



MINUTES

(Approved on 09-18-2019)

TIME: Wednesday, August 21, 5:00 p.m.
PLACE: Council Chambers, Tacoma Municipal Building, 1st Floor
747 Market Street, Tacoma, WA 98402
PRESENT: Anna Petersen (Chair), Ryan Givens, Jeff McInnis, Brett Santhuff, Andrew Strobel, Alyssa Torrez
ABSENT: Carolyn Edmonds, David Horne

A. CALL TO ORDER AND QUORUM CALL

The meeting was called to order at 5:02pm. A quorum was declared.

B. APPROVAL OF AGENDA AND MINUTES

The agenda was approved.

The minutes for the August 7, 2019 meeting was approved as amended. The amendment was on page 2, as follows:

- Commissioner McInnis ~~concurred with Commissioner Strobel on his “Distinctive Character” comment, as well as with Commissioner Givens and Edmonds with their view on fees.~~ followed up on Commissioner Strobel’s “Distinctive Character” comment, noting that “distinctive” did not necessarily mean “beautiful” or “fitting.” It would be valuable to have clarifying language to ensure the design fit with the setting. He also raised a concern about fees and wanted to ensure that the fee structure would not create an additional process on top of the design process and make it difficult for developers.

C. PUBLIC COMMENTS

None.

D. DISCUSSION ITEMS

1. Environmental Action Plan (EAP) – 2018 Progress Report

Kristin Lynett, Office of Environmental Policy and Sustainability, gave an overview of the Environmental Action Plan (EAP), which was adopted in 2016 and is similar to the 5-year Climate Action Plan passed in 2008. The EAP was based on the Tacoma 2025 and Comprehensive Plan, intended to be short but action-targeted. It is not an inclusive plan of actions that the City has taken or should take on environmental issues, but rather consists of areas that the City seeks to focus on. Ms. Lynett reported in detail targets and results of the six (6) sections of the EAP.

Questions from the Commission ensued. Commissioner Santhuff began by asking if the survival rate of trees planted was being tracked and if any irrigational support was provided. There are additional support and follow-up for city trees, but not for trees given to homeowners in the Tree Coupon Program due to limited staff resources. Chair Petersen commented that the report on tree planting could prove misleading and requested staff to make clear how the data was measured (i.e. tree canopy vs. number of trees).

Starting next spring, community engagement and discussion will take place to create an updated the EAP. While continuing to align with the Comprehensive Plan, the new EAP will be more aggressive to get closer to the City’s carbon reduction goal and climate change mitigation.

Commissioner McInnis would like more information on green stormwater infrastructure, specifically how it was maintained and how permeable pavement held up. Also questioned was the method in which data on single occupancy vehicles was measured. The data came from surveys employers with more than 100 employees at each site are required to complete every 2 years. Commissioner Givens commended the presentation and report format. He also suggested that staff provide the Commission with a list of recommended actions to help reach the goals of the EAP. Furthermore, the Commission advised conducting more scientific studies and models, along with setting more comprehensive and meaningful targets, rather than easily quantifiable ones.

2. Planning Commission Rules and Regulations (“Bylaws”)

Lihuang Wung, Planning Services Division, continued the discussion from the last Planning Commission meeting (August 7, 2019) regarding the Bylaws. There are four (4) proposed changes:

- (1) Meeting location.
- (2) Electronic participation in meetings: No action was taken on the proposed “Telephonic Participation in Meetings” at the last meeting. Mr. Wung had revised the language of the proposal for the Commission’s consideration.
- (3) Absence: The Commission had asked for no changes to be made, however, Mr. Wung had prepared a provision to exclude special meetings from the absence count.
- (4) Official records: There was a confusion raised by Commissioner Edmonds at the last meeting.

Chair Petersen was not clear what the law was, regarding the official record. If the audio recording was not considered official record, it would help eliminate the need for the City to retain the files. Mr. Wung explained that the current practice followed the City Council’s procedure, and that both summarized minutes and audio recordings are considered part of official records. Staff had been advised to keep the record for as long as possible. Commissioner McInnis recommended adding “as long as they are retained” to the proposed language for the official records and “prior obligations” for the electronic participation.

Commissioner Strobel made a motion to approve the Bylaws as mended (as proposed by staff, with modifications suggested by Commissioner McInnis). The motion was seconded by Commissioner McInnis and passed unanimously.

E. TOPICS OF THE UPCOMING MEETING (SEPTEMBER 18, 2019)

- (1) Urban Design Program
- (2) Nominations and Elections of Chair and Vice-Chair for 2019-2020

F. COMMUNICATION ITEMS

The Commission acknowledged receipt of communication items on the agenda.

Mr. Wung reported that the City Council conducted a public hearing on August 20, 2019 regarding the 2019 Annual Amendments. Nine (9) people testified. One (1) talked about the Manitou Annexation and expressed disapproval over the Commission’s R3 zoning recommendation. The other eight (8) people commented on the Future Land Use Map Implementation in different areas of the City. Staff were preparing responses for those comments. The City Council expressed appreciation for the Commission’s work.

Mr. Wung indicated that staff is exploring alternative meeting locations for the Commission. There are only three (3) meeting rooms in the Tacoma Municipal Building and none is available at the time of the Commission’s meeting. Mr. Wung would provide updates to the Commission as they become available.

Commissioner McInnis commented that it was hard to hear speakers from the podium. There is volume control for microphones in the room; staff could adjust accordingly at future meetings.

G. ADJOURNMENT

The meeting was adjourned at 6:01pm.

**These minutes are not a direct transcription of the meeting, but rather a brief capture. For full-length audio recording of the meeting, please visit:*
http://www.cityoftacoma.org/government/committees_boards_commissions/planning_commission/agendas_and_minutes/