



## MINUTES

MEETING: Regular Transportation Commission Meeting

TIME: Wednesday, **July 18, 2018**, 5:30 p.m.

PLACE: Conf. Room 243, Tacoma Municipal Building  
747 Market Street, Tacoma, WA 98402

### 1. Call to Order

Co-Chair Moore called the meeting to order at 5:35 p.m.

### 2. Roll Call

A Motion was made to excuse CM Williams, CM Brown and CM Miller. Another motion was made to excuse CM Thurlow. Motions were seconded and approved.

### 3. Approval of Minutes (June 20, 2018)

Motion was made to approve minutes and seconded.

Changes were requested to the following:

Pg. 1 – Co-chair Moore - bottom of page – “minutes were approved and seconded” – the seconded should go with the motion to approve because the minutes are not seconded after they are approved.

Pg. 1 – CM Skaught -Under approval of minutes misspelling of Erik Hanberg.

Pg. 2 –Co-chair Moore - 5.a.-5<sup>th</sup> paragraph – “it will go up 23<sup>rd</sup> St. to Market and it will end at Commerce St.”. CM Moore asked if there should be 9<sup>th</sup> in there (end at 9<sup>th</sup> & Commerce). Co-chair Leighton said he thought that the reference was to Commerce Transit Station.

Pg. 3 –Co-chair Moore - 6<sup>th</sup> paragraph – “Tina said it would be in and out on one street – in on Puyallup and out on 26<sup>th</sup>”. That’s not one street – it’s 2 streets. CM Skaught said she thought it would be in and out on Puyallup. Co-chair Leighton said he thinks the “one street’ needs to be changed. Jennifer said she would check.



Pg. 4 – Co-chair Moore – 3<sup>rd</sup> paragraph – “no Council meeting on June 26 or Pierce ....” – should read no presentation at those meetings as the meetings will still occur.

Pg. 5 – Co-chair Moore – 1<sup>st</sup> paragraph – “He stated that the..” - should be they’.

Pg. 8 – Co-chair Moore – “IPS interviews for Jacki, Judi...” Needs to be reworded because if they did not reapply they would not have an interview. It could be generalized – IPS interviews for TC openings will be in August.

#### **4. Public Comment for Items on the Agenda**

There was no public comment.

#### **5. Business Items**

##### **a. Transportation Commission 2017 Accomplishments & 2018 Work Plan (Jennifer Kammerzell & Co-Chairs)**

Jennifer let everyone know that she and Co-chair Leighton would be presenting to IPS on August 8.

Jennifer mentioned that there are 15 applicants for the TC openings. Interviews will be at the August 8 IPS meeting.

Co-chair Leighton asked what the rule was if you move out of your district while serving on the Commission before your term is up.

Jennifer said she was not sure but would look into it. *If you move out of your district before your term is completed, you do have to resign. You can reapply for the next appropriate position if it is not readily available.*

##### **Slide 4 – Accomplishments**

Jennifer asked what the Commission felt about expanding on the project involvement instead of just noting the project name. CM Nyland said it would be nice to include additional information.

CM Nyland asked if we looked through all the letters that had been sent over the past 12 months. Jennifer said she would look back but there were some referenced under the Agency coordination section.

CM Mason asked if there was a better way to describe the letters that were written for the Tacoma Mall Subarea plan and the Puyallup Avenue Corridor Study. She felt a lot of thought and detail were put into the letters so they are more than just a letter of recommendation.

Co-chair Moore suggested elaborating on the contents of the letter when presenting.

Co-chair Leighton asked that ‘Continued work on Hazardous sidewalks’ be added. Jennifer said she would add a bullet.

Co-chair Leighton mentioned the allocation of funds for Street Initiative. It was decided to add 2 bullets under Streets Initiative – one for project reporting the other for the allocating of funds.

**Slide 5 - Commission Coordination** – need to add BPTAG.

Jennifer asked that the group e-mail her if they had any other items to add to the presentation.

CM Nyland asked whether or not we should prioritize the list in case there was not time to present everything. The group felt it was laid out well so no changes needed.

**Slide 6 – Work Plan**

CM Skaught asked why it was called ‘Transportation Master Plan Biennial Amendments’. The Transportation Master Plan would be amended every two years to allow for incorporation into the Planning Commission Comprehensive Plan Amendments process.

CM Skaught asked if the ‘SRTS Implementation & Programs’ was done just by the City or in concert with the school district. Jennifer said the goal was to work in concert with the school district and we are trying to form a core team of school representatives.

‘11<sup>th</sup> Street Bridge Feasibility Analysis’ may be removed from the list if the feasibility study is completed

CM Nyland said he would like the TC to participate in the Ruston Way project. Jennifer said she has that under Agency Coordination on slide 7 – ‘Envision our Waterfront Tacoma’.

CM Mason brought up the recent special IPS meeting and the Schuster Parkway presentation about cost overruns. It was suggested that staff for the Schuster Parkway project go back to TC and BPTAG for review of the alternatives. Jennifer confirmed that this would be on our agenda in August, but we need to have a quorum. Co-chair Moore said she would be here and Co-chair Leighton said he would be out of town but would call in. Co-chair Moore said there is also an outside committee that was formed and will meet next Wednesday morning. Metro Parks, DOTG, PWI and Co-chair Moore are some of the committee members. The hope was to hold a charrette with BPTAG and TC to review everything at the same time but scheduling this will be difficult.

Co-chair Moore asked that ‘Schuster Parkway’ be added to the project list.

Co-chair Leighton said he would like the TC to work on Transit Oriented Development in coordination with the Planning Commission. Jennifer said she would add it to Slide 6 – Project Participation.

CM Mason asked if there could be a review or presentation about the 'Fast Foot Ferry'.

Co-chair Leighton also asked if the TC could get direction from IPS as to how they would like us to be engaged. Jennifer said she will add another slide for 'IPS Direction or Recommendations'.

CM Nyland asked if there is value in separating some of these out that are more of an initiative such as Hazardous Sidewalks, Transit Oriented Development & Impact Fees.

Co-chair Leighton asked that a bullet be added above 'Project Participation' on Slide 6 titled 'Commission Initiatives'. Jennifer said she would add the bullet and include those projects.

CM Mason said there was also a presentation from the Sustainability Commission about Urban Forestry initiatives at the special IPS meeting and suggested it might be good to partner with them and/or have them present to the TC since part of their presentation involved hazardous sidewalks and trees.

Co-chair Moore requested that Planning Commission and Sustainability Commission be added under 'Commission Coordination' on slide 7.

#### **b. Transportation Master Plan Amendment Application Process (Jennifer Kammerzell)**

Jennifer provided a handout and discussed the process with the Commission. She mentioned that the application deadline is Nov. 30 and she plans to advertise and post on the website in August.

Jennifer said she mirrored a lot of what was done through the Planning Commission's annual amendment process.

Jennifer mentioned that Josh is requesting funding to hire a consultant to update the TMP as a whole.

Co-chair Leighton asked about the April – May timeline noted on page 2, which addresses the Planning Commission review of applications. The TC has their intake process and so does the Planning Commission but he would like to ensure that the TC is not left out of the loop for review of new transportation related applications that come to the Planning Commission.

Co-chair Moore mentioned that the years in the timeline need to be updated.

CM Skaught asked about the 'Other Chapter' – Jennifer will clarify the titles to be more clear of their descriptions.

Jennifer said the one thing that is different for TC is that we don't have Public Hearings like the Planning Commission.

Co-chair Leighton thinks that TC could have them but we would need to check with City Clerk. Planning Commission legally has to hold Public Hearings.

CM Mason stated it would provide greater transparency if the TC held Public Hearings when needed.

CM Mason asked if this would be going on at the same time as the Comprehensive Plan amendment and thought the application might be confusing to individuals applying. She also asked if the application could have some reference to the TMP.

Jennifer said it would not be going on at the same time to provide adequate time for Transportation Commission and Planning Commission review. A note about how to amend the Transportation Master Plan would be added to both Commission's websites for clarification and consistency.

Co-chair Leighton suggested adding language in the application form itself – "Type of Amendment in the TMP" (3<sup>rd</sup> box).

Suggestion was made to move the application to the very end and incorporate the questionnaire with the application.

CM Skaught asked if Question 3 would confuse applicants as it refers to the Comprehensive Plan. Jennifer said she would describe the relationship between the TMP and the Comprehensive Plan more clearly.

CM Nyland felt the plan and process was good to go.

*Co-chair Leighton moved to approve the plan – the plan was unanimously approved.*

### **c. Streets Initiative Fund Project Requests (Jennifer Kammerzell)**

Jennifer provided a handout for discussion and review.

Jennifer said under the Sidewalks section, the Curb Ramp Inventory funds may need to be reallocated as the inspectors do not have time to do the work. Possible option would be to look at hiring a company to do the work.

CM Mason asked if there are any restrictions on the funds as far as having to be spent on capital projects or if they can be applied to education as well? The funds can be used for non-capital projects, such as education.

Co-chair Leighton asked if Jennifer could find out why Streets Initiative funds were spent on the 'Dome to Defiance' project. How was it funded before and did the City help fund that before? Lastly, why are we using these funds for that? *Jennifer will follow-up with Meredith regarding the description of this project.*

He also asked about the 'Links to Opportunity Streetscape' in 2022 we are going to spend \$1.5M – unconfirmed. Will the TC be discussing this in the future and what is that money going to buy?

The grant included bicycle facilities on J Street, as well as pedestrian improvements along the corridors.

Co-chair Moore asked what the 'Cultural Shift to Active Transportation' was for. Jennifer said it was a grant that Meredith applied for and she would get further information to share with the TC. *The Cultural Shift to Active Transportation project includes working with partner jurisdictions (who are providing match funds) to implement transportation demand management programs, such as resident "in motion" programs, bike/walk/transit education & encouragement events, bicycle safety education, and community engagement.*

Co-chair Moore mentioned there were \$300K for the hazardous sidewalks this year and asked if this was 1085 funds. Jennifer explained that it is from 1085 Street Initiative Funds.

Co-chair Leighton brought up N. 21<sup>st</sup> and said the new poles look great but he is concerned because there is no Master Plan for N. 21st. Jennifer said that it will be painted crossings and curb ramps. Jennifer said there would not be any sidewalks added.

CM Mason stated that she felt this work should be maintenance, but Jennifer clarified that these were new crossings.

CM Moore stated if the TC does not approve funds for safer crossings on N. 21<sup>st</sup> the Commission would look more hypocritical.

Discussion ensued and the group agreed that they would like to work on the Master Plan for that corridor and may consider a support with concerns letter to Council.

Co-chair Leighton said he would be happy to draft a letter. He would also like to add this to our list of future work & requests.

Co-chair Moore reiterated that no decision would be made until August to allow time for Co-chair Leighton to draft the letter.

Discussion ensued and included additional funding of \$345K available under Sidewalks - Missing Links and that it will be applied to S. 56<sup>th</sup>.

## **6. Other Business/Updates**

### **a. PTAG**

Judi supplied a flyer to the group and said they are continuing the Stadium analysis and are holding an Open House at First Presbyterian Church on Aug. 2. They are also looking at the downtown parking system a little differently and exploring zones, different pricing & hours, etc.

Co-chair Leighton asked for clarification about the study area and the buffer. Is that because they anticipate people will park down the street? Judi confirmed that this aligns with best practices.

**b. Sound Transit TDLE Stakeholder Group (Raymond Williams)**

No update as there was no meeting. Next meeting is July 31 and Raymond will attend.

**c. BPTAG**

Both the June and July meetings were cancelled. Next meeting will be in August.

**d. Planning Commission Agenda**

The outline Agenda for the Planning Commission was inserted into the TC meeting agenda and included in the handouts.

**e. Commission Comments**

CM Hyman is not re-applying. Both CM Skaught and Co-chair Moore are reapplying.

CM Mason asked if the Manitou annexation should be added to the TMP – the group agreed it should be added.

Co-chair Moore had a follow up on the sidewalks meeting last month. She received a follow up e-mail from Mark D'Andrea stating that they have developed a program and guidelines for low income. There are 2 sidewalks pkgs planned for this summer and the first pkg includes one property owner that qualifies for low income, and the 2<sup>nd</sup> pkg there are 3 property owners. There will be no property owner contribution required of these homeowners as it will be covered by 1085 funds.

Co-chair Moore said she expressed unhappiness at the special IPS meeting about the Schuster Parkway Promenade not being presented to BPTAG and TC.

Co-chair Leighton asked about whether or not a Planner was still being hired. *A Transportation Planner is not currently in the Biennial Budget request.*

**7. Staff Reports**

**a.** We are going to apply for a St. Helens TIB grant. Co-chair asked if they will do anything about the intersection of 6<sup>th</sup> & St. Helens & Baker?

**b.** Missing links sidewalks will be looked at.

Co-chair Leighton commented that he got off the train today and said he witnessed 6-12 people going under the pedestrian arm at the crossing and then going under the next arm at McCarver – in front of children. He was curious if there is any enforcement or ticket for this type of behavior. Jennifer said she would look into it. *RCW 46.61.269 Passing beyond bridge or grade crossing barrier prohibited.*

**8. Public Comment**

There was no public comment.

Meeting adjourned 7:26 pm.