

Community Assembly Draft Meeting Minutes

February 4, 2021 via WebEx web conference

Meeting called to order at 5:30pm by Carly Cortright

Attendance:

- **Neighborhood Councils Present:** Audubon/Downriver, Balboa/South Indian Trail, Bemiss, Chief Garry Park, Cliff/Cannon, East Central, Five Mile Prairie, Grandview/Thorpe, Hillyard, Latah/Hangman, Lincoln Heights, Manito/Cannon Hill, North Indian Trail, Northwest, Peaceful Valley, Rockwood, Shiloh Hills, Southgate, West Hills, and Whitman.
- **Neighborhood Councils Absent:** Browne's Addition, Comstock, Emerson-Garfield, Logan, Minnehaha, Nevada-Heights, North Hill, and West Central.
- **City Staff present:** Carly Cortright and Annie Deasy.
- **Visitors:** Council Member Kinnear, Marlene Feist (Public Works), Kyle Twohig (Public Works), Dean Gunderson (Planning), Tami Palmquist (Development Services Center), Shauna Harshman (City Council), Kirstin Davis (Neighborhood, Housing, and Human Services), and Paul Kropp (PeTT and Liaison Committee).

Administrative Agenda:

1. **Introductions:** The facilitator asked for permission to record the meeting for Annie Deasy (CA Admin Committee Liaison) to provide accurate minutes. This request was approved (14-approve, 2-deny, and 0-abstain). The facilitator asked for all CA Reps to identify themselves and their NC in a poll for attendance.
2. **Proposed Agenda:** Greg Francis moved, Mark Davies seconded to approve the agenda with the substitution of Tina Luerssen giving the Building Stronger Neighborhoods update instead of Kelly Lotze. Motion passes with 14-approve, 0-deny, and 1-abstain.
3. **January Minutes:** Greg moved, Mark seconded to approve January minutes. Motion passes with 16-approve, 0-deny, and 1-abstain.
4. **Open Forum:**
 - Luke Tolley, Police Reform Task Force. Luke gave a brief update on the Task Force have not yet met, possibly in March depending on COVID.
 - Greg Francis, Admin Committee. DivisionConnects has a report on page 61 in the packet and they are holding an open forum on Feb. 11. Would CA be interested in having SRTC present on DivisionConnects in March? Poll to have them present passes with 16-approve, 3-deny, and 2-abstain.

- Paul Kropp. Pedestrian, Transportation, and Traffic Committee (PetT). This month will be the first of a series of workshops on neighborhood connectivity and traffic calming called traffic calming 2.0. Council President Beggs will be presenting this at PetT committee meeting this month and Paul encouraged the CA to attend. There were questions and answers.
- Kathryn Alexander. Community Housing and Human Services Committee (CHHS). CHHS met last night and the report was forwarded to CA. The spreadsheet she intended to be included with the table she did not include, but we will forward. Carly showed the table of the final disposition of funding for menu items. Kathryn asked the CA approve. There were questions and answers. Time ran out so the item was moved to Round Table for continued discussion.

Legislative Agenda:

5. **City Council Report:** Council Member Kinnear, lkinnear@spokanecity.org. City Council recently had their retreat. **The 100 Day Plan** was shown. There were 34 items on the plan and each Council Member signed up for an item on the plan.

Housing item initiatives. The initiatives may be special interest to the neighborhoods. The initiatives may have things that affect them and to pay attention to them as they come forward as well as ask questions about them.

Water conservation outreach. Spokane is one of the highest users per capita in the country during summer months. Council is hoping that we can bring that down by conserving water. If we can conserve water, we can hopefully reduce the need for infrastructure, like water tanks, being built. Her assistant will be doing a presentation on water conservation for the CA next month.

Bicycle and scooter safety downtown. A suggestion was made to have bells or another alert mechanism for cyclists to use to protect pedestrians downtown, specifically in the park. If this is of interest to neighborhoods, please contact Council Member Kinnear.

Homeless camps: Please report homeless camps so the City can keep track of when and where the camps are established in order to mitigate them because they require clean up and negatively impact our river.

There were questions and answers.

6. **Water Tower:** Kyle Twohig and Marlene Feist. Kyle shared a presentation on the proposed High System Reservoir/ Hamblen Park water tower. Marlene set the stage by explaining Public Works approach to an integrated strategy to maximize the public benefit. She gave some examples of integrated projects that leveraged infrastructure needs and saves money and benefits citizens. Kyle went into the details on the water tower tank. A new reservoir is needed in a high system pressure zone that serves the

Mid-South Hill system. Based on the analysis, there are three sites that are being considered to house the water tower: Hamblen Park, 31st Ave. and Napa St., and 37th Avenue Reservoir. The Hamblen Park site is the preferred site. They are seeking public feedback before presenting results to City Council. Before a final decision can be made on the Hamblen Park site, it would need to go before the Park Board. They are hoping to move forward with the water tower project this summer.

There were questions and answers.

7. **New Design Review Guidelines:** Dean Gunderson. Dean began his presentation by explaining the Design Review Board's (DRB) role in reviewing applicant's projects. The DRB use the guidelines as guides to structure their recommendations to applicants. The guidelines are like strategic policies; they are targeted ways to address the items that are in the City's Comprehensive Plan. Then, he went into the process of how they went about updating the Design Review Guidelines; defining the problem; looking at how Portland, Seattle, and Boise use/practice design review; hiring a consultant; and recommendations. The new guidelines now have a category for urban design and re-prioritized the guidelines that are right sized for the City of Spokane and also includes a chart. Launching out to next round and reach out to neighborhoods for comments on project surrounding schools and city-wide design guidelines.

There were questions that were answered in the chat.

8. **Subdivisions and Land Use Permits:** Tami Palmquist. The presentation began with predevelopment meetings. Predevelopment meetings may be either required or recommended for land use applications or building permits. The free, non-binding meetings help applicants know what is expected of the project from start to finish, including items like what type of land use, landscaping, parking, utilities, building codes, etc. Land use applicants may require a community meeting(s) to present their ideas to a neighborhood. She stressed being involved with the community meeting process to engage the public and how residents are informed of notifications. The public hearing process, SEPA, and public hearing process and appeals. She did not go into the Subdivisions portion of the presentation because time ran out.

There were questions and answers.

9. **Budget:** Mark Davies. City Council gave CA \$50,000; \$25,000 for leadership training, to be managed by ONS, and \$25,000 for the Community Engagement Grant. Each neighborhood can apply for up to \$800. This year, budget would like one application submitted that lists a first and second option, in the event that COVID restrictions are still in place. Training for the Community Engagement Grant will be on Thursday, Feb. 25, at 6:30p.m. Applications can be submitted beginning March 1. The application materials and training video will be posted to the website.

There were questions and answers.

The 2021 Budget Committee Goals were presented and motion to approve the goals as presented. Greg motioned, seconded by Tina. Motion passes with 18-approve, 0-deny, and 0-abstain.

- 10. Building Stronger Neighborhoods (BSN).** Tina Luerssen. The Robert's Rules in Brief and StrengthsFinder books have arrived. BSN will have virtual training, but they are hoping to be able to hold training in person for a small group. Training dates are: Tuesday, March 30, How to Run a Meeting, using either Robert's Rules or CA Procedures; and Tuesday or Wednesday, June 29 or 30, for StrengthsFinder. The trainings will be held in the evening, but times have not yet been set.

There were no questions.

- 11. Neighborhood Housing and Human Services (NHHS).** Carly Cortright, Cupid Alexander was not present. Cupid's update was given by Carly. The NHHS division continues to create ways to share information with the creation of the Locale newsletter, please sign up to receive it and share with constituents. NHHS went through strategic planning process with expectation that the result would be streamlined ideas and associated actions through NHHS to operationalize the needs of the community. Also, requests that the CA/CD committee report out on the NCDP program and the ideas and decision making behind the suggestions because when the community needs are this great, we have a leadership responsibility that requires accountability.

Office of Neighborhood Services (ONS). Carly. **Facilitator.** At the last meeting, CA said they did not want to use CE Grant funds to hire a facilitator. There is about \$1,000 from the postage budget, since postage use is down, that could be used to fund a facilitator, but that would not be a long-term solution and available only for this year. The Ad-hoc committee thought a facilitator would charge about \$100 per meeting and had some people that might be interested. Carly will reach out to them and see if they could attend the March CA meeting. She wants CA input on the selection and hopes the facilitator can be in place by May. ONS would manage paying the facilitator.

\$25,000 for Leadership Training. One meeting has been held with Gonzaga and another will be held tomorrow. We are working on a draft MOU between the City and Gonzaga. The first step will be a needs assessment to determine what the gaps are in the training that's currently being provided and what other information needs to be included. She would like to have that in place within the next month or so.

Program Updates. The CE Grant training was covered in Mark's Budget update. Clean Up has focus groups starting next week. Feedback from the focus groups will be taken to Solid Waste to get some ideas which we'll present to the CA. Traffic Calming is still

waiting for a decision from the Traffic Sub-Committee through City Council. As soon as we have it we will share with CA.

There were questions and answers.

- 12. Round Table: Kathryn, CA/CD.** Follow up discussion and motion to accept the CA/CD Committee's recommendations for the NCDP as presented and forwarded to appropriate departments. Moved by Andy Hoyer, seconded by Daniel Zapotocky. Motion passes with 15-approve, 0-deny, and 5-abstain.

There were questions and answers.

Meeting Adjourned.

Next Community Assembly scheduled for **Thursday, March 4, 2021.**