

Spokane Neighborhoods Community Assembly

“Provide a vehicle to empower Neighborhood Councils’ participation in government”

Meeting Agenda for Thursday August 4, 2016

5:30 to 8:05 p.m. – **West Central Community Center**, 1603 N Belt



Proposed Agenda Subject to Change
Please bring the following items:
*Community Assembly Minutes: July 2016

AGENDA ITEM	Presenter	Time	Action	Page No.
Introductions	Facilitator	3 min–5:30		
Proposed Agenda (incl. Core Values and Purpose)	Facilitator	2 min–5:33	Approve	1
Approve/Amend Minutes ▪ July 2016	Facilitator	5 min–5:35	Approve	5
OPEN FORUM				
Reports/Updates/Announcements	Please Sign Up to Speak!	5 min-5:40		
LEGISLATIVE AGENDA				
City Council ▪ Update	Councilmember	5 min-5:45	Oral Report	
Admin ▪ August Picnic ▪ Joint CA/CC – 8/31/16	Tina Luerssen	5 min-5:50	Oral & Written Report	12
ONS/Code Enforcement ▪ Update	Staff	5 min-5:55	Presentation/ Q&A	
CHHS ▪ 2017 CDBG Allocations	Dawn Kinder	30 min-6:00	Presentation/ Q&A	
Design Review Board ▪ Update	Omar Akkari and Julie Neff	15 min-6:30	Presentation/ Q&A	
Budget ▪ New Committee Member Request ▪ Event Advertising	Andy Hoye	10 min-6:45	Presentation/ Q&A/Vote	
Retreat ▪ Committee Formation ▪ Ideas	Jay Cousins	10 min-6:55	Presentation/ Q&A/Vote	
Mayor’s Housing Task Force ▪ Update	Alicia Ayars	15 min-7:05	Presentation/ Q&A	
Public Safety ▪ Long-term Rental Stakeholder Group	Julie Banks	30 min-7:20	Recommendation/ Vote	
CA Roundtable	CA Reps	15 min-7:50	Discussion	
OTHER WRITTEN REPORTS				
Pedestrian, Transportation & Traffic (PeTT)	Paul Kropp		Written Report	14
Liaison	Paul Kropp		Written Report	19
Plan Commission Liaison	Greg Francis		Written Report	20
Design Review Board Liaison	Colleen Gardner		Written Report	22
Building Stronger Neighborhoods (BSN)	Tina Luerssen		Written Report	23
CA/Community Development	Kathryn Alexander		Written Report	25
CA BBQ – August 14 th	Tina Luerssen		Written Report	26
CA Master Calendar	Kathryn Alexander		Written Report	27

** IF YOU CAN’T MAKE THE MEETING, PLEASE SEND YOUR ALTERNATE!!!! **

UPCOMING IMPORTANT MEETING DATES

- *August 18: Land Use, West Central Community Center, 1603 N Belt, 5pm*
- *August 22: Building Stronger Neighborhoods, Sinto Senior Center, 1124 W Sinto, 12pm*
- *August 23: CA Administrative Committee (agenda item requests due. Please submit all written material to be included in packets two days prior to CA meeting date), ONS Office, 6th Floor, City Hall, 4:30pm*
- *August 23: Pedestrian, Transportation & Traffic (PeTT), West Central Comm. Ctr, 1603 N Belt, 6pm*
 - *August 31: Joint CA/City Council, East Central Community Center, 500 S. Stone,*
 - *September 1: Community Assembly, West Central Community Center, 1603 N Belt, 5:30pm*

MEETING TIMETABLE PROTOCOL

In response to a growing concern for time constraints the Administrative Committee has agreed upon the following meeting guidelines as a means of adhering to the Agenda Timetable:

1. When a presenter has one minute left in the time allotted the facilitator will raise a yellow pennant and indicate a verbal notice.
 - a. Should any Neighborhood Representative wish to extend the time of the presentation or comment/question period they may immediately “Move to extend the time by (1) to (5) minutes”.
 - b. An immediate call will be made for a show of hands in support of the extension of time. If a majority of 50% plus 1 is presented the time will be reset by the amount of time requested.
 - c. Extensions will be limited to (2) two or until a request fails to show a majority approval. After (2) two extensions, 1) if a motion is on the table, the facilitator will call for a vote on the open motion to either a) approve or not approve, or b) to table the discussion; 2) if there is no motion on the table, a request may be made to either (1) reschedule presenter to a later meeting, or (2) ask presenter to stay and finish at the end of the agenda.
2. When the allotted time has expired, a red pennant and verbal notice will be issued.

Administrative Committee

COMMUNITY ASSEMBLY LIAISONS & REPS (Draft)

Citizens Transportation Advisory Board (PeTT): Jim Bakke, 466-4285, jfbakke@q.com

Community, Housing, & Human Services Board: Fran Papenleur, 326-2502, papenleurf@yahoo.com

Design Review Board: Colleen Gardner, 535-5052, chiefgarryparknc@gmail.com

Plan Commission: Greg Francis, gfrancis1965@yahoo.com

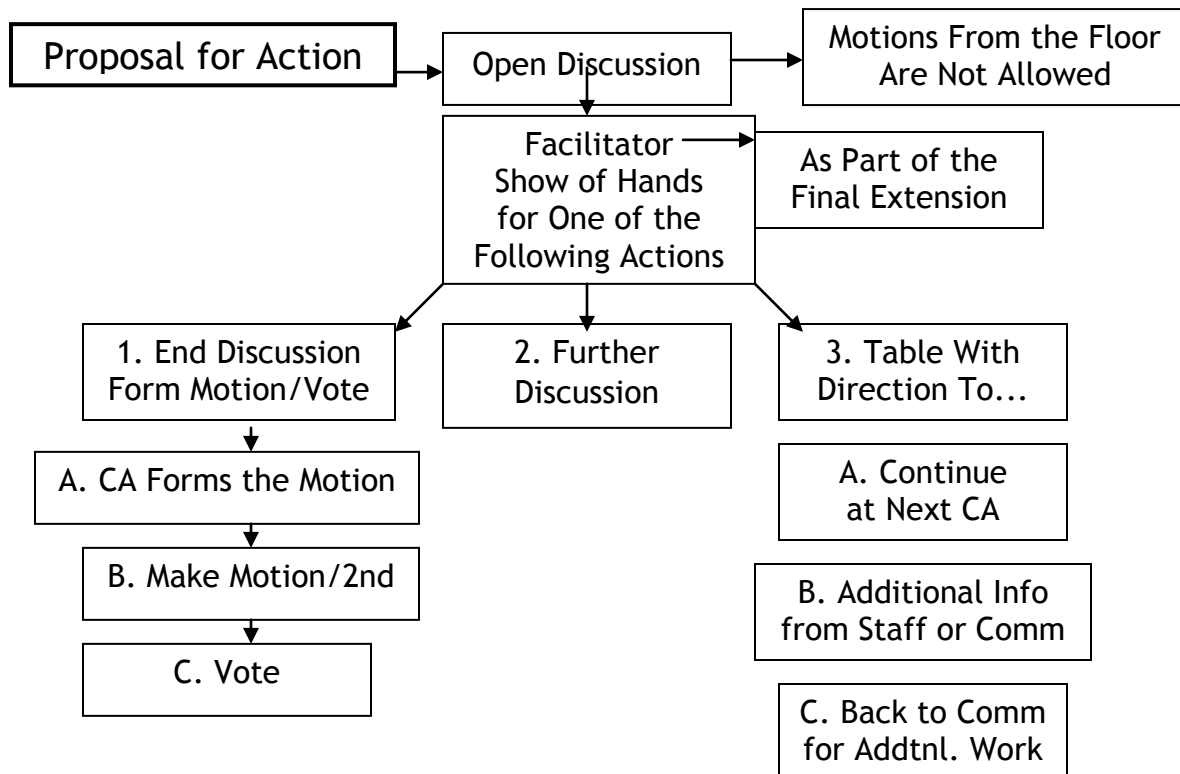
Plan Commission Transportation Advisory Committee (PeTT): Kathy Miotke, 467-2760,

zaromiotke@yahoo.com and Charles Hansen (alternate), 487-8462, charles_hansen@prodigy.net

Urban Forestry: Carol Bryan, 466-1390, cbryan16@comcast.net

a. CA Rules of Order:

- i. 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 one minute. When all who wish to speak have been allowed their time, the rotation may begin again.
- ii. When a proposal for action is made, open discussion will occur before a motion is formed by the group
- iii. As part of the final time extension request, the Facilitator will request a show of hands by the representatives at the table to indicate which of the following actions the group wants to take.
 1. End discussion and move into forming the motion and voting.
 2. Further Discussion
 3. Table discussion with direction
 - a. Request time to continue discussion at next CA meeting.
 - b. Request additional information from staff or CA Committee
 - c. Send back to CA Committee for additional work



Community Assembly Core Values and Purpose

CORE PURPOSE:

Provide a vehicle to empower neighborhood councils' participation in government.

BHAG:

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 fulfills 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.

Community Assembly Minutes

July 7, 2016

1. Proposed Agenda

- a. Approved

2. Approve Amended Minutes

- a. Proposed amendment (Kathryn Alexander, Bemiss - budget committee numbers need to change from \$20,000 to \$25,000.
 - i. Approved as amended

3. Open Forum

- a. Garry Pollard, Riverside
 - i. Community assembly handbook – congratulations to the CA, very impressed. Trying for years to get something like this on the books.
- b. Kathryn Alexander, Bemiss
 - i. 20 year anniversary of CA, congratulations on all the hard work over the years.
 - ii. Bemiss is having concerts this summer, every other week starting July 15th at Hayes Park.

4. Comp Plan update - Opportunities for engagement

- a. Lisa Keys, Director of City Planning
 - i. <https://static.spokanecity.org/documents/neighborhoods/getinvolved/agendas/2016/07/community-assembly-agenda-packet-2016-07-18.pdf>
 - ii. Comprehensive plan background
 - 1. Comp Plan was first adopted in 2001
 - 2. Last major update was in 2006
 - 3. Review process for this update began in 2013
 - 4. Update must be adopted by June, 2017
 - iii. Early Outreach Efforts – 2013
 - 1. Public Participation Plan – adopted by City Council (Revised in 2014 & 2016).
 - 2. Website
 - 3. Plan Commission and City Council updates.
 - 4. Community Assembly updates and requests for focus group volunteers.
 - 5. Council District Neighborhood Outreach Committee.
 - 6. 3 Council District Meetings.
 - 7. Plan Commission Open House.
 - iv. Early Outreach – Policy Focus Groups
 - 1. Streamlined chapters and eliminated redundancies.
 - 2. Added new policies if group found ‘gaps’.
 - 3. Re-arranged sections – to enable better flow.

- v. Early Outreach Efforts – 2014-2015
 - 1. Neighborhood Profiles. Purpose, to highlight each neighborhoods assets for use by visitors, developers, business.
 - 2. Staff Developed instruction booklet and CD's for neighborhoods to use when writing profiles and worked with CA.
 - 3. Interactive website let people pin icons to places of interest in their neighborhoods.
- vi. What is different in this update?
 - 1. Address regulatory changes – GMA.
 - 2. Streamlined for improved readability.
 - 3. Integrated capital facilities – LINK Spokane.
 - 4. Neighborhood Profiles.
 - 5. Implementation.
- vii. Implementation Chapter
 - 1. Future strategic actions for implantation will be included in the update.
 - 2. Staff will gather ideas over the remainder of this year on what items should be included in the list of future work.
- viii. PC First Review Workshop
 - 3. April 27th – Overview
 - 4. May 25th – Profiles and Neighborhoods
 - 5. June 8th – Introduction and Land Use
 - 6. June 22nd – Natural Environment; Leadership, Governance, and Citizenship; Urban Design/Historic Preservation.
 - 7. July 13th – Economic Development; Social Health; Parks, Recreation, Open Spaces.
 - 8. August 10th – Housing; Capital Facilities and Utilities.
 - 9. September 14th – Transportation (LINK Spokane).
<https://my.spokanecity.org/projects/link-spokane/>
- ix. How to Read the Revisions
 - 1. The 'track changes' version has new additions that have been moved – underlined in red.
 - 2. Items that have been removed or moved to another location are crossed out in Red.
 - 3. Red tent boxes contain comments for discussion – will not be part of the final document.
 - 4. Green text boxes contain items to be included in new chapter 2.
 - 5. If no comment box exists – the changes are minor.
 - 6. The second version is a 'clean' reformatted copy.
- x. September Public Open Houses
 - 1. Four Public Open Houses – held in each Council District, plus downtown.

2. Virtual Open House through the month of September.
- xi. Next Steps
 1. Questions and comments – send to:
Shapingspokane@spokanecity.org
 2. Come back to next meeting to discuss public participation plan.

5. City council — City Update

- a. Councilman Breean Beggs & Councilwomen Karen Stratton
 - i. Legislative priorities – first meeting a couple weeks ago, defined list of 5 items - top priorities. Houses on maple and Boone – moving – restored and being moved back.
 - ii. Next week advisory committee on Monroe – sit down w council women Mumm to discuss this further.
 - iii. New Police Chief Candidates
 1. Down to 3 selected candidates
 2. July 20th – public panel at city hall going almost all day, candidates will rotate around.
 3. Contact HR if you want to be a part of this process.
 - iv. Traffic calming – met last week, and reviewed all Neighborhood Council applications. Final decisions should be getting back to the Neighborhood Councils soon.
 - v. Heather Trautman and Breean Beggs – discussing neighborhoods and parking to come up with a standard way to have community engagement in this process.

6. Admin committee – Updates, August Picnic and December Meeting

- a. Tina Luerssen, Grandview/Thorpe
 - i. No CACC in July, next meeting – August 31st
 - ii. August Picnic – social gathering to have fun together. Need a date and location.

Vote on date and location for August Picnic:

- Does the group want to have picnic at mission or Manito Park?

Mission park: 9 vote yes

Manito Park: 9 vote yes

- Sunday - Aug 14th or Aug 21st

14th: 12 vote yes

21st: 3 vote yes

- Time frame: 4pm-6:30pm or 6pm-8:30pm?

4pm: 14 vote yes

6pm: 1 vote yes

Final Vote: Manito Park on the 14th at 4pm

1. Wanting to do recognition awards – if you have suggestions please contact Tina.
2. Do we want to make this event a plus one or bring family? Restrict young family members and allow spouses? If you have thoughts on this please contact Tina.
- iii. December meeting: awards banquet and potluck – do we want to continue to do this?

Vote:

Traditional: hour meeting and potluck – vote yes: 11

Nontraditional: complete business meeting - vote yes: 3

7. ONS & Code Enforcement – Update

- a. Heather Trautman, Director of Office of Neighborhood Services and Code Enforcement
 - i. <https://static.spokanecity.org/documents/neighborhoods/getinvolved/agendas/2016/07/community-assembly-agenda-packet-2016-07-18.pdf>
 - ii. Dawn Kinder, Director of CHHS – CDBG allocations
 1. Estimated allocation figures have changed slightly– going to effect the NC allocations.
 2. CACD Committee has been informed of this change.
 3. If you have questions, please send them to Heather Trautman.
 4. Bring this back in August for further discussion.

8. Land Use – 2016 Proposed Comp Plan Amendments

- a. Greg Francis, Rockwood
 - i. <https://static.spokanecity.org/documents/neighborhoods/getinvolved/agendas/2016/07/community-assembly-agenda-packet-2016-07-18.pdf>
 - ii. Three proposed amendments
 1. All three are proposed rezoning
 2. Two generally non-contentious (QueenB & Avista)
 3. One contentious and much larger (Morningside)
 4. Land Use Committee is recommending action on Morningside in support of impacted neighborhoods.
 - iii. Key guiding principles to consider
 1. Honor the community's long term investment in the comp plan
 2. Encourage development that will enable whole community to prosper
 3. Proposed changes must result in a net benefit to the general public
 - iv. Morningside – Traffic Factors

1. Substantial traffic issues in this area already
 2. Near failure levels by 2021 if rezone and project are approved
 3. Indian Trail road is only effective road into area
 4. No opportunity to create a second primary arterial to mitigate traffic concerns due to geography
 5. Widening of Indian Trail Road to four lanes \$3-\$5.8mil and is not in six year capital improvement plan.
 6. Traffic study does not factor in the potential impact of developments that could occur on undeveloped land already zoned as RMF, CC2, and O-35 in the Indian Trail area.
- v. Morningside – Other Factors
1. Violates the sub-area plan for the North Indian Trail Neighborhood Center (2007)
 2. STA only provides weekday service to this area – does not anticipate adding weekend or evening service.
 3. No substantial employment opportunities exist in the area
 4. Concerns about emergency service and school
 5. North Indian Trail, Balboa/South Indian Trail, and Five Mile neighborhoods have expressed opposition to rezone.
 6. More than 500 public comments have been submitted to the Planning Department opposing the proposed amendment – not one comment of support.
- vi. The CA Land Use Committee voted unanimously at a special meeting on 6/23/16 to recommend that Community Assembly consider a resolution supporting the North Indian Trail, Balboa South Indian Trail, and Five Mile neighborhoods in their opposition of the Morningside comprehensive plan amendment.

Motion: Approve support for the North Indian Trail, Balboa/South Indian Trail, and Five Mile neighborhoods in their opposition of the Morningside comprehensive plan amendment and send that to the Plan Commission and City Council for the public record.

Approve-13

Opposed-0

Abstain-2

9. Liaison – Design Review Board Member (DRB)

- a. Paul Kropp, PeTT Committee Chair
 - i. CA has had the benefit of long serving - Design Review membership.

Invite members of the CA and neighborhood councils that might be interested in filling this position.

1. At least 4 DRB meetings between June/Sept of this year, these would be folks that are members in good standing on their NC or for CA reps from NC that are members of the CA in good standing.
 2. 3 year long appointment
 3. One can always resign
 4. Substantial assignment/appointment
 5. Does all public projects – have a ton of huge things happening like Riverfront Park – all these go through the DRB.
 6. Bring this information back to your NC and see if people are interested or have a background in planning or an interest in this in general.
 7. The DRB meets twice a month on the 2nd & 4th Wed of the month from 5:30-8pm.
- ii. Paul will draft an email to send to CA reps to get out to their Neighborhood Councils – also post this on Nextdoor.

10. Policy and procedures – Update

- a. Valena Arguello, East Central
- i. Grievance policy and possibility of having this in a committee. Having a committee in place – tossing this idea around – what does the CA want to do?
 1. Possibly eliminate the Grievance Committee idea? 20 years of the CA and there has not been one grievance, arbitration or resolution.
 2. Standing committee, need to have specific language on how to create the committee.
 3. Would it be appropriate to have language around a grievance, keep the language and form an ad hoc committee?
 4. Simple statement on how to file a grievance and refer back to creating an ad hoc committee.

11. Roundtable

- a. Valena Arguello, East Central
- i. Report on 'Every Place Counts Design Challenge - East Central and I-90 Visioning and Design Workshop'.
 1. Design workshops held at the Riverpoint Campus.
 2. Great opportunity to have community input.
 3. Next workshop: 3:30pm – 5pm, July 8th at the pharma building at Riverpoint Campus.

In attendance:

16 Representatives Present

Bemiss, Chief Garry Park, Cliff Cannon, East Central, Emerson/Garfield, Grandview Thorpe, Lincoln Heights, Logan, North Indian Trail, Peaceful Valley, Riverside, Rockwood, Southgate, West Hills, Whitman, Nevada/Lidgerwood

Not in Attendance:

Audubon/Downriver, Balboa/SIT, Browne's Addition, Comstock, Five Mile Prairie, Hillyard, Latah/Hangman, Manito/Cannon Hill, Minnehaha, North Hill, Northwest, West Central

DRAFT

CA Administrative Committee Meeting

July 26, 2016
4:30 – 6:00 PM
City Hall ONS

Present Neighborhoods:

Jay Cousins, Chair (Emerson-Garfield)
Kathryn Alexander, Secretary (Bemiss)
Tina Luerssen (Grandview-Thorpe)
Seth Knutson, Vice-Chair (Cliff-Cannon)
Fran Papenleur (Audubon-Downriver) - guest

Present City Staff:

Rod Minarik
Heather Trautman

Absent Neighborhoods: Andrew Hoyer (Southgate)

Minutes taken by Kathryn Alexander

Approval of minutes from June - Approved

Proposed Agenda:

City Council Update, City Council
Admin Committee – August Picnic, Joint CA/CC – Tina Luerssen
ONS, Heather Trautman
CHHS – Dawn Kinder
Design Review Board – Julie Neff
Mayor's Housing Taskforce – Alicia Ayars
Public Safety Report, Long-term rental stakeholder group – Julie Banks
Planning Services, Public participation for future projects – Lisa Key
NUSA, Trip report – Kathryn Alexander, Staff
Roundtable

Confirmed Agenda:

City Council Update, City Council
Admin Committee – August Picnic, Joint CA/CC – Tina Luerssen
ONS, Heather Trautman
CHHS – Dawn Kinder
Design Review Board – Julie Neff
Budget Committee – Kathryn Alexander
Retreat Committee, Committee formation, ideas – Jay Cousins
Mayor's Housing Taskforce – Alicia Ayars
Public Safety Report, Long-term rental stakeholder group – Julie Banks
Roundtable

Follow-Up Topics:

NUSA

CA Website

Planning Services, Lisa Key

Retreat Committee

Next CA Admin Meeting August 23, 2016



PEDESTRIAN, TRAFFIC AND TRANSPORTATION (PeTT) COMMITTEE

* A Committee of the Community Assembly of Spokane Neighborhood Councils *

July 26, 2016, 6:00 – 7:30 PM

West Central Community Center – 1603 N. Belt Street

CALL TO ORDER AND INTRODUCTIONS

- Neighborhood councils represented: 11
- Total attendance: 17

PRESENTATION

- City of Spokane Pedestrian Master Plan: Plan Overview and Its Use for Targeting Sidewalk Improvements
Louis Mueller, Planning and Development Department
<https://my.spokanecity.org/projects/pedestrian-master-plan/>
- The topic PeTT and the neighborhoods are interested in is this: *How can the city's Pedestrian Master Plan (a) help guide a comprehensive program for sidewalk repair and infill and (b) assist neighborhood councils in targeting red-light funding for sidewalks in the meantime.*
- Louis Mueller will return to PeTT in October to demonstrate in detail the plan's mapping data availability and potential use when it will then be available online.

DISCUSSION

- City Council member Breean Beggs
Regarding the (very) preliminary ideas for an all-city sidewalk repair and infill program that were presented at PeTT in June, the possibilities are to be explored by a task group set up by the public works division. Beggs will campaign for that group to include neighborhood folks and his aide took the names of those attending who would be interested. Council member Beggs will return to PeTT when there is something with specifics to report. (The funding proposal document that council member Beggs presented to PeTT earlier is attached.)
- The committee reviewed a second draft of the PeTT policy and procedure document for Community Assembly (attached). The committee will vote to adopt at the next meeting.

REPORTS

- Office of Neighborhood Services
Traffic calming project selections are being finalized. They will be presented at the next meeting.

NEXT MEETING

August 23, 2016 -- Spokane Police Department
Traffic safety in general, and the "photo-red" ticketing process



Sidewalk Funding Proposal

The Problem

A sidewalk inventory conducted in 2008-09 estimated that the City of Spokane has 1,280.75 miles of sidewalk. The poor condition of many sidewalks in the City of Spokane often substantially limits access to crucial public services and goods and creates significant hazards (and thus liability) for trip and fall injuries. While some funding is available for repair through Community Development Block Grant funding, the amount available does not come close to meeting the need for repair: In the past 5 years, the program has allocated \$1.529 million for sidewalk repair.¹ There are also other programs that offer funding for pedestrian improvements, but they don't come close to addressing the actual needs, especially in residential neighborhoods outside the arterials.



The Proposal

Ask voters to approve a sidewalk levy that would raise a fixed amount of money over ten years. The funds would be divided equally among four geographic areas: the downtown core, and Council Districts 1, 2 (excluding the downtown core), and 3.

¹ See second page for sidewalk funding from other programs and sources. The funding amounts listed do not reflect the total amount of city money spent on sidewalks, as integrated street projects include construction of new sidewalks.



The funding would also be divided by purpose: 75% of funds raised via the levy would be used for sidewalk repair, and 25% would be used for the construction of new sidewalks or pedestrian upgrades. The funds could not be used to replace existing plans to repair or install sidewalks via the street levy, CDBG funds, traffic calming funds or TBD funds- thus preserving those existing funding streams, especially the current street levy funds being used to repair and improve sidewalks on arterials.

Criteria for project funding would be similar to what is used in the Pedestrian Plan, with projects in high pedestrian traffic and critical mobility areas (schools, parks, bus routes, libraries, etc.) receiving priority.

Integrated Capital Management reports that they could substantially leverage the levy funds to double or potentially even triple the dollars available for repairs over the life of the levy.

The Cost (Estimated)

The cost of the overall initiative would depend on the political will of the stakeholders but would likely range from \$5 million to \$10 million per year at an estimated corresponding cost of \$50-\$100/\$100,000 of assessed property value. Assuming a current median home value of \$150,000, a typical assessment would range from \$75 to \$150 per year. At the end of ten years, there would still be more work to accomplish and the voters could renew the program at a scale of accomplishment and taxation that seems appropriate.

Next Steps

If sufficient key stakeholders agree to pursue the sidewalk levy option, staff would be asked to propose an initial high level scope of work for a low, medium and higher spending plan (\$50-\$100 million over ten years in addition to grant funding). Council and staff would then work with stakeholders to propose a specific levy amount for consideration on the November 2017 ballot.



Appendix - Past Sidewalk Funding

Traffic Calming Fund²

Year	Funding Amount
2010	\$153,146.14
2012	\$55,370
2013	\$328,055
2014	\$179,700
2015 ³	\$186,900
Total	\$903,171.14

CDBG Funds

Year	Funding Amount
2011	\$132,224
2012	\$250,000
2013	\$240,537
2014	\$454,736
2015	\$451,830
Total	\$1,529,327

TBD Funds

Year	Funding Amount
2012	\$79,878
2013	\$294,674
2014	\$365,223
2015	\$114,147
Total	\$853,922

² Traffic Calming Funds are generally used for infill or construction of new sidewalks.

³ No applications were accepted in 2011 for traffic calming funds.

Community Assembly of Spokane Neighborhood Councils
Pedestrian, Transportation and Traffic Committee
(PeTT) -- Policies and Procedures
(DRAFT v.b -- June 2016)

A. Committee Charge:

Support the Community Assembly and neighborhood councils in promoting active, livable neighborhoods with multi-functional streets and a balanced transportation system.

B. Committee Function:

The committee receives the concerns and issues of the neighborhood councils related to streets, traffic safety, active living and transportation issues in general, and works with the Community Assembly, city staff and city council to evolve solutions and make recommendations.

C. Focus Areas:

The committee from time to time may indentify, or the Community Assembly may suggest, topics of specific interest for the committee's continuing attention. The committee's focus area topics will be reviewed and restated by the committee in January of each year and reduced to four or fewer.

D. Participation and Attendance:

Committee participation is open to any and all individual members of neighborhood councils in good standing with the Community Assembly. The names of individuals attending committee meetings will be recorded according to their neighborhood council and as either self-identified neighborhood council representative, neighborhood council alternate representative, or other.

E. Meetings and Notice:

The committee will establish a monthly meeting schedule to minimize conflicts with neighborhood council monthly meetings. Notice of monthly committee meetings and meeting agendas will be distributed to an email list maintained by Neighborhood Services no later than the day prior to the monthly meeting date, or any day of the prior week if possible. Committee meetings may not convene without there being present neighborhood council representatives or alternates of three different neighborhood councils in good standing with the Community Assembly.

F. Quorum and Decisions:

A quorum for the purpose of reaching a decision is six (6) neighborhood council representatives or alternates of neighborhood councils that have been represented at three (3) of the past six (6) regular committee meetings) For matters requiring a decision at a meeting convened with notice and a quorum being present, the committee will make its determination by the consensus of members or by agreement without objection. Voting by means of e-mail is not available.

F. Officers and Terms:

The committee will operate with a chair and secretary or, in the absence of a secretary, with a chair who agrees to prepare agendas, provide meeting notices and submit a meeting report to the Community Assembly after every committee meeting. The committee does not operate unless one member agrees to the duties of committee chair. The chair and secretary responsibilities are calendar year commitments, ordinarily agreed to toward the end of the calendar year for the succeeding twelve-month period.

Community Assembly
Liaison Committee
Policies and Procedures
July 2016

A. Committee Charge

Maintain the city-established positions on advisory boards and commissions related to the Community Assembly.

B. Functions

The committee will (1) keep up to date a profile of basic information for each liaison and representative position, including a position-specific statement of duties and responsibilities; (2) manage as necessary new liaison and representative appointments and reappointments according to term limit provisions; (3) engage in periodic evaluations of liaison and representative activities; and (4) monitor their timely reporting to the Community Assembly.

C. Membership

The committee operates with a minimum of three individuals who are members of different neighborhood councils.

D. Meetings

The committee meets monthly or as needed to accomplish its functions. For the convening of a meeting, a quorum is a majority of members. The committee annually will agree a day-of-the-month regular meeting date and report it to the Community Assembly for the master calendar. The committee's meeting date in 2016 is the second Friday of the month, or the Friday after the monthly Community Assembly meeting.

D. Officers and Terms

The committee will operate with a chair and secretary or, in the absence of a secretary, with a chair who agrees to prepare agendas, provide meeting notices and submit a meeting report to the Community Assembly after every committee meeting. The committee does not operate unless one member agrees to the duties of committee chair. The chair and secretary responsibilities are calendar year commitments, ordinarily agreed to toward the end of the calendar year for the succeeding twelve-month period.

E. Decisions

For matters requiring a decision at a meeting convened with notice and a quorum being present, the committee will make its determination by the consensus of members or by agreement without objection. An affirmative vote on a matter submitted to all committee members by e-mail requires unanimous consent to the text of a resolution.

[FINAL: Approved by committee 7/22/2016]

Plan Commission Liaison Report

August 4, 2016

Greg Francis – gfrancis1965@yahoo.com

The Plan Commission provides advice and makes recommendations on broad planning goals, policies, and other matters as requested by the City Council. It meets the second and fourth Wednesday of each month at 2pm in the Council Briefing Center in city hall with hearings typically starting at 4pm if there are any scheduled for that session. All Plan Commission meetings are open to the public.

Hearings

STA Central City Line Strategic Overlay Plan – The purpose of this plan is to discuss land use, economic and housing development, and transportation strategies on and near the future path of the Central City Line (from Browne’s Addition to SCC). Several revisions to the plan were made after the final PC workshop in June and an amendment was made by the PC at the 7/13/16 hearing that added “market-rate housing” to discussion about affordable housing since affordable housing has a very specific definition. This plan passed by a vote of 7-0. The plan is available for review at

<https://www.spokanetransit.com/projects-plans/central-city-line-strategic-overlay-planning>.

Workshops

2017 Comprehensive Plan Updates – Multiple Chapters – As part of the Comprehensive Plan update scheduled for June 2017, the city is reviewing all chapters of the comp plan. A number of the changes are the results of focus groups over the past several years while some are revisions directly by the Planning Department. While these are emphasized as updates of chapters rather than rewrites, some of the changes appear fairly substantial. In July, the Plan Commission was given overviews of changes to the following chapters: Economic Development (Chapter 7), Social Health (Chapter 10), and Parks and Recreation (Chapter 12). The draft chapters are available for review at

<https://my.spokanecity.org/shapingspokane/>. Comments may be submitted to **shapingspokane@spokanecity.org**.

Note: I strongly encourage people that have an interest in how the Comprehensive Plan guides the direction of the city to review these chapters and submit comments. While it has been emphasized during our PC workshops that the changes are not considered substantial, any language change can impact the interpretation of individual chapters.

Upcoming Hearings (Known)

Comprehensive Plan Amendments – The three 2015/2016 Comprehensive Plan amendments (Morningside, QueenB, and Avista) will tentatively have public hearings in September. Public testimony will be taken on 9/14/16 for QueenB and Avista, a special

meeting on 9/21/16 is tentatively scheduled to begin Morningside public testimony, with continuation of public testimony (if needed) for Morningside on 9/28/16. The deliberation and final vote for all three Comp Plan amendments will be on 9/28/16. The hearings are being split between these three dates in anticipation of substantial public comment at the hearings. These dates are tentative with the special 9/21/16 meeting still awaiting confirmation of a quorum by Plan Commission members.

Other

The Plan Commission met with the City Council for a joint planning session. Topics include an update on the university pedestrian bridge (construction may start as soon as January 2017), the status of the Infill Development Project, and a discussion about the Multifamily Tax Exemption that is up for reconsideration in 2017.

Infill Development Project

With the completion of the focus groups at the end of June, the steering committee has met once in July and will meet two more times in August to review feedback from all six focus groups and to group and prioritize the findings. The planning staff are still collecting and compiling written feedback from a number of the focus groups. That content will be discussion points in the upcoming steering committee meetings. The final outcome of these meetings will be a set of findings that will go to the full Plan Commission for review and then on to the City Council for final consideration. There may be some immediate changes as a result of the report as well as longer term changes that will require more work to implement.

Patrick Rooks (West Hills) and Greg Francis (CA Liaison to Plan Commission) are both members of the steering committee and both participated in the July meeting.

See <https://my.spokanecity.org/projects/infill-housing-strategies-infill-development/> for all project documentation.



August DRB
CA-Report
Aug 4th 2016
Colleen Gardner

All three of the reviews that came before the board on July 20th were sent forward with a recommendation from the board to approve as presented by the applicants:

- Franklin School
- 6th Platt of Kendal Yards
- Jaguar dealer ship

The downtown CSO Plaza collaborative workshop held on July 27th, 2016 was sent back to the applicant with some possible revisions. I did not receive the final wording on the recommendation prior to preparing this report but it will be sent out as soon as I receive.

Again all reviews are recorded and all information is available at the planning department if you wish to review

As always am available to the Neighborhoods at any time.

Building Stronger Neighborhoods

7/25/2016 12:00PM

Sinto Senior Center

Members present: Tina Luerssen (Grandview/Thorpe), Seth Knutson (Cliff/Cannon),
Dixie Zahniser (Manito/Cannon Hill), Kelly Lotze (Browne's Addition)

ONS staff liaison: absent

Guests: Karyll VanNess, Value Village

- Housekeeping
 - Chair EJ Iannelli is out of town, and ONS liaison Katie Myers is home sick. Member Elaine Thorne also emailed to let us know she was unable to attend.
 - Minutes were approved unanimously.
- Education & Outreach
 - Guest Speaker:
 - Karyll presented a program from Value Village, they will purchase donations from Non-Profit Organizations to use as a fund-raiser. The organization receives \$0.20/lb for cloth and \$0.05/lb for miscellaneous items. They will accept most anything in good condition that is the size of a microwave or smaller. Books are a very good item for this, as they are heavy and Value Village is always looking for novels and current books to sell. The minimum amount to participate is 1000 pounds, and Value Village will reimburse the organization for a rental truck, up to \$75. The donations need to be delivered to Value Village (708 W Boone), which is open from 9am-9pm every day.
 - Karyll passed out folders with information as well as her card. Contact info: Spokane.outreach@savers.com, 509-325-2569.
 - Next ONS/BSN Neighborhood Training
 - Social Media. EJ has discussed helping to lead this training on using Facebook, Twitter and NextDoor. We will discuss further next meeting when he is in attendance.
 - CA Website
 - Admin has discussed the CA Website, and asked BSN to discuss ideas. Reasons why we would use the website include: NC Contact info, Outreach Info (Nextdoor/Facebook instructions), CA General Information, CA Committees minutes/agendas, CA Packets, NC Program Information (traffic calming, handbook, cleanups, CDBG applications).
 - The big issue is Maintenance of this website. All changes are done through the City, and currently there is no one point of contact at ONS so changes are not always timely or accurate. BSN believes

that this could be the biggest help in maintaining an accurate and effective website, to have one person at ONS who is the point of contact and who is responsible for keeping information up-to-date.

- Announcements & Upcoming Events
 - National Night Out is August 2nd. There are many events planned around the city, which Neighborhoods can use to help spread information and sign up neighbors for notification/email lists.
 - CA BBQ is Sunday August 14th. CA Reps, Alternates, Committee Chairs, as well as City Councilmembers, ONS Staff and select City Department Heads have been invited. Idea for discussion at this event: to present how everyone is using their Budget funds in their Neighborhood.

Next meeting: Next regular meeting will be on Monday, August 22nd. 12pm at Sinto Senior Center

CA/CD Committee of the Community Assembly Minutes

Date: Tuesday, July 5th from 5:30-7:00 p.m.

Location: at the West Central Community Center, in the Newton Room

Present: Valena Arguello (East Central), Tim Musser (Emerson Garfield), Jessie Norris (West Central, Kathryn Alexander (Bemiss), Bill Forman (Peaceful Valley), Sandy Hart (Shilo Hills), Charles Hansen (Whitman)

ONS: Heather Trautman

CHHS: Dawn Kinder

Welcome and Introductions

Meeting Minutes: Minutes for April, May and June were approved.

Dawn Kinder from CHHS: CHHS has just finished reviewing their budget and finances. They have been over spending and will be revising the 2017 CDBG neighborhood allocations with our input. There is a \$60,000 shortfall that needs to be addressed. The shortfall was \$200,000 in total.

She presented two options and after much discussion it was decided to accept a % reduction across the board. This kept the allocations as close to the original agreement as possible and ensure that all eligible neighborhoods get at least some of the available funds.

Motion proposed by Alexander and seconded by Norris. Approved unanimously

Education Materials: For the next few months the CDBG committee wants to increase their educational outreach to the neighborhoods. Several options were discussed: making available the HUD Resource Guide, add spot blight description to suggestions, post a CDBG 'idea' scrapbook, put project profiles up on the website, create a welcome packet with CDBG information, create a brochure describing the process with project suggestions. Kathryn agreed to mock up a brochure design for the next meeting.

Putting more information that is easily digestible and simple to understand up on the CDBG website page could also include links to HUD materials and videos. Heather agreed to talk to IT about adding back the "where am I?" tool on the website, so people could easily find out what neighborhood they are in. Both Heather and Valena are working with IT to get the CDBG web page updated.

Submitted by Kathryn Alexander

Community Assembly BBQ

Sunday, August 14th 2016

4:30-7PM

Manito Park, North Shelter

Come celebrate community and the work that we put in throughout the years! Please bring a guest, whether it be another Neighborhood leader, significant other, or just someone you want to spend time with. We've received donations from Chief Garry Park businesses (Happy Laundry, Clines Air Conditioning, and DLJWF Inc) for burgers, hot dogs and buns. We will purchase plates, napkins, forks, cups, charcoal and tablecloths using CA Budget funds. Please sign up to bring a Condiment, Salad, Chips, Dessert, or Beverage.

RSVP by Tuesday August 9th. The invitation list is meant to include all CA Reps, Alternates and Committee Chairs, as well as City Councilmembers, ONS Staff, and select City Department Heads. If you believe someone has been omitted from this list, please contact Tina (macluerssen@gmail.com or 509.844.3299).



Community Assembly Master Calendar

This calendar includes the Community Assembly and all standing committees.

This calendar may not be definitive. Please send any corrections or changes//additions to the Admin Committee.

Community Assembly (CA) Calendar

January:	Awards Committee formed
February:	Retreat Formulate next year's goals
March:	Select NUSA Reps
April:	
May:	Retreat Follow-up
June:	NUSA Report
July:	
August:	CA Picnic
September:	Create Nominating Committee for Admin
October:	Present Slate for Admin Set CA/CC meeting dates
November:	Vote on Admin slate Policy & Procedures committee selected
December:	Standing committee goals accepted and approved

CA Award Dinner and Celebration

Administrative Committee Calendar

January:	Set CA Calendar
	Retreat on CA agenda
February:	Budget on CA agenda
March:	Retreat report on CA agenda
April:	
May:	Retreat follow-up on CA agenda
June:	
July:	
August:	
September:	
October:	Formulate next year's goals
	Submit any website changes
November:	Goal acceptance/approval on CA agenda
December:	New officers take over

Budget Committee Calendar

January:	Report to CA/CC on the NC achievements/challenges
	Elects officers
February:	RFPs open to NCs

March:	CA Budget request to CC
April:	NC RFP soft deadline
May:	
June:	
July:	NC RFP hard deadline
August:	
September:	Final budget spending plan
October:	Formulate next year's goals – Set Calendar Submit any website changes New member nominations
November:	Officer nominations
December:	Officers elected

Building Stronger Neighborhoods (BSN) Calendar

October:	Formulate next year's goals Set next year's Calendar Submit any website changes
Dec:	Officer elections

Community Assembly/Community Development (CA/CD) (Block Grant) Calendar

October:	Formulate next year's goals Set next year's Calendar
----------	---

Submit any website changes

Land Use Calendar

October: Formulate next year's goals
Set next year's Calendar
Submit any website changes

Dec: Officers elections

Liaison Calendar

October: Formulate next year's goals
Set next year's Calendar
Submit any website changes

Dec: Officer elections

Pedestrian, Transportation and Traffic (PeTT) Calendar

October: Formulate next year's goals
Set next year's Calendar
Submit any website changes

Public Safety Committee Calendar

October: Formulate next year's goals
Set next year's Calendar
Submit any website changes

Retreat Committee Calendar

January:

February: Retreat

March:

April:

May: Retreat follow-up

June:

July:

August: Initial retreat planning

Facilitator RFP sent out

September:

October: Formulate next year's goals

Set next year's Calendar

Submit any website changes

November: Facilitator selected/contracted

December: First facilitator planning meeting