Spokane Neighborhoods Community Assembly

"Provide a vehicle to empower Neighborhood Councils' participation in government"

Meeting Agenda for Thursday September 1, 2016

5:30 to ***8:10 p.m.*** *–* **West Central Community Center**, 1603 N Belt

Proposed Agenda Subject to Change
Please bring the following items:
*Community Assembly Minutes: August 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 ▪ August 2016	Facilitator	5 min–5:35	Approve	5
OPEN FORUM				
Reports/Updates/Announcements	Please Sign Up to Speak!	5 min-5:40		
LEGISLATIVE AGENDA				
City Council ▪ Update	Councilmember	5 min-5:45	Oral Report	
Admin ▪ Joint CA/CC Recap ▪ Nominations Committee for 2017 Admin. Committee	Jay Cousins	15 min-5:50	Oral & Written Report	13
Awards ▪ Create Ad-Hoc Committee ▪ Budget for Awards ▪ Review Categories for Awards	Kathryn Alexander	20 min-6:05	Presentation/ Q&A/ Vote	
Budget ▪ Grant 2016 Recap	Kathryn Alexander	15 min-6:20	Presentation/ Q&A	15
ONS/Code Enforcement ▪ Update	Heather Trautman	15 min-6:35	Presentation/ Q&A	
Planning ▪ Public Participation Plan	Lisa Key	30 min-7:05	Presentation/ Q&A	
Land Use ▪ Support Position for Neighborhoods Affected by Comprehensive Plan Amendments	Greg Francis	10 min-7:15	Presentation/ Q&A/ Vote	18
Liaison ▪ Selection Discussion -Design Review Board Member	Paul Kropp	10 min-7:25	Oral & Written Report	21
NeighborhoodsUSA (NUSA) ▪ Trip Report	Kathryn Alexander and Staff	15 min-7:40	Presentation	
CA Roundtable	CA Reps	15 min-7:55	Discussion	
OTHER WRITTEN REPORTS				
Pedestrian, Transportation & Traffic (PeTT)	Paul Kropp		Written Report	31
CHHS Liaison	Fran Papenleur		Written Report	35
Plan Commission Liaison	Greg Francis		Written Report	36
Building Stronger Neighborhoods (BSN)	Tina Luerssen		Written Report	38

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

UPCOMING IMPORTANT MEETING DATES

- ***September 6: CA/Community Development, West Central Community Center, 1603 N. Belt, 5:30pm***
- ***September 15: Land Use, West Central Community Center, 1603 N Belt, 5pm***
- ***September 21: Town Hall Meeting, Northeast Community Center, 6pm. Neighborhoods include: Bemiss, Chief Garry Park, Hillyard, Logan, Minnehaha, Nevada Heights, Shiloh Hills and Whitman***
- ***September 26: Building Stronger Neighborhoods, Sinto Senior Center, 1124 W Sinto, 12pm***
- ***September 27: 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***
- ***September 27: Pedestrian, Transportation & Traffic (PeTT), West Central Comm. Ctr, 1603 N Belt, 6pm,***
- ***October 7: Community Assembly, West Central Community Center, 1603 N Belt, 5:30pm***

Public Safety Committee meeting has been cancelled in September

MEETING TIMETABLE PROTOCOL

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

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

Administrative Committee

COMMUNITY ASSEMBLY LIAISONS & REPS (Draft)

Citizens Transportation Advisory Board (PeTT): Jim Bakke, 466-4285, jfbakke@q.com
Community, Housing, & Human Services Board: Fran Papenleur, 326-2502, papenleurf@yahoo.com
Design Review Board: Colleen Gardner, 535-5052, chiefgarryparknc@gmail.com
Plan Commission: Greg Francis, gfrancis1965@yahoo.com
Plan Commission Transportation Advisory Committee (PeTT): Kathy Miotke, 467-2760, zaromiotke@yahoo.com and Charles Hansen (alternate), 487-8462, charles_hansen@prodigy.net
Urban Forestry: Carol Bryan, 466-1390, cbryan16@comcast.net

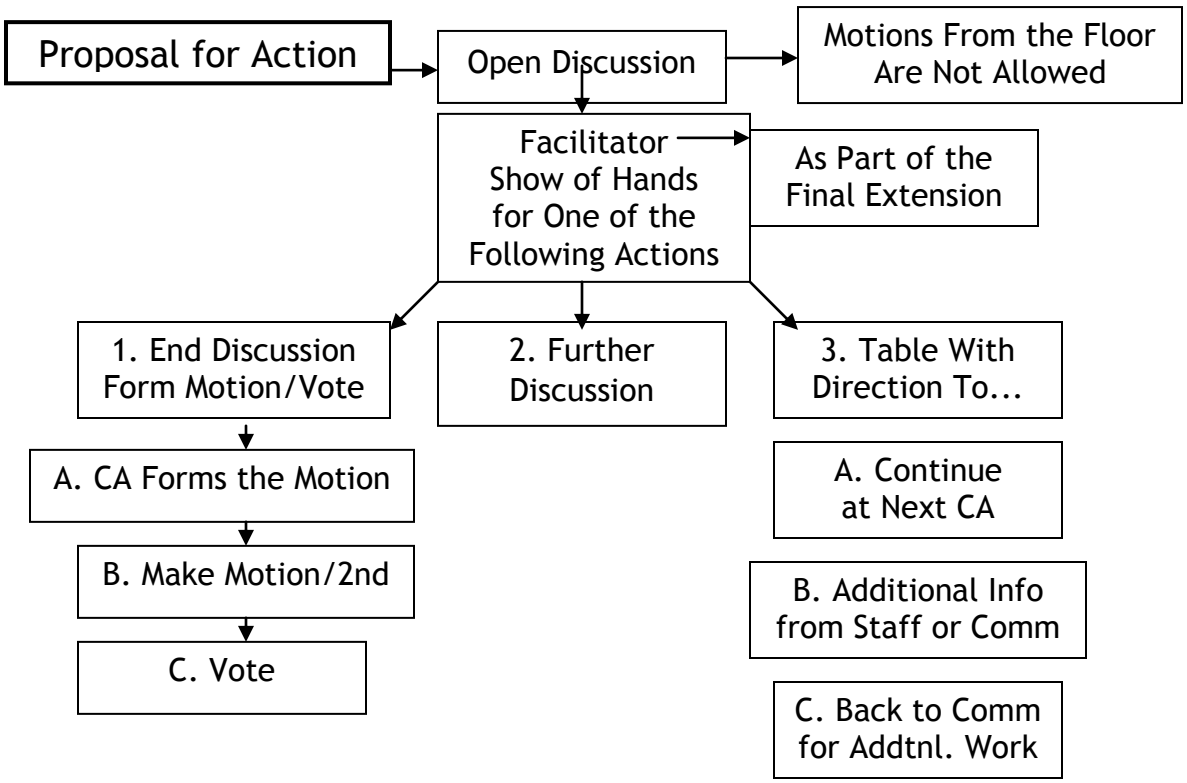
a. CA Rules of Order:

i. To speak at a meeting, a person must be recognized by the facilitator only one person can be recognized at a time. Each speaker has one minute. When all who wish to speak have been allowed their time, the rotation may begin again.

ii. When a proposal for action is made, open discussion will occur before a motion is formed by the group

iii. As part of the final time extension request, the Facilitator will request a show of hands by the representatives at the table to indicate which of the following actions the group wants to take.

1. End discussion and move into forming the motion and voting.
2. Further Discussion
3. Table discussion with direction
    a. Request time to continue discussion at next CA meeting.
    b. Request additional information from staff or CA Committee
    c. Send back to CA Committee for additional work



Community Assembly Core Values and Purpose

CORE PURPOSE:

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

BHAG:

Become an equal partner in local government.

(This will be further expounded upon in the Vivid Description. What does this mean to you?)

CORE VALUES:

Common Good: Working towards mutual solutions based on diverse and unique perspectives.

Alignment: Bringing together the independent neighborhood councils to act collectively.

Initiative: Being proactive in taking timely, practical action.

Balance of Power: Being a transparent, representative body giving power to citizens' voices.

VIVID DESCRIPTION:

The Community Assembly fulfils 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

August 4, 2016

1. Proposed Agenda
    a. Approved
2. Approve/Amend Minutes
    a. Approved
3. Open Forum
    a. Tina Luersson, Grandview Thorpe
        i. July BSN quest speaker, Karyll VanNess from Value Village –Value Village donation efforts.
            1. Value Village will purchase donations from Non-Profit Organizations to use as a fundraiser.
            2. Any organization or neighborhood receives $.20 per lb. for cloth and $.05 per lb. for miscellaneous items.
            3. Takes anything up to the size of a microwave. The minimum amount to participate is 1000 pounds, and Value Village will reimburse the organization for a rental truck, up to $75. The donations need to be delivered to Value Village (708 W Boone), which is open from 9am to 9pm every day.
            4. For more information please contact Karyll at; Spokane.outreach@savers.com, 509-325-2569.
    b. Susan Burns, Peaceful Valley
        i. Urban forestry – Breakfast, knowledge and a walk through your urban forest!
            1. On August 16th, 2016 from 8am to 10am come enjoy a waffle bar and coffee at The Scoop.
            2. Spokane Urban Forester Angel Spell will tell you about the value of urban trees and the array of benefits.
            3. To register for this event please visit: http://extension.wsu.edu/spokane/event/your-urban-forest-a-city-walk/
    c. Colleen Gardner, Chief Garry Park
        i. Design Review Board for the CSO downtown - Did not have time to prepare a report for the CA packet, copy of motion for the DRB made. Reach out to Colleen for more details.
    d. Barbara Ann Bonner, Logan
        i. First ever *Walk With Thought*. This is Spokane's first people with disabilities pride parade. Event will be Sunday, August 14th at 9:30am. For more details please visit: http://en.eventhint.com/events/12953027/1st-annual-walk-with-thought
    e. Sandy Gill, North Hill

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i. Garland Street Fair – this event will be taking place Saturday, August 13th from 10am to 7pm. C.O.P.S and several neighborhood councils will be present. For more details please visit: http://garlandstreetfair.com/

4. City Council - Update
    a. Karen Stratton – City Council Member, District 3
        i. Council Study session with the library board, Feb 2017 – renew the levy on the library tax. Will be work with city council members to get this info out to the public.
        ii. City Council will be hosting two open forums for Craig Meidl as new Police Chief appointed from the mayor.
            1. First open forum, August 11, 6pm at the West Central Community Center. Second open forum, August 17, 6pm at the East Central Community Center.
            2. Facilitator will be present. As open as possible and ask any questions. Opportunity for community input.
            3. Council members will be present.
            4. This is the first step in the process and needs to go through approval of the City Council, but community outreach needs to be done first.

5. Admin Committee – August Picnic and August CACC Meeting
    a. Tina Luerssen, Grandview/Thorpe
        i. CA August picnic - So far have received confirmation from 7 people. Please RSVP as soon as possible.
            1. The BBQ is 10 days away. Everyone should have received an evite. This went to all CA reps, alternates, chairs, ONS and city council heads.
            2. Paper invitations are here for all those reps and alternates that do not have emails listed on the city website.
            3. Colleen Gardner collected $200 in donations from Chief Garry Park Businesses, Happy Laundry, Cline's, and DLJWF INC. These donations will go to purchase food and drinks.
            4. Online website allows you to RSVP, sign up a guest and sign up for potluck items.
            5. Asking for another body to help in this process. Need someone help man the BBQ grills.
            6. Reminder on date and location: Sunday august 14th, 4:30 pm at Manito Park in the North Gazebo.
        ii. Next CACC, August 31, 5:30pm. Looking for topics on this meeting, anything you want for topics please let the admin committee know.

6. ONS/Code Enforcement Update
    a. Heather Trautman, Director of the Office of Neighborhood Services and Code Enforcement

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i. Thank you for the updates on the events in the open forum. Please let us know if there are events that need to be added to the google calendar - This is shared with Cannel 5.
ii. Ideas for new articles for the Friday Update. Example: National Night Out Against Crime event and how to be connected to this process. This is going out to all NC chairs and alternates. Please subscribe this and also push on to other neighborhood contacts. If you're not receiving the update please let Katie Myers from ONS know.
iii. Forest Spokane – free tree giveaway in September – Alisha Ayers with ONS is working on dates. Trees will be given out close to October; there will also be an opportunity to volunteer - restore the river area to its mature state. October 15th - Small saplings in the PV neighborhood. Generations from now the river will benefit.
iv. September – neighborhood development block grant program kicks off. CACD committee has been working on this over the last few months. Dawn will be discussing this later today.

7. CHHS – 2017 CDBG Allocations
   a. Dawn Kinder, Director of CHHS
      i. https://static.spokanecity.org/documents/neighborhoods/getinvolved/agendas/2016/08/community-assembly-agenda-packet-2016-08-04-revised.pdf
      ii. Reduction in overall CDBG Awards
         1. Average cut past three years = $27,274
         2. Planning on a cut of at least 1%
         3. Putting out more funding in the past and making sure we are funding neutral this year.
         4. Process for determining reductions in allocations – each neighborhood was hit equally.
         5. Any unused staff costs will be released to the community if available.
         6. On July 7, 2016 – reduced funding allocations were briefed and provided to CA.
         7. July 8, 2016 – reduced funding allocations were emailed to the CA for disbursement to Neighborhood Councils.
         8. If you have any questions – please email Dawn Kinder dkinder@spokanecity.org

8. Design Review Board - Update
   a. Omar Akkari and Julie Neff
      i. https://static.spokanecity.org/documents/neighborhoods/getinvolved/agendas/2016/08/community-assembly-agenda-packet-2016-08-04-revised.pdf
      ii. Design Review Board (DRB) is comprised of eight citizens who represent community interests.

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1. Position on the DRB is on open for CA, Colleen Gardner has been in this position and her term is up, she has been capable and conscientious.
2. DRB is needed for an outside perspective.
3. The purpose of the board is having community input to help implement the comprehensive plan, advocate for aesthetic quality, enhance pedestrian characteristics and ensure that public projects serve as models of design quality.
4. The board's role is advisory to the action approving authority.
5. Public projects and downtown projects are the types projects the DRB works with.
6. Things that are not typically addressed by the DRB would be traffic impacts, type of land use, slope stability and internal building design.
7. Examples of recent projects are: Riverfront Park, North Bank, Larry H. Miller Honda, Kendall Yards and South Bank Interceptor – CSO 26.
8. Colleen Gardner will sit down with anyone interested in this position and provide more detail. Please email Colleen chiefgarryparknc@gmail.com
9. To apply visit this link: https://my.spokanecity.org/bcc/boards/design-review-board/

9. Budget Committee – New Committee Member Request & Event Advertising
    a. Andy Hoye, Southgate
        i. The Budget Committee has an opening for one new member. Arielle Anderson has done a great job and lots of hard work and she will be missed.
            1. This is a one hour a month commitment.
            2. Mary Carr of Manito Cannon Hill volunteers.
        ii. Presenting the idea of running an ad with some of the left over funding. Possibly in the Inlander or Spokesman Review.
            1. 3X8inch adds for Inlander – this could be a good way to get NC info out there.
            2. Andy is recommending to the CA that an ad go out for neighborhood advertising.
            3. $6000 left in budget, about $3000 left that is not committed.
            4. What does the CA want to do?
            5. Ask the budget committee to come up with a budget proposal for flyers and brochures and inventory of what's available through ONS and COPS (canopy, popcorn machine, maps, printing etc.).

Motion: Spend up to $700 on Inlander ad for Neighborhood Council advertising/events.

Approve: Peaceful Valley, Hillyard, Grandview Thorpe, Chief Garry Park, Rockwood, North Indian Trail, Logan, Emerson/Garfield, Southgate, Cliff Cannon, Browne's Addition, West Hills, North Hill, Manito/Cannon Hill, Nevada Lidgerwood, and Minnehaha

Opposed: 0

Abstain: 0

10. Retreat Committee – Committee Formation & Ideas
    a. Jay Cousins, Emerson/Garfield
        i. Currently the CA does not have a valid retreat committee. There are two members (Jay and Kathryn). The retreat committee needs a third person to be valid. This 'non committee' has met twice and has held discussions on what we think might be good ideas for a retreat.
            1. Need a third member to volunteer – Kelly Lotze from Browne's Addition volunteers.
        ii. The retreat group has been discussing having several options for the CA:
            1. Have someone come in and talk about collaboration, and how this can be used to extend into neighborhoods (2-3 hour session).
            2. Session on ''how to manage the money" – so that we have a body of people who understand what we have and how to manage effectively. We actually have $70,000 if we include the CDBG allocations. We need to bring NC together to pull money to do larger projects.
            3. How to get involved in legislation – how to stop having our CDBG funds taken away.
11. Mayors Housing Task Force - Update
    a. Alisha Ayars, Community Programs Coordinator, ONS
        i. https://static.spokanecity.org/documents/neighborhoods/getinvolved/agendas/2016/08/community-assembly-agenda-packet-2016-08-04-revised.pdf
        ii. Overview, objectives and outcome:
            1. Align City investments, resources, and policies that support safe, quality and affordable housing in neighborhoods.
            2. Outcome: list recommendations that address quality and affordable housing in Spokane.
        iii. Timeline – May 2016 through the end of August 2016
            1. May 2nd – Introduction to the Housing Quality Task Force.
            2. May 18th – Complete presentations on six areas of housing.
            3. May 23rd – Bank representatives: Funding incentives and strategic, programs and policies, collaboration among banks, real-estate, the City and agencies.
            4. June 2nd – Real Estate Representatives

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5. June 7th – Convene all
6. June 14th & 28th and July 12th – Housing conditions
7. June 15th & 29th and July 13th – Housing Affordability
8. June 28th – Community Meeting
9. July 14th – Roundtable
10. August 17th – Convene all
11. August 31st – Present Final Recommendations

iv. CA Reps on the HQT:
1. Julie Banks – Public Safety Committee
2. Sara Tosch – West Central Neighborhood
3. Mindy Mugila – Nevada/Lidgerwood, alternate

v. Recommendations and final steps:
1. The Housing Quality Committee had 9 recommendations
2. Housing Affordability committee has 12 recommendations
3. Total of 21 recommendations currently
4. All task force members were given the final recommendation
5. Last two meeting are August 17th and August 31st
Aug 31st - final recommendations to the mayor.
6. All Information is online on the City's website.
7. Mayor and City council will receive final report and makes final decision on what happens with those recommendations.

12. Public Safety – Long-term Rental Stakeholder Group

a. Julie Banks, Public Safety Committee Chair

i. https://static.spokanecity.org/documents/neighborhoods/getinvolved/public-safety-committee/rental-housing-research-stakeholder-group-final-report-2016-08-04-final.pdf

ii. The public safety committee was given the task by the CA to research the issues around rental housing in Spokane and organizations related to this, and also identify gaps and possible resources.

iii. Benefits of this process, quite a bit of information that was collected about rental housing in our community.

iv. Each of the stakeholder groups put together a presentation on how rental housing is affected through their lens. These contained
1. The issues
2. What each stakeholder group perceived as available resources
3. Conclusions
4. Possible gaps and recommendations.

v. Through this process it became apparent the group was not going to be able to narrow down one final recommendation. Therefore the Stakeholder Group provided each sub-groups presentations.

vi. We have a unique opportunity because of the mayors HQTF, to take the info we gathered (outline, presentations) we felt that boiling down into

presentations was the best way to deliver to the CA. We want to provide this to the Mayors HQTF. And provide an even broader view to the task force.

vii. Recommendation: that CA vote to submit this information to the MHQTF. The group felt it was necessary to include each group's presentation rather than an executive summary. Each presentation has its own recommendation/summary within it.

viii. Stakeholder group has completed their work and this is the final product that they have.

Motion: Pass along the recommendation to the mayors housing quality task force as an equal representation of the work of the long term rental stakeholder group, an ad-hoc committee of the Public Safety Committee, on behalf of the community assembly.

Approve: 15

Opposed: 1

Abstained: 0

13. CA Roundtable

a. Christy Jeffers, Nevada Lidgerwood

i. Important Dates for City 2017 Comprehensive Plan Update.

1. September 13th, 4pm - City Wide, Downtown Library, 906 W. Main. Ground Floor.
2. September 20, 4:30pm - City Council District 2, Southside Christian Church, 2934 E 27th Ave.
3. September 22, 4:30pm - City Council District 1, NE Community Center, 4001 N. Cook.
4. September 29, 4:30pm - City Council District 3, West Central Community Center 1603 N. Belt.
5. For questions or information on any of these comprehensive plan dates please contact: Jo Anne Wright - jwright@spokanecity.org

In attendance:

16 Representatives Present

Peaceful Valley, Hillyard, Grandview Thorpe, Chief Garry Park, Rockwood, North Indian Trail, Logan, Emerson/Garfield, Southgate, Cliff Cannon, Browne's Addition, West Hills, North Hill, Manito/Cannon Hill, Nevada Lidgerwood, Minnehaha

Not in attendance:

Audubon/Downriver, Balboa/SIT, Bemiss, Comstock, East Central, Five Mile, Latah/Hangman, Lincoln Heights, Northwest, Riverside, West Central, Whitman

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CA Administrative Committee Meeting

August 23, 2016
4:30 – 5:30 PM
City Hall ONS

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

Present City Staff:
Heather Trautman

Absent Neighborhoods:

Minutes taken by Kathryn Alexander

Approval of minutes from July to be done at the next meeting

Proposed Agenda:
City Council Update, City Council
Admin Committee – CA/CC Recap, forming Admin Nominations committee– Jay Cousins
ONS, Heather Trautman
Planning: Public participation plan – Lisa Key
Liaison Committee: design Review Board – Paul Kropp
Mayor's Housing Taskforce – Alicia Ayars
NUSA, Trip report – Kathryn Alexander, Staff
Roundtable

Confirmed Agenda:
City Council Update, City Council
Admin Committee – CA/CC Recap, forming Admin Nominations committee– Jay Cousins
Awards Committee: budget request, awards configuration, additional members
Budget Committee: grant recap – Kathryn Alexander
ONS: Heather Trautman
Planning: Public participation plan – Lisa Key
Land Use
Liaison Committee: design Review Board – Paul Kropp
NUSA, Trip report – Kathryn Alexander, Staff
Roundtable

Follow-Up Topics:
CA Website
Open Meetings
Standing Committee Goals
Policy & Procedures

Next CA Admin Meeting September 27, 2016

Minutes – CA Budget Committee – August 24, 2016

Location: Forza Coffee
Present: Andrew Hoye, Kathryn Alexander, Mary Carr, Kathy Myers (ONS), Mark Davies

Convened at 11:00AM

Charlie will post the status of the neighborhood's application and expenditures on the Budget Committee city web page.
After discussion, we decided to retain the liaisons and their neighborhood responsibilities.
Katie will review and report on whether or not the Arts Commission needs to review door hangers.

Latah-Hangman (Tim), 5-mile (Mark), West Hills (Mary) neighborhoods have not completed applications. The liaisons will contact them and remind them that September 15 is the hard deadline for submitting them.

Policy Updates:

1) All new budget requests AND any and all modifications to existing budget requests must be submitted by September 15, 2016.

2) Modifications may be requests for money in excess of $500, in reasonable amounts maybe submitted by September 15. The Budget Committee will review these and approve or deny based on several factors including (a) how much money is left, (b) how specific the request is, i.e. firm quotes from vendors, etc., (c) how closely the request conforms to the original intention of the application, (d) other.

3) The neighborhoods are strongly encouraged to actually spend the money. Allocations to neighborhoods which are unspent (or for which a third-party invoice has not been prepared) as of November 1 will lose access to their $500 on that date, and their share will revert to general CA use.

4) At the November Budget Committee meeting, a procedure for spending any remaining money from the original $20,000 will be formalized. Several options discussed were dump passes, purchase of tables and tents for use by any neighborhood to be stored in ONS storage, additional advertising, and printing of generic brochures.

Katie will check on storage facilities for tables and tents and advise. Katie will review the dump pass procedure and advise.

Mary will revise the Budget Application in draft form for use in 2017. Mark will get some prices for tents and tables.

These minutes will be included in the September CA Packet.

Adjourned at noon.

Submitted by Andrew Hoye

Community Assembly Budget Report

Compiled by Charlie Kline, Office of Neighborhood Services

Neighborhood Council Grants

Website

Charlie Kline with ONS is working to update the City's webpage with all content related to the Budget Committee including NC applications and status as well as a monthly update to funds currently used. The information will be hosted on the Budget Committee's existing section of the CA Standing Committees webpage - https://my.spokanecity.org/neighborhoods/community-assembly/standing-committees/

Approved Applications

The following Neighborhood Councils have submitted an application and had it approved by the Budget Committee: Audubon-Downriver, Balboa, Bemiss, Browne's Addition, Chief Garry Park, Cliff Cannon, Comstock, East Central, Emerson Garfield, Grandview Thorpe, Hillyard, Lincoln Heights, Logan, Manito / Cannon Hill, Minnehaha, Nevada Lidgerwood, North Hill, North Indian Trail, Northwest, Peaceful Valley, Riverside, Rockwood, Southgate, West Central, Whitman. ONS staff have notified all neighborhoods of their grant application status.

The following Neighborhood Councils have not applied for a grant from the Community Assembly: Latah Hangman, Five Mile Prairie, West Hills.

Final Dates for Application Modifications and Spending

The Budget Committee has determined that the final date to submit a modification for a Neighborhood Council's Grant is September 15. Please have all modifications in to the Budget Committee before that date. The Budget Committee has also requested that all NCs inform them of plans to spend the money they've been awarded.

The Budget Committee has decided that September 15 is also the deadline for the three NCs that have not submitted an application to do so.

The Budget Committee proposes that November 1st is the deadline for all Neighborhood Councils to spend the money awarded in their grants. Please have all receipts and reimbursement forms into either Charlie Kline with ONS, ckline@spokanecity.org, or to your Neighborhood's Budget Committee liaison.

Requests or Modifications Over $500 Grant Limit

Per Budget Committee, modifications may be requests for money in excess of $500, in reasonable amounts maybe submitted by September 15. The Budget Committee will review these and approve or deny based on several factors including (a) how much money is left, (b) how specific the request is, i.e. firm quotes from vendors, etc., (c) how closely the request conforms to the original intention of the application, (d) other.

New Budget Committee Liaisons

The Budget Committee has changed member composition. The City's Community Assembly page has the updated list of liaisons and the neighborhoods assigned to them, https://my.spokanecity.org/neighborhoods/community-assembly/

Neighborhood Council Grant Funds:

Total current NC grant reimbursements: $3,695.84

Total current NC grant requests: $12,564.54

Other Community Assembly Expenses

Total Funds:

Total funds committed to CA: $20,000

Current CA funds balance estimate based on all expenses: $15,038.46

Funds allocated by CA to general purpose CA use: $6,000

NUSA Conference expenses: $989.70

Inlander Ad: $700.00

CA general purpose funds remaining: $4,310.30

Standing Committee Petty Cash Funds:

Funds allocated by CA to Standing Committees as petty cash: $1,000

Petty cash expenses to date: $78.17

Petty cash funds remaining: $921.83

Draft

Minutes

Land Use Committee (LUC) Minutes for August 18, 2016

Facilitator: Kelly Cruz

Secretary: Teresa Kafentzis

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

Present:

Tom Powell – Emerson Garfield
Kelly Cruz – West Central
Melissa Wittstruck – ONS
Barbara Biles – Emerson Garfield
Greg Francis – Plan Commission Liason, Rockwood

Introductions Review and Approve Current Agenda Review and Approve Minutes
Minutes for June 16 and 23 meetings approved. (No July meeting since two meetings in June.)

New Business: Demonstration NotifyMeSpokane – Developer Services Kris Becker/Jacque West, City of Spokane:

- NOTE: *Will send out testing link to LUC members, request that members complete survey regarding use.*
- Background – looking for a method that the public could go on line to look up permit information easily; improve notification; create alert; available 24 hours a day; stop duplicating information on the website; can be used on mobile devices.
- Phase 1: Includes City Depts: Building, Planning and Engineering
- Can search by address or dots on map and increase area to review
- Map shows permits created in last month (can go back 6 months)
- Doesn't distinguish when a permit is completed since various departments have different workflows.
- Click on "dot" then details will show and can see pdf of related attachments, process of permits; multiple filters; can use key words in permits
- Alerts – log in to create an alert; can create an alert by dropping a pin on the map and set a circle; create by neighborhood; select types (up to 4) of permits interested in. Will receive email morning after permit filed, email alerts categorize types of permits.

- Can monitor status of permits by going back and checking
- Final phase of testing with customers. Make adjustments as needed. Anticipate go live in mid-September.

OLD BUSINESS:

Southgate Update on Annexation at 53 & Regal –

- Request update at September meeting by Ted Teske, SNC and Lisa Key

Schedule for 2015/2016 Comp Plan Amendments Proposal Dates:

Proposed Comp Plan Amendments:

Discussion:

- Does LUC want to testify, send a letter to Plan Commission regarding Comp Plan Amendments. PC has received the letter sent from CA.
- Ask CA if they want us to follow up at September 1 meeting. Teresa will send a request to Rod to get on agenda to make request to present to Plan Commission and City Council. Greg offered to speak at CA.

Schedule for Comp Plan Amendments:

- August 23 Issue SEPA Determinations (city) (City will Notice this to Ecology, city/agency SEPA list, and Neighborhood Councils, and interested persons email list for each project) (City will notice that it will not act on this until after September 13, 2016)
- August 23 provide "Notice of Public Hearing & Notice of SEPA Determination" to applicants (city)
- August 30 Applicants must perform Notice (mailing, post property, newspaper notice) (applicants)
- September 6, Applicants must perform second newspaper notice
- September 13, End of SEPA Appeal period
- September 14, Public Hearing begins (Avista & Queen B)
- September 21, Public Hearing continues (special meeting, Morningside proposal)
- September 28, Public Hearing potentially continued (likely deliberations for all three applications)
- October 12, Next PC Meeting (if needed)

Schedule for Public Open Houses on the Comp Plan Update:

- Sept 13, 4:00 -7:00 pm – Citywide, Downtown Library (906 W Main), Ground Floor
- September 20, 4:30 – 8:00 pm – City Council District 2, Southside Christian Church (2934 E 27th Ave)
- September 22, 4:30 – 8 pm –City Council District 1, NE Community Center (4001 N. Cook)
- September 29, 4:30 – 8:00 pm – City Council District 3, West Central Community Center (1603 N Belt)

Infill Task Force August 30, 5 -7 pm, Public Open House, Chase Gallery
September 13, 4:00 -7:00 pm – Citywide, Downtown Library (906 W Main), Ground Floor.
Melissa will send out documents.

Upcoming - West Hills Station & Corridor Study Sept 28th - Plan Commission Hearing at 4 pm, Council Chambers

Reports: No reports presented.

- Plan Commission – Liaison, Greg Francis (Rockwood)
- PeTT Committee – Paul Kropp (Southgate)
- Transportation Chapter – Margaret Jones (Rockwood)
- Public Safety – Julie Banks (Rockwood)

Elected Representatives – Councilperson A Waldref (as needed)

Public Open Houses on Comp Plan Revisions:

- **Concern:** Streamlining Comprehensive Plan will remove similar items that are considered to be duplicates in multiple chapters that are subtle and could change the feel of the Comp Plan. Example: sidewalks only in one chapter rather than three chapters, could change the level of importance of sidewalks.
- LUC should review changes in Land Use and Neighborhoods
- Follow Up: Melissa will send LUC links to chapters to review before October LUC meeting.
- **Open House Dates for Comp Plan Revisions:**
  - September 13, 4:00—7:00 pm – Citywide, Downtown Library (906 W Main) Ground Floor
  - September 20, 4:30 – 8:00 pm – City Council District 2, Southside Christian Church
  - September 22, 4:30 – 8 pm – City Council District 1, NE Community
  - September 29, 4:30 – 8:00 pm – City Council District 3, West Central Community Center

Good of the Order:

- Lisa Key regarding Planning Updates
- Update on Annexation at 53rd & Regal: Lisa Key and SNC representative

Adjourned at 6:35

Next Meeting: September 15, 2016 at 5:00 pm, West Central Community Center

Community Assembly Representatives: Please consider these excerpts from Liaison Committee Policy and Procedures past and present.

2011
Duties: A process will be in place to solicit applications, conduct interviews and make recommendations of candidates to the Community Assembly to fill liaison positions and appointments to various short and long terms committees.

2016
Functions: The committee will ... (2) manage as necessary new liaison and representative appointments and reappointments according to term limit provisions ....

In order to provide direction to the Liaison Committee, which interpretation of the 2011 committee P&P duties statement is correct?

The 2011 P&P phrase "... make recommendations of candidates ..." either

(1) directs the Liaison Committee to recommend the CA select one applicant for a position among, potentially, several. As in: *Here, Community Assembly representatives, are all the applicants for this position with their information. The Liaison Committee recommends you select this one.*

or

(2) directs the Liaison Committee to recommend which applicants are qualified, however many there may be, for the CA itself to select among. As in: *Here, Community Assembly representatives, are all the applicants the Liaison Committee deems qualified for this position with their information. Now you all go ahead and make a selection among them.*

(1) or (2)?

With this determination, the Liaison Committee then will interpret the "manage" precept in its 2016 committee P&P to include the 2011 P&P directive, either (1) or (2) as above.

NOTE: Option (1) does not prohibit the CA from selecting a candidate other than the Liaison Committee's recommendation.

Timeline for CA Design Review Board liaison member appointment for 2017 through 2019:

September 2	Application period begins
October 17	Application period ends
November 3	CA selects candidate for appointment to DRB
Nov-Dec	Mayor interview and city council confirmation for selected candidate
January '17	CA DRB liaison member appointment for 2017-19 becomes effective

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The full **application packet** for the Community Assembly liaison member position on the Design Review Board will be available for download in the Items of Interest column on the CA web page https://my.spokanecity.org/neighborhoods/community-assembly/ starting September 2.

The Community Assembly's Design Review Board "Liaison" Position
Source of responsibilities and duties:

Design Review Board basics:

- The Design Review Board serves an advisory function for the city's planning director and hearing examiner. (Section 17G.040.080 of the municipal code)
- The responsibilities of the DRB are as follows (Section 04.13.015 of the municipal code):
  - *Improve communication and participation among developers, neighbors, and the City early in the design and siting of new development subject to design review under the municipal code.*
  - Ensure that projects subject to design review under the municipal code are consistent with adopted design guidelines and help implement the City's comprehensive plan.
  - Advocate for the aesthetic quality of Spokane's public realm.
  - Encourage design and site planning that responds to context, enhances pedestrian characteristics, considers sustainable design practices, and helps make Spokane a desirable place to live, work, and visit.
  - Provide flexibility in the application of development standards as allowed through development standard departures.
  - Ensure that public facilities and projects within the city's right-of-way wisely allocate the city's resources and serve as models of design quality.

Neighborhood council inclusion in the Design Review Board process:

- As a matter of course neighborhood councils are notified when a development project subject to design review is applied for in their area. (Section 17G.040.070 of the municipal code)

The Community Assembly role in Design Review Board membership:

- The Community Assembly is afforded the ability to select the nominee for a designated membership position on the Design Review Board whereby the CA forwards its selection to the mayor and city council for approval. (Section 04.13.030 of the municipal code)

The Community Assembly Design Review Board position in general:

- The CA position on the DRB is a full membership with voice and vote, the same as each of the other seven designated positions, and carries the same duties and responsibilities as the others. (Section 04.13.025 of the municipal code)

The "liaison" part of the Community Assembly Design Review Board position:

- The CA position on the DRB also carries the label of "liaison":
  "H. One designated liaison from the community assembly." (Section 04.13.025 H. of the municipal code)

The liaison responsibility at the Design Review Board:

- Liaisons carry useful and pertinent knowledge and information both ways between different groups interested in the same objectives.
- *The special duty and obligation, therefore, of the Community Assembly's Design Review Board member is to serve that liaison function at DRB meetings on behalf of residents and business interests in areas impacted by development proposals, namely (a) to seek out and ensure that relevant information from the "neighborhood" perspective is represented at DRB meetings, and (b) to promote the value and limitations of the DRB process to those potentially affected by development proposals subject to design review.*

(See over for code citations)

SMC Section 04.13.015 Design Review Board

Purpose.

The design review board is hereby established to:

A. improve communication and participation among developers, neighbors, and the City early in the design and siting of new development subject to design review under the Spokane Municipal Code;
B. ensure that projects subject to design review under the Spokane Municipal Code are consistent with adopted design guidelines and help implement the City's comprehensive plan;
C. advocate for the aesthetic quality of Spokane's public realm;
D. encourage design and site planning that responds to context, enhances pedestrian characteristics, considers sustainable design practices, and helps make Spokane a desirable place to live, work, and visit;
E. provide flexibility in the application of development standards as allowed through development standard departures; and
F. ensure that public facilities and projects within the City's right-of-way:
    1. wisely allocate the City's resources,
    2. serve as models of design quality.

SMC Section 04.13.025 Composition and Qualification

The design review board shall consist of eight members as follows:

A. One architect
B. One landscape architect
C. One urban planner or urban designer
D. One civil or structural engineer
E. One member of the City arts commission
F. One real estate developer
G. One citizen-at-large
H. One designated liaison from the community assembly

SMC Section 04.13.030 Appointment and Removal

Appointment and Removal.

Members of the board shall be nominated by the mayor and appointed by the city council. The community assembly may submit recommendations to the mayor for nomination of the designated liaison from the community assembly. Members may be removed for cause by the city council.

SMC Section 17G.040.070 Neighborhood Notification

Neighborhood Notification Process.

The neighborhood council chair shall be provided with direct meeting notification for all project(s) subject to design review affecting the neighborhood which they represent.

SMC Section 17G.040.080 Design Review Board Recommendations

Recommendations.

Recommendations of the board are made according to the design review criteria adopted by the city council. In no case may the recommendations of the board contain design solutions contrary to other applicable provisions of this title. The design review criteria reflect the policies of the comprehensive plan.

A. The functions of the board shall be advisory. The board makes recommendations on matters in which the hearing examiner, planning director, city council, building official, or city engineer is the action-approving authority.
B. The board makes recommendations to the responsible City official on all other matters for which design review is required.
C. The board's recommendation shall be recorded in writing and available within seven days of the board's recommendation meeting.
D. The action approving authority shall consider the board's recommendation, provided that, if there is a unanimous recommendation to the action approving authority, the action approving authority shall issue a decision that makes compliance with the board's recommendation a condition of permit approval, unless the action approving authority concludes that the recommendation:
    1. reflects inconsistent application of the design criteria; or
    2. exceeds the authority of the board; or
    3. conflicts with SEPA conditions or other regulatory requirements applicable to the site; or
    4. conflicts with the requirements of state or federal law.

Application For Committees/Boards/Commissions

The information provided on this questionnaire will be used by the Mayor and City Council in considering your appointment.
Please complete each section, if applicable.

Date Stamp

POSITION APPLYING FOR: _____

Applicant's Name: _____

Residence Address: _____

Mailing Address: _____

Email: _____Home Phone: _____ Cell Phone: _____

How long have you been a continuous resident of the City of Spokane? _____
Are you registered to vote in the City of Spokane? _____
Have you ever used or been known by any other name? _____

EDUCATIONAL HISTORY

High School: _____ Diploma Earned: _____

Address: _____

College/University: _____ Degree Earned: _____

Address: _____

EMPLOYMENT HISTORY

Present or Last Employer: _____ Position: _____ Dates: _____

Address: _____ Phone: _____

Previous Employer: _____ Position: _____ Dates: _____

Address: _____ Phone: _____

REFERENCES

The following individuals are qualified to comment on my capabilities. Please identify one personal and one professional reference.

Name: _____ Relationship: _____ Phone: _____

Name: _____ Relationship: _____ Phone: _____

Application For Committees/Boards/Commissions

The information provided on this questionnaire will be used by the Mayor and City Council in considering your appointment.
Please complete each section, if applicable.

BACKGROUND INFORMATION

Describe your civic involvement in the Spokane community. _____

_____

_____

_____

_____

Describe why you are interested in serving on this Committee/Board/Commission. _____

_____

_____

_____

Describe how your specific experience makes you qualified for this particular Committee/Board/Commission. _____

_____

_____

_____

UNDERSTANDING OF APPLICATION

I, _____, certify that I have read and understand all questions and statements contained in this application, further, that all statements I have made herein are true and correct to the best of my knowledge and belief.

I understand that if selected for a position to serve on a Committee, Board, or Commission, that I will be required to attend a majority of the meetings held.

I understand that if selected for a position to serve, that I will be subject to the City's Code of Ethics set forth in Chapter 1.04 of the Spokane Municipal Code.

I understand that applications are subject to the Washington State Public Records Act, which provides an exemption from public inspection and copying of certain personal information as set forth in the Act.

I understand this application authorizes a reference check and hereby authorize any individual, company, or institution with whom I have been associated to furnish the City of Spokane any pertinent information concerning my employability which they may have on record or otherwise. I do hereby release the individual, company, or institution and all individuals connected therewith from all liability for any damages whatsoever incurred in furnishing such information.

NOTE: Information contrary to State laws against discrimination is not sought or utilized.

SIGNATURE OF APPLICANT: _____ DATE: _____

PLEASE RETURN A HARD COPY OF THIS FORM TO THE MY SPOKANE SERVICE DESK

Application For Committees/Boards/Commissions

The information provided on this questionnaire will be used by the Mayor and City Council in considering your appointment.
Please complete each section, if applicable.

EQUAL EMPLOYMENT OPPORTUNITY INFORMATION

(This information is voluntary and in no way affects the outcome of your application.)

POSITION APPLYING FOR: _____

Applicant's Name: _____

Sex: _____ Female _____ Male Date of Birth: _____

Ethnic Origin (please select one of the following):

_____ Hispanic / Latino (Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race)

_____ White (having origins in any of the original peoples of Europe, the Middle East, or North Africa)

_____ Black / African American (having origins in any of the black racial groups of Africa)

_____ Native Hawaiian / Other Pacific Islander (having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands)

_____ Asian (having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam)

_____ American Indian / Alaska Native (having origins in any of the original peoples of North, Central, and South America, and who maintain tribal affiliation or community attachment)

_____ Two or More Races (all persons who identify with more than one of the above)

Veteran Status:

_____ Not a veteran _____ Vietnam-era veteran

_____ Disabled veteran _____ Any other veteran

Disability Status:

_____ Disabled _____ Non-Disabled

COMMUNITY ASSEMBLY

Design Review Board Liaison Position — Application Supplement

Send both complete city application and supplement to: **Office of Neighborhood Services**
Attn: CA Liaison Committee / Charlie Kline
808 W. Spokane Falls Blvd, Spokane WA 99201
or email applications to: ckline@spokanecity.org

APPLICATION DEADLINE: OCTOBER 17, 2016

PLEASE TYPE OR USE BLACK INK AND ATTACH ADDITIONAL SHEETS IF NECESSARY

Name: _____

Residence Address: _____

Zip Code: _____

Best Contact Phone:_____ Email:_____

Educational Background

Higher Education: Major(s) and Degree(s):_____
_____
_____
_____

Other Education: _____
_____
_____

Experience and Employment History

Present Employer: _____

Employment positions held and skills used or gained that relate to this position:
_____
_____
_____
_____

Civic and Organization Experience

List any community project, and/or community, civic, trade or professional organization in which you have been active.

Organization(s), and any skills or experiences gained that relate to this position:

_____
_____
_____
_____

Community project(s), and any skills or experiences gained that relate to this position:

_____
_____
_____
_____

Skills and Special Interests

Skills, interests and/or any other experiences gained that relate to this position:

_____
_____
_____
_____

Neighborhood Council Connection

Which neighborhood council do you relate to? _____
Do you maintain voting member status in this neighborhood council? Yes_____ No_____

Please supply a neighborhood council reference.

Name: _____

Phone: _____ Email:_____

Affirmation

I am aware of the role and responsibilities of a member of the City of Spokane's Design Review Board, of the time commitment required, and of the particular duty to serve as a liaison both to and for residents and businesses affected by development proposals subject to the city's design review process to ensure all voices are heard.

Signature: _____

Date: _____

FAQ: Appointment of the Community Assembly's Design Review Board Member -- Page 1 (rev.)

Q: When does the current term of the Community Assembly's Design Review Board member, Colleen Gardner, expire? And, is she eligible for reappointment?

A: Colleen Garner's term of DRB membership ends on December 31 of this year. She is not eligible for reappointment because she is completing her second term and DRB members are restricted to two (2) three-year terms.

Q: How will the Community Assembly find a successor to Colleen Gardner?

A: With the support of its Liaison Committee, the CA will choose a nominee from among applicants who self-nominate themselves no later than October 17.

Q: What general requirements does the CA have for an applicant to be eligible for this position?

A: (1) applicants should be a regular member of a neighborhood council in good standing with the Community Assembly, (2) applicants must fill out the generic city council advisory board application form plus a supplemental form for the CA, and (3) applicants should sign in and attend at least three Design Review Board meetings by the time they may be selected for the position by the CA on November 3. Applicants will submit their application no later than October 17 to Neighborhood Services, attention Liaison Committee and Charlie Kline, ONS staffer for the Liaison Committee: ckline@spokanecity.org.

Q: What are the key web pages on the city's web site for the Design Review Board?

A: The web page for the DRB itself is https://my.spokanecity.org/bcc/boards/design-review-board/.

A: The web page for the provisions of the municipal code for the purpose and composition of the Design Review Board is https://my.spokanecity.org/smc/?Chapter=04.13.

A: The web page for the provisions of the municipal code for the operation of the Design Review Board is https://my.spokanecity.org/smc/?Chapter=17G.040.

A: The complete DRB application and board hearing process is documented in the Design Review Application Handbook, which is available for download at the DRB main page on the city's web site (see the first answer).

Q: What is the essential role of the Design Review Board?

A: To serve as an advisory board to the city's director of planning and development and/or to the city's hearing examiner, and to prepare or review and comment on new design guidelines, or revisions for existing design guidelines, subject to adoption by the city council.

Q: What are the key responsibilities of the Design Review Board?

A:

- Improve communication and participation among developers, neighbors, and the City early in the design and siting of new development subject to design review under the municipal code.
- Ensure that projects subject to design review under the municipal code are consistent with adopted design guidelines and help implement the City's comprehensive plan.
- Advocate for the aesthetic quality of Spokane's public realm.
- Encourage design and site planning that responds to context, enhances pedestrian characteristics, considers sustainable design practices, and helps make Spokane a desirable place to live, work, and visit.
- Provide flexibility in the application of development standards as allowed through development standard departures.
- Ensure that public facilities and projects within the city's right-of-way wisely allocate the city's resources and serve as models of design quality.

FAQ: Appointment of the Community Assembly's Design Review Board Member -- Page 2 (rev.)

Q: What projects are subject to design review, and what projects are <u>not</u>?

A: For projects subject to design review see SMC 17G.040.020. Here is a list:

- All public projects or structures
- Shoreline conditional use permit applications
- Skywalk applications over a public right-of-way
- Projects seeking a design departure
- New buildings or structures or modifications of structures within the downtown center of larger size
- Sidewalk encroachment by private use
- Application for Design Departures from the Design Standards and Guidelines for Centers and Corridors
- Any other development proposal or planning study about which the plan commission, planning director, or hearing examiner requests to have the board's advice pertaining to any design elements

A: For projects <u>not</u> subject to design review see SMC 17G.040.030.

Q: What are some recent projects for which the Design Review board has issued recommendations?

A: Here is a list from 2015 and 2016:

- Division & Spokane Falls Boulevard " Triangle" Improvements
- Kendal Yards Subdivision Plat 5th Addition incl. high-rise residential
- Lincoln Street and Monroe Street Reconstruction at Lower South Hill
- Larry H Miller Toyota Downtown Dealership
- Pepper Tree Plaza (Division Street and Third Avenue)
- SAAD/Urban Outfitters (Main Avenue and Wall Street)

Q: What are some recent projects for which the Design Review board has conducted preparatory or informational workshops?

A: Here is a list from 2015 and 2016:

- Peaceful Valley Pedestrian Trail Improvements on W Clark Avenue
- Spokane Regional Wayfinding and Signage System
- Riverfront Park Howard Street South Channel Bridge Replacement
- Salk Middle School Phase II
- Wall Street Resurfacing – Spokane Falls Boulevard to Main Avenue
- Riverfront Park Loof Carrousel

Q: Are the application forms required, and how are they available?

A: The city's standard board application form is required and can be found on this city web page: https://my.spokanecity.org/bcc/vacancies/.

A: <u>After September 1</u> the required Community Assembly DRB supplemental questionnaire will be available upon request to Charlie Kline in the Office of Neighborhood Services: ckline@spokanecity.org. (509) 625-6858

Q: Who can be contacted for further information?

A: Colleen Gardner, Chief Garry Park NC, chiefgarryparknc@gmail.com, (509) 535-5052
Paul Kropp, CA Liaison Committee chair pkropp@fastmail.fm. (509) 638-5854
Julie Neff, Design Review Board staff for urban design, jneff@spokanecity.org, (509) 625-6082

PEDESTRIAN, TRAFFIC AND TRANSPORTATION (PeTT) COMMITTEE

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

August 23, 2016
West Central Community Center – 1603 N. Belt Street
6:00 – 7:30 PM

CALL TO ORDER AND INTRODUCTIONS

Seven (7) neighborhood councils represented on a warm evening deep in summertime:

Five Mile Nevada-Lidgerwood North Indian Trail Shiloh Hills
Southgate West Central Whitman [Emerson-Garfield absent/excused]

Where are the rest of you?

BRIEFING

- 2016 traffic calming project funding update
  City council member Breean Beggs, ONS and Streets staff

  Staff and the city council traffic calming subcommittee are working through options for funding the 2016 projects due to unanticipated cost overruns that have exceeded normal contingency calculations. Decisions will depend on input from the whole city council, including what to do with the presently unallocated "photo-red" revenue from the newly installed school zone cameras.

PRESENTATION AND DISCUSSION

- Police and "traffic safety"
  Sgt. John Griffin, Spokane Police Department Traffic Unit

  See outline sheet attached.

  PLEASE NOTE THE TRAFFIC HOTLINE RESPONSE PHONE NUMBER -

CONSENT ITEM

- Final draft -- PeTT policy and procedure document for Community Assembly P&P

  Committee approval without objection (attached).

COMMITTEE HONORS

Governor's 2016 Smart Communities Award
City of Spokane - Pedestrian Master Plan

NEXT MEETING

- September 27, 2016

August 23, 2016

Sergeant. John Griffin
Special Events / Traffic
Spokane Police Department
509.835.4587 Jgriffin@spokanepolice.org

Below is a partial list of major Traffic Unit functions.

1. Traffic Enforcement
2. Major Collision Scene Investigations
3. Selective Traffic Enforcement
    - School Zone Enforcement
    - Playground Zone Enforcement
    - Pedestrian Stings
    - Hot Line Response - **625-4150***
4. Traffic Control and Security for Special Events
5. Special Emphasis Grant Implementation
    - "Click-It-or-Ticket"
    - Distracted Driving
    - Speed
    - "Drive-Hammered-Get-Nailed" - "Drive Sober or Get Pulled Over"
    - Target Zero DUI Enforcement
6. Training
    - Basic and advanced collision investigation (including other agencies)
    - Basic motorcycle operation (including other agencies)
7. Traffic Escorts (dignitaries, etc.)
8. Public Education
    - Traffic School
    - Child Seat Installation
    - Mock Crash
    - Media Spots
    - Radio Talk Shows
    - Public Service Announcements
9. Public Relations
    - Community Meetings to Address Community Concerns
    - Community Functions to Showcase the Department or Traffic Unit

** [meeting footnote for the hot line number]*

If neighbors can document residential cut-through traffic and/or speeding on local streets on a consistent basis -- same time of day over many weeks for example -- the police traffic unit will schedule an on-site investigation and take enforcement steps if you call this "hotline response" number with the information.

Community Assembly of Spokane Neighborhood Councils
Pedestrian, Transportation and Traffic Committee
(PeTT) -- Policies and Procedures

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

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

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

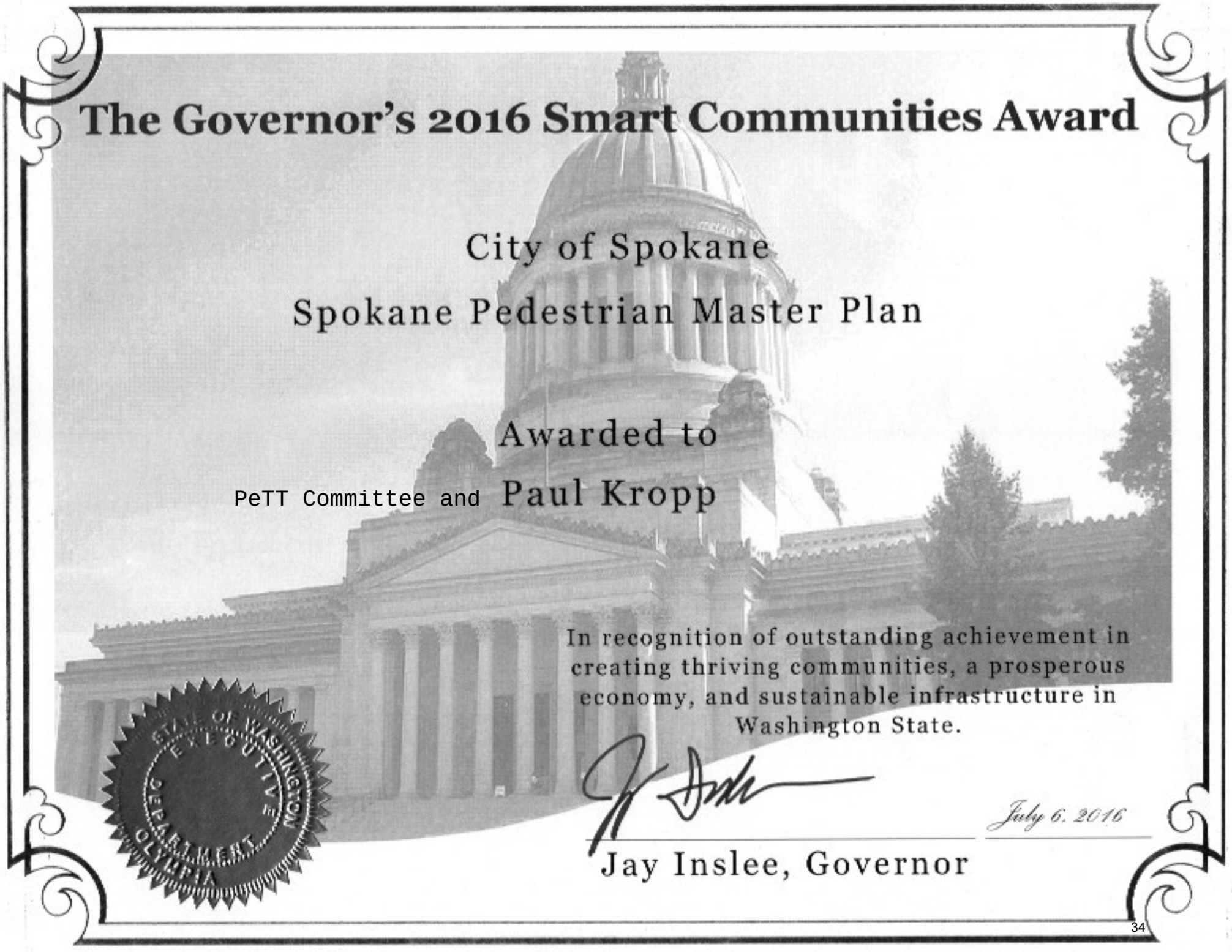
D. Participation and Attendance:
Committee participation is open to any and all individual members of neighborhood councils in good standing with the Community Assembly. The names of individuals attending committee meetings will be recorded according to their neighborhood council and as either self-identified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

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

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

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

August 23, 2016


The Governor's 2016 Smart Communities Award
City of Spokane
Spokane Pedestrian Master Plan
Awarded to
PeTT Committee and Paul Kropp
In recognition of outstanding achievement in creating thriving communities, a prosperous economy, and sustainable infrastructure in Washington State.
STATE OF WASHINGTON EXECUTIVE DEPARTMENT OLYMPIA
July 6, 2016
Jay Inslee, Governor

DATE: **September 1, 2016**

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

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

AUGUST HIGHLIGHTS:

The August Board meeting was cancelled. However, the work of several committees continued. Of note is the release of the 2017 Program Year Funding Notice. The Notice of Funding Availability (NOFA) for competitive grants and application materials (via the *ZoomGrants* software program) is available on the CHHS website. Two technical assistance workshops were offered to non-profit agencies. Their application deadline is October 7, 2016.

- CHHS Executive Team – Board bylaws revised, and a committee restructure proposed, from five committees to four. The Continuum of Care (CoC) consortium completed their restructure.
- CA/CD Committee meeting was cancelled. George Dahl will resume as staff support to this committee in September. The neighborhood CDBG application has not been released at this time.
- September 7th Board meeting will include nomination of Anne Wigham for Board Vice Chair. (This position has been filled temporarily by Arlene Patton.) One board vacancy remains for a representative from the CoC. The bylaws and committee governance documents will be presented for approval. Jessie Norris, West Central Neighborhood Council, should be approved to join the RFP/Evaluation Committee.

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

Plan Commission Liaison Report

September 1, 2016

Greg Francis – gfrancis1965@yahoo.com

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

Hearings

There were no Plan Commission hearings in August.

Workshops

2017 Comprehensive Plan Updates – Multiple Chapters – As part of the Comprehensive Plan update scheduled for June 2017, the city is reviewing all chapters of the comp plan. A number of the changes are the results of focus groups over the past several years while some are revisions made internally by the Planning Department. While these changes are emphasized as updates of chapters rather than rewrites, some of the changes appear fairly substantial. In August, the Plan Commission was given overviews of changes to the following chapters: Implementation (Chapter 2), a partial review of Capital Facilities and Utilities (Chapter 5), Housing (Chapter 6), and the Glossary. We also went over comments that the Plan Commission had made previously while reviewing other chapters. The draft chapters are available for review at **https://my.spokanecity.org/shapingspokane/**. Comments may be submitted to **shapingspokane@spokanecity.org**.

There are four open houses in September for the Comp Plan Chapter Updates:

9/13 Downtown Library, 4pm-7pm
9/20 Southside Christian Church, 4pm-7pm
9/22 Northeast Community Center, 4pm-7pm
9/29 West Central Community Center, 4pm-7pm

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

Capital Improvement Program Consistency Review – Five city departments (Police, Fire, IT, Libraries, Asset Management) presented new additions to their capital programs. Significant items included the renewal of the contract for body cameras for the police and replacement of self-contained breathing apparatus for the fire department. Information

from the libraries included future plans for substantial renovations to the downtown and Shadle branches, recommended relocation of the South Hill (Perry) branch, and updates to the other three branches. The library improvements are currently unfunded.

Lincoln Heights Master Plan – The final version of the Lincoln Heights Master Plan was presented to the Plan Commission. Its next presentation will be at an upcoming hearing.

Upcoming Hearings (Known)

Comprehensive Plan Amendments – The three 2015/2016 Comprehensive Plan amendments (Morningside, QueenB, and Avista) will have public hearings in September. Public testimony will be taken on 9/14/16 for QueenB and Avista, a special meeting on 9/21/16 will begin Morningside public testimony, with continuation of public testimony (if needed) for Morningside on 9/28/16. The deliberation and final vote for all three Comp Plan amendments will be on 9/28/16. The hearings are being split between these three dates in anticipation of substantial public comment at the hearings. For anyone wishing to testify on the proposed Morningside amendment, you must sign up at the 9/21/16 hearing even if public testimony is continued until 9/28/16.

Other

At the August 24th meeting, the Plan Commission amended their rules for public testimony at hearings. In addition to individual public testimony of three minutes each, groups of ten or more can now identify a single speaker to speak on their behalf for up to fifteen minutes. Questions from the commissioners and the corresponding answers will not count against the fifteen minutes. All members of the group must be there at the start of the specific testimony. As with previous hearing rules, testimony can include written testimony to supplement the verbal testimony.

Due to a recent resignation, there is a vacancy on the Plan Commission. The city will be taking applications to fill this vacancy in the near future.

Infill Development Project

The steering committee met an additional three times in August to score all of the submitted comments in order to create a list of recommendations with regards to infill development within the city. These preliminary recommendations were presented at an open house on August 30th. The steering committee will meet again September 13th to finalize the recommendations that will go before the full Plan Commission in the near future and hopefully to City Council by the end of the year.

A short presentation is available for download on the project website at **https://my.spokanecity.org/projects/infill-housing-strategies-infill-development/**. There is also a link to a survey on the site that is open until September 12th that all community members are encouraged to complete.

Building Stronger Neighborhoods
8/22/2016 12:00PM
Sinto Senior Center

Members present: EJ Iannelli (Emerson-Garfield), Tina Luerssen (Grandview/Thorpe)
ONS staff liaison: Katie Myers

- Housekeeping
    - Not enough committee members to have a quorum, so minutes were not approved.
- Education & Outreach
    - Cliff/Cannon Block Party September 17th
        - BSN will not have a booth, but we encourage Cliff/Cannon to reach out to nearby Neighborhood Councils to attend and have information to hand out if residents from their NC are in attendance. The big map outlining NCs is available from ONS.
    - Next ONS/BSN Neighborhood Training
        - Social Media. Katie will secure the computer lab at City Hall for Monday October 17th from 6-8pm. EJ will reach out to Kelly Lotze to see if he is willing/able to help lead this training, as Kelly is very comfortable with social media through his job.
            - Training topics: Blogs, Nextdoor, Facebook, Twitter, Instagram. EJ asked Katie to talk with IT about allowing JetPack, so that NCs can host a blog with their city-hosted website.
            - How-tos: Set up an account, name it, maintain it, what content to post, set up events, strengths/disadvantages of each media platform, how to drive traffic to your account.
            - Use real-life examples from Emerson-Garfield and any other NCs which are successfully using social media.
    - CA Retreat Topics
        - There is a committee formed with Jay Cousins, Kathryn Alexander and Kelly Lotze to plan the next CA Retreat (probably in February 2017). Topics were discussed at the last CA meeting, including Collaboration between NCs and maximizing funds (CDBG, CA Budget, etc). BSN feels that these are the best topics to cover in the retreat.
    - Topics for next meeting:
        - Discuss Retreat with Kelly
        - Social Media Training Outline
        - Committee Goals and 2017 CA Advertising (these 2 topics added by Tina after meeting with Admin Committee)

Next meeting: Next regular meeting will be on Monday, September 26th. 12pm at Sinto Senior Center