



**MINUTES** (Approved on 5-4-16)

**TIME:** Wednesday, April 20, 2016, 4:00 p.m.  
**PLACE:** Room 16, Tacoma Municipal Building North  
733 Market Street, Tacoma, WA 98402  
**PRESENT:** Stephen Wamback (Vice-Chair), Donald Erickson, Meredith Neal, Anna Petersen,  
Dorian Waller  
**ABSENT:** Chris Beale (Chair), Jeff McInnis, Brett Santhuff, Scott Winship

**A. CALL TO ORDER AND QUORUM CALL**

Vice-Chair Wamback called the meeting to order at 4:04 p.m. A quorum was declared.

**B. APPROVAL OF AGENDA AND MINUTES OF APRIL 6, 2016**

The agenda was approved.

The minutes of the regular meeting on April 6, 2016 were reviewed. Commissioner Erickson noted a typo and provided clarification for a comment regarding short term condo rentals. Commissioner Peterson provided a correction on page 4, where "North Slope Neighborhood" should be "North End Neighborhood". The minutes were approved as amended.

**C. PUBLIC COMMENTS**

No members of the public came forward to provide comments.

**D. DISCUSSION ITEMS**

**1. Capital Facilities Program Update**

Christina Watts, Office of Management and Budget, provided a review of the status of the development of the 2017-2022 Capital Facilities Program (CFP). Ms. Watts reported that in the current phase project managers were updating existing projects and requesting new capital projects. Project entry was anticipated to be completed by the end of April.

Process changes were discussed. Ms. Watts noted that the calendar had been revised to begin the process earlier and allow for more meaningful discussion. A new project database had been created that was more flexible, easier to update, and easier to maintain. The new database would mean that the 2017 CFP would be starting from a clean slate and would not highlight changes from the previous CFP as extensively. Another major change was the addition of project prioritization criteria that would prioritize the funding of projects and automatically rank projects into tiers. Ms. Watts demonstrated the new CFP database, highlighting the prioritization section and prioritization tiers. She reviewed the prioritization question sheet that automatically generated the initial prioritization tier.

Changes to the CFP document were discussed. Ms. Watts commented that they were tweaking the display of information to make it easier to understand; adding new sections for completed and future projects; and providing greater clarity throughout the document for funded versus unfunded projects. In addition to the new sections, they had also reorganized the project sections to make them simpler. At the beginning of each CFP project section there was an introduction that they would be revising to clarify the information. There would also be a completed project section highlighting key projects. In the project tables, they would clarify funding separate from spending. For level of service standards, project managers would provide details on whether they are meeting level of service standards, whether they are

on track, and whether any projects requested would help with level of service or concurrency standards. Ms. Watts reported that she would return to the Planning Commission on May 18<sup>th</sup> with the projects that had been submitted for inclusion in the 2017-2022 CFP.

## **2. BikeShare Feasibility Study**

James Parvey, Office of Environmental Policy and Sustainability, presented an overview of the Bikeshare Feasibility Study including the background, current status, preliminary findings, and next steps. Mr. Parvey reviewed that bikeshare was an automated system that would allow people to pick up a bike and drop it off somewhere else. He reviewed the range of systems available including smart docks, smart bikes, smart locks, and pedal assist systems. The purpose of the feasibility study was to examine the available systems and determine which would work best for Tacoma. A 2014 memo from Alta Planning noted challenges including lack of tourism, an incomplete bike network, and lack of funding. Opportunities included that they had good policy framework for bikeability in the City; the Downtown transit center and museums provided opportunities for locations that make sense; the bike culture in Tacoma was improving every year; they had good partnerships with other agencies; and there was interest in connecting Downtown to Point Defiance.

General considerations for bikeshare in Tacoma included locations with a high density of users, a complete network of bike facilities, and proximity to transit centers, destinations, and attractions. Additional considerations would include the difficulty associated with hillsides that would limit the appeal without powered bicycles. Mr. Parvey noted that one of the biggest challenges was the need to rebalance the system for riders making one way trips from one docking station to another. He commented that a lower tech system would make sense for Tacoma and that low tech bike rental kiosks are easy to manage and have low implementation costs. Mr. Parvey reviewed the potential locations including Point Defiance and the Downtown area.

Public outreach was discussed. Mr. Parvey reviewed that they had held four workshops with community partners; conducted an online survey; held a general public meeting in March; attended business district and neighborhood council meetings; and had a consultant attend the South Sound Sustainability Expo on March 5<sup>th</sup>. Feedback had included concerns about the lack of infrastructure needed to support a bike system and an emphasis on equity. In response to the concern about the lack of infrastructure, one of the deliverables would be to provide guidance on how to fill the gaps.

Commissioner Erickson asked if they would be working with other transportation systems such as the Link Light Rail and Pierce Transit to accommodate bikes so that people can reach further destinations. Mr. Parvey responded that they were attending Link meetings to make sure that bike interests are represented.

Vice-Chair Wambach expressed concern that the South End and East Side were being left out and that there seemed to be a pattern developing of the City supporting transportation investments that are disconnected from the needs of economic development and social equity. Vice-Chair Wambach asked if there had been discussion of how the proposal could be supportive of the Land Use development patterns and the proposals for more density. Mr. Parvey responded that it was more about getting people to their next stop and assisting existing transportation systems. Mr. Parvey added that they were looking for areas with enough demand and density to ensure that the initial steps are successful.

## **3. Historic Preservation Program Update**

Reuben McKnight, Historic Preservation Officer, provided a review of the Historic Preservation Program's current program initiatives, events, and work items, including the enhanced demolition permit review code revisions under development. Mr. McKnight reviewed that in 2014 they were challenged to enhance the Historic Preservation Program to get it beyond the "just the code" approach; expand the audience and profile; offer more engagement opportunities; and improve the effectiveness of the program. He reported that the approaches had included expansion of media and communications outreach; development of community partnerships; and creation of innovative events and experiences.

Mr. McKnight reviewed achievements from 2015 and 2016. He reported that social media followers had grown by over 1000; over 3000 people had attended screenings of Eyes of the Totem; they had

increased community partnerships; increased audience at events; increased focus on youth and underrepresented themes and contributors to Tacoma's history; and increased focus on trades. Additional achievements of the past years included the implementation of the Heritage Project Grant; addition of a historic preservation intern; award of a heritage league Special Collaboration Award; 32 design reviews conducted; Certified Local Government Training that was attended by over 70 people; Eyes of the Totem being officially relocated back to the northwest; and a new Historic Preservation Website. Some of the notable projects to come before the Commission had included the Winthrop Hotel; Stewart Middle School; Hoyt Elementary; and a major renovation at the UWT campus.

Lauren Hoogkamer, Historic Preservation Coordinator, discussed Historic Preservation month and provided an overview of upcoming events in May including the Historic Homes of Tacoma Tour, a coloring contest of Tacoma iconic buildings, the Amazing Preservation Race, the City of Destiny Poetry Slam, Preservation Month Awards, a 1950's bike ride, and a Screening of Eyes of the Totem. Current initiatives included the Prairie Line Trail Interpretive Plan; Council Member Neighborhood History Walks; a series of events and lectures focus on the contributions of different cultures; Tacoma Trivia Night; the 3<sup>rd</sup> Annual Holiday Heritage Swing Dance; and the Discover Washington: Youth Heritage Program.

Demolition review was discussed. Mr. McKnight reported that the objectives were to look at a process to improve their review; to increase predictability under the code; create an efficient process that avoids unnecessary delays; and develop a system in which mitigation is meaningful and proportional to the actual adverse impacts. Mr. McKnight reviewed that currently the City has a number of areas where review does occur for historic districts and landmarks, but there was no formal framework for demolition permits under the SEPA code. He added that there was currently an exemption for the demolition of any property less than 12,000 square feet. Mr. McKnight reported that they were proposing requiring review for potential impacts from demolition; creating guidance for review of demolition permits for impacts to historic resources; identifying and codifying appropriate mitigation steps; and improving historic building inventories. Mr. McKnight reviewed the potential code revision areas and discussed how they would identify historic resources through historic registers and historic preservation inventories. Mr. McKnight reviewed that during 2013 and 2014, 96 demolition permits had been issued for buildings listed in inventories and 58 of those were identified as "potentially significant". He highlighted some of the projects that would have gone through the proposed review process. The next steps would be to hire a consultant to audit the preservation inventory and develop the code amendments.

Commissioner Erickson asked if any communities had examined the resource value of existing buildings and if the City provided any incentives for recycling. Mr. McKnight responded that he wasn't aware of any incentive for recycling, though they had discussed the impacts from construction debris. He noted that work had been done by Historic Tacoma and Environmental Services to identify salvage plans and it could be considered further as they develop the proposal.

Vice-Chair Wamback commented that when lead and asbestos are present in structures, sometimes demolition is the only human health and safety approach. He emphasized making sure that they don't impede the city's nuisance abatement programs, as a high percentage of properties being demolished were code enforcement actions. Vice-Chair Wamback also asked if there was a way to let property owners of potentially historic buildings know that they are on the list before they come in to apply for a demolition permit.

## **E. COMMUNICATION ITEMS & OTHER BUSINESS**

Mr. Wung provided the following updates:

- (1) The Urban Forestry program update would be rescheduled to a future meeting.
- (2) The list of major development projects being developed would become a quarterly communication item.
- (3) The book of proposed amendments to the Comprehensive Plan had been distributed to Commissioners. They were asked to bring it to the May 4<sup>th</sup> meeting.

## **F. ADJOURNMENT**

At 5:29 p.m., the meeting of the Planning Commission was concluded.