



# City of Tacoma Economic Development Committee Minutes

747 Market Street Tacoma, WA 98402

Conference Room 248

August 27, 2019

10:00 AM

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Chair Robert Thoms, Vice Chair Conor McCarthy, Lillian Hunter,  
Catherine Ushka, Chris Beale (alternate)

## Call To Order

Vice Chair McCarthy called the meeting to order at 10:04 a.m.

**Present:** 3 - Hunter, McCarthy and Ushka

**Absent:** 1 - Thoms

Council Member Ushka participated telephonically.

## Approval of Minutes

1. [19-0920](#) Approval of the minutes of the August 13, 2019 meeting

**MOTION:** Council Member Hunter moved to approve the minutes of the August 13, 2019 meeting.

**SECONDED BY:** Council Member Ushka.

**ACTION:** Voice vote was taken and carried. The motion was declared adopted.

**Ayes:** 3 - Hunter, McCarthy and Ushka

**Absent:** 1 - Thoms

## Briefing Items

2. [19-0918](#) Commercial Tenant Overview  
[Gloria Fletcher, Business Development Manager, Community and Economic Development]

At approximately 10:04 a.m., Gloria Fletcher, Business Development Manager, Community and Economic Development (CED), made opening

remarks and presented an overview of commercial leasing, including commercial leasing law, noting lease requirements and aspects with no legal requirements; commercial leasing process, noting the letter of intent, lease negotiation, tenant improvement design, lease execution, and construction; available resources; and CED actions. Ms. Fletcher concluded by outlining the City of Seattle Legacy Business Program and presented a handout to highlight what others are doing.

Discussion ensued regarding small business displacement, engagement with international business communities, community outreach, building relationships with other entities, business visits for information intake, contacting CED for information, educating commercial building owners, the Seattle Legacy Business Program, and identifying other models.

3. [19-0921](#) Informational Briefing on the Transit Oriented Development Advisory Group [Ian Munce, Special Assistant to the Director, Planning and Development Services]

At approximately 10:40 a.m., Ian Munce, Special Assistant to the Director, Planning and Development Services, presented an overview of the Transit Oriented Development (TOD) Advisory Group, including three transportation investments, noting the Central Link Extension, Bus Rapid Transit (BRT), and Puyallup Avenue reconfiguration; background; issues; health, equity, and sustainability analysis, noting committee interest groups; next steps; and recommendations.

Discussion ensued regarding TOD focus areas, BRT advocates, having broad representation, clarity of agendas and what can be influenced, people who are affected but not included in the conversations, negative impacts on neighborhoods, necessary parties that should be involved, high densification, and composition of the TOD Advisory Group.

## Topics for Upcoming Meetings

4. [19-0919](#) September 10, 2019 - Minority Business Development Agency; Citywide Parking Services Overview

Vice Chair McCarthy stated the next meeting will be on September 10, 2019 and will include presentations on the Minority Business Development Agency and Citywide parking services.

## Other Items of Interest

Council Member Hunter requested that economic development news be brought to the Economic Development Committee on a regular basis,

including informational briefs regarding the strategic plan, displacement situations, impacts on neighborhood, construction updates, postponed projects, assessments on development projects, and marketing plans. Vice Chair McCarthy suggested that an internal electronic dashboard or newsletter with updates on projects and reporting could be provided. Council Member Hunter stated she would like to have key CED staff members present for meetings.

## Public Comment

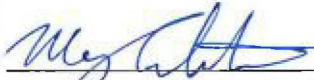
There was no Public Comment.

## Adjournment

There being no further business, the meeting adjourned at 11:14 a.m.



Robert Thoms, Chair



Mary Crabtree, City Clerk's Office