



CITY OF TACOMA

SUSTAINABLE TACOMA COMMISSION

MEETING

DRAFT AGENDA

THURSDAY, FEBRUARY 28, 2019
4:30 PM TO 6:30 PM

TACOMA MUNICIPAL BUILDING
747 MARKET STREET, ROOM 243

- I. ROLL CALL
- II. APPROVAL OF JANUARY 2019 MEETING NOTES
- III. REVIEW OF AGENDA
- IV. SUB-COMMITTEE UPDATES
- V. STC REFRESHER: RULES OF PROCEDURE, WORK PLAN
- VI. OFFICER NOMINATIONS
- VII. LETTERS: TIDEFLATS SUBAREA PLAN, TERS INVESTMENTS, BUS RAPID TRANSIT
- VIII. STC BOOTH AT EXPO, EVENT OUTREACH
- IX. STAFF UPDATES
- X. OTHER PUBLIC COMMENT
- XI. OBJECTIVES FOR NEXT MEETING
- XII. ADJOURNMENT



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SUSTAINABLE TACOMA COMMISSION

PURPOSE:

The purpose of the Sustainable Tacoma Commission is to bring citizen accountability, transparency, and vigilance to the long-term implementation of Tacoma's Environmental Action Plan, and to oversee, coordinate, communicate, and encourage public involvement in sustainability initiatives consistent with the City's vision and definition of sustainability.

RULES OF PROCEDURE

The following Rules of Procedure of the Sustainable Tacoma Commission ("Commission") were adopted by the Commission at its February 10, 2015 meeting, and were amended by the Commission at its February 28, 2019 meeting. These Rules of Procedure are authorized by City of Tacoma Resolution 37631 and replace and supersede any previously adopted rules of the Commission

The rules and regulations contain the following items:

- I. Election and Terms of Office
- II. Duties of Officers
- III. Establishment of Subcommittees
- IV. Meetings
- V. Records
- VI. Annual Report to the City Council
- VII. Miscellaneous
- VIII. Amendments
- IX. Expectations and Roles

I. Election and Terms of Office

The Commission shall elect annually from its members a Chair, Vice-Chair, or Co-Chairs (Officers). In the event the Officers consist of Co-Chairs rather than Chair and Vice Chair, either Co-Chair has authority to preside over meetings and to sign documents and correspondence on behalf of the Commission.

1. Nominations and Elections – Officers will be nominated at the first meeting of each year. Elections will be held at the following meeting. New officers will assume duties immediately following their election.
 2. Officer Qualification Considerations – The Officers should:
 - a) be interested in holding the position(s);
 - b) be able to devote sufficient time to Commission business;
 - c) be committed to attending as many Commission meetings as possible;
 - d) be prepared to make presentations to the City Council, citizens, committees, neighborhood groups, and service clubs regarding Commission responsibilities, projects, plans, and policies; and
 - e) have sufficient experience on the Commission to understand its role and functions and to have a basic understanding of the City's Environmental Action Plan and sustainability policies, programs, and activities.
 - f) be adequately skilled in meeting facilitation and agenda building.
- B. The term of office shall be for one (1) year or until the next group of Officers assume their duties. In case of any vacancy in office, the vacancy shall be filled by an election at the first regular meeting after the occurrence of such vacancy.

II. Duties of Officers

Officers – The Officers (Chair, Vice-Chair, or Co-Chairs) shall preside over all meetings of the Commission and assist staff in development of agenda and other official Commission communications. The Chair, Vice-Chair, or Co-Chair of the Commission is authorized to sign documents and correspondence on behalf of the Commission. The Officers are tasked with meeting with staff to prepare and evaluate activities, including the work plan, meeting agendas, and Commission attendance and performance.

III. Establishment of Subcommittees

- A. Subcommittees – The Commission may establish subcommittees of up to 5 members. Subcommittees are ad-hoc and issue-oriented in nature. Subcommittees shall serve at the discretion of the Commission and their duties and responsibilities shall be established by the Commission. The activities of any Subcommittees shall take place in meetings where minutes are taken or kept as public record by other means, such as email. Subcommittees

provide input and recommendations to the full Commission for consideration and may not take binding action on behalf of the Commission.

IV. Office of Environmental Policy and Sustainability

The Office of Environmental Policy and Sustainability shall provide staff support to the Commission, including but not limited to providing clerical support, preparation and maintenance of records of meetings, hearings, official actions, and all public records. Staff support is subject to the limits of the budget for the Office of Environmental Policy and Sustainability as approved by the City Council.

V. Meetings

- A. All meetings of the Commission shall be open to the public and subject to the requirement of the Washington State Open Meetings Act (OPMA), Chapter 42.30 RCW and as may be hereinafter amended.
 - B. Notice of all meetings shall at a minimum be in the form and distributed in the manner required by OPMA with additional distribution at the Commission's discretion to individuals and organizations listed on the Commission mailing list that shall be maintained by the Office of Environmental Policy and Sustainability.
 - C. Regular Meetings – Regular meetings of the Commission shall be held on the 4th Thursday of each month at 4:30 p.m. in Room 243 of the Tacoma Municipal Building, or in another location designated by the Commission. If the regular meeting day falls on a legal holiday, the Chair, Vice-Chair, or Co-Chairs of the Commission shall fix another day therefore and give notice of a special meeting.
 - D. Special Meetings – Special meetings of the Commission may be held at such times as the Commission may determine. Special meetings will be called and notice provided in a manner consistent with these Rules and with OPMA.
 - E. A quorum for the transaction of official business shall consist of a majority of the current Commission membership. In the case that there are an even number of Commissioners, a quorum shall consist of exactly half of the membership.
 - F. Every official act taken by the Commission shall be by motion by an affirmative vote of a majority of the quorum. In the event that a member disqualifies themselves or passes, this is to be registered as "not voting". Notwithstanding Robert's Rules of Order, the Officers shall vote on all resolutions or motions.
- G. Regular Meeting Procedures.
1. Order of business:

Adopted January 12, 2016
Amended September 19, 2017
Amended February 28,
2019

- a) Roll Call.
- b) Approval of meeting minutes not previously approved.
- c) Consideration of business items in the order set forth in the meeting agenda.
- d) Subcommittee Reports
- e) Staff Reports

Other business:

- f) Public Comment.
- g) Objectives for Next Meeting.
- h) Adjournment.
- i) The preceding order of business may be modified for any regular meeting with a vote of a majority of the quorum present.

2. Conduct of meetings:

- a) The Chair, Vice-Chair, or a Co-Chair of the Commission shall preside over all meetings of the Commission.
- b) The Chair, Vice-Chair, or a Co-Chair introduces the agenda items.
- c) The Office of Environmental Policy and Sustainability Staff, if appropriate, summarizes the staff report or other information prepared or received by the staff on the agenda item.
- d) The Commission may ask questions of the staff or others in attendance at the direction of the Officers. Comments by the public may be permitted, but only at the discretion of the Chair, Vice-Chair, or Co-Chairs.
- e) The Commission takes appropriate action, if an action is required.

VI. Records

- A. The Commission's meeting minutes and supplemental records shall be kept on file in the Office of Environmental Policy and Sustainability and managed, retained and made available dispositions as required by law. These supplemental records may include but not be limited to the following:

Adopted January 12, 2016
Amended September 19, 2017
Amended February 28,
2019

1. Description of agenda items, including all submitted information therewith.
 2. Reports of the Office of Environmental Policy and Sustainability, and Subcommittees as presented to the Commission at a meeting thereof, including such material submitted in writing and in map form.
 3. Written communications to and from the Commission.
 4. Facts concerning the matters before the Commission.
 5. Record of relevant actions taken by the City Council (ordinances, resolutions, results of hearings, etc.).
- B. Minutes of Commission meetings shall be filed with the City Clerk and shall be opened to public inspection.

VII. Annual Report to the City Council

The Commission shall annually report to the City Council regarding accomplishments and the status of planning efforts undertaken in the previous year, and if applicable, the outlook of planning issues for the coming year. Said report should, at the discretion of the Officers, take the form of a letter, a memorandum, a summary report, or a copy of relevant minutes of the Commission's meetings, and will be posted on the City's website by April of each year.

VIII. Miscellaneous

- A. Code of Ethics – Members of the Commission are subject to the requirements of the City of Tacoma's Code of Ethics contained in Tacoma Municipal Code Chapter 1.46 and as hereinafter amended.
- B. Terms of Service – A member shall hold office until the expiration of their term, resignation from the Commission, or removal from office. It is desirable that the member hold office until their successor is appointed when possible. In an effort to promote both stability within the Commission and to encourage rotation of the membership, the City Council sets a guideline of two full terms per member but, at its discretion, may reappoint members to serve more than two terms.

1. End of Service –

- a) Members may forfeit their membership through:
 - i. Upon a member's having three (3) unexcused regular meetings in a 12-month period, the Commission shall notify such member of a hearing to determine whether the

Adopted January 12, 2016
Amended September 19, 2017
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absences are to be excused and the potential for termination of their membership. If the Commission determines not to excuse such absences, then the Commission shall determine the question of whether the Commission shall recommend to the City Council that such member should be deemed to have forfeited their office and a new member be appointed to fill the unexpired term. Requests by members to be excused shall be stated by the member at a Commission meeting or be submitted to the Commission or be directed through the Sustainability Officer or their representative who shall then present the request to the Commission. The Commission shall then approve or deny the request.

- ii. Finding of a violation of Code of Ethics after final adjudication
- C. Contact Information – The contact information of members of the Commission is considered public information and may be made available for public access.
- D. Conferences – Members of the Commission may attend, at their own expense, conferences, meetings, and training courses closely related to Commission business.

IX. Amendments to the Rules of Procedure

These Rule of Procedure may be amended by the Commission by a majority of vote at any regular or special meeting. The Rules of Procedure shall be reviewed annually and prior to Officer elections.

Commissioner Expectations and Guidelines

Generally, the time commitment required for active participation as a Commissioner is between 4-8 hours per month, including the duties below.

- I. During Meetings
 - a. Prepare for the meeting by reading appropriate materials and the last meeting's draft notes.
 - b. Arrive on time.
 - c. Listen respectfully to fellow Commissioners, staff, and the public.
 - d. Participate by sharing thoughts and opinions.
- II. Other Meetings and Events
 - a. Attend relevant City Council, Infrastructure, Planning, and Sustainability Committee, and other Committee meetings as appropriate.
 - b. Attend other City Commission meetings as appropriate.
 - c. Attend, if available, the South Sound Sustainability Expo.
 - d. Attend and participate in other outreach events, such as giving presentations to the Neighborhood Councils.
- III. Communication to individual Council Members and the public
 - a. Be clear to your audience about whether you are communicating as a citizen or a Commissioner. Sharing recommendations or opinions on behalf of the Commission may only be done so if a formal action has been taken, and formal written communication should be signed by the Officers. Information sharing may be allowed, but coordination with Commission staff is preferred.

Commission Roles

- I. Request research and analysis on sustainability issues from sustainability staff.
- II. Provide policy, program, and budget recommendations both written and verbal to City Council, through or in coordination with Infrastructure, Planning, and Sustainability Committee, and other relevant Committees and Commissions.
- III. Request updates from staff on implementation and results of City sustainability policies and programs.
 - i. Communicate barriers to and incentives for implementation to City Council.
- IV. Provide annual Environmental Action Plan progress reports to the public through the City Council, Infrastructure, Planning, and Sustainability Committee, and other relevant Committees and Commissions.

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- V. Coordinate, communicate, and encourage public involvement regarding sustainability initiatives.
 - i. Create a forum for regular public comment and community involvement.
- VI. Develop an annual work plan identifying Commission goals and implementation plans, including discussion of timelines and responsibilities. Items requiring sustainability staff support will be identified and prioritized. Discuss and evaluate work plan progress as needed.

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Sustainable Tacoma Commission | Work Plan 2019-2020

MONTH	MEETING ITEMS	OTHER ACTIVITIES
February 2019	<ul style="list-style-type: none"> • Commission refresher • STC rules of procedure draft/vote • STC work plan • Sub-committee updates • Officer nominations • Recycling changes letter • Accessory Dwelling Units (ADU) regulations letter • Expo booth, event outreach 	<ul style="list-style-type: none"> • Recycling changes letter • ADU regulations letter
March	<ul style="list-style-type: none"> • New commissioner • Environmental Action Plan (EAP) progress report draft • Annual STC presentation at IPS (4/24) 	<ul style="list-style-type: none"> • Comprehensive Plan and Land Use Zoning Updates - neighborhood meetings
April	<ul style="list-style-type: none"> • Review grants • EAP progress report • EAP priorities and Council engagement plan • South Sound Sustainability Expo (Expo) event report • Conversation with Councilmember Beale 	<ul style="list-style-type: none"> • Recycling Changes letter
May	<ul style="list-style-type: none"> • Recycling changes update • Sustainable Materials Management Plan (SMMP) progress report • Equity discussion with Puyallup Watershed Initiative • Tree Coupon and Grit City Trees program updates • State/regional Clean Fuel Standard rules brief (PSCAA) 	<ul style="list-style-type: none"> • Council meetings
June	<ul style="list-style-type: none"> • Resource conservation update • Climate change: local impacts 	
July	<ul style="list-style-type: none"> • Grants update • Review grants • Urban Forestry Management Plan (UFMP) contract, engagement plan 	
August	<ul style="list-style-type: none"> • Healthy Homes, Healthy Neighborhoods program update 	
September	<ul style="list-style-type: none"> • Legislature activity 	
October	<ul style="list-style-type: none"> • Review grants • Legislature activity 	
November		
December	<ul style="list-style-type: none"> • Year in review/year ahead 	

January 2020	<ul style="list-style-type: none"> • Review grants • STC rules of procedure draft/vote • Officer nominations • Commission recruiting 	
February	<ul style="list-style-type: none"> • Officer elections 	
March	<ul style="list-style-type: none"> • New commissioner • EAP progress report draft • Annual STC presentation at IPS (April) 	
April	<ul style="list-style-type: none"> • EAP progress report • EAP priorities and Council engagement plan 	
May	<ul style="list-style-type: none"> • Tree Coupon and Grit City Trees program updates 	<ul style="list-style-type: none"> • Council meetings

Subcommittees:

- Purpose:
 - Be liaison with other efforts through:
 - Following their agendas
 - Reviewing draft policies/programs
 - Recommending actions
 - Writing letters/testifying
 - Two-way communication (i.e., ask for STC presentations as appropriate)
- Subcommittees:
 - Infrastructure, Planning, and Sustainability (IPS) Committee
 - Tacoma Public Utilities
 - Transportation Commission and Bicycle-Pedestrian Technical Advisory Group
 - Transportation Master Plan implementation
 - Link Expansion
 - Planning Commission
 - Tideflats Subarea Plan
 - Affordable Housing Amendments
 - Future Land Use Implementation
 - Capital Facilities Program & Six-Year Transportation Program
 - Pacific Avenue Transit-Oriented Development Corridor Plan (Bus Rapid Transit)
 - Shoreline Master Program
 - Historic Preservation Code Amendments
 - Outreach
 - Personal invitations
 - Small Grant
 - Speakers Series
 - Expo
 - Tree coupons
 - STC recruitment

General Priorities:

- Affordability, equity, and density:
Affordable Housing Action Strategy,
D/ADUs
- Environmental Justice (EJ): Tacoma Roots, City of Tacoma equity index, Environmental Services (ES) Strategic Plan equity baseline, EJ Commission
- Tideflats Subarea Plan
- Trees: coupons, Grit City Trees, UFMP
- Sustainable Transportation: Sound Transit 3 (Link Expansion), Scooters, Active Transportation (DOTG, PWI)
- Bus rapid transit
- EAP
- SMMP, recycling changes
- Expo
- Climate change, local impacts/info
- ES Strategic Plan
- Green Roads
- Urban Heat Study
- IPS Committee
- Tacoma Creates
- Legislature activity
- Commission Chairs/Staff Coordination Meeting: Transportation, Planning
- Food equity, food/air section of EAP, barriers to urban agriculture (JHFS-COI), broader food/agriculture system (Pierce County activities)
- Comprehensive Plan and Land Use Zoning Update
- Buildings/energy, decarbonization, green buildings, Green Building Advocate, EcoBuilders Guild, Resource Conservation Manager
- Watershed Councils

Upcoming Council/Committee Items:

- Council
 - Vision 2050 Supplemental EIS (4/2)
 - Six-Year Transportation Improvement Program (4/9)
 - Council Strategic Planning Work Session Follow-Up and Action Plan (4/9)
 - Environmental Action Plan (4/16)
 - Review & Hearing for Proposed Six-Month Tideflats Interim Regulations Extension (4/23)
 - Review Proposed Six-Month Tideflats Interim Regulations Extension (4/30)
 - First Reading Proposed Six-Month Tideflats Interim Regulations Extension (5/14)
 - Final Reading Six-Month Tideflats Interim Regulations Extension (5/21)
- Community Vitality and Safety
 - Hilltop Links to Opportunity Project (3/28)
 - Affordable Housing Action Strategy (4/25)
- Economic Development
 - Update on Development of Economic Development Strategic Plan (4/9)
 - Update on Theatre Square Planning (4/23)
- Government Performance and Finance
- Infrastructure, Planning, and Sustainability
 - STC Accomplishments, Work Plan, Priorities (4/24)
- Other

Past 2019 Council/Committee Items:

- Council
 - First reading of ADU regulations ordinance (3/5)
 - Affordable Housing meeting (3/6)
 - Tacoma Dome Link Extension and Hilltop Link Extension update (3/19)
 - Final reading of ADU regulations ordinance (3/19)
 - Tideflats Subarea Plan Work Plan Update (3/26)
- Community Vitality and Safety
- Economic Development
 - Green Economy update (2/26, Gloria Fletcher)
 - Economic Development Strategic Plan (3/26)
- Government Performance and Finance
 - Annual Open Data and Results 253 Report (3/6)
 - Water Wholesale Pricing and Policy Initiative (3/19)
 - Environmental Services Department Financial Policies Update (3/19)
- Infrastructure, Planning, and Sustainability
 - STC interviews (2/27)
 - Traffic Calming and Six-Year Transportation Improvement Plan (2/27)
 - JBLM Airport Compatibility (3/13)
 - Six-Year Transportation Improvement Plan (3/27)
 - Commingled Recycling Update (3/27)
- Other
 - State of the City address (3/6)



City of Tacoma
Sustainable Tacoma Commission

February 28, 2019

TO: Infrastructure, Planning, and Sustainability Committee

RE: Staff Support for Tideflats Subarea Planning

Dear members of the Infrastructure, Planning, and Sustainability Committee,

The Sustainable Tacoma Commission has a great interest in the Tideflats Subarea Planning process that is currently underway in Tacoma, and we are heartened to see that progress is being made in crafting this process.

The Commission does have a current concern that we would like to bring to your attention. We are concerned that adequate staff support to both thoroughly and efficiently shepherd the Tideflats Subarea Planning process through to a final plan without significant delays is currently lacking. It is our understanding that there is currently only one City of Tacoma Senior Planner attached to this project, which we feel is not a sufficient allocation of staff given the multiple stakeholders involved in the plan, and considerable public interest in the Subarea Planning process. This is a large and complex process that has great importance to the City of Tacoma's future environmental health and economic vitality, and we are concerned that the quality of this project may be jeopardized by limited staff assigned to support it.

We are writing to encourage City Council and the Planning Department to review adding additional staff to this project, in order to ensure that it proceeds smoothly and without significant delays.

Sincerely,

A handwritten signature in black ink, appearing to read "Lexi Brewer".

Lexi Brewer
Chair, Sustainable Tacoma Commission

CC: City of Tacoma Office of Environmental Policy and Sustainability
Patrick Babbitt
Kristin Lynett
James Parvey
Michael P. Slevin III



City of Tacoma
Sustainable Tacoma Commission

February 28, 2019

TO: Tacoma City Council
Tacoma Municipal Building
747 Market Street, 12th Floor
Tacoma, WA 98402

RE: Tacoma Employees' Retirement System Board Fossil Fuel Divestment Resolution

To the Honorable Mayor Woodards and City Councilmembers:

The Sustainable Tacoma Commission supports a draft resolution that would direct the Tacoma Employees' Retirement System (TERS) Board of Administrators to analyze the risks to its portfolio from investing in fossil fuels. The City of Tacoma has made it clear that it considers climate change a significant risk through its 2007 Climate Action Plan, 2015 Environmental Action Plan, and previous Mayor Marilyn Strickland's support of the 2015 Paris Agreement. As part of its action to mitigate the risks posed to its infrastructure and populace from climate change, the City of Tacoma has recognized that lessening the use and prominence of fossil fuels and transitioning to renewables is necessary.

It is our opinion that investment in fossil fuels could present a significant financial risk to the employees of the City of Tacoma. Just in December, the global community-- including the United States-- agreed to a rulebook that is a pathway forward towards reducing global carbon emissions as outlined in the Paris Agreement. Other institutions, such as Seattle University, have made the determination that an investment in fossil fuels no longer makes sense, and there is local precedent for institutions divesting in this manner. We encourage the TERS board to undertake a study to analyze the long-term prospects of investment in fossil fuels.

Sincerely,

Lexi Brewer,
Chair, Sustainable Tacoma Commission

CC: City of Tacoma Office of Environmental Policy and Sustainability
Patrick Babbitt
Kristin Lynett
James Parvey
Michael P. Slevin III



City of Tacoma
Sustainable Tacoma Commission

February 28th, 2019

TO: Tacoma City Council
Tacoma Municipal Building
747 Market Street, Suite 1200
Tacoma, WA 98402

RE: Pacific Avenue Bus Rapid Transit

To the Honorable Mayor Woodards and City Councilmembers:

The Sustainable Tacoma Commission wishes to advise the City Council regarding the Pacific Avenue Bus Rapid Transit (BRT) project recommendation on lane treatments to the Pierce Transit Board of Commissioners.

For background, according to the most recent Greenhouse Gas Inventory from the Office of Environmental Policy and Sustainability (OEPS), roughly 71% of community greenhouse gas emissions are from the transportation sector, and a majority of those are from personal automobiles. To meet the City's goals for reducing overall emissions and Tacoma's impact to climate change, city government must work to expand safe, affordable, and climate-conscious options for getting around. The STC thus sees investing in walking, cycling, and mass transit as important strategies to meeting these goals.

The two design options presented by Pierce Transit, the *Curbside* and *Hybrid* options, differ in the areas of safety, ridership, and the degree to which SOV travel is encouraged or discouraged. The Curbside Alternative would widen Pacific Avenue in several areas and would require passengers to cross the width of the roadway to access a station. The width of the roadway in this scenario may be 7 lanes or more, simultaneously encouraging motorists to speed while putting pedestrians at risk of being injured or killed. With this alternative, as ridership increases, the risk of collisions increases. Injuries or deaths along the corridor may dissuade some passengers from riding the service. Reliability and speed improvements from this option also decay over time as traffic gets worse, because BAT lanes are not exclusive bus lanes.

The Hybrid Alternative, which the STC prefers, would grant BRT exclusive bus lanes on several parts of Pacific Avenue within Tacoma city limits to improve transit speed and reliability, supporting Environmental Action Plan Goal T-9 (Strong policies for ST3 Projects). The Hybrid

Alternative will be safer for pedestrians because stations would act as pedestrian refuges for those crossing the street and crossing distances would be cut in half. Additionally, the areas where the greatest amount of speed and reliability occur in the Hybrid Option are where Pierce Transit operates bus routes that would connect Pacific Avenue BRT to Salishan, the Lincoln District, Portland Avenue, McKinley Hill, Tacoma Mall, Wapato Lake, and other areas in the South End and Eastside. By connecting people on more routes to faster and more reliable service will yield higher system ridership versus the Curbside alternative.

The Curbside Alternative unfortunately provides the greatest transit travel time and reliability improvements outside of the City of Tacoma, where there are zero connecting bus routes and where there is inadequate sidewalk infrastructure, density and mixture of uses to support connecting local bus service. Due to the widening of Pacific Avenue, consultants also project that general purpose traffic will have 5 minutes of less delay between Downtown Tacoma and Spanaway versus the Hybrid Alternative in 2045. While traffic engineers may find this result desirable, the increased incentive to drive the entire length of the corridor between Spanaway and Tacoma runs counter to the City's goals for travel modes into the Downtown Core and may serve to exacerbate parking challenges as Tacoma continues to add residents and jobs. STC is also concerned that limited transit funding could be allocated for the purpose of improving LOS for general purpose traffic when there are other funding sources for such roadwork.

For these reasons, the Sustainable Tacoma Commission formally recommends that the City Council support the Hybrid Option lane treatment to Pierce Transit. We further request that staff from OEPS be invited to future staff discussions on this subject, joining Public Works and Planning, to ensure appropriate sustainability-related policy coordination between Pierce Transit and the City.

Sincerely,



Lexi Brewer
Chair, Sustainable Tacoma Commission

CC: City of Tacoma Office of Environmental Policy and Sustainability
Patrick Babbitt
Kristin Lynett
James Parvey
Michael P. Slevin III



City of Tacoma Sustainable Tacoma Commission Meeting Minutes

Date: February 28, 2019

Commission Members Lexi Brewer, Jade Monroe, Matthew Benedict, Todd Hay
Present: Liberty Evans-Agnew, Emily Pinckney, Chris Karnes, JC Rubi

Commission Members Phil Coughlin, Emily Pinckney
Excused:

Commission Members Kenny Coble
Absent:

Others Present: Jim Parvey, Pat Babbitt, Leah Michaelsen, Sander Lazar

Call to Order

The meeting was called to order by Lexi Brewer at 4:34 pm.

Lexi added a Pacific Avenue Bus Rapid Transit letter to be covered which was not on the agenda, a draft letter Chris Karnes will cover later in the meeting during the other letters that will be discussed.

Todd Hay added he had received a request from some citizens wanting to know if STC would start posting the agenda and minutes on a public website, like some of the other commissions do. Leah and Jim let the commission know that STC's agendas and minutes are available on the City website. Leah will send out the link to the group. Staff will review what other commissions do to maximize accessibility.

Review of Agenda

Motion to approve, passed.

Lexi had an addition to be added to the minutes that was not reflected. There was some question about the recycling changes discussed which centered around Option 1, the no curbside recycling option and why it was proposed. Since this is something that the commission will want to follow-up on, she thought it would be good to have it reflected in the January minutes. Jim Parvey mentioned that over 5,000 already responded to the survey and well over 50% were in favor of continuing and improving curbside recycling (Option 4).

Approval of January 24, 2019 Meeting Minutes

Motion to approve made by Lexi Brewer, motion passed.

Sub-committee Updates

Infrastructure, Planning, and Sustainability Committee – JC Rubi & Jade Pinckney

Meeting went well. There is one new commissioner and two on the bench. Jade spoke about one of the agenda items they discussed – the Right-of-Way Residential Charging Electric Vehicle Pilot Program. Property owners would install EV charging stations at the right-of-way abutting their home and would need to obtain both right-of-way construction and electrical permits, but not a right-of-way occupancy permit. This would save the applicant \$600 permit fee as well as the \$90 annual fee.

Transportation –Chris Karnes & Matt Benedict

Chris attended the Transportation Commission meeting earlier this month. They spoke about the Puyallup Watershed Initiative, trying to do a study for a bicycle corridor between downtown Puyallup and downtown Tacoma using \$30,000 funding from several different partners including the City of Puyallup and City of Tacoma. They are looking at the costs and benefits for one along River Road, one along East Levi Road and one running along SR 167. The Transportation Commission has recommended the \$30,000 for the study, which is a partnership between Downtown on the Go and Puyallup Watershed.

There is movement in the legislature right now to curtail the motor vehicle excise tax that is part of the Sound Transit 3 package. Councilmember Mello was down in Olympia yesterday testifying about what potentially that would do, delaying the extension of Tacoma to Federal Way in 2030 past that time frame and increase cost overall.

Additionally, Tacoma City Council received a presentation at Study Session on Bus Rapid Transit project and they are likely to be issuing a recommendation at the next Council meeting as to which alternative lane treatment should be used for that project. Whether or not it will be curb-side running or in the median of the street.

Lexi had a point to clarify as far as their role with the commission and with the legislature as it pertains to a letter from STC, it has been established that we can't send them to outside bodies, but this is something that directly impacts the Environmental Action Plan. The question was raised if this is something that could be done or if it would have to be routed through council members. Jim Parvey has question into Legal about similar issues, he doesn't have the final answer yet. He will let the committee know the final answer.

Planning – Lexi Brewer

Last week's meeting shared a Shoreline Master Plan (SMP) Update. SMP is nearly done and ready for public comment. The outstanding items were the geologically hazardous areas and a joint review process with Ecology. Interest to the STC was the integrated biodiversity areas and corridors to the shorelines and sea-level rise. They integrated the sea-level policies into the comp plan into the general SMP. She noted no regulations were added and this should be revisited and discussion ensued regarding the studies. There is a hearing in April on the final draft of the SMP.

TPU – Todd Hay

Study Session discussed the Accessory Dwelling Units (ADU's). Coming up quickly for the Council, first read on the 5th of March and then 19th. They are exploring a utility waiver, he will follow-up with more of an update from their minutes. The second item TPU special rate structures for the power at the Port. Todd will be continuing to follow this as it progresses.

Outreach – Liberty & Jade

They have had one meeting and spoke about the Expo and youth groups that are happening around Tacoma and possibly visiting schools to talk about sustainability in some way.

Lexi drafted a document as part of the orientation package for the new commissioner covering expectations, etc. Discussion ensued regarding ideas, changes and additions to the document and the group was happy with the document as drafted by Lexi. Leah offered her help to the Outreach team to draft any part of their expectations. They are going to set-up a physical meeting for the small group to meet.

Port

Emily Pinckney would like help covering the Port Committee, which will mean double coverage for someone. The date is the third Thursday once a month. Jade mentioned the Manufacturing Industrial Council does an excellent job summarizing this meeting. JC mentioned he could be available when he was in town.

STC Refresher: Rules of Procedure, Work Plan

Pat Babbitt went over some minor changes to the Rules of Procedures document with the committee. Discussion ensued regarding areas of changes reflected in the document; office qualifications/duties and moving Sub-Committee and Staff Updates on the agenda. Sub-committee reports and staff updates were moved to the beginning of the agenda going forward. It was discussed amending language to reflect that email communication is a sufficient form of record. Discussion ensued on language used for officer terms of service and commissioner requirements and changing the number for a quorum to a simple majority. OEPS was tasked with coming up with the verbiage for the quorum language in the work plan. Discussion then ensued regarding excessive absences, holding hearings and arriving on-time to meetings when at all possible. Discussed standing practice for STC to attend IPS meeting in April to give update on the Environmental Action Plan progress report. OEPS will be presenting to the Study Session on April 24th. Pat Babbitt will amend document with changes discussed.

The draft Work Plan for 2019 and the first 2 months of 2020 was reviewed. The outline is based off of past commission activities/interests and knowledge of things that are coming up. Discussion ensued regarding the timeline for the EAP. The progress report is based on the calendar year and then STC gives the departments two months to get their drafts in. Toward the end of March OEPS will bring a draft to the commission. Discussion then ensued regarding the general priorities. Legislature activity was mentioned regarding low carbon fuel standards, methane emissions, 100% clean energy and following up on what laws were passed. Also discussed getting ahead of things by having some input into the City's legislative priorities. Discussed adding active transportation to the list to promote. Lexi also expressed interest in working with Commission Chairs and Staff for the Planning and Transportation Commissions.

Discussion ensued regarding the different Pierce County committees mirroring that of the City's.

Officer Nominations

Committee voted and passed nominating Co-Chairs. Lexi is happy to continue her current role. Motion made by Jade to nominate Lexi and Chris for the next term as Co-Chairs, motion passed.

Letters: Recycling Changes, ADU Regulations

Letters approved in January, but were not in their final forms, they are now in their final forms. One was the staff support for the Tides Flats Sub-Area Planning and the other was around Fossil Fuels, this one will be going to Council sometime in March. Lexi asked the letter be changed to address the Honorable Mayor Woodards.

There were no letters for the ones mentioned on this agenda, but there was a letter that was added based on the Transportation Sub-Committee plan around the Pacific Avenue Bus Rapid Transit. Lexi turned it over to Chris for discussion.

Chris updated the group on the two different options being considered. The first option; Curbside alternative, having the bus operate in mixed traffic on the right-hand lane and a couple parts you would see some widening of the street to accommodate a business access transit lane which is where transit would move in the forward direction, but general traffic would be able to make right-hand turns into parking lots, etc. This concept has about the same level of transit priority as the other alternative, but one of the impacts you have is the roadway widening in addition to the stations on the side of the street so passengers end up having to cross seven plus lanes of traffic in order to access the stations. IPS has concern about this option, especially Council Member Beale. The second option; Hybrid alternative has substantially larger amount of transit priority within the City of Tacoma, principally between 38th street and 121st. In this scenario buses would operate in their own median lane, which would allow for pedestrians only having to cross half of the street. There is business access and some BAT lanes. There are connecting bus routes along 5 different areas of this portion of the corridor. You have more reliability and greater speed of transit vehicles along this portion of the corridor versus the other alternative. Discussion ensued regarding the two options and the impacts from each. What Chris is encouraging the City Council recommend is the Hybrid alternative and that OEPS staff be consulted moving forward. Public Works and Planning have been involved, but OEPS has not been as much of a concern. There will be a meeting to discuss March 5th. The Hybrid plan gets more people moving together and follows along with what is in the City's Comprehensive Plan Policy as well as EAP priorities and support of long-term initiatives. JC voiced his opposition to the Hybrid plan, but not from a STC standpoint, but that of a business person. If there was a vote he would abstain from the vote. The decision was originally scheduled for last May, but it was delayed in order to get all the results of the traffic impact analysis. The results show that there is marginal impact within the City of Tacoma, but it is the long distance trip between Spanaway and downtown Tacoma that is impacted by an additional 300 second delay in 2045. Discussion ensued over where crossing would happen throughout the route.

Motion to approve letter made by Jade Monroe, motion to approve passed.

Moved on to discussing the letter for Recycling Changes and the concern about why Option #1 had been floated. The media latched onto Tacoma considering eliminating curb side recycling. The other letter discussed was the ADU Regulations letter. There are two hearings at Council coming up in March and we may need to miss this since it is coming up so quickly.

Jade Monroe motioned again, but to table both letter ideas, motion passed.

STC Booth at Expo, Event Outreach

Leah Michaelson gave update on this year's expo. Leah gave kudos to Abi Vanover who has taken the charge for the expo this year. A reminder was given on who had duties for the booth this year. There are 121 vendors this year, the most ever. Next year it may move to the 5th floor, which would double or triple the amount of space. New this year will be a fix-it fair with Zero Waste Washington; people can bring their items to be fixed for free. Mayor Woodards will be hosting a bike ride to the expo from Tacoma Municipal Building starting at 9:45 AM. There is a food drive, Pat Babbitt has been working with Nourish Pierce County and there will be donation bins at the entrance. There will be an Expo After-Party

hosted by Tacoma Green Drinks at 7 Seas immediately following the expo. Lexi noted she sent invitations to the Mayor and Council members. She received confirmations from the Mayor and Council Members Mello and Beale that they will be attending. Council Member Beale is also going to be joining Lexi and other STC members in they are available for the Green Infrastructure Walk that happens at 2:45 and will end at 7 Seas. Leah also reminder everyone volunteering in the booth of their duties. Leah will be sending an email to everyone that will be in the booth that will have a PDF of what will be on the poster boards. Anna will get the archive room key to look for some missing banners, etc.

Staff Updates

Pat Babbitt handed out mugs to STC members - 7 in 10 coffee cups in Tacoma are a single use cup. Help be an ambassador in getting them out of the landfills is important and the mugs are sustainability work. Lexi commented people have come up to her wanting to know where she got her cup. There are only a limited amount of cups and Pat is trying to reach out to influencers.

Jim Parvey updated STC that the Green Building Specialist is up on the City website.

Commissioner Comments –

None

Guest Comments –

None

Public Comment –

None, but Matt Benedict shared his story while working from home during the snow he saw the garbage truck pick-up both the recycle and garbage containers on the street together and empty them into the truck and did this all the way down the block. He looked on all social media to see if there was anything to explain this behavior. Jim Parvey is going to look into this and let STC know the outcome.

Objectives for the Next Meeting(s)

1. Work Plan
2. Continue discussion regarding recycling letter supporting option 4 and not option 1, putting a positive spin on the letter.
3. There will be a new Commissioner next month, Grace Sullivan. Lexi was very heartened by her interview, said that she really knows what the STC and the role of the commission is and will be a great fit with the current work model. There will also be two people added to the bench.
4. Preparing for EAP updates in April. Leah said that she will be able to provide a draft as a progress report of the previous years' work.

There being no further business, the meeting adjourned at 6:28 p.m.

The next meeting of the Sustainable Tacoma Commission will be Thursday, March 28th, 2019 from 4:30 to 6:30 p.m., Tacoma Municipal Building, 747 Market Street, Room 243.

Lexi Brewer, Chair

Anna Boyle, Staff