



City of Tacoma Transportation Commission

Matt Stevens, Co-Chair, At-Large
Bruce Morris, Co-Chair, At-Large
Richard Gardner, At-Large
James Hill, At-Large
Joe Korbuszewski, District 1
Rubén Casas, District 2
Austin Goble, District 3
Troy Serad, District 4
Penny Grellier, District 5
Pamela Wrenn, City Manager Appointed
Kerri Hill, City Manager Appointed

FINAL Minutes

Meeting: Transportation Commission
Time: Wednesday, February 21, 2024 at 5:30 P.M.
Place: Hybrid: 747 Market Street, Room 243 or Zoom

Join by computer, click on the following link:

<https://zoom.us/join> or <https://us06web.zoom.us/j/87316891624?pwd=ZEJBMml3VWZSOTd1cjE5ZjNGT0VoUT09>

Join by Phone: (253) 215-8782

Meeting ID: 873 1689 1624

Passcode: 747000

I. Call to Order

Co-Chair Morris called the meeting to order at 5:31 PM.

II. Roll Call

CM Korbuszewski and CM Wrenn were excused absent.

III. Review of Minutes (January 17, 2024)

CM Serad added that the minutes should reference the Sound 590 and 594 service cuts. CM Serad moved to approve the January 17, 2024 minutes with the revised language. Co-Chair Stevens seconded the motion. The motion passed.

Ayes: 8 – Gardner, Serad, Casas, Grellier, Goble, Stevens, J. Hill, Morris

Abstain: 0

Non-Voting: K. Hill

IV. Public Comment on Agenda Topics

Christiano Martinez provided comment on the Work Plan specifically Sound Transit Link and expansion.

Jeremiah Thomas provided comment on the Work Plan specifically pedestrianizing streets.

V. Business Items

a) Design Manual Update (Information and Discussion)

Brennan Kidd, Assistant Division Manager Public Works Transportation – Traffic Engineering, Operations, and Safety, presented an overview of the City of Tacoma Right-of-Way Design Manual (ROW DM) and the current project to update the ROW DM. The ROW DM informs designers and staff of the rules, regulations, and guidelines for designing improvements, such as sidewalks, roadway, utilities, etc. in the ROW. The ROW DM is referenced by TMC 9.22. The intent of the update is to address outdated information and provide alignment with current city policies and goals, and industry standards. For example, the ROW DM needs to be updated to reflect the new residential speed limits and design standards to support the new limits.

Brennan shared that he will be returning to the Transportation Commission with draft changes. The goal is to release a draft in July 2024 for public and stakeholder review, with approval by City Council in September 2024. The Commission discussed methods to provide comment and feedback, as well as what would be



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appropriate comments to ROW DM. Carrie will create a template for Commissioners to provide comments. Comments will be due to Carrie in mid-March. Commissioners discussed designs, policies, and modal priorities for consideration in the ROW DM.

- b) **6-Year Transportation Improvement Program (Information and Discussion)**
Jennifer Kammerzell, Assistant Division Manager Public Works Transportation – Planning and Permitting, presented the annual 6 YR Transportation Improvement Program (TIP) amendment process. The TIP is required to be adopted by public hearing each year. It includes a rough work plan of capital projects and programs for the ensuing six years that balances expected revenues and expenditures, including grant funds. Jennifer provided an overview of the tie in between the Comprehensive Plan, Transportation Master Plan, TIP, and Capital Facilities Plan. The current amendment process includes a checklist of questions to determine alignment with Transportation Master Plan. Jennifer shared that as part of the Transportation Master Plan project prioritization update, a prioritization and questionnaire is developed for the TIP.

Jennifer also shared the new capital web app that maps projects in current TIP, Streets Initiative projects, and utility projects. This app is also being used as the platform for data entry in to the TIP, which will better convey project information and location. Jennifer asked the Commission for feedback on what criteria should be considered for the Transportation Master Plan project prioritization and TIP prioritization. Commission and staff discussion included past, current and future methods to add projects, prioritizing projects, strategies to pursue grant funding, and relationship to the Transportation Master Plan.

- c) **Co-Chair Elections (Vote)**
Carrie Wilhelme, Principal Transportation Planner Public Works, explained that she received two nominations – Bruce Morris and Matt Stevens. CM Serad moved to re-elect Bruce Morris and Matt Stevens as Co-Chairs for the next year. CM Gardner seconded the motion. The motion passed.

Ayes: 8 – Gardner, Serad, Casas, Grellier, Goble, Stevens, J. Hill, Morris

Abstain: 0

Non-Voting: K. Hill

- d) **Transportation Commission Workplan (Vote)**
Carrie Wilhelme, Principal Transportation Planner Public Works, shared the 2024 Work Plan. The Commission added the Design Manual Update, Climate Action, and the pedestrian experience, and remove missing link sidewalks. The Commission discussed other potential topics, including disaster/emergency planning. CM Goble moved to approve the amended 2024 Transportation Commission Work Plan. Co-Chair Stevens seconded the motion. The motion passed.

Ayes: 8 – Gardner, Serad, Casas, Grellier, Goble, Stevens, J. Hill, Morris

Abstain: 0

Non-Voting: K. Hill



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VI. Other Business/Updates

- a) Bicycle Pedestrian Technical Advisory Group (Joe Korbuszewski) – *Jennifer Kammerzell shared that the January BPTAG agenda included Home in Tacoma, Street Operations Staffing, and Pt Defiance Park – Outer Loop Visioning Committee.*
- b) Pacific Avenue Sub-Area Plan Advisory Committee (Richard Gardner) – *The group did not meet in January and no updates have been provided to the Committee.*
- c) Proctor Neighborhood Plan (Matt Stevens) – *Co-Chair Stevens shared that the group chose 4 areas to pilot open streets events.*
- d) Joint TOD Task Force (Pamela Wrenn and Troy Serad) – *CM Serad shared that the task force discussed limitations and gaps in the Transportation Master Plan as it related to transit.*

VII. Staff Reports

- a) Staff Updates
Carrie introduced Grayson Reim, Vision Zero Coordinator.
- b) Status of Grant Applications and Major Capital Projects
Carrie shared that the City will be pursuing a RAISE grant for the Fishing Wars Memorial Bridge.
- c) Upcoming Public Meetings and Events
CM James Hill will be the Commission's representative on the South Tacoma Neighborhood Plan. CM Goble will be the back-up. The first meeting is at the South Tacoma Plan-a-thon in February.

VIII. Commissioner Comments

CM Gardner shared that the City Manager's Weekly report included an update on the Fishing War Memorial Bridge. CM Grellier shared that there will be service changes March 31, 2024. A ribbon cutting for the Stream Community Line will be on April 22, 2024 at Tacoma Dome Station.

CM Serad reported on Sound Transit's upcoming service cuts, which includes cancelled trips and service cuts. He encouraged the Commission to submit a letter to the Sound Transit Board and Infrastructure, Planning, and Sustainability Committee. The Co-Chairs will further discuss a letter that CM Serad and CM Casas are willing to draft.

The Commission discussed the Home In Tacoma letter and suggested recommendations to strengthen a focus on transportation.

IX. Public Comment

No members of the public provided comment.

X. Adjourn

Co-Chair Morris adjourned the meeting at 7:39 PM.



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City of Tacoma Transportation Commission

Future Agenda Items

Street Operations Overview, 6-Year TIP, Transportation Master Plan, Pacific Avenue Sub-Area Plan, Design Manual

Public Comment

The public may give oral comments related to agenda topics at the beginning of the meeting and general comments will be heard at the end of the meeting. Speakers will have anywhere from 90 seconds to three minutes to provide comment, depending on time availability. The public may submit comments in writing by 5:00 PM one day prior to the meeting. Written comments should be emailed to cwilhelme@cityoftacoma.org and include "Transp Commission Meeting Comment" in the subject line.

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