

Procedures for CSAC Public Meetings- New Agenda Item

All monthly meetings of the Citizen Streets Advisory Commission (CSAC) are open to the public. The CSAC is interested in hearing and discussing the views and concerns of the public, related to the 10-Year Street Bond and construction projects. The CSAC will make every reasonable effort to hear the concerns of Spokane residents. In order to expedite your request, we ask citizens observe the following guidelines when placed on a CSAC meeting agenda.

1. When members of the public or City Staff wish to come before the CSAC regarding an issue of concern, they should make a request through the Engineering Services Public Information Coordinator or the Chairman of the CSAC. After consulting with CSAC members, The Chairman will determine when the matter or presentation can be included on the agenda, and how much time will be allotted to the request.
2. The person or organization requesting to appear before the CSAC should complete and submit a brief request form outlining the issue or concern to be addressed. CSAC meetings are typically scheduled the 1st Tuesday of every month from 1 to 3 p.m. Check the City's website [www.spokanestreets.org](http://www.spokanestreets.org) for detailed information.
3. Once the CSAC determines when it can place the issue on the agenda, we ask that no more than two representatives from the board, neighborhood council or group sit at the meeting table and participate in the discussion. Because seating space in our meeting room is restricted, and because time is limited, **we ask that groups bring no more than four attendees to a meeting.**

Request to be placed on the Agenda of the Citizen Street Advisory Commission Date: \_\_\_\_\_

The following citizen or group wishes to address the Citizen Streets Advisory Commission:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_ Phone \_\_\_\_\_ Email

\_\_\_\_\_  
Please provide a brief description of your concern or issue:

\_\_\_\_\_

\_\_\_\_\_

Please complete and fax, mail or e-mail to: Ann Deasy  
Public Information Coordinator, Engineering Services  
City of Spokane  
808 W. Spokane Falls Blvd., Seventh Floor  
Spokane, WA 99201  
(509) 625-6318  
(509) 625-6563 fax  
[adeasy@spokanecity.org](mailto:adeasy@spokanecity.org)