatalities from motor vehicles within our community. Each of our 29 neighborhoods has pinpointed hazardous conditions in their areas. However, the solutions implemented by our city have proven ineffective, as traffic-related deaths have risen in 2025. It is evident that the current system is inadequate in preventing fatalities caused by vehicles. While the Emergency Streets program sounds promising in theory, it merely offers superficial improvements. **The City of Spokane must treat each motor vehicle-related death as a homicide**, investigate the underlying causes, and implement necessary changes in our transportation system to avert future tragedies. Licensed drivers in Washington State require a shift in mindset. (See [Prioritizing people over vehicles](#)) Our traffic engineers and elected officials must allocate a significant portion of transportation funds **effectively** to enhance the safety of pedestrians and cyclists.

It is recommended that our neighborhood leaders read the book "[Life After Cars: Freeing Ourselves from the Tyranny of the Automobile](#)." This information will assist our neighborhood councils in persuading our City to allocate camera funds towards addressing the fundamental and root safety problems that cause injuries and fatalities in Spokane.

Presentation: [Here](#)

Contact: Jon Snyder (jsnyder@spokanecity.org)

You may email the Transportation Commission at <transportationcommission@spokanecity.org>