



CITY OF TACOMA SUSTAINABLE TACOMA COMMISSION MEETING NOTES

DATE: March 12, 2013

COMMISSION MEMBERS PRESENT: Holly Williams, Dan Dzyacky, Bliss Moore, Jane Moore, Nick Cutting, Bill Anderson, Phil Coughlan, Karen Hamilton

COMMISSION MEMBERS EXCUSED: Ellen Moore, Carol Shiflett, Kimberlie Lelli

OTHERS PRESENT: Nadia Chandler-Hardy, Katie Johnston, Jim Parvey, Evann Sawyers Rouse, Dave Pringle, Sue Coffman, Frank Terrill, Mark Guthrie, Alysen Laasko, Janet Hunter, Kristi Lynett, Jetta Antonakos, Lisa Rennie, Bill Smith, Catherine Taylor

▪ **Approval of the February 12, 2013 Meeting Notes**

The February 12, 2013 meeting notes were approved and adopted.

▪ **Review of the March Agenda**

The March agenda was reviewed and approved.

▪ **Citizen Committees, Boards and Commissions Review**

In December 2012, as staff were completing budget conversations in preparation for the adoption of the 2013/14 biennium budget, City Council asked staff to review all policies/guidelines for the City's Citizens Committees, Boards, and Commissions (CCBCs) and report back with recommendations as it relates to impacts on those CCBCs, as a result of the proposed staff reductions in the budget document.

Staff conducted a review and analysis of all CCBCs, while also looking for opportunities where the City could utilize those CCBCs in a way that would be more aligned with Council priorities, and assist them with engaging those priorities and the policy development related to those priorities. Staff also looked for opportunities where they could create platforms in which the chairs and members of each CCBC could interface more with each other and Council.

Following the analysis, staff shared their recommendations with Council during the March 5 study session. Council then directed staff to attend each CCBC meeting to receive additional input prior to returning for final Council recommendation.

One of the key findings of the analysis is that some of the CCBCs do not have defined outputs and work plans, and have limited opportunities to connect to the City Council's policy development process. Identified below are some CCBCs recommendations:

- Provide training opportunities for CCBC members, chairs, and staff
 - * Members (new and existing) - ethics code, open public meetings act, City's governance structure and processes, and enabling legislation and duties
 - * Chairs - work planning effectively, setting expectations of members, prioritizing policy requests, and analysis beyond administrative support

- * Staff – improve facilitation, engagement, and work planning skills
- Reduce the size of larger CCBCs to 11 members by not filling vacancies; establish term limits for those CCBCs that do not have limits established - looking at consecutive year term limits.
- Increase the opportunity for CCBCs to connect with Council and the policy making process by establishing reporting relationships with Council and Council Standing Committees.
- Transition the appointment process from the City Council Appointments Committee to the Council's Standing Committees.
- Ensure that staff resources are best aligned with CCBCs key priorities and work plans as it relates to policy analysis and developing recommendations
- Reduce in-kind support – realigning TV Tacoma support with the City's Communications and Media Services Office
- Request that staff transition to action oriented minutes
- Consider the mobility issues of the community as part of the scope of the STC. Council would also like to establish a Transportation Commission.
- Increase youth participation on CCBCs; 16 to 24 year olds; one-year terms
- Develop a citizens academy on civic process to expand participation on CCBCs

Next Steps

- Members were asked to submit any additional questions and feedback to staff via email
- Resolutions on appointments process, group size, and term limits to Council on March 26

■ **Climate Action Plan (CAP) Update**

The City was chosen to help pilot the Sustainable Tools Assessment Rating (STAR) system. This consisted of going through a preliminary score sheet evaluation with the 518 different outcomes and actions that can be taken within the seven goal areas. To obtain input, staff met with eight different departments and various outside agencies.

Environmental Services (ES) did an initial assessment which involved reviewing the spreadsheet to determine what items resided in ES and who the contact person(s) would be. ES staff interviewed several people within ES to obtain feedback, as it requires discussion on each item and how the City fits the STAR definition.

There are two areas in which to receive scores in STAR - through outcomes and actions. A lot of the outcomes have specific requirements that have to be met; and associated with those outcomes are actions. Examples:

ES Role - Climate and Energy)

- Outcome: City has been able to demonstrate incremental progress towards reducing amount of waste landfill.
- Actions: 1) City needs to adopt a waste management plan that identifies the community's greatest source of waste; 2) product bans are in-place, mostly on hazardous materials; 3) public education efforts are in-place: EnviroChallenger, EnviroNews, meet with businesses on technology transfer on how to reduce waste, supportive of private programs providing partial funding through Make A Splash and ES grant programs.

Multi Role – Built Environment

- Outcome: City provides ample parkland based on population density (6.8 acres per 1,000 residents).
- Actions: 1) have good planning efforts regarding parks and/or open space that promote a community-wide network of public spaces that provide recreational, transportation and environmental benefits; 2) have regulatory strategies or development incentives to create, maintain and connect parks and public spaces.

In looking at the CAP, the STAR system can be used as a way to look at what Tacoma has been doing well, and where to prioritize other actions that the City should be moving on into the future – benchmarking.

Next Steps

- Initial assessment to be completed by March 31
- Evaluation and initial priority discussions
- Initial findings and recommendations to the STC
- STC to host a joint citizens commissions meeting (tentatively) April 25, 5:00 pm

- Final report and recommendations to staff by May 31

▪ **Planning and Development Services (PDS) Green Building Program**

As part of the Climate Action Plan, PDS has several work plans:

- Adaptive reuse of historic or older buildings
 - * Live/work amendments were added to codes: 1) reduced parking requirements; 2) eliminated offsite improvement requirements below size threshold; and 3) transfer of development rights program
- Encourage deconstruction and recycling of structures to be demolished
 - * Notifications are sent to Solid Waste for projects which could generate construction debris. Solid Waste route supervisors inform the contractor of recycling opportunities.
- Identify barriers and incentives for green building
 - * Very few barriers: 1) reuse of water for potable purposes; 2) low flow toilets/fixtures may cause downstream issues
 - * Many incentives: 1) Tacoma Power for energy efficiency; 2) Tacoma Water for water conservations; 3) reuse/resale of construction materials; 4) intangibles for low impact development; 5) height exemption for solar panels
- Partner with green building programs
 - * Tacoma/Olympia LEED user group meets once a month
 - * Regional Code Committee works on high-performance codes for sustainability.
- Hire a green building advocate
 - * In 2011/12 the staff training budget was focused on sustainability-related training/conferences
 - * Staff training for inspectors, plans examiners, plan review engineers and planners
 - * Green Tools are found on the new PDS website: www.tacomapermits.com/wp-admin
- Reduce paper usage
 - * 90% of commercial plans are submitted electronically
 - * All application forms are electronic with ability to attach documents
 - * Land use notices are electronic internally and via postcard externally

Regional Code Committee's High Performance Codes - suggested amendments

- Water Conservation
 - * In-ground irrigation systems: 1) rainfall sensors, flow sensors/master valves to detect leaks; 2) nurseries exempt, irrigation for plant establishment, and landscapes that don't receive natural precipitation; 3) City may consider a threshold size of landscaped areas; 4) additional design requirements, such as type of spray heads, are not recommended
 - * Self-closing type faucets for lavatories
 - * Reduce maximum water usage for fixtures; working with Tacoma Water on incentives for incorporating water conservation for construction
 - * Recommendation to allow encroachment in side yards for those wanting rain barrels and rainwater catchment systems.
- Material Conservation
 - * Diversion of building materials from landfills: Recommend waste diversion plans and reports for building demolitions above a certain threshold
 - * Protection from moisture during construction
- Sustainable Transportation
 - * Electric vehicle charging stations required for new, remodeled and expansions on single-family, duplex, townhouses, multi-family and commercial
 - * Short- and long-term bicycle parking
 - * Shower and changing facilities required for buildings >10,000 sf
- Energy Conservation
 - * Setback dimension exception for exterior insulation

- * Low-sloped roofs shall be required to meet solar reflectance and emittance requirements
- Miscellaneous requirements: Light trespass – shielding lamps or fixtures visible from residential properties

▪ **Mandatory Recycling Policies Update**

Project staff has contacted enforcement and inspection officers in six different cities (Seattle, Portland Honolulu, San Antonio, San Diego, San Francisco) regarding their recycling policies. A brief breakdown of each city’s policies was presented, to include: year recycling program began; sectors targeted, fines imposed, enforcing department, recycling rate percentages before vs. after.

- Single-family residences (San Diego, San Francisco, Seattle) – drivers visually inspect contents; no fines are imposed; contamination rates for San Diego/Seattle allow for 10% maximum and San Francisco has a zero tolerance policy; 90-95% compliance rates.
- Commercial and multi-family information was broken down across the six cities, to include: selection processes, inspection rates, ordinances, exemptions, fine amounts and number of properties fined.
- Inspection process – businesses were visited to assess: contamination; signage/educational materials; adequate size and placement of bin; sufficient recycling service. If there’s a problem, the business or multi-family is notified. Approximately 30 days later, properties are re-inspected. Fines are assessed by third notice.
- Commercial sectors – Honolulu is the only city to have compliance forms. Businesses have 30 days to return the form; there’s an 80% return rate. Portland had a similar program which failed and was discontinued.
- Multi-family service requirements – Portland/San Antonio require that multi-family properties offer recycling to tenants, but tenants do not have to participate. They are also required to offer bins that are adequately sized and placed; must be clearly labeled and have sufficient levels of service. Two challenges found: 1) contamination; 2) there are no methods developed for obtaining information of newly developed properties.

San Antonio developed a five-step process to ensure compliance. Their properties must resubmit plans if service or management changes. Next steps are to inspect each of their 1400 properties annually to confirm they are in compliance, and begin an education campaign to reduce bin contamination.

- Education and Outreach
Pre-ordinance implementation – 1) meetings with shareholders to discuss concerns, answer questions and receive feedback; 2) Seattle performed two surveys to garner support and increase awareness; 3) media outreach via TV ads, newspapers, billboards; 4) presentations on how the ban will be enacted
Post-ordinance implementation – 1) letters sent out to each sector reminding them when they’re expected to comply; 2) Honolulu/San Diego have highlighted businesses with best recycling practices; 3) business and multi-family must provide information to new tenants; 4) monthly newsletters sent to sectors affected; 5) trash haulers must send recycling notices to customers.

Lessons learned: 1) working with shareholders can reduce potential opposition; 2) mandatory recycling can provide assurance that everyone in the sectors has access to recycling services and infrastructure; 3) each city had a phase-in process; 4) the focus is on technical assistance and support rather than punitive measures; 5) the data collected is not clear that mandatory recycling is more effective than technical assistance and support.

Staff will send out the full presentation to members, and place the topic on the April agenda for further discussion.

▪ **Sustainability Expo Debrief**

Members and staff will join the expo planning committee for a Sustainability Expo debrief on March 13, 4:00 pm at Paddy Coyne’s.

▪ **Staff Updates**

- Kimberlie Lelli's seat expires April 2014. Due to other commitments, Kimberlie will be resigning her seat April 2013. There are three additional seats (Carol, Nick, Bill) up for renewal April 2013.
- Earth Hour, March 23 - in recognition, all non-essential City lighting will be turned off for one hour that evening.
- Environmental Services is obtaining the movie "Chasing Ice" to show to staff and the public at the Grand Cinema. The STC has been asked to sponsor this event.
- Two upcoming events at UPS: Sewage Sludge Disposal Hazards, March 25, 6:30-8:30 pm and Coal Dust and Train Track Safety, April 15.

▪ **Public Comment**

There was no public comment.

▪ **Objectives for Next Meeting**

Mandatory recycling policies

▪ **Adjournment**

The meeting adjourned at 5:40 pm

The next meeting of the Sustainable Tacoma Commission will be Tuesday, April 9, 2013, 3:30 to 5:30 pm, Tacoma Municipal Building North, 733 Market Street, Room 16.