

# **Joint Planning Commission and Transportation Commission Transit-Oriented Development Task Force *DRAFT CHARTER***

## **ARTICLE I: NAME AND OVERVIEW**

### **Section 1: Name**

The name of the joint task force shall be the City of Tacoma’s Joint Planning Commission and Transportation Commission Transit-Oriented Development Task Force, hereinafter referred to as the “TOD Task Force.”

### **Section 2: Purpose**

The purpose of the TOD Task Force is to foster collaboration between the Planning Commission and Transportation Commission to address the interrelated issues of transit planning and land use planning within the city. The TOD Task Force aims to improve coordination and streamline review and input regarding citywide policy level issues around transit-oriented development.

## **ARTICLE II: AUTHORITY**

### **Section 1: Establishment**

The TOD Task Force was initiated by the Tacoma City Council through Resolution 41195 on May 9, 2023.

### **Section 2: Scope**

The TOD Task Force's scope shall encompass matters concerning transit planning and land use planning within the city's geographic jurisdiction, focusing on their interconnections and impacts on each other. The TOD Task Force shall provide input on:

- State-mandated updates to the Comprehensive Plan and Transportation Master Plan
- Regional transportation projects planned to connect Regional Growth and Mixed-Use Centers
- Transit-oriented development policies and plans, including citywide strategies to optimize high-capacity transit projects and support affordable housing with transit services
- Sub-Area Planning for neighborhoods and centers with existing or planned high-capacity transit in the Transportation Master Plan
- Conflicted corridor studies where transit has been identified as one of the primary modes

### **Section 3: Duration**

The TOD Task Force will remain active until the adoption of the updated 2024 Comprehensive Plan and Transportation Master Plan. Following this milestone, the TOD Task Force will be evaluated for effectiveness and relevance. If found still essential to achieving city goals, the TOD Task Force will undergo regular reevaluations every 24 months. This approach ensures that the Task Force's contributions are continually assessed in light of changing circumstances and evolving community needs.

## **ARTICLE III: RESPONSIBILITIES**

### **Section 1: Collaborative Discussion and Input**

Recognizing the City of Tacoma does not own or operate transit for the city, the TOD Task Force shall collaborate closely with the City's transit partners and provide clear input on their projects, to ensure the projects best align with the City's transportation systems plans, growth strategy, and equity, livability, and economic goals.

### **Section 2: Identification of Interrelated Issues**

The TOD Task Force shall identify and assess areas of transit planning and land use decision-making that have significant impacts on each other, acknowledging the complex relationships between transit, accessibility, and urban design.

### **Section 3: Recommendations**

The TOD Task Force shall facilitate collaboration and information sharing between the Planning Commission and the Transportation Commission, supporting the Commissions to individually or jointly provide input and recommendations on issues related to transit-oriented development to the Infrastructure, Planning, and Sustainability Council Sub-Committee.

## **ARTICLE IV: MEMBERSHIP**

### **Section 1: Composition**

The TOD Task Force shall consist of representatives from both the Planning Commission and the Transportation Commission, including:

- a. Two members from the Planning Commission, appointed by a vote of the Planning Commission, and one alternate member
- b. Two members from the Transportation Commission, appointed by a vote of the Transportation Commission, and one alternate member

### **Section 2: Chairperson**

The Chairperson of the TOD Task Force shall be appointed from among the members of the TOD Task Force during the first meeting. The term of the Chairperson shall be for one year.

## **ARTICLE V: MEETINGS**

### **Section 1: Frequency**

The TOD Task Force shall meet once every month, or as frequently as deemed necessary by the Chairperson.

### **Section 2: Open Meetings**

All TOD Task Force meetings shall be open to the public, allowing for transparency and public engagement. Minutes will be taken and posted on the City's website.

**ARTICLE VI: REPORTING**

**Section 1: Updates**

The TOD Task Force shall provide updates to the Planning Commission and the Transportation Commission at regular intervals or upon request.

**Section 2: Reporting**

The TOD Task Force shall prepare a report every 24 months summarizing its activities and recommendations. This report shall be made available to the public, submitted to both Commissions, and provided to the Infrastructure, Planning, and Sustainability Council Sub-Committee.

**ARTICLE VII: AMENDMENTS**

This charter may be amended by mutual agreement of both the Planning Commission and the Transportation Commission.

**ARTICLE VIII: DISSOLUTION**

The TOD Task Force shall be dissolved upon the completion of its designated duration or by mutual agreement of both the Planning Commission and the Transportation Commission.

Approved and Adopted this [Date].

[Signature and Title of Chair and Vice-Chair, Planning Commission]

[Signature and Title of Co-Chairs, Transportation Commission]