

Date: September 11, 2019
To: Community Assembly Representatives
Neighborhood Council Leadership
From: Community Assembly Liaison Committee
Re: Plan Commission Liaison Member Position
Application Information and Timing

The Liaison Committee has set a five-week period to October 11 for the recruitment of applicants for nomination to the Community Assembly's liaison member position on the Plan Commission.

This timing will allow Community Assembly representatives to acquaint the members of their neighborhood councils with the opportunity to serve in this vital position during September and early October, and will ensure the recruitment of applicants by neighborhood leaders occurs comprehensively across the city.

The Liaison Committee should be able, then, to recommend a nominee at the November 7th Community Assembly meeting.

Application information and forms will be available as soon as possible this week at the Community Assembly page of the city's website:

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

A set of notes on the "role and responsibilities" of the Plan Commission liaison member is included with this memo prepared by Greg Francis, the former CA liaison. It is a detailed description of the scope of the position. Anyone interested in the position can contact Greg for further information using this email address: <gfrancis1965@yahoo.com>.

Please note: The basic responsibility of the CA's PC liaison is just two things. Anyone who can manage the time for these can serve ably as the CA's PC liaison member.

- Attendance – both Plan Commission and Community Assembly meetings
- Reporting – packet notes for the CA and verbal reports at PC meetings

The two application forms accompanying this memo are:

- The city's standard volunteer advisory position application
- The 2019 Plan Commission liaison supplementary application (note the Affirmation statements)

Completed application forms should be returned to Melissa Wittstruck at the Business and Neighborhood Services desk on the third floor of city hall, or by email:

<mwittstruck@spokanecity.org>

The Liaison Committee will interview applicants as applications are received. It will be of interest about applicants' attendance at Plan Commission meetings during the application period and their familiarity with Spokane's comprehensive plan, its text and maps.

PDFs to be posted on CA web page:

- September 11th PC Liaison Position Info Memo
- PC Liaison Role and Responsibilities notes (Greg Francis)
- Standard city advisory position application
- 2019 supplementary application for the Plan Commission liaison position