

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



Meeting Agenda for Thursday, March 5, 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: February 5, 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	*
• Including Core Values, Purpose, Rules of Order			
4. Approve/Amend Minutes (Facilitator).....	5 min (5:35)	Approve	*
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)	10 min (6:00)	Oral Report	-
8. ONS Update (Amber Groe).....	5 min (6:10)	Oral Report	-
9. Spokane Regional Transportation Commission (Lois Bollenback)	15 min (6:15)	Presentation	-
10. Growing Neighbors (Johnny Edmundson).....	15 min (6:30)	Presentation	-
11. Urban Forestry- CAC Liaison Report (Kathryn Alexander).....	15 min (6:45)	Oral Report	12
12. Transportation Commission Liaison (Cliff Winger).....	5 min (7:00)	Oral Report	27
13. Other Committee Reports	35 min (7:05)	Oral Reports	-
a. Admin (Luke Tolley)	5 min	Oral Report	29
b. Budget (Laura Johnson)	5 min	Oral Report	31
c. BSN (Tina Luerssen)	10 min	Oral Report	35
d. CA/CD (Andy Hoye)	5 min	Oral Report	-
e. Additional Reports.....	10 min	Oral Reports	-
14. Actionable Items Review/Future Considerations (Luke Tolley).....	5 min (7:40)	Oral Report	-

Other Written Reports

Committee Reports, Agendas, Minutes, etc.

- Administrative Committee
- Budget Committee
- Building Stronger Neighborhoods Committee (BSN).....
- Communications Committee
- Community Assembly/Community Development Committee (CA/CD)
- Land Use Committee.....
- Liaison Committee
- 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.....
- Climate Resilience Sustainability Liaison Report
- Design Review Board Liaison Report
- Housing Action Subcommittee Liaison Report
- Plan Commission Liaison Report.....
- Transportation Commission Liaison Report.....
- 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:

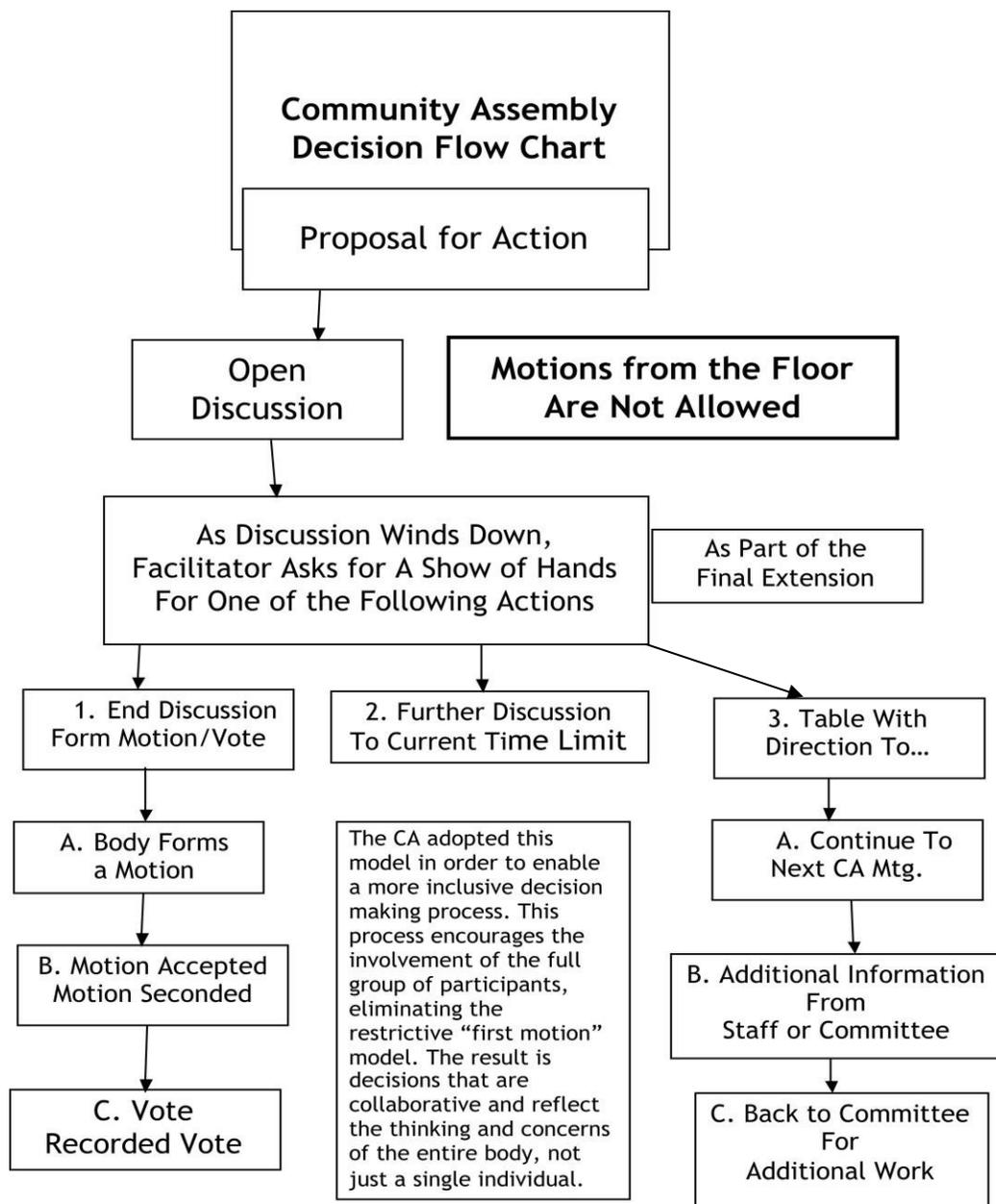
The Community Assembly fulfils its purpose, achieves its goals, and stays true to its core values by its members engaging each other and the community with honest communication and having transparent actions in all of its dealings. Community Assembly representatives are knowledgeable and committed to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

February 5, 2026, in-person at Shadle Park Library

Meeting called to order at 5:37 p.m. by Luke Tolley

ATTENDANCE:

AFFILIATION	CA REP/CA ALT REP	ADDITIONAL GUESTS
Audubon-Downriver	Fran Papenleur	Steve Cox, Barb
Balboa South Indian Trail	-----	
Bemiss	Luke Tolley	Jarrel Gooler
Browne's Addition	Ryan Jerman	
Chief Garry Park	-----	
Cliff/Cannon	Jake Walters	
Comstock	Sandy Wicht	Elizabeth Goldsmith
East Central	Debby Ryan	
Emerson-Garfield	Linda Carroll	
Five Mile Prairie	Robert Churchill	
Grandview-Thorpe	Tina Luerssen	
Hillyard	Laura Johnson	Jeff Braunschweig, Angel Troutt
Latah/Hangman	Ed Bruya	Duane Huesers
Lincoln Heights	Carol Tomsic	Shawn Terjeson
Logan	Barbara Ann Bonner	
Manito-Cannon Hill	Mary Winkes	Fernando Diaz
Minnehaha	-----	
Nevada Heights	Hilary Michaelowicz	
North Hill	Todd Simmons	
North Indian Trail	Dan Knechtel	Rhett Redshaw
Northwest	Gail Cropper	
Peaceful Valley	Kathy Thamm	
Riverside	Jennifer Stalwick	
Rockwood	Bill Doley	
Shiloh Hills	Jael Stebbins	Cliff Winger
Southgate	Andy Hoye	Paul Kropp
West Central	-----	
West Hills	Maggie Thornton	Stu Lee
Whitman	Charles Hansen	
City of Spokane	Amber Groe (ONS)	Kitty Klitzke (Council Representative- District 3),
Presenting Organizations		Karen Mobley (Spokane Urban Nature), Jeff Lambert (Spokane Urban Nature)

ADMINISTRATIVE:

1. Approve Meeting Recording: Robert Churchill moved; Debby Ryan seconded. Motion passes. 24-approve, 0-abstain, 0-deny.

2. Introductions

3. Approve Proposed Agenda: Barbara Ann Bonner moved; Bill Doley seconded. Motion passes. 24-approve, 0-abstain, 0-deney.

4. Table Minutes: Andy Hoye moved; Carol Tomsic seconded. Motion passes. 24-approve, 0-abstain, 0-deney.

- Note: Motion was to table the approval for January minutes to the March CA meeting to allow time for submitted corrections to be implemented. If you have any corrections to the draft January CA minutes, please send to neigh.svcs@spokanecity.org by Monday, Feb. 23.

5. Admin Committee Action Items

- Voting on Policies and Procedures (PnP) today.
- Luke Tolley will check on status for appointments for Linda Carol and Kathryn Alexander.

UPDATES/ ANNOUNCEMENTS:

6. Updates/Announcements

- Ed Bruya: Working with Council Member Paul Dillon to determine a contact at Burlington Northern Santa Fe (BNSF) to work on fire/fuel reduction along Inland Empire Way. City has funding and fuels crew ready to go. Ed and Paul are in the final stages of confirm partnership with BNSF to get project moving forward.

AGENDA ITEMS:

7. City Council Update (Council Member [CM] Kitty Klitzke)

- On Monday, Feb 9, the [Public Infrastructure, Environment, and Sustainability Committee](#) (PIES) will host a staff update on parking minimum elimination. for new developments. City Staff, Jon Snyder (Transportation and Sustainability Director) and Tami Palmquist (Development Services Director) will be presenting and answering questions. The agenda for the PIES meeting can be found [here](#). The meeting will take place on Monday, Feb 9 at noon at City Hall (Council Chambers) or you can tune in to the live broadcast [online](#). [Sign up to testify](#) (2 min) if you would like to share any thoughts.
- City Council is discussing possible changes to the City Council meeting schedule. The current proposal is to move agenda review and committee meetings to Tuesday during the day and the legislative meeting to Wednesdays at 6pm, all of which currently take place on Mondays. One of the advantages of this change will be that there would be more transparency for the public to access up-to-date amendments, something that is challenging now based on meeting timelines. Council Members Klitzke and Cathcart are making a pro/con video and will be publishing it to City Cable 5 soon.
- 311 is the one stop shop for traffic calming concerns (see ONS update for more information).
- There will be some updates happening to the format of town halls this year. They will be moved from Mondays to not interrupt council business. The town halls will start with District 3 and then move to District 1 and 2. More discussions will happen at the Neighborhood Workgroup about town halls.
- Peaceful Valley was the first neighborhood council to present to City Council in 2026 at the legislative session. If your neighborhood council is interested in presenting to City Council, contact Giacobbe Byrd (gbyrd@spokanecity.org) to be put on an upcoming agenda.
- Robert Churchill: Question about the impacts of state legislation ([HB2489](#)) and how it impacts homelessness. Kitty responded that it's likely that it won't pass. Further discussion ensued.

- Move to extend discussion by 5 minutes, first extension. Dan Ketchel motioned, Fran Papenleur seconded. Motion passes: 24- approve, 0- deny, 0- abstain.
- Bill Doley: Discussion regarding the 311 submission – How many times can a single email address submit a request? *Amber Groe followed up with Abbey Martin who responded with:* there is no limit to 311 submissions per individual. It is recommended that Neighborhood Councils with a series of agreed upon concerns/ input/etc., the neighborhood council should submit a comprehensive letter (via the [online 311 portal](#) document upload). For individuals with one-off feedback, the comment should be submitted as individual submissions to 311.
- Mary Winkes: The Land Use Committee put in a request to the City Council regarding the parking minimums in 2025, which was then added to the May 12 Urban Experience Committee agenda. A draft of the resolution from Land Use can be found in the Urban Experience agenda packet [here](#) (page 857). Mary is planning to testify on Monday at PIES on Monday and encouraged others to do so as well.
- Fran: Asked a question about the updates made recently to the Good Neighbor Agreement.
 - Maggie Thornton: A West Hills Neighborhood Council (NC) subcommittee initiated a change to the good neighbor agreement. The originals did not require a signature from the NC or the landowner. Now the agreements require those signatures as a part of the process.
- Move to extend discussion by 5 minutes, second and final extension. Barbara Ann Bonner motioned; Laura Johnson seconded. Motion passes: 24- approve, 0- deny, 0- abstain.
- The DOWL contract extension and the Maple/ Ash extension will be on the [agenda for PIES](#) on Monday as well.
- Kathy Thamm: If you have an opinion on HB 2489 you can contact Timm Ormsby.
- Dan: Any updates to the City Council efficiency audit that Council President Wilkerson mentioned last month?
 - CM Klitzke: We just scored the bids of 5 consultants. Confident in top scorers. Planning to move forward with top consultant.
- Gail Cropper: On Dec 5, Giacobbe sent an email regarding the workgroup. Let me know if you would like that email. You can contact Gail glcropper@yahoo.com.
- Shawn: Asked for any updates on the [HB 2416](#) regarding the Waste to Energy Facility (WTE) Facility. CM Klitzke mentioned that it just made it through a difficult committee which is good news.

8. ONS Update (Amber Groe)

- To streamline public feedback for the 2026 traffic calming program, City staff are accepting neighborhood council and resident feedback primarily via the City's 3-1-1 Customer Service channels (via call and online [request submission](#)). Concerns between Feb. 2, 2026 – March 31, 2026, will receive consideration for this upcoming funding cycle (note: consideration does not mean it will be funded.) The 3-1-1 service staff and online portal will remain open after March 31 for ongoing collection of concerns. Residents are encouraged to submit comments about new traffic concerns as well as any thoughts about projects outlined in the [2023 DOWL Proposed Project List](#).
- Cliff Winger: Will make an official request to Abbey and Jon about a current list of traffic calming projects that have been funded.
- Reminder that public comments to the [PlanSpokane 2046 Draft Environmental Impact Statement \(EIS\)](#) are due Wednesday, Feb. 18 at 5 p.m. Submittal of comments by email to

PlanSpokane@spokanecity.org is preferred. Please include in the subject line "Plan Spokane 2046 Draft EIS Comments".

- Neighborhood Clean-up Coordinators should RSVP to Amber Groe (agroe@spokanecity.org) by Thursday, Feb. 12 if they are planning to attend the annual training scheduled for Friday, Feb 20 at 6pm at Shadle Park Library. Training is mandatory for new coordinators.
- CE Grant trainings are scheduled for 2026. See budget committee announcement for training dates, times, and how to RSVP.

9. Spokane Urban Nature (SUN) (Jeff Lambert and Karen Mobley)

- Spokane Urban Nature is growing up from becoming an adhoc committee accomplishing various projects and advocacy and in the process of officially incorporating.
- The organization started because there was an identified gap of organizations working on environmental urban lands in the city. Especially smaller urban lands.
- In 2027, SUN will be helping the Parks Department on the Natural Lands Plan that will include a lot of community science (individuals collecting data for the project).
- SUN has hosted Nature Day for 3 years in a row. They also work on tree canopy and have partnered with some neighborhood councils on events.
- How can neighborhood councils get involved in SUN:
 - Like their [Facebook Page](#) – submit photos, and stories about natural areas in your neighborhood
 - Assign a liaison from your neighborhood council to help with information sharing and advocacy.
 - The SUN board meets once a month on Zoom and subcommittees such as special events, public policy, and more. Contact Karen if you are considering getting involved.
 - Sponsor clean-ups, nature walks and stewardship projects
 - Prepare for input on the 2027 Natural Lands Plan
- Karen and Jeff are happy to present at your neighborhood council to talk about natural lands.
- Upcoming events include an additional weed pluck in partnership with Lincoln Heights Neighborhood.
- Contact information includes: Karen (509-499-0784, sunSpokane@gmail.com) and Jeff (509-999-5100, ecojeff@me.com).

OTHER COMMITTEE REPORTS:

10a. Policies & Procedures Vote (Paul Kropp)

- This is the last of the 2024- 2025 PnP cycle.
- This month's CA agenda packet includes the PnPs with amendments from the January CA meeting. Once this vote takes place the PnP will no longer exist according to its committee's PnP. Paul is planning to request a follow up project from the Admin Committee, with more information forthcoming.
- Motion to approve the document presented in packet with small formatting edits mentioned (i.e. H., I., and J. found on page on page 17 of the CA agenda packet).
 - Andy made a motion and Barbara Ann seconded. Motion passes with 22-approve, 0-deny, 2-abstain. Motion passes.

- Move to extend discussion by 5 minutes, first extension. Dan motioned; Andy seconded. Motion passes: 24- approve, 0- deny, 0- abstain.
- PnPs can be updated by committees at anytime and should go through CA processes.
- Discussion ensued about process for PnP update procedure.

10b. Land Use Committee/EIS (Mary Winkes)

- The Land Use Committee (LUC) voted to meet monthly to ensure that the committee is staying up to date with the Comprehensive Plan and able to provide input in a timely manner. Some upcoming committee goals include expanding membership and working on education.
- LUC put together a subcommittee to review the draft [Environmental Impact Statement \(EIS\)](#). Subcommittee members included: Mary Winkes; Linda Carol; and Mary Stohr.
- Requesting a vote of support from CA on the 2-page summary (found on page 29 of the packet) that includes input and feedback for the CA to file with the City.
- Discussion ensued about the summary including comments on exemptions, incentives, centers and corridors, etc.
- Move to extend discussion by 5 minutes, first extension. Laura motioned; Andy seconded. Motion passes: 23- approve, 1- deny, 0- abstain.
- Upcoming Plan Spokane Listening Sessions:
 - February 10, 4 to 6 p.m. @ Shadle Park Library, Studio Room
 - February 12, 4 to 6 pm. @ South Hill Library, Study Room A
- Motion for CA to approve, endorse, and submit the 2-page summary (pages 29-30 of the CA agenda packet)
 - Dan made a motion and Ed seconded. Motion passes with 23-approve, 0-deny, 1-abstain.

10c. Additional Reports (Committee Chairs)

- Andy (Community Assembly/ Community Development [CA/CD]): See the proposal on page 40 of the CA agenda packet. Four neighborhoods submitted applications for CDBG funding which were approved. Andy is bringing the following motion to CA for discussion and vote: The Administration Committee and the CA/CD Committee will prepare a request to the CHHS Department that any unallocated CDBG money from the \$400,000 CA set aside be distributed fairly to Neighborhood projects approved for funding. This request shall be delivered by noon on Monday, February 9 to the CHHS Department.
 - Jael: This is for the projects due January 15, 2026? (A: yes) Clarification that the proposed motion would affect only the four neighborhoods who submitted applications.
 - Move to extend discussion by 5 minutes, first extension. Linda motioned; Gail seconded. Motion passes: 24- approve, 0- deny, 0- abstain.
 - Discussion ensued about the process, how funding might be allocated, timelines, and opinions on the vote.
 - Move to extend discussion by 5 minutes, first extension. Dan motioned; Carol seconded. Motion passes: 23- approve, 0- deny, 1- abstain.
 - Motion that the Administration Committee and the CA/CD Committee will prepare a request to the CHHS Department that any unallocated CDBG money from the \$400,000 CA set aside be distributed fairly to Neighborhood projects approved for funding. This request shall be delivered by noon on Monday, February 9 to the CHHS Department.
 - Mary made a motion and Andy seconded. Motion passes with 13-approve, 8-deny, 4-abstain.

- Carol Tomsic (PeTT): At the most recent Pedestrian, Traffic, Transportation (PeTT) meeting David Eagle presented about permeable pavers, CM Klitzke talked about sidewalks, and Abbey Martin presented about traffic calming. Next meeting, Jon Snyder will be presenting about the Transportation Commission- what it is and what it does. Carol emphasized the importance of considering traffic calming projects from a lens of network connectivity and asking yourself how does the project impact all forms of connectivity (walking, riding, etc.). [PeTT Committee](#) meets the fourth Tuesday of each from 6-7:30 p.m. via Zoom. See [Neighborhood Meeting Calendar](#) for more information.
 - Move to extend discussion by 5 minutes, first extension. Dan motioned; Andy seconded. Motion passes: 24- approve, 0- deny, 0- abstain.
- Laura Johnson (Budget): Community Engagement Grant (CEG) training are mandatory for all neighborhood councils planning to use CEG funding. RSVP to Gabby Ryan, gryan@spokanecity.org to attend a training (only one is required). Dates for trainings include:
 - Monday, March 16, 5:30–6:30 p.m. (Virtual)
 - Wednesday, April 1, 5:30–6:30 p.m. (Virtual)
 - Wednesday, April 22, 5:30–6:30 p.m. (Virtual)
 - Saturday, June 6, 10:30–11:30 a.m. (In-person)
 - In April, the Budget committee is teaming up with the Building Stronger Neighborhoods (BSN) Committee to host a workshop about equipment available to neighborhood councils and how to use it. (see BSN section for event details)
 - For inventory requests moving forward, ONS will not be giving out the code for the lock to 3rd party groups. Neighborhood Councils should be the only users of the code.
- Tina Luerssen (BSN): The Spring Learning Series is underway with CA 101, the first workshop in the series. The workshop will be hybrid and will record the session. See event details below:
 - CA 101: What, Why, How (Saturday, Feb. 21, 10 - 11 am @ the Shadle Park Library and Zoom)
 - Neighborhood Translation and Cultural Access Services (Saturday, March 21, 10 - 11 am @ the Shadle Park Library and Zoom)
 - Neighborhood Equipment and How to Use It! (Saturday, April 18, 10 - 11 am @ N. Foothills Dr. Storage Unit)
 - Learn more and RSVP at: <https://tinyurl.com/SpringLearningSeries26>
- Elizabeth Goldsmith (Neighborhood Safety):
 - Shared gratitude for feedback and input by various CA partners.
 - You can find the most recent City Council Public Safety Committee meeting [online](#).
 - Chief Hall (SPD) begins at 14:30 and goes about 55 min.
 - Chief Williams (SFD) begins at 1:08.
 - Interesting points from the meeting include 2025 recaps from both Chiefs. Last year, there were 53,464 calls for SFD – most were EMS calls with only 10% being fire related calls.
 - Elizabeth will follow up at next month's CA meeting about traffic citations, the cheat sheet on SPD/Sheriff/Park Ranger/Private Security summary, and Spokane Public Schools (SPS) safety related topics such as crosswalks.
 - The Neighborhood Safety committee is out of compliance with hosting meetings and their PnPs. Elizabeth has invited new members to participate in the committee to help work on the Neighborhood Safety Committee PnPs. Jake Walters (Cliff/Cannon) is interested in participating.

- A meeting for the Neighborhood Safety Committee is planned for March. More information will be shared soon. Email Elizabeth (goldsmithteam@msn.com) if you would like to be involved.

11. Actionable Items Review/ Future Considerations (Luke Tolley)

- Follow up with Jon and Abbey about traffic calming project clarity (Note: confirm with Cliff who also mentioned this)
- Luke will follow up on Land Use and CA/CD actions- submit various assets to City (see votes above).
- Luke will follow up on the status of CA appointments of Linda Carol and Kathryn Alexander.
 - Linda provided a brief update on her appointment process.

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

Meeting adjourned at 7:34PM. Next meeting will be held Thursday March 5.



**Special Meeting of the
City of Spokane Park Board Urban
Forestry Tree Committee & Urban Forestry
Citizen Advisory Committee**
12:00 p.m. Tuesday February 10, 2026
Katie Kosanke – Urban Forester

UFTC Committee Members:

- X Kevin Brownlee – Chair
- X Lindsey Shaw
- Lee Williams – Alternate (Absent – Excused)

UFCAC Committee Members:

- Tim Kohlhauff (Absent – Excused)
- X Guy Gifford
- X Cindy Deffe
- X Matt Stewart
- X Justyce Brant
- X Ben Kappen
- X Logan Callen
- X Kathryn Alexander

Park staff:

Katie Kosanke
Amber Ramirez

Guests:

Kris Neely
Beth LaBar
Scott Mills
Matt Petre
Nolan Steiner
Sunni Mace
Steve Cox
Tyler Lyson
Cleve Penberthy
Shawn Terjeson
Kevin Bulla
Mike Sanborn
Brit Penberthy
Steve Kern
Lori Bertis
Judith Van Dongen
Sandra Wicht

SUMMARY

- Katie Kosanke provided a staff report.
- Amber Ramirez provided an IRA Grant update.
- Katie Kosanke presented a Pine Beetle Management Community Workshop and Discussion.

The next regularly scheduled UFCAC meeting is 3:00 p.m. Tuesday, March 3, 2026.

The next regularly scheduled UFTC meeting is 4:15 p.m. Tuesday, March 3, 2026.

MINUTES

The meeting was called to order at 12:05 p.m. by committee member Lindsey Shaw.

Public Comment: A citizen attending the meeting ask if the Finch Arboretum is being relandscaped. She indicated about 5-6 years ago she heard the Arboretum was possibly being relandscaped to include different focused areas around the Arboretum and pathways. Katie Kosanke advised there is a Master Plan document which provides a roadmap and future vision for what the community would like to see, but it did not come with any funding and items will be implemented as funding allows.

Action Items: None

Discussion Items:

1. Staff Update - Katie Kosanke

- Arbor Day Celebration planning is in process and will take place the last Saturday in April. The city will receive their Tree City USA award at the event and the mayor will be attending. A ribbon cutting for the new and improved Touch and See trail will also take place.
- The area where the beloved Willow Tree is located at Finch Arboretum will be transformed into an outdoor nature-based playground, as decided through a community survey. Fundraising for the project is under way and in-house design is being worked on for the project. The 1st annual Tree Trot fun run to raise funds for the project took place last fall and the next event will take place on the second Saturday in October. Additional fundraising, grant opportunities, sponsorships and more will be pursued as the project moves forward. One hundred live cuttings from the Willow tree were taken to SCC for the students to grow and they are now ready to be potted in bigger containers. Urban Forestry is considering using these as give aways or for fundraising purposes.

- Urban Forestry is considering a partnership planting project with the Daughters of the American Revolution (DAR) to celebrate the 250th year of the United States. Flowering cherry trees would potentially be planted around the Vietnam Memorial at Riverfront Park, and possibly other areas of the park. Urban Forestry will meet with the interested parties soon to start planning for a potential fall planting.
- The crew is doing typical work throughout the entire park system, which includes lots of reactive work on a day-to-day basis, pruning, and some removals of dead trees. Several new temporary seasonal employees have recently joined the crew.
- A six-million-dollar grant was received through the Inflation Reduction Act to help increase tree canopy in the community and to help care for existing trees. Work through the grant is taking place in disadvantaged areas which by federal definition includes a significant portion of the city of Spokane. Work on park trees is also in progress.
- Fuels Reduction projects, which are mainly taking place in conservation areas, are wrapping up. Amber Ramirez is involved with these projects and is ensuring that park tree high quality pruning standards are being followed by the forestry crews.
- Many donation tree plantings are planned for the new year, including another 20 Susie Forest trees being planted along Park Blvd (fall).

2. IRA Grant Update - Amber Ramirez

- The city received a six million dollar grant through the Inflation Reduction Act for tree planting, tree maintenance, and educational partnerships.
- Spring tree planting is ramping up with sign-up for trees taking place now. Urban Forestry plans to increase sign-ups and is looking at new ways to reach out to neighborhoods. Tree planting will take place over the whole project area, with emphasis on the Shiloh Hills neighborhood which has the second lowest canopy coverage at around 10%.
- The Downtown Pilot Program started last year to prompt replanting of trees downtown where trees are missing or dead/in decline. Additional trees have been secured for the program for Spring.
- Dead tree removals are almost complete with 425 dead street side trees removed across all project areas. There are approximately 30 dead trees left to be removed through the project.
- Pruning of park trees to remove deadwood and for structure and clearance has been completed at seven parks (Grant, Harmon, Liberty, Wild Horse, Kehoe, Minnehaha, and Nevada).
- Vetting of trees for residential pruning will begin this week in the East Central Neighborhood.
- A subaward was given to Pacific Education Institute. PEI is a nonprofit educational organization which promotes and supports FieldSTEM – outdoor, community-based learning. PEI will be providing community outreach to build enthusiasm and support for ongoing tree planting efforts especially in neighborhoods with lowest canopy coverage, educate teachers and students about the benefits of trees and integrate tree related projects into the classroom and school yard, invite students to participate in how communities address challenges related to extreme heat events and heat island effect, create a curriculum that aligns with Spokane Public Schools frameworks and secure commitment to keep unit in science classes long term and much more.

- A subaward is being finalized with the Downtown Spokane Partnership. DSP will collect and submit free tree requests and locations to Urban Forestry, provide a watering and monitoring program for downtown trees, invest in a DSP employee to become a certified arborist and serve as the tree expert downtown, provide education and outreach services and coordination of cost share tree work program.
- Approximately 30 dead trees were removed from Spokane Public School District properties. Urban Forestry is working with the SPS maintenance staff to determine tree needs on school properties, which was included in the city's grant proposal. Replacement trees will be planted, and additional trees may be planted around school yards to further increase tree canopy.

Katie Kosanke advised that the Spokane Conservation District also received a six-million-dollar grant which included the purchasing of all the trees for the City of Spokane's Urban Forestry's planting program which equates to approximately \$100,000 dollars a year (500,000 over five years). The SCD is acquiring the trees, storing the trees and taking care of the trees, so their contribution is significant. The SCD through their grant are offering free trees to plant on private property through their program Cool Canopy.

3. **Pine Beetle Management Community Workshop Presentation** – Katie Kosanke

Katie Kosanke, City of Spokane Urban Forester introduced herself and provided an overview of the work Urban Forestry does. UF is primarily responsible for caring for park trees. Other areas pertaining to trees UF is involved with include trees in the public right-of-way, permitting, tree service licensing, work with the Development Services Department to ensure landscape requirements are met for new commercial and residential construction, and provide tree scope of work for all street engineering projects to make sure trees are protected or pruned to allow equipment to get through. Abutting property owners are responsible for caring for trees in the right-of-way, however, UF has been able to provide some assistance through the IRA grant, costly work that typically the city does not provide any assistance for.

Pine bark beetles are a native insect pest that have some impact every year and generally invade trees that are already stressed or in decline. There are three types of pine beetles observed most frequently, and it is common to see different types of beetles together. Cold winter weather can help reduce the population of beetles slightly, but due to longer hotter summers the beetles have been able to produce a third generation.

A list of parks impacted, and the approximate number of trees being removed at each park due to beetle kill was shared. It was advised that it is normal to have small numbers and clusters of trees affected, but that trees infested won't recover and must be removed before April, while the beetles are over wintering and before they emerge from the trees.

Urban Forestry is monitoring and performing routine inspections of trees in the parks, looking for signs and symptoms of beetles to catch them while they are still in the tree and prevent them from emerging. UF frequently consults with Dana Brennen an entomologist from the Washington Department of Natural Resources to confirm types of beetles, review work plans and work swiftly to remove the affected trees. UF is also exploring other treatment options, continuing to evaluate proposed projects near trees and working to promote individual tree health and forest health to limit stressors on trees.

Urban Forestry is partnering with Spokane Ponderosa for pine plantings this year. There may also be additional opportunities to plant other native species and shrubs. It was noted that trees will regenerate over time and that natural regeneration generally establishes better than nursery grown seedlings.

Education and outreach is completed in various ways to let the community know of the work being done. Some ways information is shared is through neighborhood councils, the Community Assembly, news articles, the Urban Forestry website and social media, the UF Committee Meeting, and signs placed in parks that are impacted. There will also be a Spring education session about Pine Bark Beetle Impacts, Management and tips for the public on March 28th at Finch Arboretum.

Seventeen community members attended the meeting. Questions and comments were received after the Pine Beetle Management Community Workshop presentation.

1. Q. Would consider planting other species of trees in the area where pine trees are being Removed at Manito Park, such as Douglas Fir or broad leaf trees?
A. Can look at incorporating some other species, however there is no water there. Ponderosa Pines are native species and generally do very well. Larch, Douglas fir and serviceberry could also be planted.
2. Q. Do old snag trees attract beetles? Noticed several old snag trees along the bluff were cut down and there is one at Japanese Gardens hope will not be cut down.
A. If a tree is already dead, it doesn't attract beetles. Urban Forestry does leave a good number of wildlife trees within the park system – which are left unless they are a high risk to the public.
3. Q. Would it be possible to replace the trees in the area trees being taken down at Manito with mature trees to not have such a drastic change to the view?
A. Transplanting larger trees is very costly, and they usually fail to establish. Smaller trees establish well and start putting more growth on. Can look at scaling up from seedlings in some areas but they would need water until acclimated and there is no water there. Perhaps neighborhood volunteers may be willing to help water trees during the hot summer months. Seedlings will be planted this spring and possible planting of something larger would be farther out depending on funding and availability.
4. Q. Any plan to turn the area into a parking lot?
A. No.
5. Q. Due to economy changes individuals may not be able to maintain their trees which could have an impact on the canopy the city maintains. How does involvement or lack of involvement regarding trees impact the UF program?
A. For street trees UF only plants trees were people want them and commit to caring for them. UF committed to caring for trees on parks land. The city receives free seedlings and labor on a lot of plantings through Spokane Ponderosa and grant opportunities. The grant UF received is also providing some relief to citizens for trees with issues in the right-of-way and UF is looking at how to keep important maintenance tasks going well beyond the grant. UF will be doing a presentation with Spokane Scape on the importance of not forgetting about trees when watering less. Also, experimenting with biochar to help keep moisture in the soil and provide nutrients is being done. For trees on private property the DNR has some forestry assistance programs mainly for fuels reduction work and forest

health projects. Various groups such as the DNR and Spokane Conservation District provide free consulting services for best management and can assist in prioritizing tasks.

6. Q. Does the city have a program to compensate homeowners for water usage? Thought there was a program in the past.
 - A. If during new construction mature trees are retained during development, then would receive a percentage off their water bill.
7. Q. Can Pine Beetles be in firewood people get to use in wood stoves? Is information on this topic shared in education efforts?
 - A. Typically, they are in very green wood that people don't want to use as firewood. Generally, what is being seen in wood being used as firewood are secondary wood borers that are regular decomposers and people mistake those for beetles.
8. Q. Can UF encourage people to water their street trees?
 - A. If UF receives a report from citizens about trees that appear not to be receiving water, they can send a friendly watering reminder. For newly planted tree projects UF partners with the Lands Council. They do educational outreach and have a watering component, so people understand their responsibility when they sign up for a tree. They also monitor and do tree checks and send watering reminders as needed. UF also has a watering brochure and is looking at an educational campaign for tree watering.
9. Q. Do bark beetles have natural enemies? Do woodpeckers help keep the tree alive or provide a home for the beetles by making holes in the tree?
 - A. There are many natural predators. Woodpeckers don't create the holes in the tree for the beetles, the larvae are already in the tree when the woodpecker is after the beetles to eat them. The population of beetles is already there, and the tree is going to die. The woodpeckers likely have little impact on reducing the beetle populations.
10. Q. Are we at too low of an elevation for Larch trees?
 - A. No, Larch do well in many areas and UF does mix in some for-species diversity. This species can be difficult to establish on a site however.
11. Q. What can people do to help trees be less stressed?
 - A. Tim Kohlhauff with WSU Extension has much homeowner information on promoting tree health. One of the most important factors is properly watering trees. Generally, viral or fungal infections on trees isn't a major concern in Spokane, however, the WSU Extension could possibly provide information on treatment. The Conservation District offers free inspections in yards and can give advice based on their observations.
12. Q. Does the city have any role regarding trees on private property?
 - A. No, The City does not get involved with trees on private property. If someone makes UF aware of an issue with a tree that is within striking distance to the street, we can send a courtesy notice advising them of the issue.
13. Q. Trees at Indian Canyon were to be removed this winter. When will they be removed?
 - A. They have already been removed, but there may be some clean up left to do.

Adjournment: The meeting adjourned at 1:25 p.m.

The next regularly scheduled UFCAC meeting is 3:00 p.m. Tuesday, March 3, 2026.

The next regularly scheduled UFTC meeting is 4:15 p.m. Tuesday, March 3, 2026.



Pine Bark Beetle Management

2025 - 2026

About the Pests..

- ▶ Ips Borer
- ▶ Western pine beetle
- ▶ Red Turpentine beetle

- ▶ Native beetles
- ▶ Extra generations (during longer, hotter years)
- ▶ Very cold winter weather can help reduce populations
- ▶ Drought conditions
- ▶ Stressed trees



2025-2026 Areas of Impact

- ▶ Audubon (earlier in the year, dead trees have all been removed)
- ▶ Coeur d'Alene Park (20+)
- ▶ Hamblen Park (30+)
- ▶ Manito Park (40+)
- ▶ Lincoln Park (20+)
- ▶ Downriver Disc Golf Course area (20+)
- ▶ Golf Courses (Downriver (40) and Indian Canyon Primarily (40))
- ▶ Smaller numbers throughout the Parks System



Management

- ▶ Monitoring
- ▶ Routine Inspecting
- ▶ Scope of Works / Work Scheduling with crew (and/or contractors)
- ▶ Consult with WA DNR Entomologist
- ▶ Neighborhood Notifications
 - ▶ Blog Posts
 - ▶ Informational signage at Parks
 - ▶ Neighborhood Council notifications
 - ▶ Neighborhood Council meeting(s)

SELECT TREE REMOVALS PLANNED FOR THIS AREA, DUE TO BEETLE INFESTATION

**BEETLES HAVE BEEN IDENTIFIED IN SOME TREES IN THIS
AREA, AND IMPACTED TREES ARE UNFORTUNATELY NOT
ABLE TO SURVIVE. INFECTED TREES NEED TO BE REMOVED
TO REDUCE FURTHER SPREAD.**

**MORE INFORMATION AT
WWW.SPOKANEPARKS.ORG/URBANFORESTRY**

For questions, please call 509.363.5495
or email urbanforestry@spokanecity.org



Management

- ▶ Swift Removals
- ▶ Dispose of wood (\$)
- ▶ Plant Replacement Trees

Other:

- ▶ Explore chemical treatments
 - ▶ Typically not realistic for a high number of trees, costly, preventative only, only recommended for single high value trees, insecticides harmful to beneficial insects, impacts the environment, and more.
- ▶ Explore other treatment methods such as luring beetles (with Entomologist oversight) - CAUTION
- ▶ Evaluate any proposed projects near trees, especially pines, monitor watering, and limit watering changes etc.
- ▶ Promote Individual tree health and forest health to limit stressors



Photo Credit Seattle Tree Care

Restoration Plans

Trees will regenerate over time - existing seed stock

Lower vegetation (serviceberry, elderberry, nine bark, ocean spray, etc) will flourish

Seedling plantings, survival rates decreasing with drought temperatures

In partnership with Spokane Ponderosa:

- Manito - 200 seedlings through Spokane Ponderosa (spring 2026)
- Hamblen - 200 seedlings through Spokane Ponderosa (spring 2026)
- Lincoln Park - 200 seedlings through Spokane Ponderosa (spring 2026)

- Additional planting opportunities of natives and shrubs (in the works)
- Professional & volunteer plantings planned



Education and Outreach

- Presented to Lincoln Heights NC (re: Hamblen Park)
- Community Assembly
- Neighborhood Councils especially in impacted areas
- Spokesman article
- UF Website - Blog
- UF Social Media
- UF Committee meeting - info session (this workshop)
- Spring educational session - March 28th for green industry professionals, homeowners, anyone interested
- Tree work is routine maintenance work

THE SPOKESMAN-REVIEW

Washington Idaho Business Education Photos Further Review

NEWS > FEATURES

Spokane parks to remove 200 trees killed by native bark beetles, including 50 at Manito

Sun., Jan. 18, 2026



Questions and Public Comment Session



Transportation Commission (TC) Report February 2026 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/2026/02/transport-agenda-2026-02-18.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.

Traffic Calming

Spokane Safe Streets for All/ Traffic Calming Updates: There are two important steps for Neighborhood Councils and residents. Both steps will be done through the City's 311 system to allow for transparency into what has been reported, and to house all submissions in one location. Both steps have a deadline of Mar 31.

1) Review the existing list of potential projects developed in 2023 after traffic calming workshops with neighborhood councils. You will see which projects have been completed, funded or planned through a different path, and which are not feasible right now.

- Ask yourself...Are these projects still relevant? Do they reflect the most important needs in your neighborhood?
- Combine your neighborhood's feedback and upload it to the City's 311 system site as a new Safe Streets for All submission

2) New concerns should also be submitted through the City's 311 system, either by calling 3-1-1 or submitting an online request. Online is the recommended way to share concerns and upload photos or documents. The 3-1-1 system is open year-round, but only submissions received by March 31 will be considered for Cycle 15 traffic calming projects, which are scheduled for completion in 2028-2029.

Types of concerns to submit: bus stop access, collisions, crosswalks, missing sidewalks, safety concerns for people walking or biking, speeding, school walk route, other.

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

<<https://myspokane311.my.site.com/citizen/s/>>

DOWL Report

3-1-1 Survey

Staff reported at the 2/18/26 meeting that Spokane had 12 traffic fatalities in our city last year.

Thorpe Rd. Tunnels Study: Tunnels at the Fish Lake Trail and BNSF railroad track are narrow tunnels that can not accommodate larger vehicles or trucks simultaneously with vehicles traveling in the opposing direction. KPFF consultants <<https://www.kpff.com>> gave the presentation [here](#). Difficulties include keeping the southbound BNSF rail open (19 trains/day) and the Fish Lake Trail available for use.

The financial impact of this project is expected to be considerable, with estimates reaching approximately \$82 million at this February meeting. BNSF and WSDOT will also be involved in project decisions. Also see overview in the [TC Agenda](#) on pages 6-7. **Contact** Kevin Picanco (kpicanco@spokanecity.org)

Local Option Parking Tax Public Rule: See [TC Agenda](#) on pages 8-12. Downtown parking vendors presented suggestions to wording of the ordinance. The presentation is [here](#). Contact: Jon Snyder (jsnyder@spokanecity.org) or Adam McDaniel (amcdaniel@spokanecity.org)

Shared Streets Ordinance Revision: See the draft ordinance in the [TC Agenda](#) pages 13-17. Discussions of the commissioners are favorable for shared streets and some did not want the ordinance to be too restrictive.

Grand Boulevard Restriping Hearing: The commissioners voted for option one, a three-lane configuration with one lane uphill, one lane downhill, and a center turn lane. This recommendation goes to Mayor Brown. See pages 18-31 of the [TC Agenda](#). (drawings on pages 22-26: “3-Lane Section”) The presentation is [here](#).

The CA’s TC Liaison sent the following comments to the city’s traffic engineers:

- 1) Bus riders are pedestrians and must cross the street to access their rides or on return. Their safety while crossing should be a priority in the street design for bus stops.
- 2) The three-foot snow section next to the curbs is commendable. However, on bump outs and pedestrian islands, snow accumulation from plows poses a risk to pedestrians, especially seniors and individuals with disabilities. This should be factored into the design at pedestrian and bicycle crossings on Grand Boulevard.
- 3) As noted in public testimony, traffic behaves like a compressible fluid; if pressure increases on Grand, vehicles will divert to alternative routes. The rise in speeding traffic on local access streets is undesirable for our neighborhoods. The City of Spokane must monitor this effect and take necessary actions.
- 4) The staff report highlighted the presence of many heavy vehicles on this section of Grand Boulevard. The City of Spokane should consider prohibiting large trucks in the area near Manito Park to enhance traffic safety for all.
- 5) Public comments indicated that the eleven-foot lanes, combined with the three-foot snow area adjacent to the curb, creates excessively wide traffic lanes. The City of Spokane should explore suitable speed reduction measures (e.g., bollards) to remind drivers that this is not a high-speed route through a residential and park area.
- 6) This section of Grand Boulevard is a strong candidate for the installation of a speed camera.

You can address further comments to: Director Jon Snyder (jsnyder@spokanecity.org) or the Mayor (mayor@spokanecity.org)

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



COMMITTEE REPORT

_____ COMMITTEE

Meeting Date: 00/00/0000

Meeting called to order by:

IN ATTENDANCE:

PREVIOUS MEETING MINUTES VOTE:

Motion to ____ meeting minutes, made by _____. Motion carries, _- Yes, _-No, _-Abstain

MINUTES:

NEXT MEETING

Next meeting will be held on _____ at _____.

Motion to adjourn made by _____ at 00:00

Community Assembly Administration Committee
February 2026

Guidance for the administration of Assembly Policy X. Amendments.

For standing committees, Assembly Policy X. Amendments and Policy V. Committees apply as follows:

- Standing committees are encouraged to review, consider and propose operational adjustments to their policies and procedures annually no later than the end of October in alignment with the timing for the consideration of amendment proposals to the Assembly's policies and procedures that is specified in Policy X.
- Interim adjustments to a standing committee's policies and procedures dictated by changed circumstances or to facilitate the committee's operation may be adopted by committee resolution and employed after the resolution and its revisions are documented in a committee report included in the agenda packet of a monthly Assembly meeting.
- Any such interim modifications are subject thereafter to the Assembly's annual policy and procedure amendment review and evaluation provided in Policy X.
- A major restatement or revision proposal for the policies and procedures of a standing committee may be considered by the Assembly at any meeting,

Provided that

- The proposal's text and a petition for review and approval is presented to the Administrative Committee for the scheduling of its consideration by the Assembly that has been either
 - Approved by a vote at a regular monthly meeting of the committee and the meeting's agenda and the text of the proposal was noticed at least a week in advance to all neighborhood council leadership and Assembly representatives and alternates,
 - or
 - Endorsed and signed by members of at least three different neighborhood councils,

And

- The proposal has been reviewed by an ad-hoc review committee appointed by the Assembly to assess the proposal's consistency with the standards for the elements of a standing committee's governing document as provided in the Assembly's policies and procedures, and is recommended for approval as proposed or with modifications.

DRAFT for discussion
Ver I / rpk

To Neighborhood Council Officers, CE Grant Coordinators, and CA Reps/Alt Reps:

I am happy to announce that the trainings have been scheduled for the 2026 Community Engagement (CE) Grant Program! There will be four trainings offered this year, and neighborhoods or CA committees wishing to apply for CE Grant funds this year must attend one of the four trainings to be eligible to receive funds.

Please RSVP for a training by completing this form: <https://tinyurl.com/CEGrantTraining>

Our trainings will cover the following topics:

- What are the responsibilities of a CE Grant Coordinator
- What does a complete CE Grant application packet contain
- Special Event processes/requirements
- What are permitted and non-permitted uses of CE Grant funds
- How to work with Neighborhood Services to minimize the stress and timeline of the reimbursement process
- Ideas for use of CE Grant funds and how to maximize funds
- Resources available for CE Grant Coordinators

Preparing for the CE Grant Trainings:

If you haven't selected or confirmed your 2026 CE Grant Coordinator, please do so soon or have your neighborhood council/CA committee chair attend the training. Only neighborhoods and CA committees who attend a training are eligible to apply for funding, so it is important that each neighborhood/committee sends someone! **If your CE Grant Coordinator has changed since the previous year, please send me the updated contact information so I can ensure communications go out to the correct contact.**

If you are planning on using CE Grant Funds for Spring Clean-Up Events:

Some neighborhoods use CE Grant funds to purchase refreshments for their clean-up events. If you are planning to do this for April clean-up events, we highly recommend you attend the March training. Neighborhoods will need to attend the March 16 training and apply by Sunday, March 22 for the Budget Committee to review. Attending the earliest training is the only way we can guarantee that the Budget Committee will approve an application prior to an April spring clean-up event.

2026 CE Grant Trainings:

- **Training 1:** Monday, March 16, 5:30-6:30 p.m. virtual via Zoom
<https://us06web.zoom.us/j/81273254483?pwd=ywjNPvIK6ChTzNIqdvOB3VVUU7h0EA.1>
Meeting ID: 812 7325 4483 **Passcode:** 99201
- **Training 2:** Wednesday, April 1, 5:30-6:30 p.m. virtual via Zoom
<https://us06web.zoom.us/j/83075645405?pwd=SHOn0GF5HarMwHfcklePDPI3ZgrJn6.1>
Meeting ID: 830 7564 5405 **Passcode:** 99201
- **Training 3:** Wednesday, April 22, 5:30-6:30 p.m. virtual via Zoom
<https://us06web.zoom.us/j/82976064387?pwd=vwqbW3EbOXnQTNF9aYD36BAehdUQF4.1>
Meeting ID: 829 7606 4387 **Passcode:** 99201
- **Training 4:** Saturday, June 6, 10:30-11:30 a.m. in-person at Shadle Park Library- Events Room (2111 W. Wellesley Ave.)

If you have any questions, reach out to me or your respective Budget Committee Liaison who is cc'd on this email (that list is also attached to this email). Also, note that Building Stronger Neighborhoods will be hosting a Spring Learning Series session at the inventory closet on Saturday,

April 18 from 10:00-11:00 a.m. to show folks how to utilize the inventory closet for your events. I attached the flier for the event to this email so you can see the details for the event.

Thank you,

Gabby Ryan | *they/she*

Community Programs Coordinator, Office of Neighborhood Services

Desk: 509.625.6858 | Cell: 509.703.8734 | gryan@spokanecity.org | spokanecity.org

2026 Budget Committee Liaison List

Jeff Braunschweig

Email: wraith65@live.com

- Audubon/Downriver
- Bemiss
- Five Mile Prairie
- Grandview/Thorpe
- Lincoln Heights

Andy Hoyer

Email: ahoye@comcast.net

- Browne's Addition
- Manito/Cannon Hill
- Minnehaha
- Peaceful Valley
- Rockwood
- Shiloh Hills

Dan Brown

Email: pianola@cet.com

- Balboa/SIT
- East Central
- Latah/Hangman
- Nevada Heights
- North Indian Trail
- Southgate

Linda Carroll

Email: lindalouise701184951@yahoo.com

- Cliff/Cannon
- Comstock
- Hillyard
- Logan
- North Hill
- Riverside

Laura Johnson

Email: wraith99@live.com

- Chief Garry Park
- Emerson-Garfield
- Northwest
- West Central
- West Hills
- Whitman

If you have questions about the application process for the Community Engagement Grant or are seeking advice on what to spend funds on, contact your assigned Budget Committee Liaison or Gabby Ryan (gryan@spokanecity.org)

Draft Notes – Budget Committee Meeting – February 23, 2026 – WCCC and Zoom

Present: Laura Johnson, Hillyard, Chair; Jeff Braunschweig, Hillyard; Dan Brown, North Hill; Linda Carroll, Emerson-Garfield; Andy Hoye, Southgate, Note-taker; Gabby Ryan, ONS

[MSC = Moved, Seconded, Carried]

We MSC to amend the minutes of the January 26 meeting to note that Laura's absence was excused and that Jeff was ill. As amended they are in the Note-taker's file, and included here by reference.

We noted that all Budget Committee members had alerted their liaison-Neighborhoods to the Engagement Grant Training Schedule, and to announce their EG Coordinator for 2026. Several neighborhoods had replied.

ONS Update from Gabby: 11 RSVPs received so far for training. A change to Guidelines was MSC:

As of 2026, a change in the CE Grant guidelines will reflect that neighborhood councils demonstrating that they do not have access to free spaces to host their neighborhood council meetings may request CE Grant funds to pay for meeting space fees. This request will be reviewed by the Budget Committee, CE Grant Program Administrator and Director of ONS before approval.

We discussed the possibility of permitting use of EG money for attendance at the "virtual" Neighborhoods USA meeting, May 28-29. Fees are \$125 before April 30, \$175 thereafter. Laura will discuss this at the March 5 CA meeting. Some form of accountability and/or reporting should be required; we reviewed several reporting options, but were in general approval of the concept.

Laura suggested an additional goal for the Committee: "The Budget Committee shall collaborate with the Building Stronger Neighborhoods Committee and other standing committees to allocate unspent Engagement Grant funds at the end of the budget cycle." – This was MSC.

We discussed Neighborhoods that were either late or confused about Engagement Grant Guidelines and deadlines, and submitting personal payments for reimbursement (if approved.). We agreed that the Committee liaisons could and should monitor and assist neighborhoods who had chronic problems.

Gabby will discuss with City Accounting regarding insurance premiums for farmers' markets and report at the next meeting.

We noted that Neighborhoods planning early events (April?) must attend the first training on March 16. (Refreshments for early clean-up events can be approved if within Guidelines.) We noted that Neighborhoods are strongly encouraged to send photos of returned items to Gabby. We noted that the projector will likely be stored in the storage locker, not at City Hall. Gabby will notify the storage facility about the on-site training on April 18. RSVP for the on-site training is needed by April 10. Members should recontact their Neighborhood Engagement Grant Coordinators to remind them of this.

Next meeting is March 23. (Draft submitted by Andy Hoye)

Community Assembly: Building Stronger Neighborhoods Committee

Meeting Minutes

Saturday, 21 February 2026, 9:00-10:00 AM

Shadle Park Library

1. Welcome/Introductions

- a. In attendance: Tina Luerssen (Grandview-Thorpe), Dan Brown (North Hill), Fran Papeleur (Audubon-Downriver), Luke Tolley (Bemiss), Laura Johnson (Hillyard), Jeff Braunschweig (Hillyard), Charles Hansen (Whitman), Sandy Wicht (Comstock), Barbara Ann Bonner (Logan). City Staff: Amber Groe
- b. Approve January 2025 Meeting Notes: Moved, seconded and approved unopposed as written.
- c. Updated BSN Committee Goals:
 - i. Continue to coordinate with Gonzaga to contribute to the success of the Spokane Neighborhood Leadership Academy and develop ways to reinforce neighborhood council commitment of those participants. Engage with SNLA graduates at the Neighborhood Summit
 - ii. Coordinate with ONS for neighborhood training activities including Neighborhood Learning Series, Spokane Neighborhood Summit. Continue NC outreach, helping Neighborhoods to build and maintain capacity.
 - iii. Tracking BSN and training metrics.
 - iv. Coordinate with ONS for neighborhood training activities including Neighborhood Learning Series, Spokane Neighborhood Summit.
 - v. Coordinate with the Budget Committee to propose end-of-year Community Engagement Grant fund usage.
 - vi. Coordinate and host CA/Neighborhood Awards and Good Neighbor Celebration.
 - vii. Review and update the online [BSN Tool Kit](#) as needed.
 - viii. It was moved, seconded and approved unopposed to accept these as the 2026 goals for the BSN committee.

2. ONS Updates (Amber Groe)

- a. NUSA 2026: This year NUSA is virtual and only \$125 to attend if you sign up before 4/20/26, it's May 28-29th. <https://www.nusa.org/> We could potentially advocate for left over CE grant funding to be used to attend this. It was pointed out that those funds are already spoken for.
 - i. The Budget Committee will discuss to find out if this is something neighborhoods can use this year's funding for.
 - ii. We could host a group viewing as well.
 - iii. Tina will request time on the CA Agenda to discuss.
- b. Online Toolkit: Amber pointed out how some of these were very out of date. We added reviewing and updating the toolkit to our goals.
- c. CA Handbook Review: These may also be out of date and we might want to review and potentially update.

- d. Wordpress Websites: Amber let us know that they have a timeline for updating the neighborhoods websites. This transition started about a year ago. There is a new template and it's flexible with a baseline attractive and organized website. Amber shared with us some examples. In the coming year, they will be updating 4 neighborhood councils per month, with the home that all will be updated by end of year - hopefully more like September and October.
 - e. Neighborhood Summit Location: Amber is getting a quote from SCC. She and Dan toured it. They also liked SFCC, but SCC seems more "professional." ESD101 is really nice, but it's very far to the south.
 - f. Neighborhood Councils Status: Balboa South Indian Trail went dark last month because they aren't following their bylaws. Someone reached out and they're interested in starting to get it back up and running. ONS is going to meet with them to try to get it back up and running.
3. Neighborhood Updates and Topics for Next Meeting
- a. Next Meeting Topics:
 - i. Neighborhood Summit location and date
 - ii. SNLA - Cindy Donahue will join us to discuss how we can keep people looped in after they graduate in May.
 - 1. Laura got some feedback that some people would have liked to come to
 - iii. We'll start reviewing the toolkit and the handbook.
 - b. Neighborhood Updates:
 - i. The Hillyard Creative District ArtWalk will start again on the third thursday in March.
 - ii. Audubon Downriver had Chief Hall at their meeting and highly recommend him for his openness
 - iii. North Hill continues to have a parking issue around Garland. They worked with CM Klitzke to process those complaints. The city did, but let them know that there really isn't a way for enforcement. Laura reported that the PIES committee is currently discussing.
 - iv. Bemiss will be having the Concert Under the Oaks in July.
4. Adjourn for CA 101 Workshop 10-11AM

Next Meeting: 3/21/26 at Shadle Park Library, Meeting 9-10AM followed by SLS

2025 BSN Committee Officers:

Committee Chair: Tina Luerssen, Grandview-Thorpe. MacLuerssen@gmail.com

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

Committee Vice-Chair: Dave Lucas, Rockwood

Committee Secretary: Luke Tolley, Bemiss

BSN Committee Mission Statement:

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

February 9 2026

West Central Community Center

Shawn

Pollyanne

Laura

Jeff

Me

CALLED TO ORDER NOT EXACTLY AROUND 540PM

Discussion of Standing CA committees

ADMIN- ME

BUDGET - LAURA

BSN - ME

COMMS - ME

CA/CD COMMUNITY DEVELOPMENT

LAND USE

LIASON

PETT - CAROL

SAFETY - ME

WORDPRESS

AMBER IN CHARGE OVERALL

ONS MIGRATING EACH NC, STARTING WITH EAST CENTRAL

ONCE DONE WE CAN MANIPULATE OUR OWN WEB PAGE

ADJOURNED 615PM

Pedestrian, Traffic and Transportation (PeTT) CA Meeting 2/24/26 at 6:00pm on Zoom

Attendance: Carol Tomsic-Chair-Lincoln Heights, Mary Winkes-Manito/Cannon Hill, Elizabeth Goldsmith-Comstock, Marilyn Lloyd-Lincoln Heights, Anna Vamvakias-Chief Garry, Charles Hansen-Whitman, Cathy Gunderson-Chief Garry, David Eagle-Chief Garry, Sandy Wicht-Comstock, Chuck Carter-Manito/Cannon Hill, Jon Snyder-City of Spokane-Office of Transportation and Sustainability, Cliff Winger-Transportation Commission, Eric Lowe-Spokane Reimagine, Drew Redman-STA, Brian Frampton-STA.

Carol Tomsic initiated the meeting.

Attendees introduced themselves and their neighborhood affiliations.

Carol shared that the speaker for the Transportation Chapter agenda has delayed their discussion until our meeting next month. Mary Winkes requested time to discuss the Land Use and Transportation coordination of a joint committee asking for volunteers from PeTT to review the Transportation and Land Use Chapters of the periodic update to the Comprehensive Plan

Transportation Commission 101- Jon Synder, Director of Transportation and Sustainability.

Jon updated the historical background of the Transportation Commission created in the second half of 2024 with the commissioners selected and approved in 2025. The commission consolidated prior advisory bodies to centralize transportation policy and raise public profile. Commission composition includes one member per council district, transportation experts, an ADA expert, a city parking-system expert and bicycle advisory chair as an automatic seat. The role is to provide nonbinding recommendations to the mayor and council. Meetings are monthly (typically third Thursday) and live streamed. Packets and written public comments are distributed one week before meetings. You can find archived agendas, presentations, meeting minutes, videos, and email notifications on the Transportation Commission website. He walked us through the Transportation Commission page on the City of Spokane website including past meeting postings and the draft page of the most current traffic calming projects for consideration. He discussed the Traffic Calming cycle and prioritization from the DOWL Report, 3-1-1 suggestion submissions and network projects such as the 27 by 27 and pedestrian bicycle plans. The suggestion process closes March 31st and they have had 140 suggestions to date and expect 200 by the close of the 60-day window. A draft list will be compiled of still viable projects with separate lists of documented projects already funded/built and projects removed for changed scope, cost, ineffectiveness, or neighborhood preference. The city's budget is \$3.2 million. In September, the shortlist will be narrowed down to 30 projects for the Transportation Commission, with additional reviews scheduled for October and November. Jon recommended the neighborhood councils work/complete their 3-1-1 suggestions with further communication to the Transportation Commission.

Land Use and Transportation Review- Mary Winkes.

Mary discussed a proposed combined committee to review the land use and transportation chapters of the periodic update to the Comprehensive Plan. The Department of Commerce recommended a significant reduction of homes built within city limits and focused on development where land and building costs are lower to improve affordability. Land-use analysis found an oversupply of housing except for low-income units. The state concluded that affordability inside cities is not achievable and projects shortage persists until 2046. Most new apartments and conversions remain unaffordable for low-income households.

There is a Land Use meeting this Thursday and she would like to solicit volunteers from PeTT for a joint review committee. The date isn't set because the materials are not posted yet. David Eagle said he will commit to participate in the review effort addressing the land use and transportation chapter and their relationship to neighborhood land-use issues.

Agency Updates

Dew Redman - STA. Drew introduced his colleague Brian Frampton who will also be contributing to PeTT committee meetings. bframpton@spokanetransit.com. The STA double-decker buses are back on the road but are not currently carrying passengers. Drivers are rehearsing viaduct stop procedures before resuming passenger loading. An internal vehicle height survey prompted some bus reassignments with shorter buses taking over some of the downtown routes. They found the Washington/Stevens viaduct was 3 inches lower than posted due to a repaving project making this difficult for hybrid buses. Final revisions will go to committee next week. STA plans to preserve service to Peaceful Valley next year by reallocating revenue hours.

Eric Lowe - Spokane Reimagined. erik@spokanereimagined.org. Discussed new wooden benches at several STA bus stops. They coordinated with local artists to paint the benches and have chained most of them to the bus stop signposts. They hope to raise funds to add more this year. The new benches will be made by students at the On Track Academy. He also said he is advocating for the use of the first few feet of public space on streets for traffic calming with the use of benches, free libraries, art installation, and/or native plants. He also asked for support in his attempt to have our city win a safe streets Strong Town competition.

Cliff Winger-Transportation Commission. Cliff reminded us to complete our recommendations for Traffic Calming projects on the 3-1-1 site by the end of March.

Community Assembly (CA) Land Use Committee Policies and Procedures

Updated and Adopted: February 2026

1. Mission Statement

As a standing Committee of the Community Assembly (CA), the Land Use Committee (LUC) seeks opportunities to interact with Neighborhood Councils (NC), citizen groups and individuals within the boundaries of the City of Spokane to serve as a resource for land use resolutions; to propose changes to policies, regulations actions and plans to the Community Assembly.

2. Purpose

The LUC provides education, information and resources through outreach to City Departments including the Office of Neighborhood Services, Code Enforcement, Planning and Development and the collected wisdom of our Neighborhood Councils. The CA-LUC will take inquiries as directed by the City and/or assigned by the CA and/or from other Committees and/or Subcommittees in addition to Neighborhood Councils.

The LUC reviews city policies and procedures relevant to land use and forwards recommended resolutions and/or potential concerns or changes to the CA for its review and possible

3. Membership

As per CA Policies and Procedures for standing committees, LUC membership is defined as follows:

1. The LUC shall maintain a minimum of three members who are members of separate Neighborhood Councils with maintained voting status on the Community Assembly, which represents a quorum.
2. Membership on the LUC shall be open to all interested residents and representatives of agencies, businesses, government, institutions and property owners, in addition to CA representatives.
3. Meetings are held the fourth Thursday of each month for ten (10) months of the year. Membership may elect 2 months each year to suspend meetings for the calendar year.

4. Voting

Voting members of the CA-LUC are defined as follows:

1. A single official representative or alternate from each NC may vote as long as the neighborhood has been represented at two meetings of the last four meetings convened.
2. Anyone attending the meeting has standing to discuss the issue/motion on the table. However, the official vote shall be represented and recorded by only the NC representatives with standing.

5. Emergency Voting

In case of emergency, the Chair may call for a vote between scheduled meetings of the CA-LUC. The pending question or vote will be sent via email format to the Executive Board members, who are required to vote via email.

6. Leadership

An Executive Board serves as the leadership of the CA-LUC and is defined as follows:

1. Executive Board members must maintain voting eligibility.

2. Terms of one year in length. Qualified individuals may serve in any one position for no more than two terms. Term limits may be waived if there are no other persons available to serve on the Executive Board.
3. There may be up to five members serving on the Executive Board. The Board members will determine which members will serve in the various defined positions or the Board may choose to rotate leadership positions as it sees fit. A minimum of three (3) Executive Members shall be named, one which is the Chair.
 - A. Chair
 1. The Chair is responsible for communicating with the LUC, setting the agenda with the approval of the Executive Board, and facilitating LUC meetings.
 2. In the absence of designated positions, the Executive Committee shall set the meeting agenda.
 3. A member will be designated to report to the CA after such report is approved by the LUC. The Chair may also call and serve as facilitator of Executive Board meetings.
 - B. Vice Chair.
 1. The Vice Chair is responsible for acting as Chair when the Chair is not available.
 2. This individual will also ensure that the sign-in sheet is available and attendees are signed in for voting purposes. During votes, the Vice Chair is responsible for counting and identifying the official votes. Note: Eligible voting member neighborhoods will be identified on the previous minutes and current agenda.
 - C. Recorder.
 1. The Recorder is designated by the Chair at the beginning of the meeting, in lieu of volunteer Executive Member serving as such for the calendar year. The Recorder is responsible for keeping official minutes for all LUC and Executive Board meetings. The Recorder will forward the minutes to ONS to distribute to LUC members one week in advance of the regularly scheduled LUC meetings.
 - D. Other Executive Board Positions. Other positions may be appointed by the Chair and by vote of the Executive Board.

7. Elections

Elections for the LUC Executive Board leadership will take place annually in December. A review of eligible members who are qualified voting members shall be reviewed each November prior to elections.

8. Meeting Format

In-person meetings, as well as online/Zoom meetings, are provided.

9. ONS Staff Support:

As Assigned, ONS, City of Spokane

Land Use Meeting **Draft** Minutes
Community Assembly Committee
Thursday, 2/26/26 at 5:30 pm
In-Person and Zoom

Attendance

Maggie Thornton/Toland, Mary Stohr, Mike Peterson, Paul Kropp, Thomas Bender, Carol Tomsic, Linda Carroll, Mary Winkes/Chair, Amber Groe/ONS, Doug Tompkins, Bob Scarfo, Fran Papenleur, Pat Nault, Lori (last name needed)

Welcome and Introductions

Mary/Chair welcomed everyone to the meeting.

Executive Committee Discussion

Review and approve current agenda
Review and approve 1/22/26 minutes-tabled until the April meeting

It was noted that Carol did not take the minutes last month. She had not committed herself to being the secretary. Based on her notes, Carol would construct minutes for the January meeting and take minutes for this meeting. Both draft minutes would be presented at the April meeting.

Old Business

A roster of members for the committee was discussed. It was noted that attendees should talk to their neighborhood councils to be selected as an official member of the committee.

The city's Draft Environmental Impact Statement (EIS) was discussed. Linda Carroll, the newly appointed Community Assembly liaison to the Plan Commission, presented her views on the EIS. She said it was important to look at the EIS as what is going to happen to our neighborhoods. She asked if the city has projected almost no increase of public transit use in the EIS why hasn't STA been included in the discussion. The extension of the comment deadline to 3/5/26 at 5 pm was noted. A discussion ensued. Topics discussed included EIS erroneous information, the plan seemingly being written to favor developers, water demand omitted, the half-mile proposed extension of center and corridors, lack of neighborhoods being mentioned, the change of SEPA and lack of neighborhood notifications, emphasis on exemptions especially those that speed up development, and a fourth preferred alternative that has not been fully developed or published.. It was also noted that maps in the EIS will have better resolution on 3/11/26 but it is after the 3/5/26 comment deadline.

Mary noted it was too late to make a comment as a committee and have the comment voted by the Community Assembly as their next meeting which will take place on 3/5/26 after the

extended deadline.

Mary reported that concern regarding the No-Minimum Parking requirements were brought up at the PIES meeting, but the Planning Department did not have the necessary statistics, nor did Spencer attend, so the discussion was tabled to an upcoming Urban Experience meeting on 3.16. The possibility of the city's regulations being changes to align with state's was discussed.

Mary said she will check into the status of the committee's resolution on the parking ordinance. Mary noted that the comments on the Neighborhood Chapter approved by the CA mostly resulted in small changes, such as grammar. Neighborhood Councils being mentioned didn't change.

New Business

Molly Marshall was not present so an update on Thorpe Road was provided by Pat Nault. It was noted that the Victory Heights development was approved on 1/28/26. The issue of the railroad tunnels and I-95 was discussed. A copy of the stipulations was discussed. Starting development before knowing roads are closed or the status of an appeal on the decision was discussed. Fire safety and an evacuation process was discussed. The topic was added to April's agenda.

The 2023 Policies and Procedures for the Land Use committee were never submitted to the CA, so they were reviewed by the attendees. Fran made a motion and Pat seconded to approve the draft Land Use Policy and Procedures with edits by the committee members. The vote was unanimous. The updated LUC policies and procedures will be forwarded to the CA.

The 3/26/25 meeting was cancelled because it conflicted with a District 3 Townhall. A committee headed by Mary will be convened to begin reviewing the draft Transportation Chapter once published in advance of the April meeting.

The meeting was adjourned at 6:52 pm
The next meeting is 5/26/26 at 5:30 pm
Carol Tomsic recorder

Draft CA Liaison Committee Meeting Notes – February 10, 2026 – @ S Hill Library and Zoom

Present: Paul Kropp, Southgate, Chair; Andy Hoye, Southgate, Recorder; Lorna Walsh, Riverside, Heather Hamlin, ONS

We approved the minutes from the January meeting, reviewed the attendance and packet submission charts, which had some incomplete submissions that we will look at next month.

Linda Carroll's name is on the March 2 Legislative Agenda for CC appointment; the Mayor has confirmed her nomination for liaison to the Plan Commission. Linda is quite active on many committees. We are hoping Luke will press forward with the nomination of Katheryn Alexander to the UF-CAC. (The vacancy for the second position has been posted and the CA alerted.) We do not know about the activities of the CHHS Board – Paul will call either Leslie Hope or Sara Bauer to discover the status of their work and of Sara's attendance in the future.

Santiago's appt to the CRSB is not final yet, but he did go to their last meeting. The DRB is not meeting now – future plans are unknown.

Paul will attend the Land Use Committee in the future.

We reviewed the "brochure" and had some small suggestions for Lorna and Angel to work on. We were generally very happy with the design.

Recorded by Andy Hoye
Edited by Paul Kropp

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 & Zoom

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 & Zoom

This workshop focuses on tools to provide neighborhood translation services that can support a diverse neighborhood council membership. Join this program to discuss practices for language inclusion.



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:**



<https://tinyurl.com/SpringLearningSeries26>