

Spokane Neighborhoods Community Assembly

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

Meeting Agenda for March 6, 2015

4:00-6:00 p.m. – COUNCIL BRIEFING CENTER, Basement, City Hall



Proposed Agenda Subject to Change
Please bring the following items:
*Community Assembly Minutes: February 2015



AGENDA ITEM	Presenter	Time	Action	Page No.
Introductions	Facilitator	3 min-4:00		
Proposed Agenda (incl. Core Values and Purpose)	Facilitator	2 min-4:03	Approve	1
Approve/Amend Minutes ▪ February 2015	Facilitator	5 min-4:05	Approve	5
OPEN FORUM				
Reports/Updates/Announcements	Please Sign Up to Speak!	5 min-4:10		
LEGISLATIVE AGENDA				
City Council ▪ Update	City Council	5 min-4:15	Oral Report	
Administrative ▪ Award ▪ Retreat	Jay Cousins, Luke Tolley, Tina Luerssen	30 min-4:20	Oral & Written Report	10
ONS/Code Enforcement ▪ Update	Heather Trautman	10 min-4:50	Oral Report	
2015 CA Goals ▪ Adoption		10 min-5:00	Approve and Adopt	16
Public Safety ▪ 2015 Work Plan (Rental Inspection) ▪ Outdoor Storage – Vehicle Storage	Julie Banks	15 min-5:10	Oral Report/ Vote	
Community Housing & Human Services (CHHS) ▪ Update	Fran Papenleur	5 min-5:25	Oral & Written Report	23
CA/Community Development ▪ Update	Fran Papenleur, George Dahl	20 min-5:30	Oral & Written Report	24
PRESENTATIONS/SPECIAL ISSUES				
Comprehensive Plan Amendments – 2015 ▪ Proposed	Tirrell Black, Planning	10 min-5:50	Presentation/ Q&A	
OTHER WRITTEN REPORTS				
Pedestrian, Transportation & Traffic (PeTT)	Paul Kropp		Written Report	28
Building Stronger Neighborhoods (BSN)	E.J. Ianneli		Written Report	29
Plan Commission Liaison	David Burnett		Written Report	31
Land Use	Teresa Kafentzis		Written Report	32
Northwest Neighborhoods S/R Article	Fran Papenleur		Written Report	35

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

UPCOMING IMPORTANT MEETING DATES

- *March 10: Public Safety, YMCA Corporate Office, 1126 N Monroe, 4pm*
- *March 19: Land Use, West Central Community Center, 1603 N Belt, 5pm*
- *March 23: Building Stronger Neighborhoods, Fire Station 4, 1515 W. Riverside, 5pm*
- *March 23: Town Hall Meeting, East Central Community Center, 6pm. Neighborhoods include: Comstock, East Central, Lincoln Heights, Manito/Cannon Hill, Rockwood, and Southgate*
- *March 24: 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*
- *March 24: Pedestrian, Transportation & Traffic (PeTT), West Central Comm. Ctr, 1603 N Belt, 6pm*
 - *April 3: Community Assembly, Council Briefing Center, City Hall, 4pm*

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 (Draft)

Citizens Street Advisory Commission (CSAC): Hal Ellis, 838-9778, hellisso@earthlink.net

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

Community, Housing, & Human Services Board: Fran Papenleur, 326-2502,

fran.papenleur@waeb.uscourts.gov

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

Mayor's Design Advisory Team (PeTT): Paul Kropp, 448-2291, pkropp@fastmail.fm

Plan Commission: David Burnett, 720-3321, dburnett@spokanecity.org

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

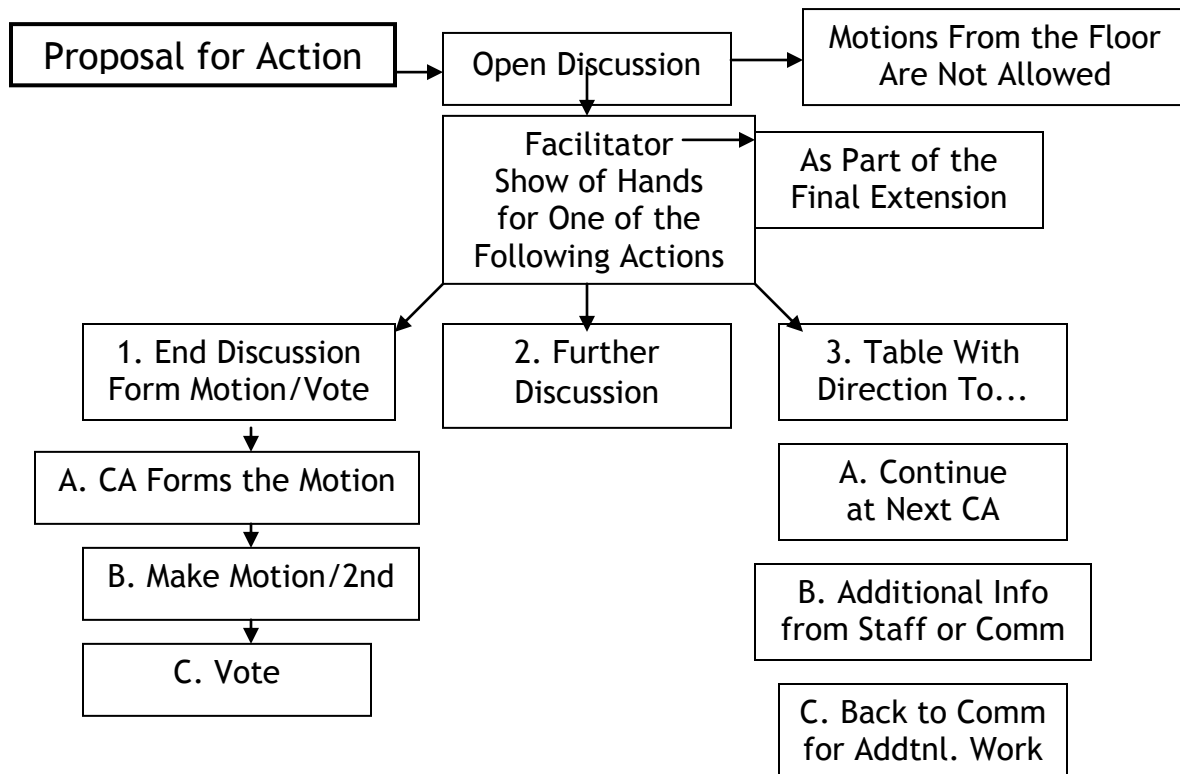
zaromiotke@yahoo.com and Charles Hansen (alternate), 487-8462, charles_hansen@prodigy.net

Single Family Home Rehab Task Force: Sandy Gill, 325-4260, gillflah@comcast.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 two minutes. 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

February 6th, 2015

Agenda was approved. January minutes were approved unanimously.

1. Open Forum

a. Paul Kropp

- i. STA is requesting input from PeTT as they update their Policy on Bus shelters and Benches at the next PeTT Meeting on February 24th, 6:00-7:30pm.

b. Colleen Gardner:

- i. Mission park will have a dedication to Jeanette Harras at the Parks Dept. new senior exercise equipment being installed in the park. There will be a dedication sometime in April-May.

c. Chris Bornhoff

i. Commercial Traders Club

1. Wanted to let the CA know that the Traders Club is not interested in the Rental Inspection Program and asked to make sure that their group is involved involvement.

d. Eric Basset, National Association of Rental Property Management

i. Owner of Madison property management

1. Want to be informed and involved in the process for the Rental Inspection program.
2. Not going to be able to attend the neighborhood meetings but is opposed to the program. He said that it is going to raise cost and push landlords out of the business.

e. Kelly Cruz

i. Proposed Legislation with Marcus Riccelli

1. People who use DSHS should have their property inspected, there are many people living in housing that when you get Section 8 housing there is inspection but there isn't that at the higher level.
2. Those that are on the Federal DSHS are required to have an inspection through the program but are not required by the state.

2. City Council Placeholder:

a. Karen Stratton, City Councilmember District 3

- i. Centers and Corridor Open House was attended by 40 or 50 people and they received very good input from the neighborhoods.

1. Amber Waldref is still taking suggestions or comments on the proposed changes.

- ii. If you are inspired by someone in the city of Spokane who has made significant contributions to the development and quality of life in our community? The Spokane Citizen Hall of Fame aims to recognize individuals in the city of Spokane for their achievements in one of 6 categories. Citizen Hall of Fame is nominations are currently being taken, to nominate someone you can do so at <http://www.spokanelibraryfoundation.org/nominate/>

- iii. Councilmembers Karen Stratton and Candace Mumm will be holding a mobile office Feb. 17th, 1:30pm at the Shadle Library.

- iv. Talked to the Mayor about warming centers, transportation was an issue for the homeless to get to the Salvation Army. He will be taking suggestions for improving the program next year.

3. Administrative Committee:

a. Jay Cousins, Emerson Garfield

i. Liaison Committee

1. Would like to suggest to the CA that Liaison Committee gets standing committee status so that there are always people available to review applications to be on liaison committee.
2. CA make it a standing committee and get people to serve on the committee

- a. Colleen said that she would be on the Liaison Committee as a Standing Committee
- b. Motion:
 - i. Establish Liaison Committee as a standing committee of the CA.
 - 1. Vote:
 - a. For: 18
 - b. Against: 1
 - c. Abstain: 1
 - ii. Committee will be made up of:
 - 1. Southgate, Paul Kropp
 - 2. Chief Garry Park, Colleen Gardner
 - 3. Riverside, Gene Klozar

4. Neighborhood Services & Code Enforcement Update:

- a. Heather Trautman, Director of Office of Neighborhood Service & Code Enforcement
 - i. Upcoming Events
 - 1. February 18th, Neighborhood Clean Up Orientation, 6-7pm, City Council Briefing Center, City Hall
 - 2. February 20th, 9:00-1:00pm, Woodland Center at Finch Arboretum, 3404 W. Woodland Blvd.
 - 3. February 25th, Joint Community Assembly/City Council, West Central Community Center, 1603 N. Belt
 - 4. Can always find up to date events on www.spokaneneighborhoods.org select Meetings and Events tile to view Google Calendar
 - ii. Spokane Citizen Hall of Fame
 - 1. Save the date: inaugural citizen hall of fame breakfast, April 2nd, 7-9am, Davenport Hotel
 - 2. Nomination forms open from January 26th to February 16th
 - 3. Go to www.spokanelibraryfoundation.org, 509-444-5318
 - 4. Categories include Arts & Letters, Economic Development, Education, Innovation & Leadership, public service and philanthropy, science and medicine
 - iii. 2015 Program Application Dates
 - 1. January 5th to March 2nd: Traffic Calming Applications
 - 2. January 5th to March 16th: Mobile Speed Feedback locations
 - 3. February 18th to June 1st: Clean up application
 - 4. March 1st to June 30th: Greening Grant-Forest Spokane
 - 5. July 1st to October 31st: CDBG Applications* tentative dates will be based on CA/CD Committee
 - iv. CDBG Program Updates
 - 1. 2015 Application Status
 - 2. Next Steps
 - a. All neighborhood applications consolidated into the 2015 Action Plan-February 27th
 - b. CHHS Board Public Hearing- March 4th and April 1st
 - c. CHHS Board recommendation to City Council- Mid April
 - d. 2015 Action Plan submitted to HUD-May
 - e. Grant Year Begins-July 1st
 - v. CHHS Service Plans
 - 1. Three 5 year plans to guide goals, strategies and investments of \$65+ million in local, state and federal dollars.
 - a. Consolidated Plan: benefit extremely low-to-moderate income
 - b. Homeless Plan: Prevent and reduce homelessness
 - c. Fair Housing Plan: Reduce and prevent housing discrimination and improve housing equality

2. Plans have been through a nearly two year process
3. Need neighborhood input to ensure they accurately reflect the needs of the community-
4. ***Save the Date-workshops planned for March watch for email.***
- vi. NW and Emerson Garfield Neighborhood boundary changes
 1. Proposing to move a piece near the river to go to Emerson Garfield from Northwest Neighborhood Council
 - a. Motion: Support the suggested boundary change.
 - i. For: 20
 - ii. Against: 0
 - iii. Abstain: 0
 2. Next step will be to bring the changes to the City Council.

vii. Action Item: 2015 Neighborhood Greening Grants Award Ballot

1. **Vote for the one greening grant project your neighborhood deems to be the best project**
2. **1 ballot per neighborhood**
3. **Winner will be announced in April**
4. **Return to Alicia Powell by March 6, apowell@spokanecity.org**

viii. 2012-2014 Code Enforcement Reports and Maps

1. Code Enforcement Reports and Maps have been distributed to the neighborhood for the years 2013 and 2014.
2. There was a significant increase in the amount of code complaints due to the increase in the types of programs that the office took on, including abandoned vehicle, graffiti and violations in the right of way.

ix. 2015 Application Status- CDBG

1. **Eligibility Review** - All applications underwent review by CHHS staff to verify eligibility
 - a. Required step in moving forward with inclusion in 2015 Action Plan for the CDBG grant
 - b. Eligibility determinations are made at application and implementation of the project, also due to the American Community Survey data releases
2. **Modified Application**— 6 Neighborhood Council Chairs were notified of projects found to be ineligible, CHHS and ONS staff worked with neighborhoods to find options and opportunities for using funding
3. **Application Deadline Extended** – Project identification was extended to February 24th to allow new projects to be selected by neighborhoods
4. **To Date** – NW, Nevada Lidgerwood, Grandview-Thorpe, Emerson-Garfield, & Logan proposed new projects. Cliff Cannon working on locations.
5. City Blog at: <https://beta.spokanecity.org/blog/2015/02/06/hud-changes-impact-eligibility-of-cdbg-projects/>

5. Retreat Committee

- a. Luke Tolley, Hillyard
 - i. The CA Retreat will be held on **Friday, February 20th from 9:00am-1:00pm, at Finch Arboretum, 3404 W. Woodland Blvd.**
 - ii. The retreat is going to develop Core Values and Purpose and development goals and implementation.
 - iii. If you have questions please contact the committee.
 - iv. Not limited to Community Assembly representatives, it is open to anyone in the neighborhood and subcommittees.

6. Public Safety Committee: Action Item

- a. Julie Banks, Rockwood Neighborhood/Public Safety Committee Chair
 - i. Rental Inspection Program Discussion

1. Topic was brought to Public Safety Committee as a concern and what a program like this might look like in Spokane.
2. The committee has explored different programs like this in other cities around Washington.
3. At the last meeting they asked for neighborhoods to attend, they had an even number of neighborhoods that attended and had a tie on if the neighborhoods wanted to move forward.
4. Bring this paper back filled out to the next CA meeting in March so the group knows where the neighborhoods want to go with the process.
5. Will come back to CA in March looking to vote on whether the group will go forward with working on a Rental Inspection Program or not.
 - a. Jackie Caro will be emailing the information out to the neighborhoods for forwarding on.

7. CHHS

a. Fran Papenleur, Northwest Neighborhood

- i. Board met on February 4, and approved several funding recommendations, which have now been forwarded to City Council.
- ii. Recent HUD award of \$3.5 million dollars to help with homelessness.
- iii. Update on Neighborhoods impacted by the new ACS data affecting their CDBG project eligibility. CHHS/ONS have contacted them to select alternative projects.
- iv. Board discussion regarding City of Spokane Street Department applying for CDBG funds. The RFP/Eval Committee will be drafting a policy recommendation.
- v. *There will be a public meeting on March 4th.*

8. CA/Community Development Committee

a. Fran Papenleur, Northwest Neighborhood

- i. Committee met on February 3rd, Jonathan Mallahan presented information on various allocation models.
- ii. Group exercise resulted in consensus on top neighborhood values: public safety, quality of life. Leaders want flexibility to direct dollars toward greatest need, gifting, and collaboration.
- iii. *There will be a special meeting on February 24th, at the Northeast Community Center, 5:30 p.m.*
- iv. *Next regular monthly meeting is March 3rd, 5:30pm, West Central Community Center.*

9. Asset Based Community Development

a. Sima Thorpe, Mary Joan Hahn, Gonzaga

- i. To view the full presentation on ABCD Mapping go to [page 66 in the February CA Packet](#).
- ii. What is ABCD?
 1. Belief that neighborhoods and communities are built by focusing on the strengths and capacities of the citizens and associations that call the community “home”.
 2. A place-based approach that promotes resident engagement.
 3. Belief that assets of a neighborhood can be identified and mobilized to build community and create change.

b. Follow-Up & Contact

- i. There is some help for those of you that are in the neighborhoods, looking for community events to attend to meet a lot of residents and do individual mapping now through the end of April early May.
 1. Contact Mary Joan Hahn at Hahn@gonzaga.edu or Sima Thorpe at Thorpe@gonzaga.edu

10. 2015 Bike Master Plan

a. Blaine Stum and Nathan Gwinn

- i. The presentation can be found [on page 39 of the CA packet](#). Councilman Jon Snyder has been working to add projects and locations to the Bike Master Plan as part of the update to the Comprehensive Plan.

b. PeTT Committee Recommendation (Paul Kropp)

- i. Motion: To accept PeTT recommendation from exhibit A (see below):

(January 27, 2015 By vote this date, and confirmed subsequently by e-mail as to form, the Pedestrian, Traffic and Transportation Committee (PeTT) recommends the following resolution for adoption by the Community Assembly)

With regard to the bike facility roadway and trail additions to the Planned Bikeway Network Map TR 2 at 4.10 Maps in Chapter 4 Transportation of the Comprehensive Plan proposed by city staff with amendment Z1500003COMP to revise the Master Bike Plan and introduced by Council Member Jon Snyder:

BE IT RESOLVED THAT the Community Assembly supports specifically those bike and trail facilities listed in Exhibit A (attached) as a component of the proposed emergency subarea plan amendment to the Comprehensive Plan Transportation Chapter 4.9 Spokane Master Bike Plan; and THAT the Community Assembly endorses these bike facility and trail additions as implementing the Comprehensive Plan Chapter 4 Transportation goals and policies for: • Bicycle and pedestrian linkages between activity centers (TR 2.10) • Safe bicycle and pedestrian access on bridges (TR 2.11) • Safe bicycle and pedestrian routes to schools (TR 2.12) • Bicycling as a viable alternative to driving (TR 2.13) • Safe, convenient and continuous bikeways through the city (TR 2.14) • Safe accommodation for bicyclists on the street system (TR 2.15) • Marked on-street bicycle lanes, bike routes and off-street bicycle paths (TR 2.16) • Facilities supporting bicycling (TR 2.17) • Bicycle facilities that make transit a viable transportation option (TR 2.18) AND THAT by this action the Community Assembly requests a representative of PeTT to offer this resolution in testimony at hearings before the Plan Commission and the City Council, which are presently scheduled to be held in late February and late March respectively.

1. Vote:
 - a. For: Unanimous
 - b. Against: -
 - c. Abstain: -
- c. Tara Zeigler, ONS
 - i. Short-term rental information can be found on [page 17 of the CA Packet](#).
 - ii. Working on another draft ordinance per the request of the Plan Commission.
 - iii. March 16th will be going to the City Council.

In attendance:

Bemiss
Browne's Addition
Chief Garry Park
Comstock
Cliff/Cannon
Manito/Cannon Hill

Logan	Peaceful Valley	North Indian Trail
Grandview Thorpe	Minnehaha	Riverside
Hillyard	North Hill	Rockwood
Lincoln Heights	Northwest	Southgate
West Central	Emerson Garfield	East Central

Not In attendance:

Balboa/SIT	Latah/Hangman	Whitman
West Hills	Logan	
Five Mile Prairie	Nevada Lidgerwood	

CA Administrative Committee Meeting

February 24, 2015

5-6:00 p.m.

City Hall, ONS

CA Reps Present:

Jay Cousins (Emerson-Garfield), Chair
Gary Pollard (Riverside), Vice Chair
Seth Knutson (Cliff-Cannon)
Fran Papenleur (Northwest), Secretary
Kathryn Alexander (Bemiss)

Others Present:

Rod Minarik, City Staff/ONS
Heather Trautman, City Staff/ONS
Karen Stratton, City Council Liaison

CC:

Jonathan Mallahan, City Staff/CNS Director

I. Today's Agenda/Items to address:

- Draft Agenda for March Community Assembly meeting
- New Business

II. March CA Agenda

A. Legislative Agenda topics, speakers and/or reports were reviewed.

1. City Council – update from Council Member(s)
2. Admin Committee – Jay. This report will be combined with debriefing on the CA Retreat held February 20. Kathryn has typed up notes from the retreat, and distributed a draft to Admin/Retreat committee members for review. 30 minutes needed. [Note: Rod stated that the Admin Committee has not yet submitted their Goals for 2015. Seth suggested drafting using some of the major points from the retreat.]
3. ONS – Heather.
4. Public Safety – Julie Banks. Neighborhood councils will report any feedback the long-term rental inspection/licensing issue. The CA will then recommend to the PS Committee whether or not to continue to research. Also, update on outdoor storage/vehicle storage status.
5. CHHS – Fran will report on the CHHS Public Hearing to be held March 4. Main topic will be next 5-Year Strategic/Action Plan. Also an update on CA/CD Committee decision on an allocation model for 2016.

B. Guest Speakers

1. Comp Plan - Proposed Amendments – Tirrell Black, Planning (10 minutes)
2. Neighborhood Retail Parking Standards – Suggested Boris Borisov, Planning, take this to the Land Use in March, then put it on the April CA agenda
3. Spokane Transit Authority Proposition 1 Ballot Measure – Brandon Rapez-Betty, STA Senior Communications Specialist. Suggested Brandon use the Open Forum and then present at individual NCs meetings.

III. Other Business

Jeannette Harras Memorial – Colleen Gardner is spearheading an effort to create an award in Jeanette's name to acknowledge a Volunteer of the Year. This would be different than the annual awards given at the CA's Christmas event. Gary offered to assist Colleen.

IV. Next Meeting – Tuesday, March 24, 4:30 p.m. City Hall/ONS.

Community Assembly Retreat

February 20, 2015

Over All Thematic Goal

Create Greater internal Alignment with our Values and Purpose – 6 months

Defining Objectives

1. Redesign new member orientation
2. Restructure our meetings
 - a. Themed meetings
 - b. More time for discussion
3. Develop process for sharing best practices

Thematic Goals

1. Spend more time together
2. Face the problem head on
3. Themed meetings so we can have in depth conversations
4. Deliberately focus on who we are, why we do what we do, and what we are trying to accomplish
5. Educate ourselves
6. Determine how to better organize ourselves (i.e. restructure our meetings)

Defining Objectives

1. Hold ourselves accountable to our vision
 - Educate all CA members on vision
 - Visual representation of vision at all meetings
 - Redesign new member orientation
2. Clarify our role within the context of our vision
3. Redesign the structure of our meetings to empower neighborhood councils – monthly revisit
4. Improve internal communication
 - Increase time for discussion
 - Set expectations for CA reps to educate themselves before meetings
 - Identify how external entities share information and make requests of us

Defining Objectives Detail

#1 – Hold ourselves accountable for our vision

Task	Champ	Date
Schedule roll out of the vision at regular meetings	Tina	5/1
Create training Pkt/presentation materials to use for new member orientation	Luke	5/1
Have visual representation of vision at all meetings		
Add to back of neighborhood names	Fran	4/3
Create banner to post at meetings	Kathryn	4/3
Admin Committee hold us accountable	Admin	Ongoing
Deliver and implement a new member orientation process	Seth	5/15
Create list of acronyms & verbally make the effort to say what they mean	Luke	5/1

#2 – Clarify our role within the context of the vision

Task	Champ	Date
Schedule time on the CA agenda to discuss and agree on our over-all role	Jay	3/6
Once the above is defined, use the vision to determine our role in any of the issues we become involved in	Admin	Ongoing
Determine what the public views our role today	Kathryn	7/1
Ask Council members and Mayor	Kathryn	7/1
Ask Neighborhood councils	Kathryn	7/1
Ask CA Committees	Paul	7/1

#3 – Redefine the structure of our meetings to empower neighborhoods

Task	Champ	Date
Review vision on a monthly basis	Admin	Ongoing
Empower facilitator to ensure we are remaining aligned with our vision	Rod	Ongoing
Engage membership in discussion time (add to agenda)	Admin	5/1
Poll CA about striking ballot issues from agenda	Admin	4/3
Determine minimum qualification and priorities for getting on the agenda	Admin	4/3

#4 – Improve internal communication

Task	Champ	Date
Increase time for dialogue and discussion		

Set expectations for the reps to educate themselves before coming to the table (do this at roll-out)	Tina	5/1
Admin reviews what goes into the packet	Admin	Ongoing
Sub-committee chairs provide bullet point summaries of committee work	Sub-chairs	Ongoing
Sub-committee chairs inform CA admin if they require doing an oral presentation	Sub-chairs	Ongoing
Develop a system for extra-meeting communication	Luke	7/1

CA Situation Summary

We lack a clear/shared sense of identity and purpose internally and we don't communicate this externally well. We are not getting timely information and we don't communicate effectively with each other.

CA Situation

Information available

City Council is not openly sharing with CA to the same degree as 4 years ago

CA not putting deliberate action to our vision (values, purpose, BHAG) 0 not all members are aware of vision etc.

New members are not being informed about our vision

We are not keeping ourselves accountable to our vision

We haven't branded ourselves to the community

CA lacks ability to bring focus to issues – short amount of time to discuss complex issues

CA not good at identifying issues that affect many neighborhoods

We need to learn how to learn from each other to more effectively work with City (i.e. share best practices)

We don't prioritize issues to focus on

CA is more about disseminating info versus discussing/vetting issues

People don't know how to utilize us

We don't all understand our acronyms

Finding ourselves in the 'middle' of issues vs. being allies (not that equal partner)

Structure of our meetings not effective

Resistance to extra meetings

CA members are volunteers – limits knowledge and commitment

CA asked to be more involved

All neighborhoods have unique structures and perspectives (meeting time, etc.)

Lack of resources/people

Not getting information in timely fashion undermines our ability to do our work or be seen as valued partners

If did more effective branding would draw more participation

We need to be stronger internally to be more effective in the community

2015

Community Assembly Goals Report



Jackie Caro
City of Spokane
1/1/2015

Table of Contents

Administrative Committee Goals.....	2
Building Stronger Neighborhoods Committee Go.....	3
Land Use Committee Goals.....	4
Liaison Committee Goals.....	5
Pedestrian Transportation & Traffic Committee Goals.....	6
Public Safety Committee Goals.....	7

DRAFT

2015 Administrative Committee Goals

“Create Greater internal Alignment with our Values and Purpose” by:

1. Redesign new member orientation.
2. Restructure our meetings.
3. Develop process for sharing best practices.

DRAFT

2015 Building Stronger Neighborhoods Goals

The Building Stronger Neighborhoods Committee works to provide training and resources to neighborhoods to increase participation, identify and meet neighborhood needs, and build capacity.

1. BSN will focus outreach as opportunities arise in collaboration with ONS and members of the 27 NCs. **Goal:** Spread the word about NCs to the general public by having volunteers attend Neighborhood Events, block parties, neighborhood parades or fairs.
2. Continue to promote and support neighborhood events through all the means possible.

2015 Land Use Committee Goals:

The Land Use Committee seeks opportunities to interact with Neighborhood Councils, citizen groups and individuals within the boundaries of the City of Spokane to serve as a resource to land use resolutions: to propose changes to policies, regulations, actions and plans to the Community Assembly.

1. Act as a resource for all neighborhoods concerning land use, using shared experiences. Measure success by tracking number of neighborhoods that participate. (Ongoing for 2015)
2. Increase participation in Land Use by providing outreach and recruitment in neighborhoods not currently participating. (Ongoing for 2015)
3. Solicit quarterly involvement in land use from Planning and Development Department (Ongoing for 2015))
4. Explore offering land use training opportunity for neighborhoods.
5. Develop a policy to address the reallocation and/or expenditure of neighborhood funds remaining after a neighborhood's primary planning process has been completed. (Carried forward since 2012)
6. Develop time line chart of development process to guide a neighborhood on how to get involved in development process.

2015 Pedestrian, Transportation & Traffic Committee (PeTT)

Goals:

The PeTT Committee focuses on Spokane's Transportation related problems and opportunities to create safer, more accessible streets for all uses, including pedestrians, cyclists and public transportation passengers.

1. Ensure a strong neighborhood involvement in the Comprehensive Plan

Transportation Chapter update and traffic management on arterial streets is addressed at the policy level.

2. Recommend a Street Parking Revision Process (Addition or Removal)

procedure document. The purpose is to create a standard set of guidelines such that parking revision proposals with significant impacts in residential areas can be addressed in a consistent manner with adequate notification to all affected parties and with public comment solicited and a public meeting held before an implementation scheme is made final.

3. Collaborate with Spokane Schools and the Spokane Regional Health District to promote a Traffic Awareness and Pedestrian Safety Week program focused on walking and biking to school.

4. Draft a set of recommended changes and/or adjustments to the traffic calming policy for residential streets that reflects on going experience and practices to date.

2015 Public Safety Committee

1.) Create a Rental Licensing Program. Create a program that would require landlords to get an inspection of their rental property periodically to ensure safe living standards.

2.) Continue to work on issues that come up that effect public safety.

Continue to be responsive when needs arise regarding public safety in the Neighborhoods.

DRAFT

SAVE THE DATE(S)

Educational Workshops focusing on Priority Needs identified in 2015 – 2020 Consolidated Plan

Every five years, the City of Spokane Community, Housing & Human Services (CHHS) department and board conducts an extensive planning, strategy and goal setting process. The Consolidated Plan and related plans that result from this process guide future actions that support low-income citizens.

The following workshops will focus on one of three needs identified in the Consolidated Plan. Through exercises, the audience will learn more about the plans and provide input on the desired outcomes that can be used to prioritize activities.

Safe, Affordable Housing Choice

March 10th 11:30 – 1:00 @ Sprague Union Terrace

1420 E Sprague

Community Development, Infrastructure & Economic Opportunities

March 18th 5:30 – 7:00 @ West Central Community Center

1630 N Belt

Reduce Homelessness and Provide For Basic & Special Needs

March 25th 2:30 – 4:00 @ SNAP Ft. Wright Building

3102 W. Fort George Wright Dr

ADDITIONAL IMPORTANT DATES:

On March 4th @ 6:00 the CHHS Board will hold a Public Hearing on the Consolidated Plan and related plans in City Council Chambers.

Public Comment on the plans will be taken verbally at the hearing and in writing from March 4th to April 3rd. Copies of the plans and details on the public comment process are available online at:

<https://beta.spokanecity.org/chhs/plansreports/consolidatedplan/>

Please contact the CHHS Department at 625-6325 with any questions.

MEETING SUMMARY

Community Development Committee

Community Assembly

Tuesday, March 3, 2015 – 5:30 to 7:00 p.m.

West Central Community Center – Newton Room

ATTENDANCE: Teresa Kafentzis – Southgate, Buzz Bellessa – North Hill, Sandy Gill – North Hill, Mike Brakel – West Central, Kelly Cruz – West Central, Joy Hart – East Central, Tim Musser – Emerson Garfield, Amber Johnson – Riverside, Dave Bentz – Minnehaha, Judith Gilmore – West Central, Alexandra Stoddard – Nevada Lidgerwood, Luke Tolley-Hillyard, Sally Phillips – Lincoln Heights, Marilyn Lloyd – Lincoln Heights, Elizabeth Marlin – Browne’s Addition, Rick Biggerstaff – Browne’s Addition, Bill Forman – Peaceful Valley, Valena Arguello – East Central, Fran Papenleur-Northwest, Roland Lamarche – North Hill, Donna Fagan – Bemiss

NEIGHBORHOODS PRESENT: Southgate, North Hill, West Central, East Central, Emerson Garfield, Riverside, Minnehaha, Nevada/Lidgerwood, Hillyard, Lincoln Heights, Browne’s Addition, Peaceful Valley, Northwest, Bemiss

NEIGHBORHOODS ABSENT: Balboa, Five Mile, North Indian Trail, Comstock/Manito, Rockwood, Grandview/Thorpe, West Hills, Cliff/Cannon, Latah/Hangman Valley, Comstock, Chief Garry Park, Logan

STAFF PRESENT: Jonathan Mallahan, George Dahl

WELCOME/INTRODUCTIONS: Roland called the meeting to order at 5:35 p.m.

NEIGHBORHOOD FORMULA ALLOCATION REVISITED: George provided a brief overview of the meeting held on February 24th. The meeting then went into the details of the formula allocation model. During the meeting on February 24th Committee members requested a points system be applied to the allocation model instead of a percentage of the total funds. George presented a three point system that was used to weight census block groups where the total populations exceeded 75% low and moderate income individuals (3 points assigned); census block groups where the percentage of low and moderate income individuals was between 60% and 74.9% (2 points assigned) and census block groups where the percentage of low and moderate income individuals was between 51% and 59.9% (1 point assigned).

The Committee was interested in seeing what the formula allocation might look like if the points per block group were adjusted. A recommendation was made to assign 4 points to block groups where the percent of low and moderate income individuals exceeded 75%, while maintaining the previously assigned 2 points for block groups between 60% and 74.9% and 1 point for block groups between 51% and 59.9% low and moderate income.

The Committee was further interested in reviewing another adjustment to the points by block group. A recommendation was made to use a points system where 2.5 points were assigned to the block groups where the percent of low and moderate income individuals exceeded 75%, while adjusting the block groups between 60% and 74.9% to 1.5 points and maintaining the 1 point for block groups between 51% and 59.9% low and moderate income.

The Committee discussed the pros and cons of all three models (Model A: 3, 2, 1; Model B: 4, 2, 1 and Model C: 2.5, 1.5, 1). The consensus favored the 4, 2, 1 model. A motion was made to accept the 4, 2, 1 allocation model and forward this

recommendation to the Community Assembly at their meeting scheduled for Friday, March 6th. The motion was seconded and passed by a majority vote.

The following tables represent each of the models discussed above and representative allocation by neighborhood.

Model A: 4, 2, 1

Neighborhood	Model A: Allocation by Neighborhood
Bemiss	\$ 46,258.00
Browne's Addition	\$ 2,933.42
Chief Garry Park	\$ 49,304.08
Cliff/Cannon	\$ 40,390.99
East Central	\$ 79,241.34
Emmerson Garfield	\$ 56,299.17
Hillyard	\$ 58,104.35
Latah/Hangman	\$ 10,831.10
Lincoln Heights	\$ 27,077.76
Logan	\$ 38,472.98
Minnehaha	\$ 14,103.00
Nevada Lidgerwood	\$ 111,695.75
North Hill	\$ 32,154.84
Northwest	\$ 23,693.04
Peaceful Valley	\$ 10,154.16
Riverside	\$ 17,149.25
Rockwood	\$ 12,410.64
Southgate	\$ 1,692.36
West Central	\$ 68,145.69
West Hills	\$ 10,154.16
Whitman	\$ 13,538.88

Model B: 2.5, 1.5, 1

Neighborhood	Model B: Allocation by Neighborhood
Bemiss	\$ 44,171.34
Browne's Addition	\$ 3,357.82
Chief Garry Park	\$ 49,208.07
Cliff/Cannon	\$ 41,573.02
East Central	\$ 79,636.60
Emmerson Garfield	\$ 54,764.46
Hillyard	\$ 54,364.72
Latah/Hangman	\$ 10,553.15
Lincoln Heights	\$ 28,781.32

Logan	\$ 39,014.68
Minnehaha	\$ 14,190.79
Nevada Lidgerwood	\$ 113,726.21
North Hill	\$ 34,577.56
Northwest	\$ 26,782.62
Peaceful Valley	\$ 9,953.54
Riverside	\$ 16,189.50
Rockwood	\$ 11,592.48
Southgate	\$ 2,398.44
West Central	\$ 63,358.89
West Hills	\$ 10,793.00
Whitman	\$ 15,589.88

Model C: 3, 2, 1

Neighborhood	Model C: Allocation by Neighborhood
Bemiss	\$ 44,373.37
Browne's Addition	\$ 3,393.26
Chief Garry Park	\$ 49,854.79
Cliff/Cannon	\$ 40,197.05
East Central	\$ 76,980.60
Emmerson Garfield	\$ 55,531.97
Hillyard	\$ 54,161.61
Latah/Hangman	\$ 10,571.30
Lincoln Heights	\$ 27,407.08
Logan	\$ 38,500.42
Minnehaha	\$ 15,008.64
Nevada Lidgerwood	\$ 115,501.27
North Hill	\$ 35,237.68
Northwest	\$ 27,407.08
Peaceful Valley	\$ 9,984.01
Riverside	\$ 16,117.97
Rockwood	\$ 11,745.89
Southgate	\$ 1,957.65
West Central	\$ 63,362.56
West Hills	\$ 11,745.89
Whitman	\$ 15,661.19

The meeting concluded with a discussion about placing a minimum of \$10,000 on neighborhood allocations. A motion was made to delay this conversation until the next Committee meeting in April and proceed with the recommendation as outlined above (to the Community Assembly this Friday, March 6th).

NEXT MEETING: Tuesday, April 7, 2015 at the West Central Community Center (Newton Room) from 5:30 to 7:00 p.m.

Meeting Adjourned at 7:01 p.m.

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Pedestrian, Traffic and Transportation Subcommittee ("PeTT")

Meeting Highlights

(By Paul Kropp, Chair)

January 27

Neighborhoods represented:

- East Central, Cliff/Cannon, Five Mile, Logan, North Indian Trail, Southgate
- Presentation on Bike Master Plan update proposal by City Council member Jon Snyder.
- Resolution proposed for consideration by the Community Assembly in support of the MBP update to be directed to the Plan Commission and City Council
- Presentation on the Spokane Transit Moving Forward Plan adopted by STA in December (Thank you, Brandon Rapez-Betty!)
- Preliminary preparations review for PeTT's safety week event at Westview Elementary School in May (lead by PeTT member Nancy MacKerrow, Cliff/Cannon Neighborhood Council)
- Reports by PeTT representatives on other groups:
 - Jim Bakke - Citizens Transportation Advisory Board (Transportation Benefit District)
 - Kathy Miotke - Plan Commission Transportation Subcommittee

February 25

Neighborhoods represented:

- Browne's Addition, Chief Gary Park, East Central, Emerson/Garfield, Logan, North Indian Trail, Northwest, Southgate
- Extended workshop discussion with Spokane Transit planning staff about updating STA's bus stop standards for "furniture" (i.e., benches and shelters) and configuration options on streets and sidewalks to use in implementing the 2014 STA Moving Forward plan for service improvements. (Thank you, Kathleen Weinand!)
- Chair interview of all present to get views on the question: "What does the Community Assembly do?" (A request of the CA retreat group on February 20.)

March 24

Preliminary agenda items:

- Discuss monthly meeting day change to 3rd Wednesday of the month
- Discuss meeting notes recorder conundrum (no volunteers yet)
- Discuss (very) preliminary street project evaluation criteria matrix under consideration by the Plan Commission Transportation Subcommittee
- Receive report from Streets Department and ONS staff on traffic calming projects for the coming construction season and other matters pertaining to City activities affecting the street system and neighborhoods



Community Assembly Building Stronger Neighborhoods Committee February 23, 2015 Meeting Summary

Voting Members Present: E.J. Iannelli (Emerson-Garfield), Joy Hart (East Central)

Others Present: Paul Kropp (Community Assembly)

Staff Present: Jackie Caro

Meeting Summary: The January meeting minutes could not be approved because a quorum was not present.

- **Gonzaga intern opportunity:** Jackie has contacted Christine (Chris) Ryman, GU's Internship Manager, to create an internship program for neighborhood councils that have identified a need for assistance with social media. Jackie has prepared a description of the position for posting on ZagTrax, Gonzaga's online training and employment opportunity resource.
- **Community Assembly retreat:** Took place on February 20 at the Finch Arboretum, facilitated by Jason Swain. CA is rethinking its goals and purpose. To that end, Paul Kropp solicited feedback from BSN on the CA and its perceived role in the civic hierarchy.
- **Neighborhood Services:**
 - *Communication Plan for the ONS Department:* Jackie addressed multiple items in the draft Communication Plan. The new initiatives for 2015 include:
 - Reviewing ONS mission, vision and goals.
 - Creating new ONS Brochure to describe the programs managed by ONS
 - Do presentations at Town Halls to wrap up on programs
 - Include meeting agendas on Google Calendar
 - Use Channel 5 to educate about current and ongoing programs.
 - Continue Staff Liaison program
 - Have Neighborhood projects on the Cities Blog
 - Implement online tool that would allow for online policy development.
 - Work with City Communication Team to sign the City up for Nextdoor.com
 - Connect with Spokane Public schools to help outreach to students and parents
 - Work with Gonzaga University to get interns for the neighborhood councils through the BSN committee
 - Schedule training to teach neighborhoods how to maximize communication tools such as blogging and to do a Civics 101 training.
 - Launch online map similar to crime map of code violations/complaint locations
 - Offer Code Enforcement focused trainings for interested neighborhoods.
 - Create and implement case resolution cards
 - Implement online complaint system for all code topics
 - Coordinate annual Cleaning from the Core event.

- **Appointing BSN secretary:** Note the number of attendees. This one's gonna take a while.
- **Outreach booths:** There are still a few months before BSN has to submit paperwork and commit to these events. The events BSN definitely plans on attending are: Garland Street Fair, South Perry Street Fair, possibly Art on the Ave., choose a Hillyard Event and Browne's Addition and Audubon concerts in the Park.

Next meeting: March 23, 2015, noon at the Sinto Senior Center (1124 W Sinto Ave) — ***please note the re-re-revised time and location.***

Proposed Agenda Items: Appointing a BSN secretary. Update on GU internship possibilities.

DRAFT

**Community Assembly
Spokane City Plan Commission
Liaison Report
March 6, 2015**

Short-Term Rentals: All members of the public who participated in the February 11 public hearing supported short-term residential rentals with a minimum of rules and restrictions. The Plan Commission then revised the draft short-term rentals ordinance to reduce most restrictions and sent it forward to the City Council at the end of February with a recommendation that the revised draft be approved.

New Centers & Corridors Design Standards: Planning staff have been working with Council Member Waldref to develop improved design standards for centers & corridors. Staff have briefed the Land Use Committee of the CA on the subject, and had a workshop with the Plan Commission on February 25. The PC asked whether the Design Review Board might not be consulted to provide alternative designs for center & corridor projects.

If the CA has not already done so, it might wish to schedule a briefing on the proposed new standards at the earliest possible meeting.

Master Bike Plan: Amendments to the Master Bike plan proposed by Council Member Snyder were endorsed by the Plan Commission after a February 25 public hearing, and sent forward to the Council for approval.

New Planning Director Selection Process: There are currently 14 applicants, only a few of whom have significant supervisory experience. Therefore, Business & Development Director Scott Simmons has extended the deadline for applications. The first round of interviews is now set for March 31.

CA members who have particular questions they would like asked or points they would like raised during the interviews should forward those to me at the email below.

David R. Burnett
dburnett@spokanecity.org



Draft

Land Use Committee (LUC)

Minutes for: February 19, 2015

Facilitator: Margaret Jones

Secretary: Teresa Kafentzis

***Executive Committee: Kelly Cruz, Patricia Hansen,
Teresa Kafentzis, Margaret Jones***

Introductions

Melissa Wittstock – ONS

Tirrell Black – Planning and Development

Margaret Jones – Rockwood

Teresa Kafentzis – Southgate

Kelly Cruz – West Central

Review and Approve Current Agenda

Approved.

Review and Approve Minutes for Previous Month

Approved.

Old Business

- **2014-15 Comprehensive Plan Amendments Overview – Tirrell Black**
 - Will send out power point when finalized
 - Agency review completed, no requests for additional information
 - Public comment period upcoming in March (60-day period)
 - workshops with the Plan Commission
 - applicant required to take to neighborhoods, already scheduled
 - SEPA determination
 - Hearing before the Plan Commission
 - To City Council in fall
 - See powerpoint for detailed information on land use amendments
 - Text amendment from City Council regarding mobile and manufactured home parks that would designate appropriate areas to protect.

- **Land Use Guidelines – LUC project**

- Concern that project hasn't been fully vetted, what the structure of the project is, what the scope is.
- Reviewed *draft* flow charts developed in 2010 and 2011 by Tami Palmquist in Planning and Development (NOTE: flow charts were never finalized.) The information is still valid and follow procedures used at this time.
- Brainstormed on parameters of project:
- **DISCUSSION:**
 - Do we develop a chart? An electronic version? Brief definition? Have available on ONS website or Planning website? Include reference links to SMC (could develop an electronic version that links to SMC code)
 - Work with Planning and Development to finalize the draft flow charts and get them adopted? Discuss with Louis Mueller at March 2015 meeting.
 - Something very simple to use.
 - Classes are not well-attended (only active LUC members attended 2014 workshop)
 - Offer training to neighborhood councils as requested (neighborhoods could request during "teachable moments" when they were involved in a comp plan amendment or other land use action.
 - LUC could use as a basis for developing a guideline.
 - Need more participants than the 3-5 regulars that show up at LUC meetings.
 - Educational, usable for neighbors, self-explanatory flow charts would be usable.
- **NEXT STEPS:**
 - Ask Planning Department if it is feasible (Louis Mueller in March)
 - Work on at the next LUC meeting

New Business -- none

Reports:

- **Plan Commission Update – Liaison, Dave Burnett (North Indian Trail)**
 - Not present
- **PeTT Committee Update – Paul Kropp (Southgate)**
 - Not present
- **Planning & Development Quarterly Updates (Louis Mueller)**
 - Melissa will invite for March meeting
 - Review Planning Flowcharts for Land Use Applications
 - Technology application to scan physical notice signs to look at on smart phone.
- **Building Stronger Neighborhoods** (invite when needed)
- **Community Development** (invite when needed)

Good of the Order

• **Next Meeting Items:**

- March 19, 2015, West Central Community Center, 5:00 to 6:30 pm
- Louis Mueller, Planning and Development
- Continue work on Planning Flowcharts

Adjourned at 6:25 pm

Spokane's NW Neighborhood Council considers splitting in two

Mike Prager

The Spokesman-Review

Tags: [Northwest Neighborhood Council](#) [Spokane City Hall](#)

Members of the Northwest Neighborhood Council in Spokane are talking about splitting up.

The council area is the largest in Spokane, taking in 11,000 households and 23,000 residents.

Leaders of the group said they think two smaller council areas would offer residents greater opportunity to work effectively on community concerns, projects and planning.

The proposal is to divide the Northwest area at Wellesley Avenue and rename two neighborhoods – one for the north and one for the south.

Victor Frazier, chairman of the existing council, said the change is not going to occur quickly. "We want to do this right," he said.

Neighborhood leaders first want to identify core groups of future council officers to take over each of the two new neighborhoods before asking the City Council to make the change official.

The change could take a year to accomplish, he said.

Frazier said the size of the neighborhood now makes it difficult for council leaders to stay in touch with each sub-area for which they are responsible.

Also, the name Northwest Neighborhood does not resonate with residents who see their neighborhoods as having more local names.

In reality, the Northwest area has five neighborhoods – Shadle Park, Loma Vista, West Terrace, Audubon and Downriver, Frazier said.

The council years ago formed a nonprofit organization known as the Northwest Neighborhood Association.

Frazier said that the association would stay intact to provide a sounding board for issues and projects that cross the boundaries of all five sub-areas.

He said he also thinks that the West Terrace area could form a separate neighborhood council of its own.

The current neighborhood boundaries are state Highway 291 and Francis Avenue on the north, Ash and Belt streets on the east, the Spokane River and Indiana Avenue on the south and the Spokane River on the west.

Get more news and information at Spokesman.com