

DRAFT Community Assembly 2009 Retreat Report

The Office of Neighborhood Services fosters a sense of community, evaluates neighborhoods strengths and needs, and helps to stimulate a vibrant and growing economy by coordinating city services and engaging citizens in a dialogue with the City of Spokane.

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Community Assembly Administrative Committee

Purpose: The Community Assembly Administrative Committee sets the monthly CA meeting agenda and acts as the voice/signatory for any CA communications.

2010 Goals:

- 1.) Notify neighborhood councils of CA absences and enforce the CA attendance policy.
- 2.) Coordinate the appointment and 6-month evaluation of a new CA facilitator.
- 3.) Ensure a process is in place for regular CA subcommittee progress reports to track CA goals.



Community Assembly Land Use Committee

Introduction: The Land Use Committee reviews issues that affect zoning, development and related regulations. This committee works in conjunction with the City of Spokane Planning Services Department and Plan Commission.

2010 Goals:

- 1.) Recommend procedures for City Departments to encourage the opportunity for earlier “proactive” involvement of neighborhoods in land use decisions/developments.
- 2.) Review 6-Year Street Plan and street bond projects regarding complete streets and healthy community to ensure they are consistent with the Comprehensive Plan
 - i.) Work to find process for neighborhoods to have a greater role in developing 6-Year Street Plan.
 - ii.) Continue liaison role with the Design Advisory team to support these objectives
- 3.) Build stronger ties with other land use related agencies to coordinate overlapping efforts and goals (eg. YMCA Pioneering Healthy Communities).
 - i.) Work closely with the Plan Commission liaison
- 4.) Create an Urban Forestry task force to represent the CA/Land Use committee in City's 2010 Urban Forestry activity.
- 5.) Continue involvement in the Infill Housing Task Force
- 6.) Continue the work of the CA/NPAC committee by representing neighborhood interests in the neighborhood planning process and ensuring the process is correctly implemented.
- 7.) Develop 1-page purpose/description to be included in the CA Policies & Procedures



Community Assembly

Pedestrian Transportation & Traffic Committee

Introduction: This committee focuses on pedestrian, traffic and transportation concerns around the City. Examples of these issues include: traffic calming, crosswalks, traffic signs and stoplights.

2010 Goals:

- 1.) Consider changing committee name to Complete Streets Committee
- 2.) Actively pursue the adoption and incorporation of Complete Streets standards in Spokane.
- 3.) Work with the Land Use Committee to establish a process for increased neighborhood involvement in the development and implementation of the 6-Year Street Plan and street bond projects.
 - i.) Encourage further involvement of neighborhoods in the Citizen Street Advisory Commission (CSAC), including providing input to the CA CSAC liaison.
- 4.) Sponsor the 2010 Traffic Awareness & Pedestrian Safety Week
- 5.) Develop 1-page purpose/description to be included in the CA Policies & Procedures



Community Assembly Public Safety Committee

Introduction: The Public Safety Committee addresses issues affecting public safety.

2010 Goals:

- 1.) Review current graffiti abatement program procedures and provide recommendations for improvement and continuity assurance.
- 2.) Develop and implement plan to increase neighborhood volunteerism to combat graffiti in Spokane
- 2.) Review City's Snow Removal Recommendations and provide input/guidance on the education of the general public about changes to snow procedures
- 3.) Continue to work with ONS/Code Enforcement to develop programs/opportunities for neighborhoods to be involved in the Code Enforcement process
- 4.) Review the recreational vehicle parking ordinance in light of controversy in 2009\
- 5.) Develop 1-page purpose/description to be included in the CA Policies & Procedures



Community Assembly

Building Stronger Neighborhoods Committee

Introduction: This committee encourages growth and vitality in Spokane's neighborhoods through community collaboration and new program opportunities. BSN is the principle avenue for and proponent of neighborhood leadership training.

2010Goals:

- 1.) Develop training opportunities for neighborhood leaders that correspond with recommended neighborhood election times
- 2.) Develop a proposal for a midterm CA retreat to provide neighborhood training and review of goal progress
- 3.) Bring forward a recommendation to the Community Assembly regarding the preferred election times for neighborhood councils
- 4.) Develop 1-page purpose/description to be included in the CA Policies & Procedures



Community Assembly Immediate Action Items

Introduction: These items were identified at the CA Retreat to be immediately actionable and were recommended for consideration at the January 2010 CA meeting.

Action Items:

- 1.) Formation of a Neighborhood Council Clean-up Program Review Committee.
- 2.) Adoption of the 2010 CA Retreat Report
- 3.) Establish a Public Relations Committee charged with raising awareness in Spokane about the Community Assembly
- 4.) Establish that neighborhood council leadership training will occur
- 5.) Addition of the CA facilitator position to the CA Administrative Committee ballot
- 6.) Adoption of some form of regular sub-committee reporting on 2010 goal progress
- 7.) Establish the CA Liaison/Appointment Committee
- 8.) Resolution requesting ONS/Code Enforcement to strictly enforce the 2010 June 1st deadline for clean-up program applications
- 9.) Change of PeTT committee name to "Complete Streets Committee"



Office of Neighborhood Services & Code Enforcement

Introduction: This section includes the recommendations for focus in the 2010 ONS/Code work plan.

Recommendations:

- 1.) Increase outreach to local print and television news agencies for coverage of the Neighborhood Council Program
- 2.) Seek the development of a neighborhood focused Council Connection Program
- 3.) Utilize volunteers to subsidize and increase ONS activity
- 4.) Provide support to the Administrative Committee in tracking the progress of CA subcommittee goals
- 5.) Work to develop CA logo
- 6.) Increase web based communication and provide support for neighborhood based social media
- 7.) Provide spending history of NC clean-up program to each neighborhood at clean-up orientation.



NC Clean-up Program Review Committee

Introduction: This ad-hoc committee was established to review and make recommendations regarding the NC clean-up program for changes to be implemented in 2011.

2010 Goals:

- 1.) Develop recommendations for the 2011 NC Clean-up Program considering the following:
 - i.) Equity of allocation process
 - ii.) residential vs. commercial uses
 - iii.) Increased focus on recycling
 - iv.) Opportunity to partner with private entities to leverage dollars
 - v.) Cooperation between neighborhoods

Liaison/Appointment Committee

Introduction: This committee solicits and reviews applications for CA liaison positions and makes recommendations regarding appointments to the CA.

2010 Goals:

- 1.) Re-establish Liaison Committee
- 2.) Review liaison appointment process
- 3.) Develop process for liaison evaluation
- 4.) Develop liaison job descriptions
- 5.) Consider and recommend ways the CA can better support their liaisons
- 6.) Seek ability to make interim liaison appointments
- 7.) Report to the CA regarding role of liaisons as voting vs. nonvoting committee/commission members
- 8.) Develop 1-page purpose/description to be included in the CA Policies & Procedures



Policies & Procedures Committee

Introduction: The Policies & Procedures Committee is an ad-hoc committee formed in 2009 to review and make recommendations for changes to the CA policies and procedures.

2010 Goals:

- 1.) Continue Policy & Procedure review process
- 2.) Formally recognize standing CA subcommittees within Policies and Procedures
- 3.) Compile 1-page descriptions and purpose statements for each CA subcommittee to add as an appendix to the CA Policies and Procedures