Spokane Neighborhoods Community Assembly

"Provide a vehicle to empower Neighborhood Councils' participation in government."

Meeting Agenda for Thursday, November 5, 2026
5:30 to 8:00 p.m., Shadle Park Library
Proposed Agenda Subject to Change

Please review previous month's minutes:
*Community Assembly Minutes: October 1, 2026

Administrative

	Agenda Item	Time	Action	Page
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			2
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	.10 min (5:45)	Oral Reports	-

Agenda Items

7.	Community Actions			
	a. Admin Elections	5 min (5:55)	Vote	-
	b. Budget (Laura Johnson)	5 min (6:00)	Vote	14
8.	City Council Update (Council President Wilkerson)	10 min (6:05)	Oral Report	-
9.	Year in Review (Heather Hamlin)	10 min (6:15)	Presentation	-
10.	Spokane Police Department Updates (Chief Hall)	20 min (6:25)	Presentation	-
11.	Break	10 min (6:45)	Presentation	-
12.	311 + Spokane United 911 Network (Heather Sweet)	15 min (6:55)	Presentation	15
13.	Committee Reports	50 min (7:10)		-
	a. Admin (Luke Tolley)	5 min	Vote	-
	b. Building Stronger Neighborhoods (Tina Luerssen)	5 min	Oral Report	-
	c. Land Use (Mary Winkes)	15 min	Vote	21
	d. Liaison (Paul Kropp)	5 min	Oral Report	23
	e. Safety (Elizabeth Goldsmith)	5 min	Oral Report	-
	f. Other	5 min	Oral Report	-
14.	Actionable Items Review/Future Considerations (Luke Tolley)	5 min (8:00)	Oral Report	-

Other Written Reports

Committee Reports, Agendas, Minutes, etc.

- Administrative Committee....24
- Budget Committee....
- Building Stronger Neighborhoods Committee (BSN) 26
- Community Assembly/Community Development Committee (CA/CD) 30
- Land Use Committee....39
- Liaison Committee....42
- Neighborhood Safety Committee....43
- Pedestrian, Traffic, and Transportation Committee (PeTT) 49

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

- Community Housing and Human Services (CHHS) Liaison Report....
- Climate Resilience Sustainability Board Liaison Report....51
- Plan Commission Liaison Report....53
- Transportation Commission Liaison Report....54
- Urban Forestry-Citizen Advisory Committee Liaison Report....55

*** 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.

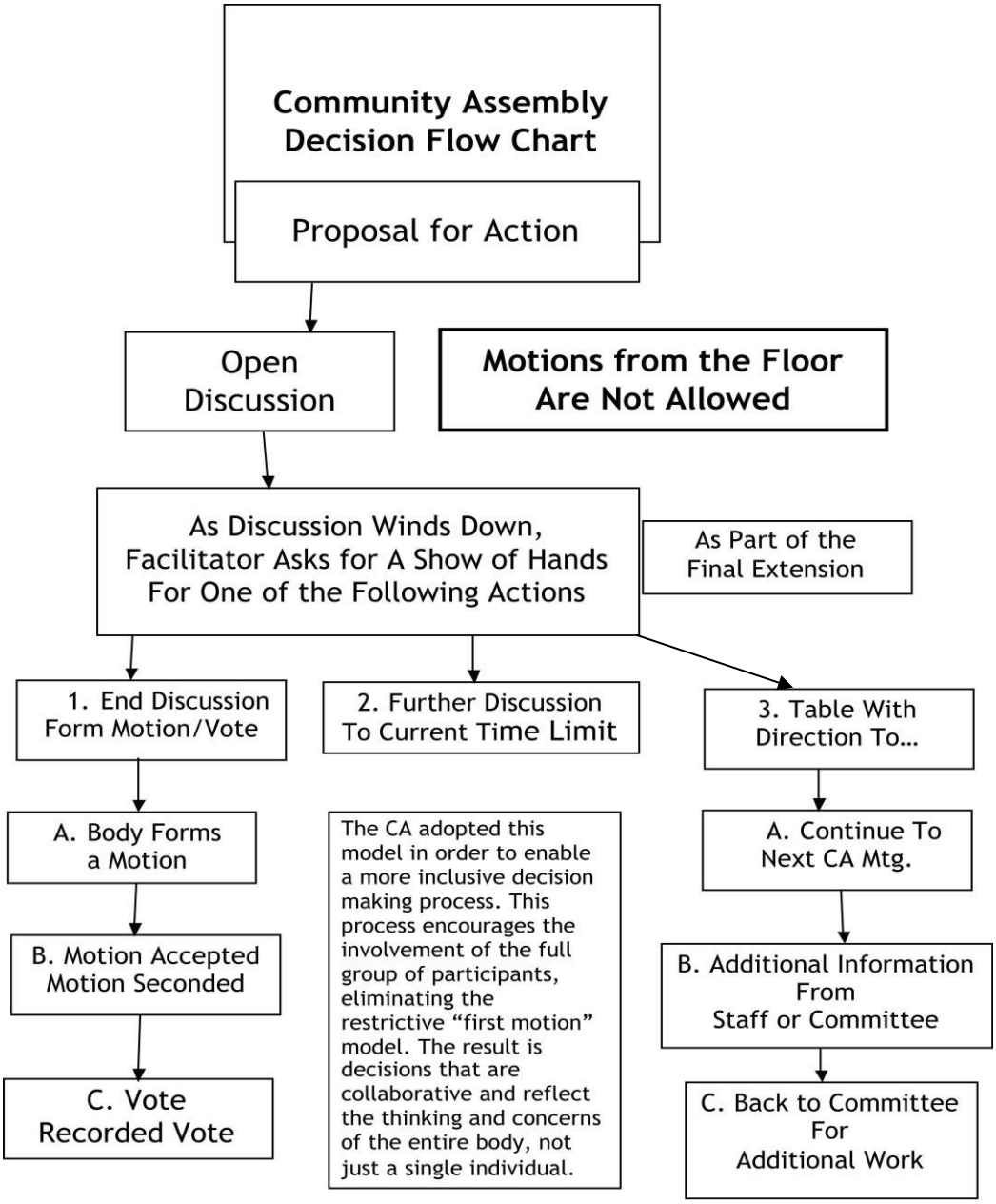
c) An immediate call shall be made for a show of hands in support of the extension of time. With a simple majority (50% plus 1) concurring, the time shall be reset by the amount of time requested.

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:

- End discussion and move into forming the motion and voting,
- Further discussion,
- Table discussion with direction,
- Request time to continue discussion at next CA meeting,
- Request additional information from staff or CA committee, or
- Send back to the appropriate CA committee for additional work.


Community Assembly Decision Flow Chart
Proposal for Action
Open Discussion
Motions from the Floor Are Not Allowed
As Discussion Winds Down, Facilitator Asks for A Show of Hands For One of the Following Actions
As Part of the Final Extension
1. End Discussion Form Motion/Vote
2. Further Discussion To Current Time Limit
3. Table With Direction To...
A. Body Forms a Motion
B. Motion Accepted Motion Seconded
C. Vote Recorded Vote
The CA adopted this model in order to enable a more inclusive decision making process. This process encourages the involvement of the full group of participants, eliminating the restrictive "first motion" model. The result is decisions that are collaborative and reflect the thinking and concerns of the entire body, not just a single individual.
A. Continue To Next CA Mtg.
B. Additional Information From Staff or Committee
C. Back to Committee For Additional Work

Community Assembly Draft Minutes

Prepared by: Heather Hamlin, Office of Neighborhood Services

October 1, 2026, in-person at Shadle Park Library
Meeting called to order at 5:35 by Luke Tolley

ATTENDANCE:

AFFILIATION	CA REP/CA ALT REP	ADDITIONAL GUESTS
Audubon-Downriver	----------	
Balboa South Indian Trail	----------	
Bemiss	Luke Tolley	Jarrel Gooler
Browne's Addition	Ryan Jerman	
Chief Garry Park	Krista Anderson	
Cliff/Cannon	Jake Walters	
Comstock	Bruce Millsap	
East Central	Doug Trudeau	
Emerson-Garfield	Linda Carroll	
Five Mile Prairie	----------	
Grandview-Thorpe	Tina Luerssen	
Hillyard	Laura Johnson	Jeff Braunschweig
Latah/Hangman	----------	
Lincoln Heights	Carol Tomsic	Shawn Terjeson
Logan	Barbara Ann Bonner	
Manito-Cannon Hill	Mary Winkes	
Minnehaha	Tyler "TK" Kern	Topher Kern, Tyler Tamoush
Nevada Heights	Hilary Michalowicz	
North Hill	Todd Simmons	
North Indian Trail	Dan Knechtel	
Northwest	Gail Cropper	
Peaceful Valley	----------	
Riverside	Jennifer Stalwick	
Rockwood	Bill Doley	
Shiloh Hills	Jael Stebbins	
Southgate	Andy Hoye	Paul Kropp
West Central	Brian Muegge	
West Hills	Stu Lee	Maggie Toland
Whitman	Charles Hansen	
City of Spokane		Heather Hamlin, Council President Wilkerson, Nicole White, Tim Thompson, Arielle Anderson
Presenting Organizations		

ADMINISTRATIVE:

1. Approve Meeting Recording: Stu moved; Andy seconded. Motion passes. 17-approve, 0-abstain, 0-deny.

2. Introductions

3. Approve Amended Agenda: Jael moved; Dan seconded. Motion passes. 20-approve, 0-abstain, 0-deny.

- ONS will not be providing the Director recap until November CA meeting. Will move #12 to #9.

4. Approve September Minutes: Tina moved; Andy seconded. Motion passes. 20-approve, 0-abstain, 0-deny.

5. Admin Committee Action Items: No updated given.

UPDATES/ ANNOUNCEMENTS:

6. Updates/Announcements

- Carol- Spokane Week Without Driving invites Spokanites to not drive for some or all of the week of October 1–8. This movement was started by Disability Rights Washington to draw attention to the challenges that people encounter when they cannot drive. Week Without Driving prompts everyone to ask: how can we make more accessible communities for everyone? Learn more here.
- Stu- In September, Council Member Telis suggested an NC coordinated effort to highlight the funding needs of repairs to Sunset Bridge. Stu shared that the bridge is over 100 years old and shows concrete deterioration, spalling and weakened elements. Using the sample letter provided, West Hills NCs requests that all NCs send a letter to Senator Murray, Senator Cantwell and Representative Baumgartner (CC whnc99224@gmail.com) with the goal of securing federal funding to repair the bridge.
- Charles- Volunteered to attend the Transportation Commission meeting and provide a report for the CA packet until the liaison role is officially filled. All are in agreement- no vote held.
- Tina- Spokane Parks Foundation grants are open through November 20. The objective of this grants program is to fund community-driven initiatives and park department programs/projects that enhance public parks and support outdoor recreational activities The maximum amount is $6,000. Awards announced March 1, 2027. Learn more here.

AGENDA ITEMS:

7. City Council Update (CP Wilkerson)

- Distributed the utility rate proposals for 2027 & 2028. Council will consider five ordinances at the October 14 meeting to set utility rates for 2027 & 2028. These ordinances propose:
  - 3.5% annual increase for water/wastewater/stormwater/water ww capital
  - 3.25% annual increases for solid waste

  Additional items to note: multi-family costs will be decreasing, creation of new micro-unit rate for units 350 sq ft or less, charge for appliances with refrigerant at Waste to Energy of $30, charges for the purchase of carbon credits are roughly $2.75/mo for residential customers and $9/mo for commercial customers.
- Confirmed the creation of the City's own emergency communications system. Spokane United 911 Network (SUN 911) will be home to the City's new dispatch and call-taking services. The first milestone in moving to SUN 911 involves the transition of non-emergency calls. Starting October 27, people who live, work, and play in the City of Spokane will dial 3-1-1 instead of Crime Check to report non emergency police and fire calls. Learn more here.
- The City will be bonding $34 million (30 years) for Upriver Dam. More information will be available soon as it's going through a strict relicensing process (current license expires 2031).

- Proposed Public Safety Sales Tax would fund important things. Public Safety Campus at Rock Pointe under consideration- We currently rent from the County. Just like a tenant, we don't control the rent or repairs. We could consolidate the municipal court and the police all on one campus. It will also cover more mental health assistance for our residents. The City of Spokane only has one Emergency Manager. Neighborhoods want evacuation drills. If we had multiple Emergency Managers it would help get those scheduled.
- City continues to grapple with their own budget. Challenges are in store for 2027. Many of the shortfalls can be tied to decisions made by several administrations ago. Have not talked about eliminating positions yet.
- Fire impacted families continue to receive assistance. Innovia shared that 400 people have received $10,000 checks to date. City received $1 million and will determine best ways to distribute.

- Questions
  - Stu- Have you received an estimate of the City's fire expenses yet?
    - Betsy- No. We have submitted additional requests for help to fund. Have not seen fire and police overtime labor costs yet
  - Krista- What would the licensing bond include?
    - Betsy- Upgrades at the facility. Some items need a major overhaul to meet requirements. Major upgrades over the next five years.
  - Krista- Has there been any resolution between City and County over sewage fees?
    - Betsy- No resolution. Work continues.

8. Planning Follow-Up (Tirrell Black)

- Thank you to CA and NCs for attending the special Planning presentation on September 21.
- Planning attended CA meetings twice in 2025 and this is the third visit for 2026 to discuss Comp Plan.
  - The public comment period for was August 7- October 2 (56 advertised days). You can continue to send in comments after the fact they will be shared with the Plan Commission. Where are we now? Getting ready to go to Hearing before Plan Commission on November 2nd with a likely continuation to November 9th.
    - Summary of public comments will be provided in a spreadsheet.
    - City Council will likely look at this in February 2027.
    - City website is planspokane.org . There is in-depth information on housing, take a peek!
- Move to extend discussion by 5 minutes, first extension. Andy motioned; Dan seconded. Motion passes: 24- approve, 0- deny, 0- abstain.

9. ONS Update (Heather Hamlin)

- Connect, learn, and grow with your Spokane neighbors at this exciting FREE event designed to empower and inspire neighborhood councils across the city. Space is limited to 130 participants so reserve your spot early! There's no limit on how many members from your neighborhood council can join, please invite your fellow neighbors to come together, strengthen your community, and enjoy a delicious catered lunch on us. Registration closes Friday, October 23. Visit the 2026 Spokane Neighborhood Summit Event Guide to see this year's workshop options.

- Shared invite to join us on a Spokane Works Tour. We'll meet at the Combined Sewer Overflow (CSO) Tank Thursday, October 29 from 4:00 - 5:30 p.m. (808 W Spokane Falls Blvd.) Spots are limited, register today!
- City Council Members Michael Cathcart and Sarah Dixit are hosting a Town Hall focused on parks, tree canopies, and all things District 1. The Town Hall will take place on Tuesday, October 13 from 5:00- 7:00 p.m. at the Northeast Community Center (4001 N Cook St. St.), Lower-Level Main Room. The schedule includes Community Tabling from 5:00-6:00 p.m. and Town Hall Q&A from 6:00-7:00 p.m.
- City Council changed legislative meeting dates back in July from Mondays to Wednesdays. All neighborhoods that previously met on Wednesdays moved their meeting dates to accommodate. This has created a few staffing challenges in the ONS office. A handful of NCs will be notified that their ONS liaison is changing in November.

Moved from #12. Traffic Calming Cycle 15 (Nicole White)

- September- Candidate projects presented to Transportation Commission (TC)
    - The current list of candidate projects totals $26.42 million
        - 22 projects in District 1
        - 15 projects in District 2
        - 14 projects in District 3
- October- Narrowed list presented to TC based on Sept TC and Council feedback
- November- TC makes final recommendation to Council
- December- Council votes on Cycle 15 projects and budget
- Construction Target for 2027 & 2028: With an anticipated budget of $3.5 million the goal is to fund roughly $1.1-1.2 million per district.
    - Project Scoring Components: Safety (Spokane Vision Zero local road safety analysis), equity (WA environmental health disparities map) and connectivity (pedestrian master plan, bicycle network, bus rapid transit)

Move to extend discussion by 5 minutes, first extension. Dan motioned; Brian seconded. Motion passes: 24- approve, 0- deny, 0- abstain.

- Questions
    - Andy- what will happen to Cycle 14 items are not completed? Will they get pushed to Cycle 15?
        - Nicole- Not necessarily. We are approving two years of projects at a time.
    - Brian- Will you be doing a survey again in 2027 to collect traffic issues?
        - Nicole- We are collecting suggestions through 311 year-round. There are some great projects ready to go when Cycle 16 rolls around.
    - Brian- How do projects go from DOWL list to the final list? It feels like this isn't transparent.
        - Nicole- It's a long process and Council Members weigh in frequently to help set direction of projects.

10. Tribute to Cliff Winger (All)

- We were informed that a beloved neighborhood leader, Cliff Winger, died unexpectedly on September 17. He was a fierce advocate for Shiloh Hills and that neighborhood is stronger because of his leadership. He was also a passionate volunteer serving on the CA Admin

committee and as the CA Liaison on the Transportation Commission. Sharing his obituary and memorial details here.

11. Break (10 minutes)

13. Build Spokane (Tim Thompson)

- The goals are to modernize the City's regulatory framework, align development regulations with current policy objectives, streamline and support development and redevelopment, promote affordability, equity, and sustainability, and improve transparency and efficiency in the development review process.
- The original project timeline called for initiation in December 2025, followed by an issues assessment from January through February 2026 and drafting from March through August. The adoption process was scheduled to begin in October and November, with final adoption anticipated in December 2026. Due to the impacts of the August wildfires, the project is currently running approximately one to two months behind the original schedule.
- Spokane Development Code Baseline Assessment Recommendations:
    - Create a more user-friendly code: Adopt an improved online platform, reorganize development regulations, and simplify and standardize code language and structure.
    - Refine development standards: Make standards proportional to infill and redevelopment complexity; strengthen landscaping and tree preservation provisions; update sign standards; and establish citywide outdoor lighting standards.
    - Fine-tune zoning and land-use allowances: Better align zoning with land-use designations; create, rename, consolidate, or eliminate districts as appropriate; strengthen centers and corridors; create mixed-use districts; emphasize downtown revitalization; and update planned unit development regulations.
    - Establish clear, predictable development review procedures: Create consistent review processes while maintaining strong design standards and expectations.
    - Engage the community and stakeholders: Use stakeholder interviews, a Technical Advisory Committee, Steering Committee, and Community Assembly to inform the process.
- Future Public Engagement
    - Community Survey open until Sunday, November 15th. Questions to help inform the development of Module 2 and Module 3. Take the survey here.
    - Public Workshop is tentatively scheduled for late Fall. Date TBD. Hoping for interactive stations to gather feedback on draft Modules.

Move to extend discussion by 5 minutes, first extension. Brian motioned; Brian seconded. Motion passes: 23- approve, 0- deny, 0- abstain.

- Questions
    - Jael- How does this fit in with Comp Plan?
        - Tim- We are required to do periodic update to the Comp Plan. Also required to implement it. Development code must be in line with Comp Plan.
    - Maggie- In West Hills, the acknowledgement of different developments in one area creates a question. Are we looking at a broader view of developments in neighborhoods (not just one plot at a time).
        - Tim- It goes back to our development review process. Are we looking at site design, architecture, etc. before the development draws up plans? Will also

need to look at what is the Council's role, the neighborhood's role, etc. There are laws in place that protect property laws

Move to extend discussion by 5 minutes, second extension. Dan motioned; Barbara Ann seconded. Motion passes: 23- approve, 0- deny, 0- abstain.

- Paul- Pertaining to the State and Environment Policy Pact- will there be a new SEPA Checklist?
  - Tim- I don't have an answer to that. I presume the answer will be yes.
- Paul- Will public hearings be the same?
  - Tim- We need to determine what's an appropriate threshold? If the project is small and doesn't meet that threshold, should neighborhoods come in to testify if the project doesn't warrant mitigation?
- Andy- Neighborhood plans include connectivity and concurrency. It's hugely important. Are you lining up with the County on this?
  - Tim- No. I would love it if jurisdictions within the region coordinated more. Different environments and different constituency.
- Dan- How can we get County and City to work together.
  - Tim- We work with them on the Steering Committee and are strengthening the partnership with other cities.
- Carol- Do you have a draft to share on your site?
  - Tim- A draft is not quite ready for public consumption. Coming soon.
- Ryan- Is middle housing a state requirement?
  - Tim- Yes, state requirement.

14. HHS Update (Ariel Andersen)

- There has been a disconnect between County and City when going after grants for our community. Turns out, if you have good working relationship amongst staff you can get a lot done! The interlocal agreement is signed between City of Spokane, City of Spokane Valley and Spokane County. It acknowledges that we ought to be working together on homeless service dollars and housing.
  - Coordinated planning, accountability and evaluation, data and reporting, align on funding processes, reduce barriers for partners
- The Multi-jurisdictional RFP Fall 2026- What will be different?
  - Two types of applications: priority funding pool and standard funding pool
  - Minimum funding thresholds: each funding pool will have a prescribed minimum amount of funding allocated. Within pools specific interventions may also have prescribed funding minimums (Homeless Prevention for example)
  - Contracts will be 2 years in length regardless of funder
  - Shared maximum per bed rate for emergency shelter projects
- Timeline
  - 11/2/26- Combined RFP will post on all jurisdictional websites
  - 1/8/27- 60 day application period closes
  - Feb 2027- Committee makes funding recommendations
- Inclement weather plan was posted to HHS website In August 2026 (Sept 30 is the annual deadline pursuant to SMC).
- Unsheltered Point in Time Count- Spokane will not conduct the unsheltered point in time county in January 2027. We are aligning with other state regulations

Move to extend discussion by 5 minutes, first extension. TK motioned; Ryan seconded. Motion passes: 23- approve, 0- deny, 0- abstain.

- Questions
  - Jael- You mentioned inclement weather beds. What is the gap between what is need and what is provided?
    - Ariel- We have not seen 100% utilization of beds the past few years. Some folks are shelter resistant and we have an outreach team that checks on them.
  - Laura- How many shelters take people with their pets?
    - Arielle- State law requires service animals are accommodated. City cannot require a shelter to take pets. Most shelters say no or require strict leashing

OTHER COMMITTEE REPORTS:

15.a. CA Admin (Luke Tolley)

- This is the time of the year that we begin working on the CA Committee Policies and Procedures (P&Ps). Any changes need to be submitted before the next CA meeting. Submit to Luke and Heather Hamlin directly.
- Nominations- 23 people are eligible to serve on Admin Committee (have attended at least 6 meetings over the past 2 years). Eight or nine are eligible and willing to be considered on Admin elections ballot. Interested parties include: Krista Anderson, Linda Carroll, Laura Johnson, Mary Winkes, Todd Simmons, Dan Knechtel, Lorna Walsh, Robert Churchill. Waiting on Helena with Cliff-Cannon to confirm if she is interested as well.
  - Todd- How do term limits play into this?
    - Tina- We elect for one year at a time. Maximum of three years then term out for CA Admin.

15.b. Budget Committee (Laura Johnson)

- This group will bring a vote to the CA meeting in November to spend unused Community Engagement Grant funds.
- New additions include: six walkie talkies, six cases of popcorn, 14 months of rent for storage unit, three heavy duty shelves for inventory closet, and a new outdoor speaker (louder than current one).

Move to extend discussion by 5 minutes, first extension. Andy motioned; Brian seconded. Motion passes: 20- approve, 1- deny, 0- abstain.

- Andy and Laura- If you have suggestions on additional items to purchase, please reach out to Laura Johnson or ONS before we vote next month.

15.c. Building Stronger Neighborhoods (Tina Luerssen)

- This is the second update to the handbook. Refer to this months' CA packet for the full document.
- The handbook length went from 47 pages to 27 pages because we separated the CA P&Ps. The committee did not think that it belonged together. The end of the handbook now includes links to P&Ps, list of committees, etc.
- Please review. Share updates with Tina Luerssen directly at Tina Luerssen macluerssen@gmail.com
- Spokane Neighborhood Summit on November 7. Doors open at 9:00. Resource fair 9:00-10:00am. It's more of an all-day event ending at 3:30pm.

- Good Neighbor Awards nominations are open! Think about who should be nominated from your neighborhoods. There are awards for individuals and organizations.

15.d. Liaison (Paul Kropp)

- Learn more about all three of these open roles and apply online here.
    - Open liaison role with housing and Human Services (HHS) Board. This is a voting position.
    - Open liaison role with Transportation Commission. This is not a voting position.
    - Open liaison role with Urban Forestry. This is a voting position.
- Liaison Committee meetings moving to Mondays (from Tuesdays).

15.e. Land Use (Mary Winkes)

- Resolution concerning Safeguarding Neighborhood Livability

Motion to forward this letter to City staff by Dan. Second by Laura. Motion passes: 21-approve, 0-deny, 0-abstain. Luke, as CA Admin Chair, will send letter.

- Concerns regarding the current draft of Chapter 3: Growth Strategy

Motion to forward this letter to City staff by Brian. Second by Andy. Motion passes: 17-approve, 0-deny, 4-abstain. Luke, as CA Admin Chair, will send letter.

    - Todd- I don't agree with the document in it's entirety but it's well done.
    - Krista- I shared this with my neighborhood. We don't agree with every line but agree with the validity of the document.
- 2046 Comprehensive Plan Concerns
    - Todd- I think that NCs are included in the Comp Plan well. Plan is to provide guidance but not implementation. The way to get those things done is through the City and the City Council.

Move to extend discussion by 5 minutes, first extension. Andy motioned; Todd seconded. Motion passes: 20- approve, 0- deny, 0- abstain.

    - Heather- Was there a group that worked on this through Land Use committee or just one or two people?
        - Mary- There were several.

Move to extend discussion by 5 minutes, second extension. Dan motioned; Jael seconded. Motion passes: 20- approve, 0- deny, 0- abstain.

    - Clarification on timing. This one was approved by Land Use Committee. It's from CA and NCs Just to pass along the report not to endorse the report. This set of comments as passed by the Land Use committee refers to the City of Spokane.
    - VOTE ON ABOVE BULLET POINT (REFERRED NOT ENDORSED). 3 abstentions!

Motion to forward this letter to City staff by Andy. Second by Brian. Motion passes: 16-approve, 0-deny, 3-abstain. Luke, as CA Admin Chair, will send letter specifying that this letter was drafted and approved by the CA Land Use Committee. CA is passing it along to City staff but not endorsing. The pending Comp Plan comment deadline does not provide enough time for CA and NCs to thoroughly review such a lengthy document.

15.f. Plan Commission (Linda Carroll)

- All public comments for Plan Commission must be turned in by 5pm on Friday, October 2.

15.e. CA/CD (Andy Hoye)

- All projects are moving forward as planned. On October 5, HHS will host a meeting on 2027 Community Development Block Grant (CDBG) funding priorities.

16. Actionable Items Review/ Future Considerations (Luke Tolley & Heather Hamlin)

- Luke will:
  - Forward three Land Use docs to City of Spokane. One is only forwarded, not endorsed.
- Heather will:
  - Assemble elections ballot for November CA meeting to elect CA Admin group in effect (12/1/26-11/30/27)
  - Print elections ballots for next month.

Meeting adjourned at 8:25pm. Next meeting will be held Thursday, November 5.

2026 COMMUNITY ENGAGEMENT GRANT FUNDS VOTE

Estimated amount remaining: $7,887





Outdoor capable speakers: ~$2,000



10'X25' Unit

16 months rent for storage unit/inventory closet: ~$3,680

6 cases of popcorn packets for NC events: ~$273





3 shelves for Inventory Closet: ~$612

2 coolers for Inventory Closet: ~$704



Suggested expenditures:

$7,542

Remaining amt.

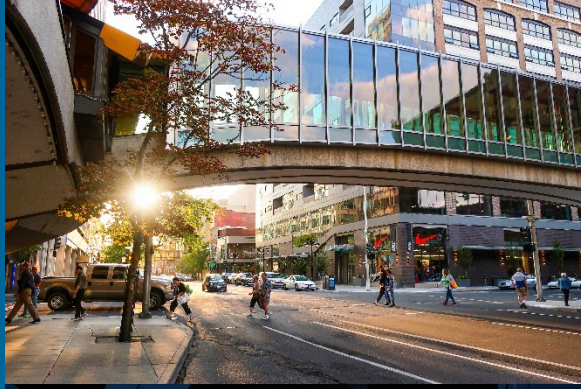
$345

(wiggle room in case prices increase)

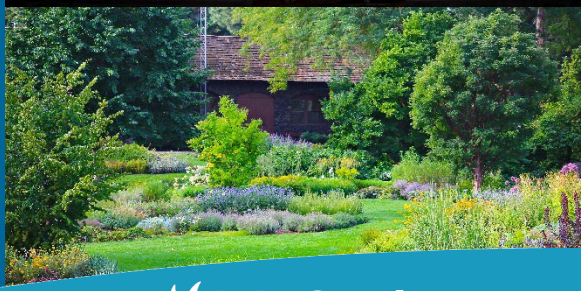


6 Walkie Talkies for NC events/Clean Ups: ~$273

Spokane United 911 Network - 311







In Spokane We All Belong

What is SUN 911?

Spokane United 911 Network (SUN 911) is the new emergency communications center for the City of Spokane.

SUN 911 will ultimately serve as a single point of contact for all 911 calls in the City of Spokane, providing emergency call-taking and dispatch services for Police, Fire, and EMS.

SUN 911 also handles all non-emergency police and fire calls through Spokane 311, the City of Spokane's general customer service line.



In Spokane We All Belong

How did we get here?

- **SREC** has provided regional 911 call-taking and dispatch services since 2018, including fire dispatch for **SFD** since 2022.
- In 2024, SREC required the City to add **SPD** as a participating agency or lose fire dispatch services.
- The City raised concerns about SREC's governance, finances, and service levels.
- After a feasibility review and SREC's vote to remove the City, leaders decided to create a **City-operated primary PSAP**.
- The transition will begin with **non-emergency calls**, building toward a fully City-run emergency and non-emergency communications center.

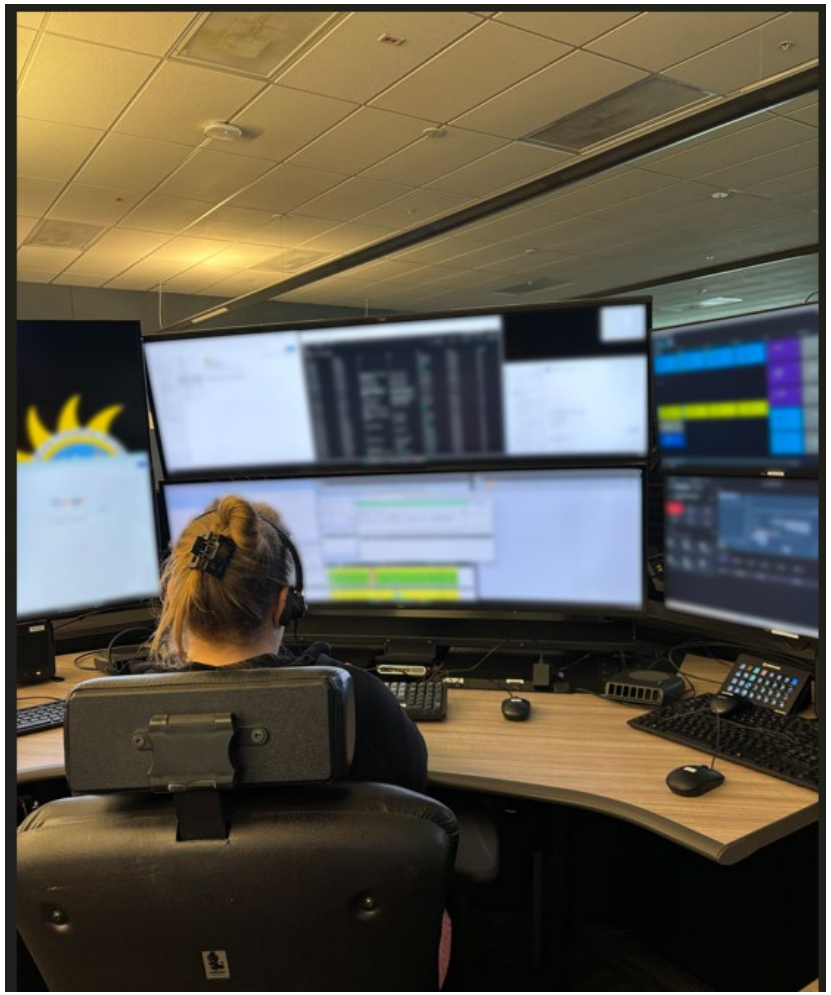
Transition from SREC to SUN 911: Key Operational Milestones

Phase	Milestone
ILA Execution	SPD Dispatch: the CITY continues services as a secondary PSAP while the CITY builds out a primary PSAP.
Milestone 1	**Crime Check: the CITY will accept Crime Check calls and report writing responsibility within the City of Spokane. Crime Check calls will be received through 311.**
Milestone 2	Fire Dispatch: the CITY will take over fire dispatch for SFD, effectively serving as a secondary PSAP for both CITY Police and Fire
Milestone 3	Call Taking: the CITY becomes Primary PSAP. The CITY takes over call taking for all emergency calls within the City of Spokane.

Launched October 27!

In Spokane We All Belong

Non-Emergency Go Live!



- In **10 months**, the City of Spokane:
  - Implemented a new non-emergency call system
  - Made significant investments and renovations in our facility
  - Hired and rained 14 call takers
- First non-emergency call for SUN 911 taken at 10:47 am on 10/27 by Rebecca

In Spokane We All Belong

Frequently Asked Questions

Q: Is Spokane 311 available 24 hours a day?
A: Residents can dial 311 at any hour of the day. Non-emergency police and fire calls will be directed to SUN 24/7, while all other City-related service calls will be handled by 311 representatives during normal business hours (Monday-Friday, 7 am to 6 pm).

Q: What kinds of police issues should I call Spokane 311 about?
A: Call 311 for situations that do not require an immediate emergency response, including:

- Abandoned or stolen vehicles
- Theft/burglary
- Unlawful camping
- Fraud or identify theft
- Vandalism
- Vehicle prowling
- Suspicious person or vehicle
- 311 is the number to call when a crime has occurred in the past and there is no immediate threat to life or property.

Q: When should I call 911 instead?
A: Call 9-1-1 any time there is an emergency, including:

- Armed robbery
- Assault
- Breathing issues, chest pain, or other medical emergency
- Domestic violence in progress
- Drowning
- Fire
- Overdose
- Person with a weapon
- Suicide threats or attempt

9-1-1 is and will always be the number to call when a life-threatening situation is in progress or just occurred.

In Spokane We All Belong

The LUC and PeTT recommend that the Community Assembly send a letter, as indicated below, to our Congressional delegation in support of the packet of letters already sent expressing strong unified community support for the rehabilitation of the Sunset Bridge which is also known as the Latah Creek Bridge and the Sunset Boulevard Bridge. The LUC also recommends that a copy of this letter be sent to both our state and city elected officials. The proposed letter is as follows:

To: The Honorable Senator Patty Murray, United States Senate

The Honorable Maria Cantwell, United States Senate

The Honorable Michael Baumgartner, United States House of Representatives

From: The Spokane Community Assembly

RE: The Sunset Bridge

Date: November 6, 2026

The Community Assembly of Spokane, made up of representatives of all of Spokane's 29 neighborhoods, wishes to lend its support to the packet of letters regarding the Sunset Bridge you have already received from some of the assembly's members. Our support is in furtherance of the required constituent-initiated Community Project Funding Request.

The Sunset Bridge is in critical need of repair, and this letter stands as a unified community request to address the bridge's rehabilitation now by including it in the upcoming federal budget while working with the state and the City of Spokane as outlined in the letters already in receipt.

Thank you for your careful consideration of this important ma

Recommendations by the Subcommittee on Changes in the October Draft of Chapter 3 of Comprehensive Plan to the executive committee of the Land Use Committee for possible recommendation to the Community Assembly

A. The subcommittee recommends that the Community Assembly note and compliment the addition of GS-9.2 and 9.4 on emergency response (p. 27).

B. To respect the overwhelming number of public comments to the August draft expressing strong support for the preservation of nature and of its various forms in the city and for differentiated land use, the subcommittee proposes the following improvements to several additions or modifications made to the Chapter's language.

1) Restore the title "Land Use" to respect the many uses of land within the city. The implied emphasis of the current label "Growth Strategy" on building was considered misdirected by many commenters.

2) p. 9 Restore the wording "identifies lands designated to remain in a natural state ..." where the October draft has changed it to "The Open Space designation also identifies lands for potential conservation ..." to restore the protections afforded our most valued natural lands.

3) Provide numerical definition to or strike new language in the October draft that introduces undefined and therefore potentially limitless increases to building density or intensity.

- p. 13 Because the upper limit of dwellings in the Residential Low definition in this draft was already raised from 10 to 12, strike the vaguely-worded new phrase "Individual parcels may exceed this range."
- p. 13 In the description of Residential High, provide a numerical definition to the vaguely-worded new phrases "across a wider area" and "vary ... above this range" in the sentences "Residential density across a wider area should range between 13 and 40 units per acre on average. Individual projects may vary above or below this range."
- p. 14 In the description of Institutional, provide a numerical definition to the vaguely-worded new phrase "with variation above or below this range on individual sites," which was added without the usual explanatory marginal note.
- p. 16 In the intensity description of the Industrial designation, provide a numerical definition to the vaguely-worded new phrase "with significant variation on individual sites, depending on the characteristics of the surrounding area," which was added without the usual explanatory marginal note.
- p. 17 Change the intensity description of the Downtown designation for residential uses from "should exceed 40 units per acre" to "may exceed 40 units per acre." This change too was not flagged by a marginal note.

Respectfully submitted,
Linda Carroll, Chair
David Eagle
Paul Kropp
Mary Stohr

SPOKANE / COMMUNITY ASSEMBLY

THREE WAYS TO MAKE YOUR VOICE COUNT.

OPEN LIAISON POSITIONS | AS OF OCTOBER 10, 2026

01

COMMUNITY HOUSING + HUMAN SERVICES

Housing, human services and community well-being.

02

TRANSPORTATION COMMISSION

Safer, more equitable ways to move through Spokane.

03

URBAN FORESTRY ADVISORY COMMITTEE

Trees, public spaces and a greener Spokane.

INTERESTED? START HERE.

Two application forms + Liaison Committee interview

my.spokanecity.org/neighborhoods/community-assembly/liaisons/

Questions? Paul Kropp | pkropp@fastmail.fm | (509) 638-5854

Administrative Committee Meeting Agenda/Notes

Tuesday 27 October, 2026, 4:00 - 5:30 pm

Zoom

Committee members Laura Johnson, Krista Anderson, Luke Tolley
ONS Staff: Heather Hamlin
Other attendees: Elizabeth Goldsmith, Fran Papenleur, Paul Kropp

NOTES:

1. Welcome and Introductions:
2. Approve previous month's minutes: approved
3. City Updates:
    a. None
4. November Agenda
    a. Items for CA Agenda
        i. Admin Elections (5 mins)
        ii. Heather - ONS one year recap (10 mins)
        iii. Code Enforcement, Luis Garcia (15 mins) (rescheduled; will ask Code Enforcement to see individual neighborhood councils before presenting to CA)
        iv. DSP - Emilie Cameron (15 mins)
        v. NSC Speaker - SPD (20-30 mins)
            1. Accounting for Q&A time
        vi. Steve Williams with SUN or Heather Sweet with 311 RE: SUN 911 and the transition from Crime Check to 311 within City limits (10 mins)
    b. Committee & Liaison Reports
        i. Admin (10 mins)
            1. Announce new Admin Committee
                a. Elect new officers/select new officers
            2. P&P Review Cycle - Establish committee
                a. Budget (meeting date)
                b. Liaison (meeting date)
                c. Land Use (meeting date)
                d. Safety (revised draft)
                e. Others? (ask for current working P&P from each committee whether seeking revision or not - make sure it matches the CA records)
        ii. Budget - Vote on Budget Re-allocation(5 mins)
        iii. BSN - (5 mins)
            1. Handbook (possible vote to approve)
            2. SNS
            3. Good Neighbor Awards
        iv. Land Use - (15 mins)
            1. letter in support of the Sunset Bridge rehabilitation (possible vote to approve)
            2. Comp Plan Liaison
        v. Liaison - (5 mins)
        vi. Plan Commission Liaison - (no time requested)

c. New Items for CA Agenda

5. Admin Committee Business
    a. Old Business
        i. None
    b. New Business
        i. Request ONS to post approved CA minutes and requested document distributions on the Agenda Packets page (2026 only and going forward))

6. Future CA Agenda Items
    a. December
        i.
        ii. Code Enforcement, Luis Garcia (15 mins)
        iii. DSP, Emilie Cameron (15 mins)
        iv. The Fig Tree, Marijke Fakasiieiki (15 mins)
        v. Potluck? Invite CA reps to bring shareables for the break time in addition to ONS-provided snacks, schedule a much longer break for mingling
    b. January
        i. TBD

7. Draft Agenda: Approved unopposed as drafted
8. Meeting adjourned 4:53 pm

COMMITTEE REPORT

BUILDING STRONGER NEIGHBORHOODS COMMITTEE

Meeting Date: 10/17/2026, 9am, The Hive
Meeting called to order by: Dan Brown

IN ATTENDANCE:
Fran Papenleur (Audubon-Downriver), Dan Brown (North Hill), Laura Johnson (Hillyard), Charles Hansen (Whitman), Sandy Wicht (Comstock), Angel Troutt (Hillyard). ONS Staff: Amber Groe

PREVIOUS MEETING MINUTES VOTE:
Laura moved to accept the minutes as written and the motion was seconded. The motion passed with no opposition and no abstentions.

MINUTES:

1. Welcome/Introductions and Committee Business:
    a. Approve September Minutes - Approved
    b. 2027 BSN Meeting Schedule and locations
        i. The committee had previously discussed moving to the second Saturday of the month beginning in January 2027. Amber reported on the room reservations:
            1. She submitted the reservation request. The library reservations coordinator is out until early November, so confirmation is expected at the November meeting.
            2. The request is for Events C at The Hive for most meetings during the year.
            3. Exceptions are May and the February, March and April Spring Learning Series dates, which are still to be confirmed.
            4. City-affiliated groups can book a year ahead through their ONS liaison. Amber is not concerned, since requests made at this time of year usually work out.
            5. No one raised concerns and the committee agreed to move forward with the schedule.
    c. Committee Policies and Procedures: The agenda item to review the P&P and update the meeting schedule was not discussed.
2. Spokane Neighborhood Summit: Amber reported that 88 people had registered, about 40 spots remained, and registration closes at midnight next Friday (October 23). Amber asked members to encourage anyone they know to register.
    a. Registration:
        i. Eventbrite lists 145 spots against a true capacity of about 130, to allow for the 5 to 10 people who typically cancel.
        ii. Amber will email the committee registration counts by neighborhood council after the meeting so members can target outreach.

iii. The City issued a press release and a large social media push the day before, with more planned next week.
iv. Amber is still accepting community partners for the resource fair, which has about 20 registered. A couple declined this year and a few new partners joined.
v. Messaging to use: the summit is open to current and aspiring neighborhood council members, community organizers and partner agencies. Workshops this year cover business districts, creating belonging in meetings, working through conflict and avoiding burnout.
vi. A member suggested sending flyers to local colleges. Amber had not done so and asked for contacts.
vii. Combined sewer overflow (CSO) tank tour. 11 of 20 spots are filled. The tour is free and open to anyone, on Thursday, October 29 at 4:00 PM, downtown next to City Hall, and lasts about 1.5 hours. It is not physically accessible because it requires walking stairs.

b. Volunteers: Volunteer roles are nearly filled. Next week Amber will email each volunteer their role, their workshops and a request to hand out evaluation sheets. She will send Sandy and Laura a separate email about staffing the CA table at the resource fair and what materials are available.
c. Swag: Attendees will receive a 9 by 12 folder with artwork by a local artist, along with a notepad and a swag bag. The presenter gift is being kept confidential.
d. Communications: Amber will email the committee a draft message to share with community partners, plus social media content. Members raised these points:
i. Neighborhoods have asked ONS to send fewer emails, so more information has gone into the newsletter.
ii. Members said newsletters often land in a promotions folder while direct emails reach the inbox, and Amber will consider more direct email next year.
iii. Many events on consecutive Saturdays may be affecting turnout.

3. 2026 Good Neighbor Awards Celebration - Saturday 12/12/26 at Fire Training Center, 9-10:30am
a. The committee voted to purchase a memorial plaque for Cliff at $90.66 and to accept the crystal awards as proposed. Logistics for food and volunteers remain open.
b. Food, supplies and volunteers
i. Tina is working to identify volunteers for shopping and for day-of help at the December 12 celebration.
ii. A member has already ordered supplies for the youth table, including ornament-making materials and small houses.
iii. Gina volunteered her refrigerator to store the food. The person who stores the food has usually also picked it up from the supplier, and Sandy had offered to store it but not to help shop.
iv. A member suggested having the food delivered. No decision was made on who would order and pick up the food.
c. Crystal awards: The supplier confirmed that the crystal award options and prices are the same as last year, so the committee was affirming the order rather than choosing between options.

The motion to accept the crystal awards as proposed passed with no opposition and no abstentions.

d. Memorial plaque for Cliff. The committee considered two wooden plaque options with a message of thanks: a higher-priced option recommended by the vendor at $90.66 and a less expensive one at $50.56. The plaque will go to Cliff's widow, who may relocate soon, so shipping it may be necessary. A member moved to purchase the $90.66 plaque, Fran seconded, and the motion passed with no opposition.
e. Not discussed. Marketing for the awards and celebration, and the November 13 nomination deadline and photo upload request.

4. CA Handbook Review
    a. Only one correction had been received on the draft, on page four. A member (Fran P) also asked to replace the third paragraph with accurate history of the early neighborhood structure.
        i. The member noted that the earliest neighborhood groupings did not always match today's names. For example, Hillyard once also covered Whitman and Bemis.
        ii. The member will send the proposed paragraph to Tina and the chair.
        iii. The final draft is due for the CA vote on November 5.
    b. Not discussed. 2027 projects (Toolkit and P&P).
5. Neighborhood Updates:
    a. Hillyard and Northeast
        i. Third Thursday in Hillyard drew a large crowd, with several activities in the Derailer building, including Growing Neighbors with seeds and vegetables.
        ii. Several trunk-or-treat events are planned for Saturday, October 31, including ones run by the Northeast Youth Center and a Hillyard organizer. Last year one drew about 700 children and another about 600 in the rain, and both expect at least 700 this year. A member will send the dates.
        iii. Miss Spokane is on Sunday, October 18, and a Hillyard student is competing. She asked for supporters to attend.
        iv. Development and local business
            1. Safeway is believed to have renewed its lease.
            2. A building is going up quietly on Larry Stone's land south of the post office. A city contact described it as a mixed warehouse. Members worried it could become a data center once the moratorium ends and noted the area's brownfield history. A member will drive by to look.
    b. Events and outreach
        i. One council's fall fest was poorly attended because publicity went out late, and a performer cancelled. Its cleanup event, with a roll-off dumpster, was steady but busier in past years. A neighborhood-run Halloween parade is not council-sponsored but is very successful.
        ii. A member's letter to the editor, defending smaller farmers markets, was published along with two supporting letters. The Emerson-Garfield market was started by council volunteers. It recently received a grant that doubled its matching dollars for produce purchases, and it plans to partner with other markets for funding.

iii. One neighborhood submitted extensive input on the comprehensive plan.
iv. The Mayor's community forum was well attended and accessible, and ONS had a booth.
v. A No Kings rally was set for Clark Park at 1:00 PM that day, with candidates and community agencies expected.

c. District 1 town hall. Attendees found it disappointing. Few neighborhood councils tabled and the topics (the parks levy and similar items) were already familiar. Members felt the lead time was short and would like District 1 to have input on topics next year. Council members and the Parks Department attended.

6. Next Regular BSN meeting 11/21/26 at The Hive/Zoom
    a. Topics are a recap of the Spokane Neighborhood Summit, the December Good Neighbor Awards celebration, Spring Learning Series planning, and January 2027 elections for Chair, Vice Chair and Secretary.
7. Adjourn: A motion to adjourn was made and passed with no opposition, and the meeting adjourned about 9:47 AM.

Minutes generated by AI, edited by Secretary Luke Tolley.

2026 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: Dan Brown, North Hill
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."

Housing and Homeless Services Department (HHS)

REQUEST FOR PROPOSALS

PY2027 Community Development Block Grant (CDBG) Capital and Home Rehabilitation Activities

November 02, 2026

EQUAL HOUSING OPPORTUNITY

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REQUEST FOR PROPOSALS

The City of Spokane, through the Housing and Homeless Services (HHS) Department is seeking Public Facilities and Improvements, Neighborhood Improvements, Multi-Unit Rental Housing Acquisition/Rehabilitation, and Single-Family Rehabilitation proposals for Program Year 2027. Successful proposals must address the 2027 CDBG funding priorities and must meet the guidelines articulated in this Request for Proposals (RFP).

Those interested in submitting a proposal for consideration must meet with City Staff for technical assistance before December 30, 2026; and complete the application and all required documents by 5:00 pm on Friday, January 8, 2027, through the Neighborly application portal.

The City of Spokane estimates that they will receive a total of $4,100,000 in federally granted CDBG funds and CDBG program income from the single-family rehabilitation revolving loan program. Program income from the revolving loan program may only be used to fund new single-family rehabilitation loans for eligible households. The funds will be awarded as follows:

Period of Performance	July 1, 2027 - June 30, 2028 The contract term may change if the funding approval or contract process is delayed.
Fund Source	U.S. Department of Housing and Urban Development, Community Development Block Grant
	CDBG Program Income
Designated Funding	$1,000,000 Single Family Home Rehabilitation Loan Program
	$1,800,000 Capital Activities/ Home Rehabilitation Activities Five (5) or fewer projects will be selected for funding from this funding pool.
	$400,000 Capital Activities for Neighborhood Councils

REQUEST FOR PROPOSALS CONTACT

Questions related to this funding notice should be directed at the following staff:

Carlos Plascencia, Program Professional	cplascencia@spokanecity.org	509-625-6321
Heather Page, HCD Program Manager	hpage@spokanecity.org	509-625-6578

TIMELINE

Activity / Process	Date
Publish the Public Notice	Thursday, October 29, 2026
Applications Available	Monday, November 02, 2026
*Neighborhood Allocation Virtual TA Workshop	Monday, November 09, 2026, 12:00 PM
*CDBG Capital and Home Rehabilitation Projects TA Workshop	Tuesday, November 10, 2026, 1:00 PM
Individual TA Sessions	November 11, 2026 – December 30, 2026
Applications Due	Friday, January 08, 2027
Acknowledgement Letter sent out to all applicants	Tuesday, January 12, 2027
Staff reviews completed and sent to AHC Committee	Monday, January 25, 2027
AHC Committee Application Review	Tuesday, February 09, 2027

AHC Recommendations Reviewed by CHHS Board	Tuesday, March 02, 2027
CHHS Board Recommendations Presented to Council Committee**	Tuesday, March 16, 2027
Council Finalizes Funding Recommendations**	Tuesday, April 6, 2027
Notify Applicants of Funding Decisions**	Friday, April 9, 2027

*Link to virtual meeting on page 14.
**Timeline may be updated based on Council changes.

FUNDING PRIORITIES

The Community Development Block Grant (CDBG) Program provides annual grants on a formula basis to cities and urban counties to develop viable communities by providing decent housing and a suitable living environment, and by expanding economic opportunities, principally for low- and moderate-income persons. The program is authorized under Title 1 of the Housing and Community Development Act of 1974, Public Law 93-383, as amended; 42 U.S.C. 5301 et seq. The regulations implementing the CDBG Program are found at 24 CFR Part 570.

HUD awards grants to participating jurisdictions to carry out a wide range of community development activities. Participating jurisdictions are required to create strategic plans for allocating CDBG resources, known as Consolidated Plans. The City of Spokane is currently operating under the 2025-2029 Consolidated Plan. No project may be funded with CDBG funds unless it meets a goal outlined in the 2025-2029 Consolidated Plan. 2025-2029 Consolidated Plan

Each year, HHS will seek input from the community through public sessions, and from its volunteer community advisory committee on which goals and priorities identified in the 2025-2029 Consolidated Plan will be funded with each yearly allocation.

PY2027 Funding Priorities

Neighborhood Councils:

- Only capital projects will be funded. HHS staff can assist Neighborhood Councils in determining if a project meets the qualifications of a capital project.

Any CDBG Eligible Applicant

Five (5) or fewer projects will be selected from this funding pool. Applications for the following projects will be prioritized for funding. Identified priorities are weighted equally.

- Projects that improve multi-family and single-family affordable housing through rehabilitation;
- Projects that increase affordable housing units and community/non-profit centers through acquisition;
- Projects that preserve community resources through rehabilitation of Community and Non-profit Centers
- Projects that address disaster recovery and preparedness.

Applications for projects that do not meet a funding priority may still be submitted but will not receive priority consideration for funding.

ELIGIBLE APPLICANTS

Eligible applicants/recipients include:

- Non-profit organizations
- Public entities
- Faith based organizations must be a 501(c)(3) and must not predicate religious participation on receiving services
- Neighborhood Councils will partner with a non-profit organization

ELIGIBLE ACTIVITIES

In the PY2027 CDBG funding round, the following activities are eligible for consideration.

Category	Definition	Application Type
Public Facilities and Improvements	Acquisition, construction, reconstruction, rehabilitation, or installation of public improvements or facilities. Facilities must be publicly owned or traditionally provided by the government, or owned by a nonprofit, and operated to be open to the general public.	Capital
Rehabilitation	Single-unit rehabilitation or repair of an owner-occupied residential property.	Home Rehabilitation
	Multi-unit structures. Two or more units, LMI occupies at least 51 percent of the units.	Capital

Examples of Public Facilities, Neighborhood Improvements, Rehabilitation Projects
Community/neighborhood/non-profit resource centers
Homeless and domestic violence shelters
Childcare, youth, and senior centers
Health clinics & facilities for persons with disabilities
Parks, playgrounds, recreation areas
Infrastructure: streets, sidewalks, water/sewer, drainage, broadband
Minor home repair programs
Single-family rehabilitation loan and grant programs

NATIONAL OBJECTIVES

All projects are required to meet at least one of the following three national objectives. Most City of Spokane projects meet National Objective 1:

1. **Primary benefit low- and moderate-income persons or households**. Low- and moderate-income (LMI) refers to those earning less than 80% area median income.
    a. **Area Benefit** – Most commonly used category for community-wide activities. To qualify, an activity must benefit all residents within a defined geographic area (service area) where residents are predominantly (51% or more) low-and moderate-income based on the latest available HUD Low- and Moderate-Income Map . (Select the new interactive map application)
    b. **Limited Clientele** – A limited clientele activity benefits a specific sector of the community rather than all the residents in a particular area, of which at least 51% must be LMI persons. To qualify for this category the activity must meet one of the following criteria:
        i. Collect information from participants about family size and income through intake forms to demonstrate that at least 51% of clientele do not exceed the LMI limits.
        ii. Exclusively benefit clientele HUD has presumed are principally LMI, including abused and neglected children, seniors, severely disabled adults, persons experiencing homelessness, domestic violence survivors, illiterate adults, migrant farm workers, or persons living with HIV/AIDS.
    c. **Housing** - This is an eligible activity undertaken for the purpose of providing or improving permanent residential structures that, upon completion, will be occupied by low- and moderate-income households. (Specific requirements dependent upon activity type.)

d. **Jobs** - These are eligible activities designed to create or retain permanent jobs, at least 51 percent of which (computed on a fulltime equivalent basis) will be made available to, or held by, low- and moderate-income persons

It is rare that the City of Spokane meets the requirements for a project to qualify under National Objectives 2 and 3.

2. **Aid in the elimination of slum or blight conditions** – HUD has strict guidelines on how CDBG funds can address the condition of physical decay or deterioration in the communities through targeted interventions. Only acquisition, clearance, relocation, historic preservation, and building rehabilitation activities qualify for this national objective.

3. **Meet an urgent community need** – Generally, this objective is only used in the case of recent serious natural disasters (e.g., earthquakes, hurricanes, etc.).

INELIGIBLE ACTIVITIES

The general rule is that any activity not specifically authorized under the CDBG regulations and statute is ineligible to be assisted with CDBG funds. In addition, the regulations stipulate the following activities may **not** be assisted with CDBG funds:

- Buildings for the general conduct of government. However, the removal of architectural barriers from government buildings is eligible under the category of public facilities and improvements.
- General government expenses
- Financing for religious activities
- Financing for political activities or to engage in other partisan political activities are ineligible. However, a facility assisted with CDBG funds may be used on an incidental basis to hold political meetings, candidate forums, or voter registration campaigns, if the building is available to all community organizations on an equal basis.
- Purchase of equipment, with the following exceptions:
    - Compensation for the use of construction equipment through leasing, depreciation, or use allowances is eligible
    - Fire protection considered an integral part of public facilities is eligible. This includes fire engines, specialized tools, life-saving equipment, and protective clothing worn by firefighters.
- Purchase of personal property, including equipment, fixtures, motor vehicles, furnishings, or other personal property
- Operating and maintenance expenses (of public facilities, improvements, and services), with the following exception:
    - Operating and maintenance expenses associated with public service activities, interim assistance, and office space for program staff employed in carrying out CDBG activities
- New housing construction, except under certain conditions or when carried out by a Community-based Development Organization (CBDO)
- Income payments made to an individual or family for items such as food, clothing, housing, or utilities

ELIGIBLE COSTS

According to basic regulations in the Omnibus Circular, a cost is allowable under the CDBG program if the expenditure is:

Necessary, reasonable, and directly related to the grant.
The standard applies equally to:

- Salaried and administrative services contracts
- Real property and equipment purchase or leases

- Publication costs for electronic and print media, including distribution, and promotion
- Travel and other administrative expenditures

Authorized by the grantee.
The City of Spokane authorizes expenditures by approving the budget for the activity.

Not prohibited under federal, state, or local laws or regulations.
See "Ineligible Activities".

Consistently treated.
The subrecipient must apply generally accepted accounting principles (GAAP) in computing the cost and use the same procedures in calculating costs for its non-Federally assisted activities.

Allocable to the CDBG program.
A cost is allocable to a specific cost objective (e.g., grant, program, or activity) in part to the relative benefits received by that objective (2 CFR 200.405(a-e)):

- If an office is used by two programs during the same hours, the costs of the office should be allocated between the two programs equally.
- The same expense cannot be claimed against more than one grant (i.e., double billing is prohibited).
- A cost originally allocable to a specific Federal grant program cannot be shifted to another Federal grant program to overcome funding shortages, avoid restrictions imposed by the grant or law, or any other reasons.
- In accordance with the guidance found in 2 CFR Part 200, Subpart E, the structure of direct and indirect costs must be clear. There is no universal rule for classifying certain costs as either direct or indirect under every accounting system. Therefore, it is essential that each item of cost incurred for the same purpose be treated consistently either as a direct or indirect cost.
  - *Direct costs* are directly related to a specific cost activity, as noted in 2 CFR 200.413(a-f).
  - *Indirect costs* are for common objectives that benefit more than one activity (e.g., salaries and executive officers, accounting and auditing, other costs of general administration) as noted in 2 CFR 200.414(a-g).
  - For major nonprofit organizations, indirect costs must be classified within two broad categories: Facilities and Administration as noted in 2 CFR 200.414(a). For such organizations, indirect costs must be supported by an indirect cost proposal/allocation plan approved by the Cognizant Agency, on behalf of all Federal agencies (see 2 CFR 200.1).

Net of all applicable credits.
Any credits such as purchase discounts or price adjustments must be deducted from the total costs charged. Subrecipients are not allowed to make a profit from any costs charged to CDBG funds (2 CFR 200.406(a-c)).

NEIGHBORHOOD COUNCILS

1. Projects approved by Neighborhood Councils are the only projects eligible to apply for the Neighborhood Allocation of $400,000. Neighborhood Councils will review ideas generated by the neighborhood and decide which project to put forward for consideration.
   - The Neighborhood Council will designate a primary contact person for the project.
   - Neighborhood Councils may submit one application for priority consideration. A second application may be submitted, but it will only be reviewed after all priority applications have been considered for funding and if funds still remain.
   - Neighborhood Councils will demonstrate approval of a project by providing signed Neighborhood Council meeting minutes that include a positive vote for the application. If submitting a second application, Neighborhoods must identify in the meeting minutes which application is to receive priority consideration.
   - The non-profit applicant will upload the meeting minutes as part of the application for funding.

2. Once Neighborhood Councils identify a project for submission, they will then consider potential non-profit partners for the application.
   - 501(c)3 non-profit status is required for CDBG capital projects.
   - The non-profit partner will be the applicant and recipient for the funds, and responsible for CDBG compliance.
   - The Fig Tree, a local publication, provides a directory of resources by activity type for Spokane. If neighborhoods aren't sure what non-profits exist in their community, the Fig Tree is great place to start. www.thefigtree.org.
   - The Parks Foundation has offered to serve as the non-profit representative for CDBG projects located within a city park.

3. CDBG funding eligibility for a project is determined by the service area of the project or the clientele served by the project. This means that the project's eligibility for CDBG funding is not necessarily determined by the Neighborhood's boundaries.

   In the case that the service area of the project is defined by the applicant to solely be the Neighborhood's boundaries, then those boundaries would be used to determine CDBG eligibility.

   By certifying eligibility based on the number of Low to Moderate Income households within a service area, or the number of Low to Moderate Income clientele served by a project, HHS has maximum flexibility in distributing CDBG funds to households most in need of the funds.

4. The Primary Contact for the project and the non-profit partner will reach out to Heather Page and Carlos Plascencia for technical assistance to discuss the eligibility of the project for CDBG funds.
   - A technical assistance session, or attendance at one of the technical assistance workshops, by at least the Neighborhood Council's primary contact person and the non-profit partner is required to apply.
   - Neighborhood Councils and non-profit partners may schedule more than one technical assistance session.
   - HHS welcomes the attendance of multiple Neighborhood Council members at these technical assistance meetings.
   -
5. A sample application is available on the HHS website. Please review the application so that you know what information the non-profit partner will be responsible for submitting on behalf of the project.

6. The Neighborhood Council will support the application of the non-profit organization in submitting the CDBG Neighborhood Allocation application.
   - Neighborhood Councils should plan on providing narratives, descriptions of the project, data if applicable, pictures if available, the signed meeting minutes, draft budgets, and other application related information. The Neighborhood will be most familiar with the project and better able to provide those pieces of the application.
   - Neighborhood Councils and the non-profit partner should discuss the duties and responsibilities of each entity in submitting the application and create a timeline for completing the application.

7. City-Owned Property: If the proposed project is located on City-owned property, including parks, streets, sidewalks, or other City-owned facilities, the applicant must obtain prior approval from the City department responsible for the property. Applicants must also complete and submit the **CDBG Public Infrastructure Project Certification Form (insert hyperlink)** as part of the application process.

8. The Community Development Committee of the Community Assembly has offered to provide additional technical assistance in reviewing the draft application **following the CDBG TA session and initial screening by CDBG staff**. Contact for the CA/CD Committee will be Andy Hoye at ahoye@comcast.net.

9. Once the application is submitted, it will be reviewed for CDBG eligibility by HHS staff before going to the Affordable Housing Committee for review, scoring and selection. The Affordable Housing Committee is responsible for reviewing all CDBG projects categorized as "capital" projects. The Affordable Housing Committee's recommendations will be reviewed by the CHHS Board, and either approved, modified or rejected. If approved, the CHHS Board's selections will go to the City Council for final approval.

PERIOD OF PERFORMANCE/TERM

Funding for this RFP will be made available following City Council approval and execution of the PY2027 CDBG HUD grant agreement. The anticipated contract terms between the City of Spokane and Subrecipient are expected to extend from July 1, 2027 – June 30, 2028. The contract term may change if the funding approval or contract process is delayed.

FUNDING POLICIES AND LEVERAGING

CDBG funds will be awarded to the subrecipient as reimbursable grants. The minimum CDBG funding request for all applicants, including Neighborhood Councils, is $50,000. Applications requesting less than $50,000 in CDBG funds will not be considered for funding.

Five (5) or fewer projects will be selected for funding from the $1,800,000 general capital and home rehabilitation funding pool.

The City encourages applicants to use CDBG funds as gap funding to leverage other committed or anticipated resources. For purposes of this RFP, gap funding is defined as the amount of funding necessary to complete a project or deliver a program after all other available funding sources have been identified. Applicants should demonstrate how CDBG funds will complement and leverage other public and private resources to maximize the impact of the proposed project.

All projects are evaluated to determine if they are receiving excessive federal or local subsidies through an analysis of all the financing available to the project. All direct or indirect government assistance must be identified in the application, including contributions of federal, state, and local governments and/or agencies. Any federal funds invested in a project through a non-federal funding source are considered federal funds.

MINIMUM ELIGIBILITY REQUIREMENTS

All projects must meet certain minimum standards. An applicant must clearly demonstrate that they meet the minimum qualifications to pass the threshold review. The minimum qualifications include:

- All required documents in the application must be submitted with the application. Placeholders for Policies and Procedures are not allowable, and applications will be rejected if required documents are not submitted by 5:00 p.m. Friday, January 08, 2027.
- Verify applicant meets the definition of subrecipient in 24 CFR 570.500(c) and has capacity to carry out CDBG eligible activities
- The activity (or activities) proposed by the applicant must meet one of the CDBG National Objectives and meet all eligible activity criteria
- The activity (or activities) must respond to the needs of the City of Spokane, as outlined in the 2025-29 Consolidated Plan
- The applicant must not have an inherent conflict of interest and must have no part in the net earnings of the organization or agency

Land Use Committee Meeting Draft Notes for Oct 22nd 2026

Attendees: Mary Winkes-Chair Manito/Cannon Hill, Doug Tompkins-Vice chair Logan, Laura Johnson-Secretary Hillyard, Fran Papenleur Audubon-Downriver, Linda Carroll Emerson-Garfield, Paul Kropp Southgate, Molly Marshall Grandview/Thorpe, Charles Hansen Whitman, Mary Stohr Rockwood, David Eagle Chief Garry Park, and ONS liaison Heather Hamlin

Meeting started at 5:30

Introductions were made

Motion to approve last month's previous minutes {MSC}

David brought up the possible use of electronic notetaking. He said it worked well for his neighborhood council meeting. The ONS subscription does not have that feature. The possibility of using technology to take minutes is something to look at a later date.

The agenda was updated to add a discussion about the Spokane Comp Plan upcoming hearings.

Old business:

Information regarding the Spokane Comp Plan: The latest draft of the comp plan and FLUM maps will be released on October 26. The hearing on the draft, which includes the maps. will be held at 4:00 p.m. on Nov. 9 and will likely be continued to Nov. 16. Linda was unsure whether or not there would be a need to sign up in advance to testify at the hearing.

Tabled topic from last month on moving the next year: Last month Paul made a proposal to move the LUC meeting to a different day of the month. After much discussion it was decided to move the LUC meetings to the fourth Monday of each month. Heather will work to secure a meeting place for next year's LUC.

Motion: David made a motion that the LUC move the monthly meeting to the 4th Monday of the month. Paul seconded it. There was a discussion about holidays, and it was found to be that the only problem could be Memorial Day. The vote passed with 8 for with one abstention.

New Business:

Regarding the Sunset Blvd Bridge letter. West Hills Neighborhood has put together a letter to send out to multiple agencies regarding the Sunset Bridge and how dangerous it has become. Because this is a serious issue that spans all the neighborhoods and because it is a very important egress for Spokane it was felt by the group that every neighborhood

should send a letter in. Since the issue is also on the PeTT agenda, it was decided that whatever the LUC did, we would communicate it to PeTT with a suggestion for a joint action.

As Molly indicated, this is not a new issue. This should have started years ago. It is very hazardous, especially for the homeless that live below. It discussed that we've heard that driving on the bridge itself could be dangerous, but others commented that it is the barriers on the side of the bridge that are dangerous because they are crumbling and breaking and falling down below where people walk, bike and camp.

Mary suggested that we endorse the package of letters that has already been sent to our federal elected officials. We would write such a letter and forward it to the CA, recommending that it be sent in support of the packet of letters already sent.

PeTT will be looking at this next week.

David moved that we endorse the letter that expresses support for the letters that have already been sent, led West Hills. Linda seconded. {MSC} Mary will work on the verbiage later.

Development Code (Build Spokane) There is a survey to fill out The BuildSpokane Community Survey. It was suggested that there were two surveys to fill out, but it could not be evaluated because a Survey Monkey survey once filled out cannot be seen or reviewed. Mary urged all representatives to go to their neighborhood councils urging individuals to complete the survey that is included on the Build Spokane website.

There will be meeting on the development code on October 26th Riverfront Pavillion Events room 1-3pm. Please attend if possible.

The Comp Plan Plan Commission hearings are scheduled for 11/9 and possibly 11/16. David suggested a subcommittee be engaged for a final response in advance of the hearing.

After much discussion as to how to proceed, Linda volunteered to read the Growth Strategy chapter when it was released on the 26th and said then we should get a work group/subcommittee together to review it if there were something critical. A subcommittee was formed. Heather reviewed the LUC P and Ps and said the executive team could vote on the workgroup product since there was not time for a meeting of the entire LUC. It was agreed that if they made some big changes that is what we should do.

A motion was made by David and seconded by Doug to have a subcommittee consisting of Linda, David, Mary S, and Paul get together to look at the Growth Strategy Chapter to see if it met a "major concerns threshold" at which point a report would be written and sent to the LUC executive committee for a vote and the possibility of forwarding it to the CA

recommending it be passed by the CA and forwarded to the Plan Commission, the City Council and the Mayor. The vote was held and everyone agreed.

The meeting was adjourned at about 7pm.

LIAISON COMMITTEE

Draft Meeting Notes
October 12, 2026

Location: South Hill Library and Zoom

Present: Paul Kropp, Southgate, Chair; Lorna Walsh, Riverside; Andy Hoye, Southgate, Note-taker; Bonnie McInnis, West Central; Heather Hamlin, ONS, Angel Troutt, Bemiss, absent-excused

Metting called to order at 2:10PM.

We noted a quorum was present; we approved the Agenda, we approved the notes from the September meeting as formal minutes.

We reviewed the attendance of the liaisons at their respective boards and committees, noting excellent attendance or excused absences at the meetings. We noted that there have been no applications for the three open positions. We noted that the Transportation Commission does not require appointment or recommendation by either the CC or the Mayor; it is a direct assignment by the CA, but as an "agency" representative, that liaison does not vote on formal actions.

We reviewed the "Read Me First" document that accompanies the TC liaison application an found it to be helpful and complete. We agreed that the application deadline of December 18 was reasonable. As a volunteer, Charles Hansen will attend the meetings – Paul will advise him about taking notes.

We discussed Angel's recommendation of a potential candidate for the UFCAC; Paul planned to encourage Angel to have him submit an application.

We reviewed the two new "brochure" documents and took and action (MSC) to approve them both, pending Paul's discussion with Angel about removing the "Get Involved" link arrow in the upper right corner of the general brochure.

Heather confirmed that an email with both brochures would go out, when the final copy was ready.

We determined that Liaison Committee elections would be held in December.

--- Notes taken by Andy Hoye

COMMITTEE REPORT

NEIGHBORHOOD SAFETY COMMITTEE (NSC)

November, 2026
Chair's Report – Elizabeth Goldsmith

Greetings, everyone. I hope you are enjoying the Fall season.

The October Public Safety and Community Health Committee meeting took place on October 6th. The video link and time stamps are below:

https://vimeo.com/1233525287
SPD - Chief Hall begins at 18:25 – primary topic is traffic safety
SFD – Mike Forbes, Administrative Battalion Chief, begins at 1:04:20
SUN/911 Transition – Steve Williams begins at 1:30:10

The next Public Safety and Community Health Committee meeting is scheduled for November 5th at 11am as of this writing. A link with time stamps will be provided as soon as possible.

The SPD October monthly written report has been released and may be found here:
https://static.spokanecity.org/documents/police/accountability/psc-briefings/2026/psc-briefing-october-2026.pdf

On November 3rd, at 6pm at the Women's Club (1428 W 9th Ave), there is a meeting regarding fire safety/fuel mitigation with Nick Jeffries, Wildland Resource Planner and Angel Spell from the Parks Department. Please contact Elizabeth if you would like more information – goldsmithteam@msn.com.

The NSC met on Thursday, October 22 at 6pm at the HIVE. Please see the minutes and revised Policy and Procedure (P&P) documents below. The NSC will meet again promptly once feedback is received on the P&P documents submitted as requested by the CA Admin Committee.

Thank you.

NEIGHBORHOOD SAFETY COMMITTEE
POLICIES AND PROCEDURES
OCTOBER, 2026 – DRAFT FOR REVIEW

NOTE: The OLD text is from the current Policies and Procedures (P&P) document approved in February, 2026. The NEW text is from October, 2026 and has been approved by the Neighborhood Safety Committee for the Community Assembly's consideration.

OLD:

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.*

NEW:

Mission and Purpose

The purpose of the Community Assembly's Neighborhood Safety Committee (NSC) is to be a reliable resource for information, education and advocacy on matters related to public safety.

Through collective action, the NSC's overarching objective is to have a positive impact on the community by connecting residents to resources, providing accurate, prompt and thorough information both proactively and reactively and participating in legislative advocacy when appropriate.

****

OLD:

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 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.

NEW:

Participation

Participation in the NSC is open any member of the public.

****

OLD:

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 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.

NEW:

Attendance, Voting and Quorum

Meeting attendance will be taken and recorded in the meeting minutes. First and last name, neighborhood, and any relevant role within the City or County will be noted.

There is no minimum requirement for attendance at a prior meeting to cast an official vote.

For the purposes of official voting, a quorum is required, which is defined as representation from three different neighborhoods within the City of Spokane.

In person attendance is not required to cast an official vote. Official votes may be communicated with the Chair directly by phone or email. Proxy votes will not be accepted.

A simple majority vote passes, a tie vote fails. The number of yeas and nays will be recorded in the minutes and with the text in question.

****

OLD:

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.*

NEW:

Officers and Terms

The NSC may have multiple officers as needed beyond the minimum requirement of two (Chair and Secretary or Vice Chair). Elections will be held in October, with a term of one year, or at a date as determined by the Chair based on the needs of the committee.

****

OLD:

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

NEW:

Meeting Schedule

The NSC will meet a minimum of 3 times per year in person, and more frequently as needed in a remote, individual, in person, or small group setting. The NSC meetings may be conducted as part of another larger meeting or event.

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OLD:

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

NEW:

Reports

The Chair or designee will report to the Community Assembly in writing (as part of the agenda packet or in email form), or verbally, approximately once per quarter, or more often as needed or requested.

NEIGHBORHOOD SAFETY COMMITTEE
MINUTES

Thursday, October 22, 2026 – 6:00pm
The Hive

Attendees: Elizabeth Goldsmith – Chair – Comstock
Sandy Wicht – Secretary – Comstock
Debra Howard – Manito/Cannon Hill
Sue Arneson – West Hills
Kathy Hagy – West Hills
Pollyanne Birge - Liaison

Elizabeth called the meeting to order at 6:01pm.

Elizabeth shared opening comments related to the goals of the meeting and transitioned the meeting to Pollyanne for updates.

Pollyanne discussed the residential lighting program.

Upcoming events were announced that included the November 3rd meeting with Nick Jeffries and Angel Spell, the November 5th SPD presentation during the CA meeting and hopefully soon, we will know the CDBG/HUD allocations for 2027.

Updates were shared regarding previously discussed topics including the resolution process, the policy and procedures documents/review/approval processes, Indian Canyon Road and machine issued citations.

A discussion took place regarding neighborhoods and/or neighborhood councils being notified of major construction projects when they are going to occur. There are some online resources for this information currently.

The Traffic Concerns Reporting Checklist will be updated and shared soon. The group discussed the difference between construction and enforcement related to traffic safety.

Elizabeth shared updates from a recent neighborhood council meeting with Senator Riccelli. Topics included juvenile crime, mandatory sobriety, AMR reimbursement, fire station funding and arson.

The October 27th merging of CrimeCheck/311 was discussed. The group expressed concern about response times, tickets being closed with no explanation, a lack of reporting/transparency and the need for a dashboard, much like the one SPD publishes. The group agreed these concerns should be escalated. Elizabeth will follow up and address during a future meeting.

The group discussed the committee's 2027 theme: Pedestrian Safety/Sidewalks/Crosswalks/Speed Humps. Sight obstructions were discussed and information was shared. The group agreed that encouraging people to call 311 when appropriate is the best approach for sight obstructions. Other topics included incremental traffic calming projects, legislative advocacy, school pedestrian safety and street racing.

Fire safety was discussed by the group. Several topics were addressed and the group agreed that investment in the following areas is worthwhile:

Wildfire Preparedness Day – May, 2027
Bluff Watch/Other Watch Programs
Childhood Education/Library Partnerships
Home Assessments
Firewise Garden Projects
Lop and Scatter Training
Addressing Conifer Sales
Fire Safety Assessments (similar to CPTED)
Gutter/Roof Cleaning
Wood Fencing
Conservation Corps Partnerships
Residential Development/Firewise Plantings
Evacuation Planning/Communication Planning
Firewise Certifications

Additionally, with regard to the Parks Department and fire safety, the group agreed that a Safety Committee at the full committee level, Park Ranger training on arson behavior, increased Ranger patrols on high fire risk days in vulnerable parks, and the posting of NO FIRE signs with the appropriate code noted are all important, worthy of investment and should be considered. Elizabeth confirmed that she will continue to escalate these requests in the appropriate settings.

The Block Watch/Neighborhood Watch program was discussed. It was noted that the Sheriff's office has a robust program through SCOPE.

The status of the Sacajawea Totem Pole was discussed. *Note: The totem pole has been preserved and stored.*

A request was made, and the group agreed, that an increased emphasis on legislative advocacy, including the publishing and submission of resolutions, should be an area of focus for the committee. The draft P&P purpose statement has been revised accordingly.

The meeting adjourned at 7:37pm.

The next meeting will take place promptly after comments are received from the Community Assembly's designated P&P review committee.

Pedestrian, Traffic and Transportation (PeTT) CA Meeting 10/27/26 at 6:00pm on Zoom

Attendance: Carol Tomsic-Chair-Lincoln Heights, Mary Winkes-Manito/Cannon Hill and Land Use Committee, Jeff Mergler- Comstock, Paul Kropp-Southgate, David Eagle-Chief Garry Park and Land Use Committee, Gene Brake-Emmerson Garfield, Charles Hansen-Whitman, Carlie Hoffman-Bemiss, Stu Lee-West Hills, Deb Greel-West Hills, Chuck Carter- Manito/Canyon Hills, Jon Snyder Director of Transportation and Sustainability City of Spokane, Drew Redman, STA.

Carol Tomsic called the meeting to order

Attendees introduced themselves and their neighborhood affiliations.

Jon Snyder, Director of Transportation and Sustainability, City of Spokane. Update on Quick Build Guide, Cycle 15 and Traffic Calming. Regarding Cycle 15 Safe Streets for All timeline, October hearing reduced candidate projects from 47-27. Transportation Commission final recommendation November 19th by City Council for expected December vote. The budget constraints at $3.5 million available for roughly 10 projects. Explained equity requirements distribution including low-income neighborhoods. Increased emphasis on the use of speed bumps and explained the estimated costs reported at $13,000 each. Gene added they are good for traffic control, and they want more for Emmerson Garfield. Paul said to make sure to provide specific location details in recommendation consideration. David added near Hutton School on South Hill. Jon said to call in locations on 3-1-1 to start the process. Added they are moving ahead with automated speed cameras at two locations; on East 29th near Lincoln Heights and on Hamilton near Logan Elementary and will have signs going in both directions. Provide Cycle 15 comments to Transportation Council for Cycle 15 site at transportationcommission@spokanecity.org. Also to check list of projects at:
static.spokanecity.org/documents/bcc/commission/agendas/2026/10/transport-agenda-2026-10-15.pdf

Stuart Lee, West Hills Neighborhood Council. Federal Funding for Sunset Bridge Rehabilitation Letter/Vote in Support. Stu is leading the effort for the 110-year-old Latah Creek/Sunset Boulevard Bridge rehabilitation along with City Council member Kate Telis. Estimated project price $65 million. This bridge is a critical link to the West Hills community, a secondary I-90 arterial and already has certain weight restrictions for large vehicles. A structural survey is planned for 16-18 months. West Hills NC is assembling a packet of detailed letters and is asking for broad community support for a project funding request to federal delegation – Sen Murray and Cantwell and Con Baumgarner and city officials. Asked PeTTs to send a letter recommending the Community Assembly endorse this project. PeTT's committee all voted consensus to approve. Carol will coordinate this letter referencing the Land Use letter with Mary to be included in CA packet. Stu's emails are WHNC99224@gmail.com and stulee22@hotmail.com

Agency Updates. Drew Redman, STA. Drew announced fleet electrification currently 30% electric buses and STA continues charging infrastructure work further bus procurements. The Federal Transit Admin completed its readiness/risk review and will have a report in early 2027. Discussed customer improvements and Thanksgiving service.

Charles Hansen-Transportation Commission. Charles stated that he attends the Transportation Commission meetings as a concerned citizen and to report back to PeTT's. The commission packet is lengthy including all community projects submitted traffic calming suggestions. The staff narrowed candidate projects substantially due to limited budget. Some sidewalk projects were

reprioritized to combine with adjacent projects nearby. Final traffic calming and funding decisions at the November meeting.

CRSB Community Assembly Liaison Report
October 8, 2026

Spokane Climate Resilience and Sustainability Board | Hybrid Meeting | 2:00 PM
Santiago Rodriguez-Anderson | CRSB Community Assembly Liaison
srodriguezanderson@spokanecity.org

Prepared for the November Community Assembly update. This summary reflects the October 8 agenda and briefing materials, not adopted minutes.

Workshop Items

1. UTC and State Data Centers Working Group

Presenter: Charlie Inman

The workshop materials describe two state-level processes relevant to Spokane's data-center review: a Governor-directed data-center policy workgroup administered by the Washington Utilities and Transportation Commission (UTC), and a public process addressing large-load utility customers, including data centers. The presentation was intended to explain both processes and answer Board questions. These efforts inform CRSB's ongoing fall workshop series, with potential recommendations to City Council and the Mayor targeted for early 2027.

Reference: October 8 agenda packet, UTC and State Data Centers Working Group briefing paper.

2. Data Centers: Water and Wastewater "Duty to Serve"

Presenter: Matt Cozza

The City legal briefing addresses the duty to provide water service to large-volume users. It states that, with limited exceptions, municipal water suppliers have a duty under RCW 43.20.260 to serve customers within their retail water service areas. Spokane's water service area extends beyond municipal boundaries, while the City's Comprehensive Plan and development regulations apply only within City limits. The Water System Plan governs provision of City water throughout the retail service area.

The key distinction for potential County-sited projects is that City water service and City land-use jurisdiction are not the same. The packet does not establish a City veto over a data center outside City limits or resolve whether a specific project could be denied service. It reports that both the City and County have imposed data-center moratoria and that local and statewide policy discussions remain ongoing.

Reference: October 8 agenda packet, legal briefing on water service and large-volume users.

3. SAPW Report Out

Presenter: Kerry Brooks

A Sustainability Action Plan Workgroup (SAPW) report was scheduled. No separate October report is included in the packet. For context, the enclosed September minutes describe workgroup review of the Sustainability Action Plan action-status spreadsheet and progress on a composting project. Those items are prior-month context, not confirmed October outcomes.

Reference: October 8 agenda; September 10 draft minutes included in the packet.

Workshop Items, Continued

4. Waste-to-Energy Consignment

Presenter: Marlene Feist

The informational briefing explains why Climate Commitment Act compliance costs remain despite HB 2416 providing no-cost allowances covering 100 percent of the Waste-to-Energy Facility's allocation for 2027 and 2028. Forty percent of the allowances must be consigned to the Department of Ecology for sale. The proceeds are reserved for facility carbon-reduction upgrades, but the consigned allowances cannot also satisfy the City's compliance obligation.

Staff therefore estimates replacement-allowance purchases of approximately $3 million annually in 2027 and 2028, based on recent prices. The legislation is expected to reduce compliance costs by about $14 million over four years. No CRSB action was requested; the packet scheduled Council consideration of a solid-waste CCA rate for October 14.

Reference: October 8 agenda packet, WTE Consignment briefing paper and staff correspondence.

Hearing Items

5. Tree Preservation Ordinance

Presenters: Council Member Dillon; Virginia Ramos

The updated proposal strengthens tree-replacement language and adds housing-related incentives. It would require permits to remove heritage trees, protect heritage trees before land disturbance, retain at least 25 percent of viable trees on sites proposed for development or clearing, and require replacement trees designed to restore roughly proportional mature canopy cover. It also proposes tree-retention water-charge incentives of up to 50 percent and additional multifamily density incentives in specified areas.

A draft CRSB recommendation supporting the ordinance was included for hearing consideration. The supplied packet does not record whether it passed or was amended.

Reference: October 8 agenda packet, Tree Protection Ordinance and draft support resolution.

6. Water Conservation Ordinance

Presenters: Council Members Sarah Dixit and Kate Telis

The October draft removes the prior June-through-October limitation and proposes year-round restrictions: no watering outdoor vegetation or washing hardscape from 10 a.m. to 6 p.m.; irrigation on no more than three designated days weekly; and limits of two hours per watering day for standard/high-flow systems or four hours for low-flow systems or hand watering. Exceptions address vegetable gardens, trees, new landscaping, wildfire mitigation, and specified Parks operations.

The draft calls for proposed enforcement mechanisms and penalties within 180 days, commercial enforcement beginning June 1, 2027, and residential enforcement no later than June 1, 2028. Questions about enforcement outside of city boundaries – Not enforceable or legal at this time.

Reference: October 8 agenda packet, Water Conservation Ordinance and draft support resolution.

Next Meeting

Next regularly scheduled CRSB meeting: Thursday, November 12, 2026.

Report of the Liaison to the Plan Commission to the Community Assembly meeting of November 5, 2026

The Plan Commission will hold a hearing on the draft Comprehensive Plan on Monday November 9 at City Hall in the Council chambers at which it will make a recommendation to City Council on the Plan. The hearing will begin at 4:00 p.m. The agenda packet will be available on the Plan Commission page of my.spokanecity.org under the Agendas dropdown. The current drafts of the Plan and the Final Environmental Impact Study are available at PlanSpokane.org, also easily reached from the opening page of the City website via the thumbnail at the upper right corner.

The hearing will be held in hybrid in-person/virtual format. Members of the public may attend in person or on-line via the link in the packet. Anyone wishing to comment in writing may send comments to PlanSpokane@spokanecity.org, by 10 a.m. Monday to give commissioners time to read them. Anyone who wishes to speak at the hearing may sign up according to the directions and the link on p. 4 of the packet.

The hearing provides the public with a final opportunity to express views on the Plan prior the Plan Commission's vote. All those who have views are encouraged to comment in writing or in person.

Respectfully submitted,

Linda Carroll
Community Assembly Liaison to the Plan Commission

October 15th Transportation Commission Meeting.

First speaker was Inga Note talking about Safe Routes to Schools Overview, showing the improvements over the last several years around several of our schools. She also showed reprogramming the 20 mile per hour flashing signs near the schools. Each one is done manually on an old computer. For about $260,000 they can get them online.

Nicole White talked about Emergency Streets where they post pink traffic markers and signs where someone has died in a traffic accident.

Tyler Kimbrell/Kittelson) gave a preview of the talk he was doing in a few days to the Bicycle Advisory Board. (Note his presentation at the BAB was very interesting) The BAB also had a presentation on Target Zero where cities are trying to reduce the number of traffic deaths to zero.

Kevin Picanco talked about switching a sidewalk project they had for 2027, because it was next to a park that was having a bunch of new work due to the Park Levy.

Last was a hearing on Cycle 15 Traffic Calming projects which will be picked by the November Traffic Calming Meeting. They had already cut the number of projects down some, but they still had a little over 11 million in projects and a little over 3 million in funds to do the Cycle 15 projects. If anyone is interested the packet for the Transportation Commission was just over 190 pages and included all the calls to 311 and E-Mails promoting neighborhood traffic calming projects. If you want to testify on traffic calming their next meeting is November 19.

Submitted By: Charles Hansen

City of Spokane
Citizen Advisory Committee to the Urban Forestry Tree Committee

3 p.m. Tuesday, September 29, 2026
Hybrid in-person and WebEx virtual meeting
Katie Sorensen - Urban Forester

Committee Members:

X Kris Neely – Arrived 3:26 p.m.
X Tim Kohlhauff – Arrived 3:04 p.m.
X Guy Gifford
X Cindy Deffe
X Matt Stewart
Justyce Brant – (Absent – Excused)
X Ben Kappen
X Logan Callen
Kathryn Alexander – (Absent – Excused)
X Kelsi Caston
X Eduardo Castillo – Arrived 3:08 p.m.

Parks Staff:
Katie Sorensen

MINUTES

The meeting was called to order at 3:01 p.m. by Katie Sorensen.

Public Comments: None.

Approval of Minutes: The minutes from **June 2026, July 2026 (June 30, 2026) and September 2026** were approved. Motion to approve June 2026, July 2026 (June 30,2026) and September 2026 minutes by Guy Gifford, seconded by Ben Kappen, approved unanimously.

Discussion Items:

1. Ceremonies, Appointments, Announcements

   - There are two openings on the Urban Forestry Tree Committee. There has been some interest, but no applications have been received yet. If anyone knows someone who may be interested let Katie know.

Standing Report Items:

1. Community Assembly – No Report.

2. Staff Report – Katie Sorensen

   The Staff Report is included with the Fall Update.

Old Business:

1. **Heritage Tree Nomination – 34 W 18th Ave**

   Katie provided a summary review of the Heritage Tree Nomination for a big Catalpa tree at 34 W 18th. The owners of the property indicated in their nomination that the tree was planted in 1913 when the neighborhood was first established.

   The committee discussed the Heritage Tree Nomination and approved the nomination. Motion to approve the Heritage Tree Nomination by Cindy Deffe, seconded by Logan Callen. The motion to approve the Heritage Tree Nomination was approved unanimously (9-0 vote) and the UFCAC will recommend the UFTC approve the Heritage Tree Nomination.

2. **IRA Grant Update** – Katie Sorensen

   a. Six-million-dollar grant for tree maintenance, tree planting and education and outreach. Lots of tree planting is being done as well as taking care of existing trees in the right-of-way. Typically, notices are sent to abutting property owners asking them to have tree work done and often they are unable to. The maintenance piece of the grant provides opportunity to assist rather than sending a notice.

   b. Tree planting contractors started Fall tree planting on September 21st. The trees are being provided by the Spokane Conservation District through their grant. This provides an additional $100,000 of value in trees and care of those trees. This season had the highest number of sign-ups for trees. The Lands Council provides educational outreach for tree signups. Urban Forestry also had a seasonal employee go door to door to assist in getting additional signups for trees. A volunteer planting in Shiloh Hills will be on October 15th.

   c. Tree maintenance continues with many dead trees removed in right of ways. The Park Board recently approved additional contractors to assist with the work. Most of the dead tree removals have been completed with just a small number being added.

   d. Pruning work has started with pruning in process in the East Central and Hillyard neighborhoods. High needs maintenance pruning is being done to remove major deadwood and for required clearance over streets and sidewalks.

   e. Assistance was provided with a few trees that failed during several recent minor storm events.

   f. Through the grant Urban Forestry is partnering with Downtown Spokane Partnership (DSP) to provide education and outreach services. DSP will look for trees that appear stressed from possible watering issues. They will provide water temporarily for the trees and alert the abutting property owners of issues so they can be fixed. The DSP and The Lands Council are teaming up to provide additional educational outreach to specific locations downtown and are also considering recognizing locations downtown that are doing a great job of caring for trees abutting their properties. The pilot program is continuing and is a collaborative effort. The program provides free trees to downtown locations for the abutting property owners to have planted. The trees are provided by the Spokane Conservation District through their Urban & Community Forestry grant.

g. Through a sub-award Pacific Education Institute is providing education within the public school system to engage students and teachers to help them know the benefits of trees and the difference they can make through the SpoCanopy program in their neighborhoods. The curriculum aligns with the school district's framework and will be able to continue beyond the grant. The curriculum will also be able to be shared throughout the state.

h. Urban Forestry has been able to assist the school district with some of their tree maintenance work through the grant including removal of dead trees and pruning. Some trees will also be replaced, and additional locations will be discussed for future plantings on school grounds.

New Business:

1. **Upcoming Fall Programming and Plantings – Fall Update** – Katie Sorensen

   a. Daughters of the American Revolution (DAR) Cherry tree planting at the Vietnam Memorial in Riverfront Park was completed. Twenty-five flowering Cherry trees were planted with 15 planted around the memorial area and 10 planted on the other side of the Red Wagon. All the trees were provided by the Conservation District through their grant and apprentices from the Conservation District helped with the planting. The DAR had a nice dedication ceremony for the tree planting and the adjacent Never Forget Garden. The DAR will provide volunteers several times a year to do cleanup of the garden area. The Riverfront park staff assisted with the design and logistics and coordination of the volunteer group.

   b. The Tree Trot fun run at Finch Arboretum is on Saturday October 3rd. This is the second year for the fun run and is assisting in helping with fundraising for the nature-based playground. There has been a lot of interest and support. There are nine sponsors for the event this year. A competitive run will be at 9am and a casual walk at noon. There is still time for people to register for the Tree Trot fun run, and people can also register on the day of the event.

   c. The Fall Leaf festival is just around the corner and will be on Saturday October 17th. There will be many educational booths, events, crafts and a large leaf pile for people to jump into.

   d. Another round of Larch tree planting at Downriver Golf Course will take place on October 8th. Many trees were previously lost due to beetle kill and replacement trees are slowly being planted. Trees will be planted by volunteers. The golf staff helped pick out the tree species they wanted to integrate and are placing them in locations most favorable for maintenance and play.

   e. SpoCanopy Street Tree plantings will be on October 15th. Volunteers will plant 15 trees in the Shiloh Hills neighborhood.

   f. The Urban Forestry crew will be completing dead tree removals at Manito, Comstock, Hamblen and Coeur d'Alene Parks. The crew has been working at Westgate Park in the fire damaged areas and work there is almost complete.

   g. Miscellaneous plantings throughout the park system.

   h. Tree City USA Accreditation Application being worked on and will include the number of trees planted, pruned and removed as well as other accomplishments throughout the year.

2. **Downtown Grant Program Update** – Eddie Castillo

This fall will focus on pruning with the pruning option being highlighted to downtown property owners. Planting will also still be done where it can be. DSP tracking has switched to focus on overall tree assessment and notification to property owners. Last spring DSP received approximately 24 requests for trees and were only able to get 13 planted. This fall will work to get trees planted prior to the weather getting too cold.

3. **Tree Equity Spokane Planting Contracts** – Katie Sorensen

   Extension of the existing two-year contracts. These contracts will be 1-year renewals.

1. **C & C Yard Care / Tree Planting – On Call – As Needed 1 year contract renewal (NTE $200,000 per year)** – Katie Sorensen

   On September 2023, the U.S. Department of Agriculture announced a $6 million grant award to Spokane Urban Forestry. It will be used in part to hire multiple qualified contractors to plant trees in areas of Spokane that have the most need for canopy cover, to replace dead trees that have been removed and create equitable access to the benefits that trees provide. Trees will be planted as park trees, street trees and on public properties such as schools.

Motion #1 – Tim Kohlhauff moved to recommend C & C Yard Care / Tree Planting – On Call – As Needed 1 year contract renewal (NTE $200,000 per year).

Guy Gifford seconded. The motion passed unanimously (9-0 vote).

2. **Delk Management LLC / Tree Planting – On Call – As Needed 1 year contract renewal (NTE $200,000 per year)** – Katie Sorensen

   On September 2023, the U.S. Department of Agriculture announced a $6 million grant award to Spokane Urban Forestry. It will be used in part to hire multiple qualified contractors to plant trees in areas of Spokane that have the most need for canopy cover, to replace dead trees that have been removed and create equitable access to the benefits that trees provide. Trees will be planted as park trees, street trees and on public properties such as schools.

Motion #2 – Ben Kappen moved to recommend Delk Management LLC / Tree Planting – On Call – As Needed 1 year contract renewal (NTE $200,000 per year).

Matt Stewart seconded. The motion passed unanimously (9-0 vote).

3. **The F.A. Bartlett Tree Experts / Tree Planting – On Call – As Needed 1 year contract renewal (NTE $200,000 per year)** – Katie Sorensen

   On September 2023, the U.S. Department of Agriculture announced a $6 million grant award to Spokane Urban Forestry. It will be used in part to hire multiple qualified contractors to plant trees in areas of Spokane that have the most need for canopy cover, to replace dead trees that have been removed and create equitable access to the benefits that trees provide. Trees will be planted as park trees, street trees and on public properties such as schools.

Motion #3 – Matt Stewart moved to recommend The F.A. Bartlett Tree Experts / Tree Planting – On Call – As Needed 1 year contract renewal (NTE $200,000).

Kelsi Caston seconded. The motion passed unanimously (9-0 vote).

Other Program and Partnership Ideas: None