

Community Assembly

Meeting Minutes

January 2, 2019

1. Introductions

2. Proposed Agenda

- Approved

3. Approve/Amend Minutes (Facilitator)

- 20 approved, 1 abstention

4. Reports/Updates/Announcements

Announcements:

- Melody Dunn:
 - There is a correction to Community Housing and Human Services (CHHS) Workshops; related to Neighborhood Community Development Program (NCDP). Those workshops are on Jan. 13 (8:30-9:30a.m.), Jan. 14 (11:30a.m.-12:30p.m.) and Jan. 15 (5:30-6:30p.m.) in the City Council Briefing Center.
 - CHHS also is seeking comment on Fair Housing Choice. Barriers to fair housing tend to impact the disabled community and the black community disproportionately; both groups are predominately tenants and not homeowners. Public comments are being accepted by George Dahl until Friday, Jan. 24 at 5p.m. The Draft Analysis of Impediments to Fair Housing can be found at this link: <https://static.spokanecity.org/documents/chhs/plans-reports/planning/draft-analysis-of-impediments-to-fair-housing-2019-11-27.pdf>.
- Paul Kropp:
 - Handed out 1 page document to the CA representatives proposing an amendment to CA Policies and Procedures for and addition to Liaison responsibilities. Liaison Committee would like a vote to add this document in the CA Policies and Procedures. Additionally, Paul wants the document to be reviewed by CA members and receive feedback regarding changes they wish to be made.

5. City Council (City Council President Beggs)

- City Council is currently reviewing applications for the District 2 City Councilmember vacancy. There were about 32 applicants who applied for the vacancy. Council will interview 5-6 applicants on Monday, Jan. 13, from 10a.m.-12p.m. in the City Council Briefing Center.
- Council President met with Mayor Woodward and one of her top priorities is to have a good relationship with City Council. Another priority that Mayor Woodward has been working on is relocating the Police Precinct from the Intermodal Center to a more centrally located spot downtown.
- Homelessness always is a top priority for the City. The City has been able to fund operating a warming center and most all of the shelters are at capacity at night in the winter. He stated that a more sustainable solution is to fund a shelter, not just a warming center.
- City Council continues to work with Neighborhood Services, Engineering, Integrated Capital Management and Streets to explore reimagining how we fund bigger traffic calming projects. Combining small projects into larger ones or looking at bigger scope projects often save the most money.
- Council Member Karen Stratton will take over as Chair for the Urban Experience Committee since Former Council President Stuckart is no longer with the City. Sustainability Action Subcommittee led by Kara Odegard and Melissa Morrison will be leading Council's stakeholder efforts related to housing issues.
- Mary Winkes (Manito/Cannon Hill) requested that the Plan Commission to intersect with housing related decisions. CP Beggs said City Council is working with Plan Commission to do that.

6. Design Review Board

- Dean Gunderson, Senior Urban Designer for the Neighborhood and Planning Services Department gave a presentation on how to find the Design Review Board (DRB) materials online. Google "Design Review Board Spokane" and it will pull right up.

- There is an open position on DRB for an architect and applications are being accepted. DRB meet the same days as Plan Commission the 2nd and 4th Wednesdays of the month, starting at 5:30p.m. Meetings this year will either be in the Tribal Conference Room in the lobby of City Hall or in the Council Briefing Center.
- Whenever DRB has a project to review, they meet with each project team at least twice. The first meeting is a collaborative workshop to discuss the project with the applicant at a very early phase of design. The second meeting is review the more complete project design and to write final recommendations for the action approving authority with the city.
- Greg Francis, Rockwood: he reported that he submitted letters to the Mayor to have CA reps appointed to the Plan Commission and DRB.

7. Committee Goals

- Kathryn Alexander: All CA Committee goals need to be submitted before 8:30a.m. on Monday, Feb. 3, to be included in February CA packet for review/adoption.

8. Policies and Procedures

- Kathryn Alexander: how minutes are taken. Liaison committee and how they interact with CA. They should be in the February packet. Possibly sending out policies and procedures separately from the CA packet would be helpful.

9. BSN Leadership Training

- Tina Luerssen: direction related to future leadership training for CA/NC's needed from the CA.
 - Options include:
 - Send representatives to NUSA
 - Other conferences related to neighborhoods that are affordable/local
 - Leadership training program pilot offered through ONS
 - Discussion about Leadership Training and CA Fall Retreat
- Gabby Ryan:
 - Leadership Development training funded by the Community Engagement Grant is an option (Tier 1, 2, and 3 copies of slides are in this month's agenda packet). Questions and suggestions:
 - Shea Blackwell: There may some ideas for training that could be taken from the recent conferences held in Nashville or Virginia statewide.
 - Mary Winkes, Mark Davies, Luke Tolley, Tina Luerssen, and others discussed funding for training. Typically, \$4,000 from the CE Grant is set aside to send representatives to NUSA.
 - Mark, Luke, Fran Papenleur, Tina, and others: Is there money from the \$25K (that City Council plans to use as matching funds for Gonzaga's partnership) that could be used for CA or Neighborhood Leadership training? Gonzaga and City Council is still working to envision what leadership training looks like for Boards/Commissions/Committees/Neighborhood Councils/CA.
 - Fran mentioned Boise held a training that was a one day event with difference topics covered. She said it took a year to plan this program to fruition.
 - Greg liked the Tiers and topics listed, but suggested we work with BSN in case there are some things missing on the proposed workshops that NUSA covers.
 - Luke wants the potential speakers and content researched beforehand because some workshops are hit and miss.
- **MOTION:** Vote for leadership training: Motion made by Kathryn Alexander and seconded by another CA member to earmark \$4,000 from the Community Engagement Grant for the purpose of training/education for the Community Assembly and Neighborhood Councils to be determined by recommendation of BSN. In the case that no training/education is identified in round 1 of the CE Grant funding cycle, the \$4,000 will be added to the reallocation dollars. Motion Approved: 16, Not Approved: 2, Abstention: 3

10. Budget Committee Membership

- Update from Tina Luerssen: Andy's term expired in December, so Budget Committee needs one or two more volunteers. Scot Webb said he may be interested in serving and Ken Cruz from West Central also may have interest.
- The 2020 Community Engagement Grant application and training will be finalized at the next Budget Committee meeting.

11. Neighborhood & Planning Services Update

- Gabby Ryan, there are three upcoming trainings and she suggested that at least one Neighborhood Council representative attend each training. The three trainings are:
 - Traffic Calming, Wednesday, Jan. 29, 6 to 7p.m. (*rescheduled from previously listed date*)
 - Community Engagement Grant, Monday, Feb. 10, 6:30 to 7:30p.m. at West Central Community Center
 - Clean-Up, City Hall Briefing Center, Thursday, Feb. 27, 6 to 7p.m. at City Hall Briefing Center.
 - Andy Hoyer requested the changes to guidelines be published prior to training.
- Dean Gunderson, design guidelines update (in the agenda packet)—the City has hired a consultant to help craft design guidelines for various projects like planned unit developments, skywalks, and public projects outside the downtown as well as city wide design guidelines.
 - Carol asked if traffic will be involved with those guideline. Dean replied that the scope was more about building and site design and not vehicle traffic, but that it was a good question.
 - Kathryn Alexander, asked if this was just for the downtown core. Dean replied that the city already has guidelines for downtown, this is for certain projects *outside* the downtown.

Round Table Discussion:

- Shae Blackwell (Riverside CA Rep) accepted a position as CM Cathcart's Legislative Assistant and can no longer serve as the Riverside CA Rep.
- East Central will be switching to meeting on even months only during the year.

In Attendance: Audubon/Downriver, Bemiss, Browne's Addition, Cliff/Cannon, Comstock, East Central, Emerson/Garfield, Grandview/Thorpe, Hillyard, Lincoln Heights, Logan, Manito/Cannon Hill, North Hill, North Indian Trail, Northwest, Peaceful Valley, Riverside, Rockwood, Shiloh Hills, Southgate, West Hills, and Whitman.

Absent: Balboa/SIT, Chief Garry Park, Comstock, Five Mile Prairie, Latah/Hangman Valley, Minnehaha, Nevada Heights, and West Central.

Guests: Scot Webb, North Hill and Paul Kropp, Southgate