

Spokane Neighborhoods Community Assembly

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

Meeting Agenda for March 3, 2016

5:30 to 8p.m. – COUNCIL BRIEFING CENTER, Basement, City Hall



Proposed Agenda Subject to Change
Please bring the following items:
 *Community Assembly Minutes: February 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 ▪ February 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 ▪ Chronic Nuisance Ordinance	Amber Waldref	5 min-5:45	Oral Report	
Admin ▪ Joint CA/CC Meeting ▪ Agenda Discussion	Jay Cousins	5 min-5:50	Oral & Written Report	12
Spokane Fire Dept ▪ EMS Levy Renewal – Impacts	Bobby Williams	15 min- 5:55	Discussion	
Library Committee Liaisons ▪ Future Study Update	Chuck Hansen and Sally Phillips	20 min-6:10	Presentation/ Q&A	14
ONS/Code Enforcement ▪ Update	Heather Trautman	10 min-6:30	Presentation/ Q&A	
CA Voting Procedures ▪ Proposal	Jay Cousins	10 min-6:40	Vote	
Retreat ▪ Committee Opportunities ▪ Review Action Items	Luke Tolley/Various Members	20 min-6:50	Oral & Written Report	22
CA Committees ▪ Review of 2016 Goals ▪ Committee Rules	Jay Cousins	20 min-7:10	Discussion/ Adopt/Written	25
CA Roundtable	CA Reps	30 min-7:30	Discussion	
OTHER WRITTEN REPORTS				
CHHS Board Liaison	Fran Papenleur		Written Report	35
Land Use	Teresa Kafentzis		Written Report	36
Building Stronger Neighborhoods	E.J. Iannelli		Written Report	40
Public Safety	Julie Banks		Written Report	41
Plan Commission Liaison	Greg Francis		Written Report	44
CHHS Director Interview Panel	Colleen Gardner		Written Report	46
Design Review Board	Colleen Gardner		Written Report	48

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

UPCOMING IMPORTANT MEETING DATES

- *March 21: Town Hall Meeting, East Central Community Center, 6pm. Neighborhoods include: Comstock, East Central, Lincoln Heights, Manito/Cannon Hill, Rockwood, and Southgate*
- *March 22 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, 4:45pm*
 - *March 22: Pedestrian, Transportation & Traffic (PeTT), West Central Comm. Ctr, 1603 N Belt, 6pm*
 - *March 24: Land Use, West Central Community Center, 1603 N Belt, 5pm*
 - *March 28: Building Stronger Neighborhoods, Sinto Senior Center, 1124 W Sinto, 12pm*
 - *March 30: Joint CA/City Council, West Central Community Ctr, 1603 N Belt, 5:30pm*
 - *April 5: CA/CD, West Central Community Center, 1603 N Belt, 5:30pm*
 - *April 7: Community Assembly, Council Briefing Center, City Hall, 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,

fran_papenleur@waeb.uscourts.gov

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

Plan Commission: Greg Francis, gfrancis1965@yahoo.com

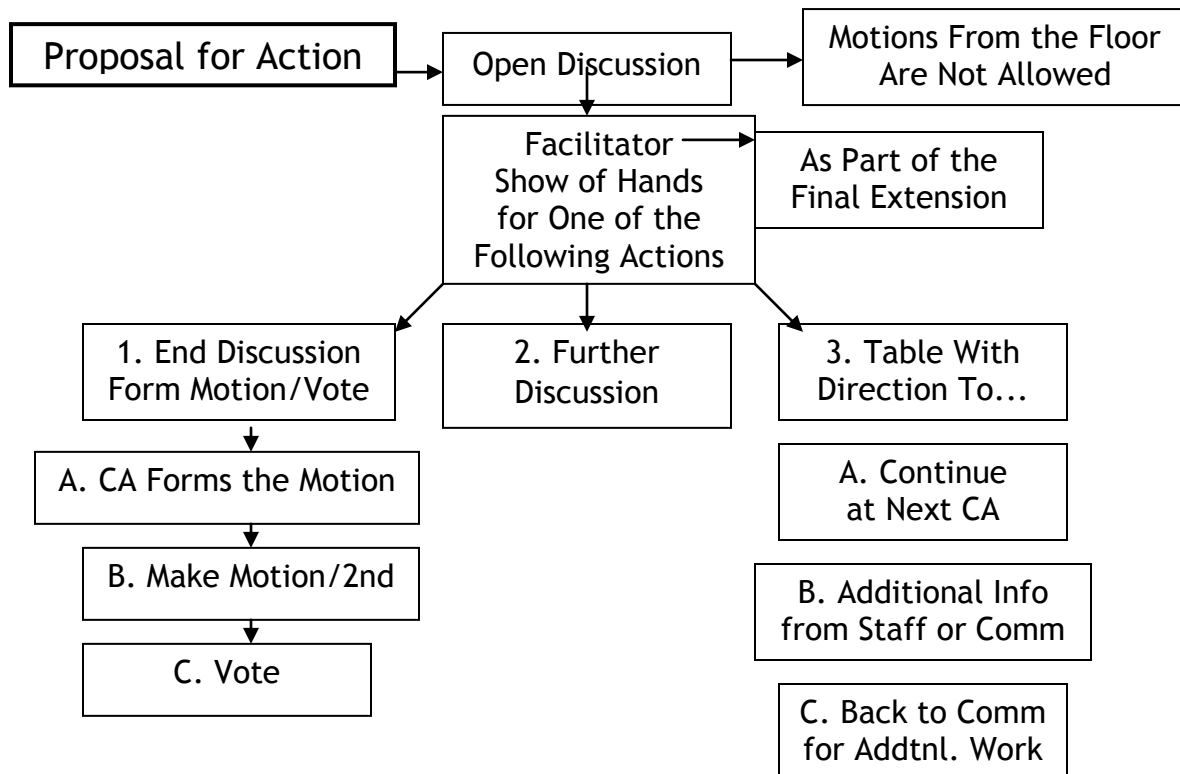
Plan Commission Transportation Advisory Committee (PeTT): Kathy Miotke, 467-2760,

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

February 4th, 2016

Added Colleen Gardner to the agenda for announcement. January 7th meeting minutes were approved.

1. Open Forum:

- a. Boris Borisov, Assistant Planner
 - i. [Electric Fence Ordinance](#)
 1. Plan Commission Hearing next Thursday February 10th, 2016, 4pm City Council Chambers, 808 W. Spokane Falls Blvd.
 - a. Low voltage fences for high Industrial, Low industrial & commercial zones.
- b. Elaine Thorne, Comstock Neighborhood
 - i. Spoke about the poor attendance in the CA committees, mentioned that Roland Lamarch resigned from the CA/CD committee due to disrespectful emails and communication that occurred. Everyone on the committee was shocked by his resignation.
 - ii. Asked for neighborhoods to send representation to the CA committee meetings and make sure that the view of your neighborhood is being represented. Elaine spoke regarding some reps on committees not representing the views of their neighborhood and instead only representing their own views.
- c. Kathryn Alexander, Bemiss Neighborhood
 - i. There is a group separate of the CA that is working on how to make sure that the City takes responsibility of maintaining sidewalks.
 - ii. These meetings will be in Southgate Neighborhood at a coffee shop.
 - iii. Would like to recognize that Colleen brought food and they would like the neighborhoods to pay \$5.00 with someone to buy food for next month.
 1. Someone take up the responsibility of bringing food for March-Arielle Anderson from West Central offered to bring food to the March meeting.
- d. Paul Kropp, Southgate Neighborhood, PeTT Committee Chair
 - i. Feels the meetings are too long.
- e. Jessie Norse, CDBG Chair, West Central Neighborhood
 - i. Letter regarding behavior of the Community Assembly Members. The letter is attached the end of the minutes.

2. Karen Stratton, District 3

- i. Library has done a study to look at the next 20 years moving into the future. Libraries are in good shape but they need to be modernized, the study and plan to work on different amenities at different libraries based on the area the library is in. In the next few months there should be people out in the community talking about what the study found.
- ii. Lisa Key is the new Planning Department Director, she wants to come out and meet with Neighborhoods.
- iii. City Councilmember Amber Waldref and Stratton have begun talks about finding alternative funds to help fund a sidewalk repair program.

3. Administrative Committee

- a. Jay Cousins, Emerson Garfield Neighborhood
 - i. Creating time on the agenda to have neighborhood discussions.

1. Admin Committee is proposing that there be a round table discussion at the end of the meetings where anyone can talk about their neighborhood concerns that are pertinent to the CA purpose and goals so the Admin decided 30 minutes for that.
2. Jay this is a test to see how it works and the structure of it.
3. Send your stuff as an agenda item and they will see if they need to add it to the agenda.

ii. Community Assembly/City Council Meetings

1. This is a chance for neighborhoods to meet directly with the City Council and share their issues and concerns with them.
2. 5th Wednesday, 5:30pm: March, June, August & September
3. Locations to be announced.

iii. 2016 CA Committee Goals

1. CA Goals are attached to the end of these minutes to be reviewed to be approved at the next CA meeting.

iv. Grievance

1. A grievance was officially filed by a member. Grievance process passed out and can be found on [ONS website here](#), the grievance was filed regarding the CA/CD committee members in relation to the sidewalk proposal. Some of the issues have been resolved because the people who were filed against have resigned from the committee. Issue around a subcommittee that went beyond its charge based on Policies & Procedures allows.
2. After much discussion the grievance was dropped.

4. Office of Neighborhood Services Report

a. Heather Trautman, Director

- i. PowerPoint Presentation from Neighborhood Services can be [found here](#).

1. **Friday, February 19th, Community Assembly Retreat, 9a.m.-1p.m.**, Finch Arboretum, 3404 W Woodland Blvd.
2. **Wednesday, February 24th, Comprehensive Plan Amendment Process (Neighborhood Notification Training)**, 6:30-8:00 p.m., Salk Middle School, 6411 N. Alberta
3. **Thursday, February 25th, Neighborhood Clean Up Training, 5:30-6:30 p.m.**, City Council Briefing Center, Lower Level, City Hall, 808 W Spokane Falls Blvd
4. New: Events Added to ONS website! Do you have an event you want let the community know about? www.spokaneneighborhoods.org by t
 - a. www.spokaneneighborhoods.org select "Meetings and Events" tile to view Google Calendar

ii. Neighborhood Notification Assistance

1. Training on Public Process and Opportunities for Input
2. Combined training from ONS and Building and Developer Services (BDS) on December 28th, January 12th, January 28th, February 3rd and February 24th
3. Presentation and training materials available at <https://my.spokanecity.org/neighborhoods/programs/training/>
4. By-Law Review Resource
 - a. Rick Eichstaedt, Center for Justice, contact: rick@cforjustice.org or call 464-7607
 - i. Volunteered to provide individual review of neighborhood bylaws for language on standing for appeals

1. If your neighborhood bylaws are changed or have been updated, reminder to send a copy to the Office Neighborhood Services

iii. 2016 Programs

1. January 7th to March 7th : Traffic Calming Applications
2. January 7th to March 7th : Mobile Speed Feedback
3. February 25th to June 7th: Clean-Up Application
4. March 1st to Mid April: Forest Spokane - Residential Tree
5. July 1st to October 31st: CDBG Applications

iv. Forest Spokane Initiative

1. Residential Tree Program
 - a. Registration April
 - i. Event Date: April 18-24th
2. Spokane River Gorge Project
 - a. Community Planting /Habitat Plan
 - b. Event Dates: April 2nd and April 16th
3. Questions please contact: Damon Hunter, dhunter@spokanecity.org or 625-6862

v. Neighborhood Clean Up

1. Clean Up Coordinator Training : Contact Rod Minarik, rminaril@spokanecity.org or 625-6737
2. \$6,500 per neighborhood to use on a number of methods of collection solid waste, clean green and recycling
 - a. DOC and Geiger Crews available to help with dumpster events
3. Clean Up Applications: <https://my.spokanecity.org/neighborhoods/programs/clean-up/>
 - a. Application Deadline: June 6th

vi. Mobile Speed Feedback Signs and Applications

1. Mobile Speed Feedback Signs: To schedule your neighborhood mobile signs (2) two week periods per year, contact : Jackie Caro, jcaro@spokanecity.org or 625-6733
2. Traffic Calming Applications: Cycle 6 applications available:
<https://my.spokanecity.org/neighborhoods/programs/traffic-calming/>
 - a. Application Deadline: March 7th
 - i. Please submit them to: Jackie Caro

b. CA/CD Committee

i. Sidewalk Proposal

1. The group discussed the CA/CD Committee's Sidewalk proposal that was presented at the January meeting (proposal presentation can be found [here](#)).
 - a. Motion
 - i. To keep the proposal in the CA/CD committee to continue to be worked
 1. In Favor – 10
 2. Opposed – 7
 3. Abstention – 3

5. Retreat Committee, Tina Luerssen

- a. Discussing the CA training that the retreat has been working on it is for CA reps for both current and new members.
 - i. More in-depth training to the CA reps and then the rep bring that to the assembly.

- ii. Have meetings by district before they present to their neighborhood council. How can we have the training and what that would look like?
- iii. How should we design the discussion at a neighborhood meeting?
 1. District length and neighborhood length:
 2. Training for new people.
 3. Current rep will have a discussion on what the training should it be.
 4. Choose a date to have CA rep discussion, will do three, one in each district, anyone can come to the meeting.
- iv. Retreat is coming up February 19th, Friday 9-1:00pm, Finch Arboretum, coffee and snacks, facilitated retreat going to ask people to get more refinement on what we say our purpose, values and goals.

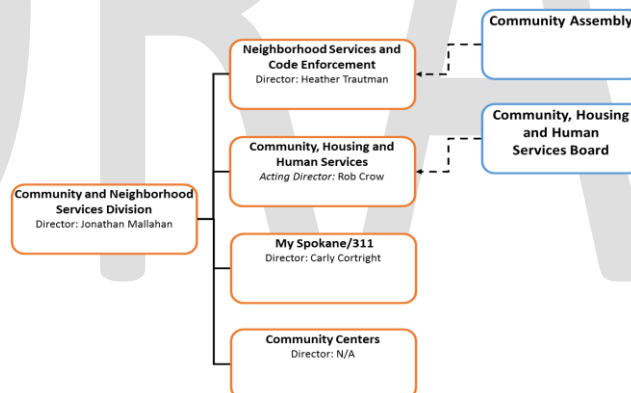
6. Neighborhood & Business Services Division Organizational Update

a. Jonathan Mallahan, Division Director

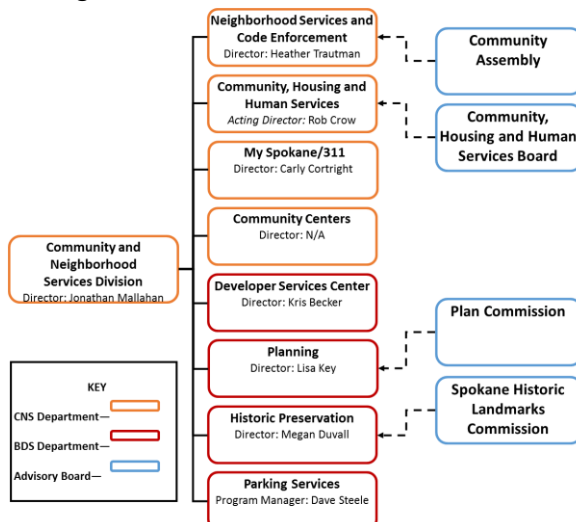
i. What has and what has not changed?

1. City departments will be reorganized to align resources with desired community outcomes
2. No reduction in workforce
3. Department roles remain the same
4. Some departments will move into the Community and Neighborhood Services Division and the division will be renamed
5. Area management strategy adopted to be more responsive to neighborhood needs

b. Community & Neighborhood Services Division



c. Neighborhood Services & Business Services Division



- d. How does this change impact Neighborhoods and Neighborhood Services?
 - i. The structure and function of neighborhood services is not changed
 - ii. All programs and services currently available to neighborhoods remain available
 - iii. This alignment brings critical services closer to neighborhoods
 - iv. The NBS division will prioritize neighborhood engagement across all services
- e. Opportunity for neighborhood enhancements
 - i. Value of neighborhood-centric service adopted across lines of business
 - ii. Make planning/permit processes more accessible to citizens and neighborhoods
 - iii. What opportunities do you see?
- f. Next Steps
- g. Questions, Concerns?
- h. Opportunity for neighborhood presentations
- i. What would you like to be the top priorities for the NBS division?
 - i. **Contact:**
 - ii. Jonathan Mallahan
 - iii. 509-625-6734
 - iv. jmallahan@spokanecity.org

7. Subcommittee Discussion

- a. **Jay Cousins, Emerson Garfield**
 - i. Put in the packet the ideal process flow so that when it doesn't happen then they will all start on the same page.
 - ii. Send out policies and procedures again.
 - iii. Need to refresh the knowledge about the rules are now for committees and see if we can find language to clarify that come back next month we may find that policies and procedures.
 - iv. Prepare to have a discussion on this and so everyone has an opportunity to have this discussion moving forward.
- b. Rules of engagement for committees of the community assembly, those are clear and may need more clarification. Need to come back and talk about those rules NOT delve into this was right and wrong etc. Rules are guidelines if something happens that really annoys someone there is a grievance procedure for that we are not talking about the grievance anymore. **For the next meeting is simply discuss what the rules are for a committee, what goes forward when. That becomes everyone's homework regarding committees.**
 - i. **Policies and procedures regarding subcommittees can be found starting here.**
- c. Subcommittee Goals
 - i. [Budget Committee Goals](#)
 - ii. [PeTT Committee Goals](#) (focus areas in the minutes linked)
 - iii. [Land Use Committee Goals](#)
 - iv. [Liaison Committee Goals](#)
 - v. Public Safety Committee Goals
 - 1. 1.) Complete the work of the Long-term Rental Housing Research Stakeholder Group. Complete the process of the stakeholder group regarding Rental Housing to identify issues, resources and gaps in rental housing in Spokane. Submit findings and recommendations to Community Assembly for any further action.
 - 2. 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.

vi. Building Stronger Neighborhoods Committee Goals

1. BSN will focus on outreach as opportunities arise in collaboration with ONS and members of the 28 Neighborhood Councils. **Goal:** *Spread the word about Neighborhood Councils 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.
3. Hold two trainings one on E-Newsletters and a Postcard Content/Best Practices Training

vii. CA/CD Committee Goals (no goals turned in)

8. Colleen Gardner

- a. Is putting together CA and neighborhood council's representatives to be on the hiring panel for the new CHHS Director.

In attendance:

Audubon/Downriver, Bemiss, Chief Garry Park, Cliff/Cannon, Comstock, East Central, Emerson Garfield, Grandview Thorpe, Hillyard, Lincoln Heights, Logan, Manito/Cannon Hill, Minnehaha, Nevada/Lidgerwood, North Hill, Northwest, Peaceful Valley, Riverside, Rockwood, Southgate, West Central,

Not in attendance:

Balboa/SIT, Browne's Addition, Five Mile Prairie, Latah Hangman, North Indian Trail, West Hills, Whitman

Jessie Norris
CDBG Chair
West Central Neighborhood Council

I'm a member of the Community Assembly/Community Development committee. I was involved in the three meetings last fall at which the CA/CD committee discussed, reworked, and finally approved the new sidewalks proposal to be sent to the Community Assembly. I want to be clear that my comments are my own and in no way represent that committee.

In December 2015, several Community Assembly representatives sent emails to various City officials and staff, the CA/CD committee chair, and the Admin committee of the CA. The emails were strongly worded criticisms of the CA/CD committee and of its chair and City staff liaison for continuing to provide information to neighborhoods about the sidewalks proposal after the November meeting of the CA. Among other things, the Hillyard CA representative accuses the committee of "arrogantly and egregiously circumventing the Community Assembly" and says the proposal has the "stink of...manipulation of City staff." He says he will encourage the CA to "take action against the CA/CD Subcommittee" by either removing the committee's leadership or dissolving it altogether. In her email, the Chief Garry Park CA representative also mentions the appearance of manipulation in the process. She says that many members of the committee are too new to understand the workings of the CA, and she notes "the lack of participation of the 'old guard'" in the process.

I have two concerns about these emails. My main concern is that they were sent from individuals ostensibly representing the CA, but though they were copied to the Admin committee, the majority of CA representatives were not privy to the exchange. In my opinion, if the CA/CD committee acted outside the scope of its authority, any criticisms should have come from the entire CA after a discussion of the situation and a vote on further action. For these individuals to bypass official procedure and take it upon themselves to criticize the CA/CD committee and its leadership seems to me to show a lack of respect not only for that committee, but for the Community Assembly itself.

My second concern is what I see as a dismissive attitude toward the members of the CA/CD committee who did the work of developing the sidewalks proposal by implying that they allowed themselves to be manipulated by the City. I find it disheartening to think that the committee might be being made a scapegoat to previously existing tension between the Community Assembly and the City of Spokane.

I don't believe it was the intention of the CA representatives who wrote those emails to discourage Spokane residents from volunteering to work with the CA and its committees, but that certainly is the effect their comments have had on me. I hope the CA is able to address my concerns.

CA Administrative Committee Meeting

February 23, 2016

4:30 – 6:00 PM

City Hall ONS

Present Neighborhoods:

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

Present City Staff:

Ron Minarik
Heather Trautman

Absent Neighborhoods:

Melody Dunn (North Indian Trail), Kathryn Alexander, Secretary (Bemiss)

Minutes taken by Tina Luerssen

Proposed Agenda:

ONS, Heather Trautman
City Council Update, City Council
Admin Committee Up Date
Retreat, Retreat Committee Members
Library Future Study – Services and facilities
Spokane Fire Department – Code process overview

Confirmed Agenda:

City Council Update, Karen Stratton

Admin – Jay will discuss CA/CC meeting March 30th, we expect for agenda topics to be raised during Roundtable. Tina will give a brief statement about meeting length and agendas, with an invitation for reps to send input to Admin for review.

Library Future Study – Services and facilities

Spokane Fire Department – Code process overview

Roll-call Voting: Jay will present this idea from the Retreat, to record votes at CA.

Retreat Committee: Committee members will debrief and review the goals written out from the Feb 19th Retreat. Luke will present a paper regarding CA committee promotion and attendance. Policy & Procedures discussion will most likely be laid out for April CA.

CA Committees: Review and approve 2016 committee goals. Jay will present a discussion on Committee participation and commitment.

Roundtable: 30 minutes for NC reps to voice concerns or issues they are dealing with in their neighborhood. Expectation to find some topics for CA/CC meeting during this discussion.

Retreat Committee – CA Handbook Training, Committee Members

ONS – Heather Trautman

Other committee discussion:

Heather will update the Retreat goals handout to include last names, a footnote with committee members' names, and to organize each Objective by chronological due dates.

CA/CD committee has asked for clarity on the sidewalk issue. Admin has decided not to bring this topic back to the CA at this time, so the committee has no direction to continue this work. The committee will have allocation recommendations for the April or May CA meeting.

Fran noted that the CHHS Board meets the day before CA. Any reports will be last-minute inclusions in the packet, or verbal request for agenda time at the CA.

Follow-Up Topics:

CA/CC meeting agenda

Retreat goals continuation

Next CA Admin Meeting March 27, 2016



Facilities and Future Service Plan

01.19.2016 | Report



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Library Vision

National Trends, Local Resonance

Study Methodology

Stakeholder Summit Themes and Outcomes

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Library System

People: Operations and Customer Experience

Platform: Technology

Place: Citywide Hub

Place: Community Libraries

Place: Neighborhood Branches

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In 2014, Spokane Public Library adopted a new mission statement with a renewed commitment to “high quality education for all,” and established strategic directions related to community success, library impact, and organizational innovation. The goals dovetailed with City of Spokane’s strategic directions, as well as with local and national shifts in library service demands.

In the two decades since SPL’s current facilities opened, library services have undergone a significant transformation. Technology’s increasing prevalence in most aspects of professional, educational, and personal life has not only created new channels for accessing information, but also created new customer expectations about when and how to access library services. Broadening customer demographics have expanded the demand for information in different formats; meanwhile, budget-sensitive libraries have had to “make do with less,” even in the face of this expanding demand. The 2013 election in Spokane saw voters approve a property tax levy to make up for a significant budget deficit that had cut hours and threatened the closure of two libraries.

In 2015, SPL initiated a systemwide study in order to coordinate their services, facilities, and resources with emerging community needs. The Library commissioned a consultant team led by Group 4 Architecture, Research + Planning (Group 4), a firm with experience helping libraries nationwide develop sustainable service and facility plans. The team also included: Michele Gorman, a recognized leader in aligning library services and organizational resources to maximize customer experience, service impact, and ROI; Carson Block, a library technology planner and visionary who has consulted across the United States; and Roen Associates, Spokane-based cost consultants.

This document summarizes the analysis conducted of SPL’s physical, technological, and organizational infrastructure, and the recommendations developed to advance the Library on its new mission, and into its next generation of library service.

STATE OF THE LIBRARY

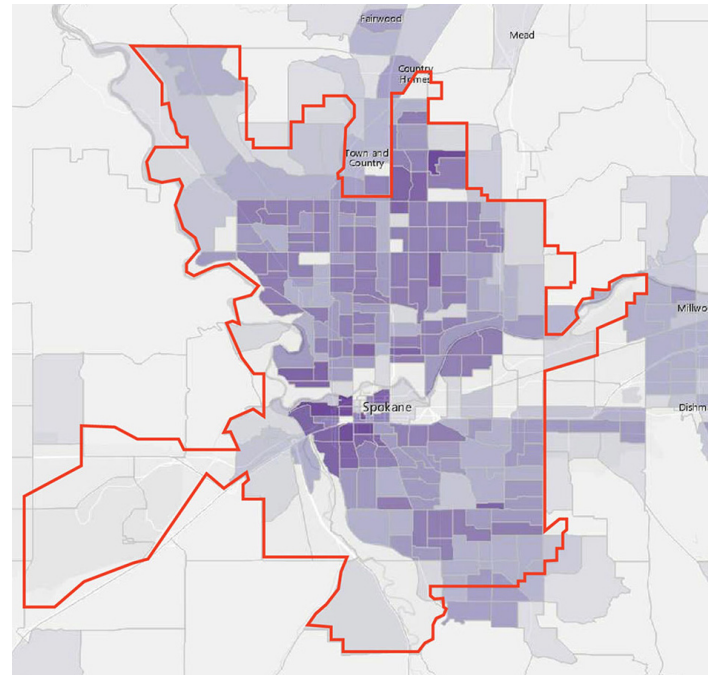
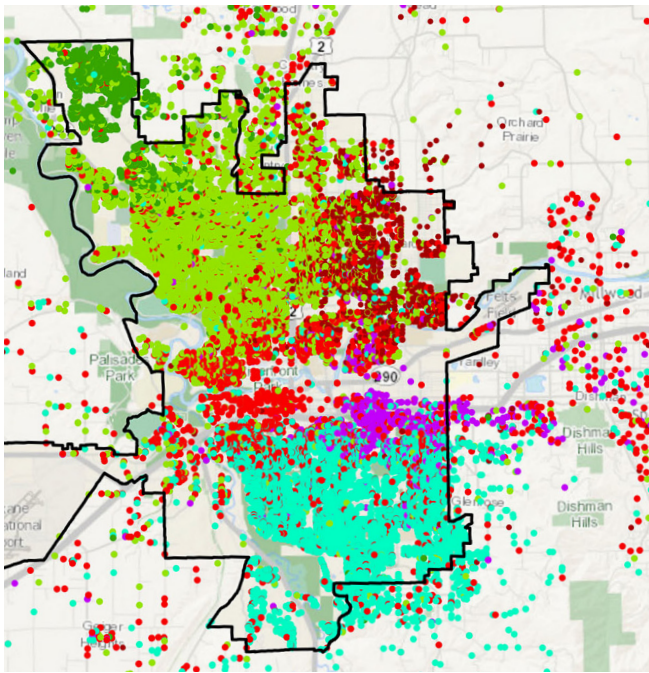
SPL currently serves a population of 210,000 Spokanites in the city’s 60 square mile area, as well as many that live beyond city limits. Six libraries totaling 145,000 square feet – complemented by an outreach van and a 24-hour “virtual branch” – connect the public to SPL’s high quality materials, programs, technology, and staff. Hillyard, Indian Trail, and East Side libraries are open five days per week; six days per week at Downtown and South Hill, and seven days per week at Shadle.

All six libraries are due for renovation after roughly 20 years of continuous service. In addition to an assessment of conditions, services, and opportunities for capital improvements at individual locations, this study examines SPL as a system — including how services should be distributed to ensure that all residents of Spokane have excellent access.



Spokane Public Library has reached a critical moment where its adaptation of a 21st century service model must be amplified, codified, and fine-tuned to its community.

EXECUTIVE SUMMARY



Customer mapping – at left, the home addresses of customers who checked out materials from Spokane Public Library over the course of 2015 were plotted on a map of Spokane; at right, Spokane’s housing unit density, for comparison. Details in the evaluation section.

SUMMARY OF ASSESSMENTS

Information gathering and analysis included review of Library-supplied documents and data, library site visits and observation, interviews and workshops with Library and City staff and community leaders, and review of emerging demands and best practices engaged by libraries in comparable communities. New data sources included GIS mapping of library use.

Assessment findings include:

- Spokane Public Library can meet the service demands of its entire service population with its current *number* of locations by operating as a three-tiered system of citywide hub, north and south community anchors, and Neighborhood Libraries.
- SPL’s facilities are well built, well maintained, and generally in good condition. Opportunities exist at every location to update, remodel, and enliven spaces to better meet contemporary community demands and engage a 21st century model of service.
- Shadle and South Hill libraries are heavily impacted, are missing many of the contemporary spaces and resources of a full-service library, and are greatly undersized for the number of patrons and programs they host.
- SPL’s IT department has already begun restructuring as a patron-centered service, and is exploring partnerships to expand its services and impact throughout the city. However, many aspects of the department’s organizational and material infrastructure require a refresh.
- The Outreach department is currently a very small but passionate team. There are many opportunities for this department to partner with local organizations to broaden the Library’s impact and enhance service.
- The libraries were designed on an outdated service model that limits access and flexibility.

- Spokane community leaders and city officials support the Library's increasing role in various aspects of literacy, access to information, and economic development.

In general, SPL is highly valued and well used by the community, and has the capacity to pursue new partnerships to enhance service. Outreach to Library stakeholders has found that a broad cross-section of Spokane community members supports enhanced facilities and operations that would unlock these services.

SUMMARY OF RECOMMENDATIONS

This study examines four areas of opportunity to prepare SPL services and facilities for the next generation of library patrons: the overall library system; operations/customer service; technology; and the physical facilities.

Library System

- Take better advantage of the benefits of a tiered system, wherein: the Downtown library is the citywide hub; Shadle and South Hill are full-service community anchors covering the two sides of the Spokane River; and East Side, Hillyard, and Indian Trail are Neighborhood Libraries serving the immediate vicinity. The three-tiered system allows varied and strategic improvements tailored to each library.

Operations / Customer Experience

- Build capacity of the communications department to strengthen internal and external communications.
- Implement approaches to strengthen customer service and staff involvement, such as Single Point of Service, Unified Service, and cross-functional teams.
- Evolve the outreach department into a community engagement department. Pursue partnerships around the City that complement and strengthen Library services, deepen the Library's involvement and impact in the community.
- Take a system-wide approach to physical materials handling and workflows in conjunction with Support Services; conduct a detailed workflow study that considers new possibilities including remote pickup/drop locations.

Technology

- Continue pursuit of effective partnerships where the Community Technology department can further the impact and mission of the Library.
- Update outdated tools such as the network diagram, and leverage online tools and programs to manage resources and projects.

EXECUTIVE SUMMARY

Facilities

- Modify Downtown Library prioritizing the performance of service and spaces as a citywide hub and destination place, incorporating specialized and flagship spaces reflecting its central place within the Spokane community.
- Add group study rooms, a Collaboration Hub, Opportunity Space and a cafe style vending area to the Community Libraries.
- Expand Shadle doubling its area to meet demonstrated community needs. This expansion is recommended to occur as a single story addition to the library's current location.
- Pursue an expansion of South Hill doubling its area to meet demonstrated community needs. The existing site does not allow an adequate single story expansion and increase in parking, so relocation to a new site may be necessary.
- Conduct facility makeovers at Indian Trail, East Side, and Hillyard, largely within each building's existing structure. The makeovers will incorporate leading practices in 21st century library service, including Single Point of Service, marketplace-style merchandising, comfortable seating, ubiquitous power sources, vibrant and engaging children's areas, and multi-purpose room technology upgrades.
- Explore additional renovations and outdoor spaces for East Side (Level 2 Service Expansion) and Hillyard (Level 2 Major Renovations).
- Pursue elements of flexibility in all new facility designs.

Name	Type	Recommendation	Today's Size (SF)	Future Size
Downtown	Citywide Hub	Recapture Space	117,000	117,000
Shadle	North Community Library	Expansion at current site	17,800	30,000
South Hill	South Community Library	Expansion at new site	15,000	30,000
Indian Trail	Neighborhood Library	Makeover	10,600	10,600
East Side	Neighborhood Library	Service Expansion	6,300	6,300
Hillyard	Neighborhood Library	Major Renovation	8,200	8,200

Summary of facilities recommendations



March 2016

Wednesday, March 30, 2016

21st Century Library Community Conversations

Wednesday, March 30, 7 – 9pm

Location: [South Hill Library](#)

Join us for community conversations about your 21st century library!

[Learn more →](#)

April 2016

Wednesday, April 13, 2016

21st Century Library Community Conversations

Wednesday, April 13, 7 – 8pm

Location: [Shadle Library](#)

Join us for community conversations about your 21st century library.

[Learn more →](#)

May 2016

Friday, May 6, 2016

21st Century Library Community Conversations

Friday, May 6, 11am – 12pm

Location: [Downtown Library](#)

Join us for community conversations about your 21st century library

[Learn more →](#)

Future Study: Building our 21st Century Library

In 2015, Spokane Public Library began a systemwide study in order to coordinate services, facilities, and resources with emerging community needs. We met with stakeholders throughout the community to guide our process and have developed a draft vision for the next 20 years of library service to Spokane residents.

This is an exciting time for our community, and we recognize that:

- Our citizens depend more than ever on time-honored library services.
- Advances in technology enable us to provide access across a variety of media and platforms.
- Changes in how people access and use information have placed ever-increasing and evolving demands on staff and facilities.

We're envisioning libraries that are aligned with existing community strategies and resources, that deliver high quality education, build strong communities and

partnerships, and provide free access to information. Over the coming months, we will be reaching out even further into the community to solicit feedback and guidance.

Here is our plan:

📎 **Future Study: Building our 21st Century Library**

([http://www.spokanelibrary.org/pdf/SPL Facilities and Future Service Plan-Report 2016-02-01.pdf](http://www.spokanelibrary.org/pdf/SPL_Facilities_and_Future_Service_Plan-Report_2016-02-01.pdf))
(50MB .pdf)

Do you have an idea you'd like to share? Email us at ideas@spokanelibrary.org
(<mailto:ideas@spokanelibrary.org>).

21st Century Library Community Conversations

Join us for one of our community conversations about your 21st century library:

South Hill Branch

March 30 (7pm) (<http://www.spokanelibrary.org/calendar/find/future+study/?trumbaEmbed=view%3Devent%26eventid%3D118142356>) →

Shadle Branch

THEMATIC GOAL: We will create clarity, cohesion and alignment among C.A., Neighborhood councils and neighborhood representatives.

OBJECTIVE #1: Educate and inform others about who we are and what we do

TASK	OWNER	DUE DATE	Comments
Define and promote what committees there are and how to join	Luke Tolley and Paul Kropp	3/3/2016	One page draft
Develop handbook and share with neighborhoods	Retreat Committee	3/15/2016	
Revisit and revise purpose of BSN to include improving CA as well as neighborhoods (include mentorship program for new reps)	Kathryn Alexander and Mary Carr	4/1/2016	
Educate neighborhood councils about us and how we work together	Retreat Committee	6/15/2016	
Increase Interaction with City Depts. That directly impact neighborhoods and CA	Jay Cousins and Fran Papenleur	7/1/2016	
Understand duplicate organizations in the city and how we can work together (E.G. visit Spokane)	Elaine Thorne	7/1/2016	
Research neighborhood councils nationwide and identify best practices.	Andy Hoye and Luke Tolley	8/1/2016	
T.V. Advertisement/website/email	Kathryn Alexander and Tina Luerksen	9/1/2016	
Utilize ONS to help with training, marketing, etc.	Christy Jeffers and Kathryn Alexander	ongoing	
Establish a dedicated liaison from CA to ONS	Christy Jeffers and Fran Papenleur	ongoing	
Utilize Quarterly CA/CC meeting to strengthen relationship w/neighborhoods and C.C.	Christy Jeffers	ongoing	

OBJECTIVE #2: Create and implement an effective orientation process for new reps

TASK	OWNER	DUE DATE	Comments
Refine policies and Procedures	Jay Cousins	4/1/2016	ex. Number of meetings to attend in order to vote; # of committees one must join
Create and maintain database of attendance to CA	Admin	4/1/2016	
Establish CA's expectations for being a rep	Jay Cousins	4/1/2016	
Produce Orientation videos	Luke Tolley and Kathryn Alexander	12/31/2016	
Work with ONS to develop a procedure for notification of new reps w/ BSN	Kathryn Alexander and Mary Carr	12/31/2016	
Use handbook created in D.O. #1			

OBJECTIVE #3: Improve CA meetings and internal communication

TASK	OWNER	DUE DATE	Comments
At end of each C. A. meeting, reflect on our process to sustain and make improvements	Admin	ongoing	
Share best practices between neighborhoods at roundtable	Admin	ongoing	
CA set minimum qualifications and priorities to get on agenda	Admin	April meeting	
Revisit rules of order and intructions for facilitator	Jay Cousins	May meeting	

Increase the amount of time for discussion at meetings without increasing length of meetings	Admin	May Agenda	
Accelerate housekeeping to allow more time for discussion	Admin	May Agenda	
Create on-line platform for discussions outside meetings	Tina Luerssen and Luke Tolley	7/1/2016	

OBJECTIVE #4: Implement a checks/balance system to ensure ongoing cohesion and alignment

TASK	OWNER	DUE DATE	Comments
Notify and inform people when they are out of alignment	Admin	6/1/2016	
Define process for neighborhood councils to bring feedback to CA	Luke Tolley	6/1/2016	
Hire someone to conduct survey	Admin	6/1/2016	
Create a system/structure to recognize committees and individuals	Patrick Rooks	9/1/2016	
Implement Roll-call voting and make public	Admin	ongoing	

Admin - Jay Cousins, Tina Luerssen, Kathryn Alexander, Seth Knutson, Melody Dunn

Retreat - Jay Cousins, Tina Luerssen, Kathryn Alexander, Seth Knutson, Fran Papenleur, Luke Tolley

2016

Community Assembly Goals Report



Office of Neighborhood Services

City of Spokane

1/1/2016

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2016 Administrative Committee Goals

No goals submitted.

DRAFT

2016 Budget Committee Goals

1. Promote and support Capacity Building of all Neighborhood Councils.
 - i. *Capacity building, in this context, simply means to increase their membership. Perhaps for one neighborhood this means to send out mailings to each household in their area; and for another, it's to attend neighborhood specific events to gain membership, which may require signage, and/or other material for outreach.*
2. Provide Councils with a user-friendly application to access & apply for funds.
3. Create a follow up survey/request/report form that Neighborhoods will complete upon the use of grant funds. This will ensure that:
 - a. the money is being used as stated in the grant,
 - b. the money was used in a timely manner,
 - c. and to act as our way of learning how to improve.
4. The neighborhood council chair is responsible for sending a report within 2 weeks of the last day in October deadline. If this report is not submitted within that deadline, that neighborhood is prevented from applying for funds the following year.
5. Create a process/procedure that will allow neighborhoods that do not have a need for funding to give their money to another neighborhood of their choice. All money not used disappears.
6. Create a process of how the grants will be approved.
7. Evaluate these processes with an eye to continuous improvement.

2016 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 on outreach as opportunities arise in collaboration with ONS and members of the 28 Neighborhood Councils. Goal: Spread the word about Neighborhood Councils 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.
3. Hold two trainings one on E-Newsletters and another on Postcard Content/Best Practices Training.

2016 Community Assembly/Community Development Goals

The CA Community Development Committee will provide a forum for educating neighborhoods regarding CDBG funding and make policy and other recommendations in regard to neighborhood funding, through the Community Assembly, to the CHHS Board.

No goals submitted.

DRAFT

2016 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. Increase participation in Land Use by providing outreach and recruitment in neighborhoods not currently participating. (Ongoing for 2015)
2. Solicit quarterly involvement in land use from Planning and Development Department (Ongoing for 2015))
3. Develop time line chart of development process to guide a neighborhood on how to get involved in development process.

2016 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. Follow the Comprehensive Plan Transportation Chapter 4 update.
2. Traffic Safety: City policies and strategies, review and critique, including bridge speeds.
3. East Central transportation impacts: East Sprague and North Spokane Corridor.
4. Sidewalks and what to do?

2016 Public Safety Committee

1.) Complete the work of the Long-term Rental Housing Research

Stakeholder Group. Complete the process of the stakeholder group regarding Rental Housing to identify issues, resources and gaps in rental housing in Spokane. Submit findings and recommendations to Community Assembly for any further action.

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

2016 Retreat Committee Goals

No goals submitted.

DRAFT



DATE: March 1, 2016

RE: Community Housing & Human Services Board (CHHS) Update

FROM: Fran Papenleur, Audubon-Downriver Neighborhood Council, CA Liaison

JANUARY/FEBRUARY HIGHLIGHTS:

- January Board meeting included a presentation by Ryan Oelrich, *Priority Spokane*, whose focus is to help stabilize the lives of homeless and at-risk of becoming homeless children in grades K-8.
- RFP/Eval Review Committee – hosted a Feedback Dialogue with non-profit agencies on January 26 regarding the Combined (CDBG and Human Service Grant) RFP and the HHOS (Homeless Housing, Operations and Services) RFP.
- Grants Management & Financial Assistance (GMFA) Department staff: Jennifer Stapleton accepted the position as City Administrator for Sandpoint, Idaho. Sally Stopher, previously the City of Spokane's Chief Accountant, will serve as the acting director of GMFA.
- CHHS Executive Team – recently attended a City Council Community Health & Environment Committee (CHE) meeting to discuss future funding priorities for Human Services and RFPs for economic development and food this fall.
- Board Member Updates – Recently termed out: Phil Altmeyer, Union Gospel Mission CEO, Mary Ann Rapp, Hillyard Advocate. Stepped down: Michael Cannon, Banking & Finance. New members include: Shannon Dunkin, Veterans representative; Anne Stuyvesant-Wigham, Aging & Long Term Care; and Rebecca Sero, WSU Asst Professor in Community & Economic Development. Two vacancies remain.
- February Board meeting included a presentation by from Spokane Regional Health District on their report, *Missing the Foundation – Understanding Homelessness in Spokane County*.
- Continuum of Care (CoC) Restructure: the CoC is a community-based organization who vision and mission is to bring together resources to prevent and end homelessness in our area. The City of Spokane has been the lead agency in this enterprise.
- Currently: interviews for CHHS Director position.

CHHS Board meets the first Wednesday of the month, 4-6 p.m., City Council Briefing Center.



Land Use Committee (LUC)
Agenda for February 18, 2016

Facilitator: Patricia Hansen

Secretary: Teresa Kafentzis

Draft

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

- I Introductions**
- II Review and Approve Current Agenda**
- III Review and Approve Last Month's Minutes**
- IV Old Business:**
 - Continued Discussion: 2015-2016 Comp Plan Amendments
 - Continued Discussion: Infill Housing 2012 vs. 2016
- V New Business:**
- VI *Reports:***
 - Plan Commission – Liaison, Greg Francis (Rockwood)
 - PeTT Committee – Paul Kropp (Southgate)
 - Transportation Chapter – Margaret Jones (Rockwood)
 - Public Safety – Julie Banks (Rockwood)
- VII Elected Representatives – Councilwoman Waldref (as needed)**
- VIII Good of the Order**
- IX Next Months Meeting: March 17, 2016**
- X Adjourn**



Land Use Committee (LUC)
Minutes for January 21, 2016

Facilitator: Patricia Hansen

Secretary: Teresa Kafentzis

Draft

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

I Introductions and Attendance

Mark Etchieson – Nevada Lidgerwood
Ted Teske – Southgate
Margaret Jones – Rockwood
Greg Francis – Rockwood, Liaison
Tirrell Black & Kevin Freibott – Planning Department
Barbara Biles – Emerson Garfield
Curtis Fackler – North Indian Trail
Paul Kropp – Southgate
Patricia Hansen – Cliff Canyon
Melissa Wittstruck – ONS and Code Enforcement

II Review and Approve Current Agenda

Moved and seconded agenda.

III Review and Approve Last Month's Minutes

Moved and seconded approval minutes from December emailed to members.

IV Old Business:

V New Business:

• 2015-2016 Comp Plan Amendments – Tirrell Black & Kevin Freibott

- Four requests for this year, all class 2 land use plan map – all info is available on Planning Website. Amendments are in agency review stage. Applicants will present to neighborhoods, city will hold workshops, Plan Commission will hold hearings.
 - Avista Corporation Z1500078COMP. (Logan)
 - Morningside Investments. LLC Z1500084COMP (N. Indian Trail)
 - Queen B Radio Z1500085COMP (Southgate)
 - Crapo/McCarroll East. Z1500085COMP (N. Indian Trail)
- Reviewed milestones in comp plan amendment process

- Reviewed decision criteria outlined in SMC Section 17G.020.030
- Public comments can be made to the decision criteria and the SEPA
- Tirrell and Kevin will make presentation available on-line

- **Lisa Key, Director, Planning and Development Services**
 - Planning Department joining ONS makes sense:
 - Tasked to align planning staff with ONS. Plan to develop teams that focus on various geographical districts (City Districts 1, 2, 3 + downtown and university district)
 - Neighborhood councils will have opportunity to get to know their team members.
 - Three teams in addition to geographically located teams:
 - Economic development
 - Comp plan, neighborhoods and codes
 - Urban design
 - Determine roles of each team.
 - Three vacancies in planning department (2 assistant planners, 1 project manager)
 - New project manager position will mostly interact with WSDOT with projects like the North South Freeway, Hwy 195, etc.
 - Comp Plan update due in early 2017;
 - neighborhood profiles have been completed (discussion point, the neighborhoods have not seen the profiles). Plan to send to the neighborhood councils for vetting before sending to public for comments.
 - Other issues/projects:
 - Comp Plan updates/amendments
 - Update other chapters of Comp Plan
 - Accepted invitation to attend LUC quarterly; Patricia will send a scheduling email to Lisa

VI **Reports:**

- **Plan Commission – Liaison, Greg Francis (Rockwood)**
 - City Council Planning Initiatives and Priorities for Plan Commission is in draft form (list of projects)
 - Out of time for full report
- **PeTT Committee – Paul Kropp (Southgate)**
- **Public Safety – Julie Banks (Rockwood)** invite as needed

VII **Elected Representatives – Councilwoman Waldref**

- No representative from CC has attended in a few years. Patricia will contact CP Waldref and Ben Stuckart to see if we can have a representative at LUC

VIII Good of the Order

Agenda Items for February meeting:

- Update from Margaret Jones regarding Transportation Comp Plan update
- Follow Up discussion on Comp Plan amendments for 2016
- Infill Housing update from Nathan Gwinn.

IX Next Meeting: February 18, 2016

X Adjourned at 6:40 p.m.

Community Assembly Building Stronger Neighborhoods Committee

February 22nd, 2016 Meeting Summary

Voting Members Present: E.J. Iannelli (Emerson-Garfield), Dixie Zahniser (Manito/Cannon Hill), Mary Carr (Manito/Cannon Hill), Elaine Thorne (Comstock), Seth Knutson (Cliff/Cannon), Bonnie McInnis (West Central), Kelly Lotze (Browne's Addition), Kathryn Alexander (Bemiss)

Others Present:

Staff Present: Jackie Caro (ONS)

Meeting Summary: The January minutes were approved as written.

- **Neighborhood Services:**

- *Budget Applications:* Due April 30th can be found on the Neighborhood Services Website under Neighborhood Councils, on the right-hand side under Items of Interest.

- **Training opportunities:**

- *Best Practices for Neighborhood Postcard Trainings:* Proposed date for the training is Monday, March 14th, 5:30-6:30pm at City Hall in the 6th floor training room.
- Local Government 101 Training. Needs to be held sometime in April or May. Everyone in the group was very interested in this training, so it should be a priority.

E.J. asked for additional input on more trainings. There were many suggestions including another Website Training, Training on using Slack (or similar, such as Band or Facebook Group).

- **CA Retreat Committee:**

- Kathryn Alexander and Mary Carr reported.
 - Retreat Committee has created trainings on the Community Assembly. These would be presented to CA reps and Neighborhood Councils.
 - Kathryn requested that Building Stronger Neighborhoods organize and conduct trainings for the CA reps and for the neighborhoods.
 - The time frame for "Intro to CA" trainings was discussed. It was decided to do 3 trainings (one in each district) and then offer neighborhoods the opportunity to have someone come to their neighborhood council and give the training.
 - There was discussion that anytime a new person starts on the CA there should be a process to getting in touch with them to give them the information they need, preferably before their first meeting of the CA.
 - A video format was mentioned for the training so it could be watched even if someone can't attend the trainings.
 - E.J. will be attending an upcoming Retreat Committee meeting to discuss how the trainings will go.
 - Kathryn requested that BSN come to the CA more often and give oral reports and written reports for the packet.

Next meeting: March 28th, 2016

Proposed Agenda Items:

- Appoint BSN secretary.
- Talk about CA Training more in-depth.

Rental Research Stakeholder Meeting Minutes

February 9th, 2016

1. Julie Banks, Chair Public Safety Committee: Introductions

- a. March
 - i. Two hour meeting with 20 minutes presentations from the stakeholder groups and discussion
- b. Discuss issues you see from your group is and the presenter from your group
 - i. Talk about issues you have as the separate group representatives: tenants, landlords & neighborhoods.
 - ii. To be consistent with throughout each group the presentations should compare views from stakeholder to stakeholder. Bring top 5 issues to the table and Julie will suggest bringing these common issues forward. Each presentation will be 20-minute in length.
 - iii. Talk about potential dates. March is the month for stakeholder presentation meeting?
 1. Each group should work together to bring those issues.
 2. Presentations should address issues, existing programs and recommendations.
- c. Suzanne will send out the stakeholders name and contact that are included in each group.
- d. Before the next meeting we need stakeholders to email to Julie Banks the top 5 issues that they would like to present on and what date they would like the information presented.

2. Suzanne Tresko, the facilitator went over Ground Rules for the meeting.

Presentation

3. Tim Szambelan, Assistant City Attorney

- a. Landlord Tenant Act was handed out to the Stakeholder group and members of the audience
- b. Introduction: Tim has a background as a small landlord, triplex, duplex owner
- c. Housing Justice Project Volunteer-SBA-Once a month goes to superior court unlawful retainer docket go through the docket for conflicts and represent those being evicted.
- d. Is the Assistant City Attorney for 24 years, the departments that are his clients are Code Enforcement, Building Department, works on Franchise Agreements (anything in the public right of way), Local Improvement Districts (alleyways and sidewalks).

4. [Landlord Tenant Act RCW 59.18](#)

- i. Statutory, landlords and tenants have to follow what is in it, if you don't follow the law as written it will be impossible to evict someone as a landlord or if you are a tenant trying to get repairs made to your unit.
 - ii. Local jurisdictions can't create something that overrides it unless it says that the local municipality can within the law.
 - iii. The law has exemptions to what it covers for example residence at an institution, hotel or motel (exemptions are found in 59.18.040)
- b. [59.18.060 Landlord Duties](#)
- i. Examples of duties included:
 1. Must keep things free of bugs etc.
 2. Most interesting thing with dealing with rentals and bugs-bed bugs are the responsibility of the tenant if it is a Single Family home, responsibility of the landlord if it is up to 4 units.
 3. Adequate locks and keys, heat and water (hot), smoke alarms (how it works & tenant knows how it works),
 4. Smoking policy: important to get the policy out there, no smoking inside but it is new with recreational marijuana which has created a new type situation, you should probably address where it could be permitted, especially in larger unit apartments.

- c. [59.18.075 Seizure of illegal drugs-notification of landlord](#)
 - i. Police are required to make a reasonable attempt to discover who the landlord is and shall contact the landlord in writing. Good for a few reasons, give the notice that this is happening, good for the neighborhood and the landlord.
 - 1. Notice can be used in court to help get people out of the house, getting that letter is vital.
 - 2. Good for the neighborhoods to work with NCO if they know this is happening.
- d. [59.18.080 Remedies to enact remedies](#)
 - i. Steps to remedy a situation, if you don't follow you will have an uphill battle this must be followed.
- e. [59.18.085 Property is Condemned](#)
 - i. Sets up what can be done and what the landlord needs to do
 - ii. There is required relocation assistance
- f. [59.18.125 Inspection by local municipalities](#)
 - i. Gives the municipality the ability to create an inspection program.
 - ii. Spokane hasn't exercised this right like Pasco and other cities
 - iii. Rental inspection program the units need to be inspected a number of times every so many years depending on the number of units based on the size
- g. [59.18.130 Tenant Duties](#)
 - i. Pay rent and pay on time
 - ii. Garbage and rubbish taken care of
 - iii. No drug related activity-if they do they know they are subject to being evicted.
 - iv. Reasonable objections should be placed in rental agreement. What happens if nuisance is convicted what is the notice of remedy of the conditions
- h. [59.18.150 Landlords right of entry](#)
 - i. Allow for landlord to enter the property
- i. [59.18.180 Time to fix issues](#)
 - i. Drug activity could go to Supreme Court and enter into unlawful detainer.
- j. [59.18.200 Terminations](#)
 - i. There are limitations in service people and children.
 - ii. Changing apartments to condos
 - iii. Tenancy from year to year need to be in writing
- k. [59.18.240 Landlord cannot have action of retaliation](#)
- l. [59.18.253 Deposit to secure occupancy by tenant-Landlord's duties-violation](#)
- m. [59.18.260 Deposits](#)
- n. [59.18.270 Security Deposit](#)
 - i. Placed in trust accounts
 - ii. Comingle those funds and don't have good accounting, landlords need to know that if the property is foreclosed the landlord can be responsible for two time damage deposit.
- o. [59.18.310 Default in Rent-Abandonment-Liability of tenant-Landlord's remedies-sale of tenant's property by landlord, deceased tenant exception.](#)
- p. [59.18.352 Threatening behavior by tenant-termination of agreement](#)
 - i. Tenant notifies there is threats from other tenant that is grounds for breaking lease
- q. [59.18.375 Forcible entry or detainer or unlawful detainer actions](#)
- r. [59.18.550 Drug & Alcohol free housing](#)
 - i. this is good tool to read and know if you have this issue in your community
- s. [59.18.570 victim protection](#)
- t. [59.18.590 Death of a tenant-designated person](#)
 - i. In case of death there are some exact things a tenant has to do.

u. [59.18.595 Death of a tenant-landlord duties](#)

v. **Mobile home landlord tenant act**

- i. **There are different requirements in these situations and there are time frames that are a lot longer because you are asking someone to move the mobile home**

Questions for clarifying answers from Tom and Jose at the next presentation:

1. Relocation question regarding how that is done and paid for?
2. Provisions under state law allows for just cause legislation (legislation that is more restrictive than state law.
3. Tenant is evicted, the tenant has given no instructions, and the sheriff says put it in the public right of way, how many days can it be there? Depending on what area of town as soon as you set it out on the right of way people begin thumbing through and it becomes a nuisance. CODE: If you put it in the public way and everything has been figured out they won't go out and look at it but they know that not if but when then Code and take a look and if it is not obstructing the street they will contact the property owner to tell them it is garbage and the landlord now can get rid of it. It becomes their property and it needs to get rid of. Charge goes to the property owner.
4. From his point of view standpoint of the landlord tenant act as a resource to tenants how aware are tenants that it exists and what is in it. Resource for tenants? It is difficult for most tenants to maneuver through the landlord tenant law, they usually make the mistake of withholding their rent and that is not what the law says. Make sure you pay your rent look to what legal services are out there to assist you. Always have a rental agreement, rental property checklist copy; tenants need to know that these are very important. Rent set off if you do painting etc., is that in writing? Not usually than you are claiming you have done improvements that need to be in writing. Depends on the level of education the most vulnerable are those that are not educated or have disability.
5. **How does the city enforce the landlord tenant act?** The landlord tenant act is enforced by the courts. There are non-profits that help tenants to navigate the court system..
6. **Do you think the new legislation dealing with squatters will ease some of the burden of dilapidated houses remedied?** Any additional tools that the legislature provides are a benefit to the neighborhood and protection of the structure they are squatting in. There needs to be some sort of ramification for whoever is holding the note of that property to go through foreclosure process.
7. **What support is there for small landlords, people who may not be sophisticated, are they able to access resources for help?** Recommend that they go to the Inland empire landlord associations for help, there is a lot of information on a lease being done correctly getting the tenant a copy and letting the landlord know that if you receive cash you have to give a receipt. **There is a landlord association; is there anywhere else or does he have to put his hand in his pocket?** There are property management companies that do a good job and for those who inherit houses can go to the rental management f
8. **What is the "certificate of inspection" [described in RCW 59.18]? Is it a form that is standardized? Can it be downloaded?** There is no standardized list for this it would have to be adapted by the City as part of implementing such program. There may be examples of these that other cities have on their websites but Spokane does not have one. Implementation of such a program is a legislative process; it would have to go through City Council to be approved.
9. RCW 59.18.080 – Exceptions: What happens when a tenant is current on their rent but had a late fee assessed over 6 months ago prior to needed repairs and the landlord says all rent the tenant paid was first paying that late fee and it is snowballing. The tenant thinks he's current and asks for repairs?

Next Meeting: February 23rd, 3:30pm at YMCA corporate building. Presentation by attorneys Jose Trejo and Tom McGarry.

Plan Commission Liaison Report

March 3, 2016

Greg Francis

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

Electric Fence Ordinance – The electric fence ordinance is a privately initiated proposed change to the SMC that would allow electric fences to be installed in light industrial (LI), heavy industrial (HI) and general commercial (GC) zones. The proposal requires that a barrier fence separate the electric fence from the perimeter of the property and additional requirements are necessary when the fence is within 150 feet of child frequented areas such as schools and parks. After hearing public testimony both for and against the ordinance change, the Plan Commission voted unanimously to approve the ordinance modification after amending it to exclude general commercial (GC) as an allowed zone.

Workshops

University District Update – Mark Mansfield, the Executive Director of the University District, provided an overview of the district for the Plan Commission. The district is 770 acres and goes as far west as Brown, east to Hamilton, and south to the freeway. This includes the area between the rail lines and the freeway between Division and the Hamilton off-ramp; this area is zoned general commercial with a goal by the city for this area to be improved over time to provide additional services to the university district.

Comprehensive Plan Review Requirements – The Plan Commission received another update on the Comprehensive Plan review that's being conducted to meet the eight-year review requirements of the state's Growth Management Act (GMA). For Spokane, this mandatory update must be completed by 6/30/17. The Comprehensive Plan is the city's long-range plan for its future. It is intended to provide a foundation for development regulations, city spending on physical improvements, and ensures that growth will happen in an orderly and predictable fashion. One of the key elements of the review is to consider the newest population allocations to ensure that Spokane can accommodate new growth. There is a plan to meet with the Community Assembly in April.

Critical Materials Ordinance Update – Critical materials are those materials that can impact the aquifer. The last change to the critical materials documentation was in 2009. The proposed changes include authorizing the CRO (normally someone in the fire department) to waive submittals, updating the wording to comply with current wastewater management practices, and cleaning up and simplifying the code.

Business Improvement Districts (BIDs) – BIDs are specific areas that are intended to provide economic revitalization to a business area by cleaning up the area, having a higher emphasis on crime reduction and other general improvements to the area. This is paid for with a fee levied on all of the businesses within the BID area, thus there is a desire to get a minimum level of support from the local businesses before creating a BID. The city currently has a single BID in the downtown area but they are currently working on two additional BIDs: one in the East Sprague area and one in Hillyard. The East Sprague area is at or near the desired level of local business support to move the process forward while there is still work being done in the Hillyard area to get the level of support the city wants before proceeding. There was no timeline on when these BIDs might be finalized.

Upcoming Hearings (Known)

Critical Materials Ordinance Update – The Critical Materials ordinance update (see above) is scheduled for Plan Commission hearing on March 23rd after one final workshop on March 9th.

Other

Plan Commission Membership – The Plan Commission normally has ten members but is currently at seven official members with two expired members sitting on the commission until their positions are filled, or April 1st, whichever comes first. Three potential members were interviewed at the February 23rd meeting and several more will be interviewed at the next meeting on March 9th. The PC will provide a recommendation to the mayor and city council once these interviews are completed. Several of the candidates at the last meeting were active in their neighborhood councils.

Comprehensive Plan Land Use Amendments – As reported previously, there were four applications for comprehensive plan amendments proposed for 2016. All four are rezoning requests. One of the applications (Crapo/McCarroll East in North Indian Trail) has been withdrawn and another application (Morningside Investments in North Indian Trail) has been asked to complete a traffic impact study. The three open applications are expected to move to the public comment period in April once the traffic study is complete. The current status (with documentation) of all of the applications can be found at <https://my.spokanecity.org/projects/comprehensive-plan-amendment-cycle-2015-2016/>. These applications will come before the Plan Commission for workshops and hearings at some point in the future before they go to the city council for final consideration.

Design Review Board

February 10, 2016

Meeting Minutes

Meeting called to order at 5:34 PM

Attendance

- Board Members Present: Craig Andersen; Vice-Chair, David Buescher, Austin Dickey, Colleen Gardner, Jeff Logan, Steven Meek
- Board Members Not Present: Chris Batten, Jacqui Halvorson
- Staff Present: Julie Neff, Planning and Development; Marcia Davis, Integrated Capital Programs

Briefing Session:

1. Chair Comments
 - None
2. Staff Comments
 - Kendall yards projects will be presented on February 24th.
 - Hold March 9 for the Ice Rink recommendation meeting.
 - Applications are still being accepted for the real estate developer position on the board.

January 13, 2016 meeting minutes approved.

Board Workshop

1. Wall Street Resurfacing-Collaborative Workshop
 - Staff report: Julie Neff, Planning and Development
 - Applicant Report: Marcia Davis, City of Spokane Integrated Capital Management, Dell Hatch and Bill LaRue, Bernardo Wills Architects
 - Public Comment: None
 - Questions asked and answered

Based on review of the materials submitted by the applicant and discussion during the February 10, 2016 Collaborative Workshop the Design Review Board recommends the following:

General

- Examine traffic flows to determine if less vehicle activity can be met on Wall, possibly looking at one-way traffic or even a dead end.
- Consider “speed tables” at Main and Spokane Falls Boulevard to discourage vehicular traffic or to slow vehicle speeds.
- Integrate artwork through the space and consider moving ‘Alien Love’ away from the Harold Balaz sculpture on Wheatland Bank.
- An archway and tree at Main might block artwork on Macy’s building corner.
- Don’t lose sight that this is supposed to be a special pedestrian space. Streets and lighting standards may limit the ability to accomplish this.

Neighborhood

- Work with the Riverfront Park design team to see what elements can be incorporated to blend Riverfront Park’s new aesthetics towards the STA Plaza. The DRB encourages the Wall Street design team to look at the entire area between Spokane Falls Boulevard and Riverside, including street intersections.

Site

- Consider providing accommodations for food trucks and mobile vendors and reach out to user groups to ensure the site's logistics work for project success.

Building

- Respect maintaining opportunities for spill out retail space from Old City Hall.

Workshop Motion:

Craig Andersen moved to approve the motion; Motion seconded by Colleen Gardner; Motion carries unanimously.

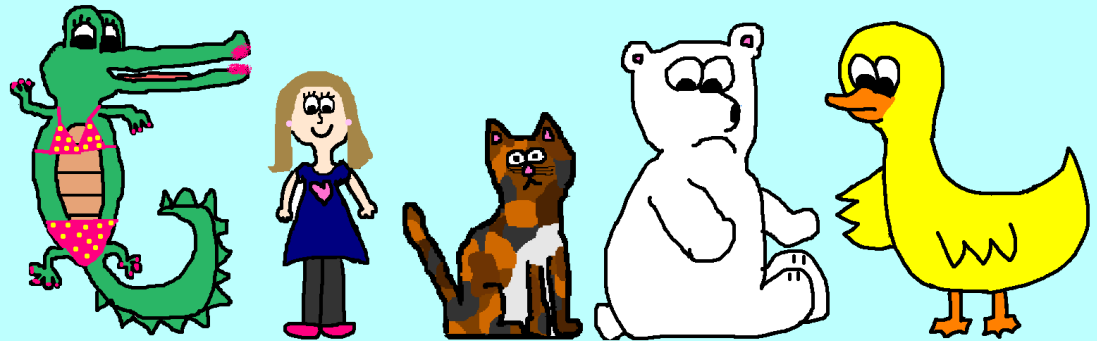
New Business

1. Recommendations for New Membership: Jacqui Halvorson for Citizen at Large; and Nick Hamad for Landscape Architect.

Meeting Adjourned at 7:55 PM

Next Design Review Board meeting is scheduled for March 9, 2016

MARCH MADNESS!



DRB report
March 2016-02-23
Colleen Gardner

A copy of the minutes from the Feb 10th review is attached for you review.

The review scheduled for Feb 24th (Kendall Yards), has been rescheduled for March 9th, 2016

Craig Anderson (LA) and Chris Batten (RED) have termed out of their respective positions

Jackie Halverson was recommended for reappointment to the Citizen at large position and Nick Hamad was nominated to fill the Landscape Architect position, both are awaiting confirmation by the Mayor/City Council.

The board is still accepting applications to fill the Real Estate developer position. If you know anyone that might be interested please have them contact the City's Planning Dept.

There are no reviews currently scheduled beyond the
March 9th review

CA CHHS Director Interview Panel
Feb 22, 2016
CA report
Colleen Gardner

On Feb. 22, Colleen Gardner (lead), Jay Cousins, Luke Tolley and Judith Gilmore (Representing the Neighborhoods) participated in the interview process for the CHHS Director position.

- Three candidates were interviewed over the course of 5 hours
- A series of 8 questions were used to determine the candidate of choice
- 5 of the questions were scripted questions per HR and 3 were questions from the panel based on what we saw as relevant to the Neighborhoods/CDBG funding
- We also allowed time at the end of each session for the candidates to question the panel
- We did a short briefing after each candidate
- Our final briefing was done at the end of all three interviews
- We rank the candidates 1-3 and presented our ranking/rationale to HR
- We were 1 of 5 panels involved
- Our assessment and all relevant material was turned over to HR at the end of sessions
- The results of all 5 panels will be forwarded to Jonathan for his review and once his choice is made it will then move on to the Mayor/City Council for approval.

Our panel was in unanimous agreement on Dawn Kinder; I have included remarks from her interview to support our rationale for the recommendation

My career has prepared me for a position which combines planning, policy, access to basic

needs, and grant administration. Currently, as the Director for Workforce Education at North

Seattle College, I am responsible for annual budgets exceeding 3.5 million dollars and oversee

nine programs providing services to low income and dislocated workers. I

supervise a team of 16

staff providing direct service and administrative support. In addition to spending the last six

years working in the community college system I spent years working with community based

organizations such as YouthCare and for Spokane County Juvenile Court,

to develop, implement, and continuously improve

programming and service delivery for low-income populations. In this time I have launched six

successful partnership based training programs. managed large budgets, written and managed

grants, and overseen the day-to-day operations for multiple programs and teams.

Currently I am responsible for securing and managing seven annual grants and two contracts that not only provide over 1.5 million per year in student support but also fund staffing and operations costs. Given this element of my work I am skilled at collecting and reporting data, meeting outcomesf leveraging funding, and supporting staff working in high demand and challenging situations.

I am a fierce advocate for community development that is inclusive of our neediest populations and that provides pathways to workforce readiness.

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