



CITY OF TUKWILA PLANNING COMMISSION (PC) MINUTES

Meeting Date: April 25, 2024
Time: 6:30 p.m.
Location: Hybrid Meeting - via Microsoft Teams / Public, In-Person Attendance, Council Chambers, 6200 Southcenter Blvd., Tukwila, WA 98188

Call to Order

The PC Secretary called the Tukwila PC meeting to order at 6:30 p.m.

Election of 2024 PC Officers

Commissioner Strander nominated Commissioner Probst for Chair. Commissioner Durant seconded the motion. The motion passed.

Commissioner Strander nominated Commissioner Durant for Vice Chair. Commissioner Probst seconded the motion. The motion passed.

The Chair and Vice Chair assumed their positions.

Roll Call

The PC Secretary took roll call.

Present: Chair Martin Probst; Vice Chair Ann Durant; Commissioners Louise Strander, Alex Kaehler (arrived at 6:58 p.m.), Jane Ho, and Richard McLeland-Wieser

Excused Absence: Commissioner Alexandria Teague

Staff: Mayor Thomas McLeod; Director Nora Gierloff, American Institute of Certified Planners (AICP), Department of Community Development (DCD); Long Range Planning Manager Nancy Eklund, AICP, DCD; Inclusion and Engagement Manager Jo Anderson, Administrative Services; and PC Secretary Wynetta Bivens, DCD

City Attorney: Associate Drew Pollom, Ogden Murphy Wallace, P.L.L.C

Amendment of the Agenda

No changes to the agenda were requested.

Written General Public Comments

No submittals.

Old Business

None.

New Business

1. Annual PC training, was conducted by Drew Pollom on the following:
 - Open Public Meetings Act (OPMA)
 - Public Records Act (PRA)
 - Appearance of Fairness Doctrine requirements.
 - The PC will primarily make legislative decisions for citywide actions, such as the zoning code, which does not have any appearance of fairness.
 - Director Gierloff explained that the PC sits as the Board of Architectural Review (BAR) for quasi-judicial actions. The BAR will make decisions on specific projects that individuals are requesting design review; the Appearance of Fairness applies to these types of actions.
 - PC Protocols:
 - Do not use personal emails to conduct city business (PC/BAR-related) or personal email accounts could be subject to public disclosure if there is a public records request.
 - Do notify the PC Secretary of potential absences to ensure that the PC has a quorum, especially if a public hearing is scheduled – otherwise the meeting cannot proceed. In instances when the PC has specific business to conduct, if there is no quorum, the meeting will need to be cancelled.
 - Make good motions that are clear - staff may provide guidance.
 - Etc.
 - Clarifying questions were also answered for the PC.

PC Secretary Bivens also noted that commissioners would receive their packets in their city email account approximately a week prior to the meeting and that it is advisable to check that email the day of the meeting, in case the city has received public comments and/or general public comments that commissioners should review prior to the meeting, or other relevant news.

2. Jo Anderson provided an overview of the Equity Policy Implementation Committee (EPIC). She said a large part of her job is implementing the Equity Policy's six goals. She also spends time engaging with community members, especially those who are most impacted by inequities. She noted that it is a requirement for all boards and commissions to know and become familiar with the Equity Policy. She encouraged PC to review the policy located on the city's home page at, <https://tukwilawa.sharepoint.com/sites/tuknet/Diversity%20Equity%20and%20Inclusion/Res%201921%20-%20Equity%20Policy.pdf>

She read the city's equity definition and provided information on an upcoming equity training on May 18th that the PC and the other boards and commissions were invited to attend. She provided an overview of the Equity and Social Justice Commission (ESJC) who are sponsoring the May 18th equity training.

3. Mayor McLeod was in attendance, and he provided the following comments:
 - He greeted the commission, and said he especially wanted to welcome the new commissioners who have now joined with the previous commissioners to make a new group. He said he was excited about their potential and possibilities, and that he wanted to be there to support the PC and staff.
 - He said that the PC were all selected for different reasons and that collectively they make a really good group.
 - He said he is looking forward to the voices they will bring to the space and hopes they will feel the freedom to ask lots of questions and speak their opinions.

He offered to answer questions for the PC. There were no questions.

Director Gierloff said that a turn on the PC seems to be a good starting point for future elected office. Mayor McLeod said you can work your way up. He said he served on the PC Board for six years and during his time on the PC he did not have his eye set on becoming a City Council Member. He said he served eight years on City Council (CC) and as a council member he did not have his eye set on becoming the Mayor.

He said he is happy the PC are here, and he wanted to come to their first meeting as a group and say, “thank you”. He said he wanted the PC to feel that they can reach out to him at any time if they have questions or concerns, and they will work through them together. He thanked the PC for their service and said it is a unique place to be on the PC, and they all bring certain values and passions that make a great PC. He concluded by saying that Director Gierloff does a great job overseeing the PC.

Director’s Report

- Director Gierloff said that the meeting was about orientation and getting up to speed and getting everyone on the same playing field.
- She said that at the next meeting, a number of ordinances will be presented to the PC on some state-mandated changes to city regulations and it will get more technical and involved.
- She stated if the PC has any questions feel free to reach out, noting that staff try to do everything possible to support PC and provide the information they need.
- She explained how the PC workload is developed; The CC will look at something, or staff will say we need to make a change. Then the CC will review it and send it to PC for them to consider and make a recommendation back to the CC. The CC relies on PC to dig in and think deeply about things and make a recommendation back to them. The CC may make some final tweaks, but they put a lot of emphasis on what they hear from the PC. Ultimately the CC will adopt the proposal, or not.
- She said the PC have the opportunity to make real changes in their community, and that it is a big responsibility, and she really appreciates all of them volunteering to be a part of that effort.
- She told the PC to fasten their seat belts for the next couple of months.
- Commissioner McLeland-Wieser requested that PC members and staff introduce themselves.
- Nancy Eklund thanked the commissioners who worked diligently on getting the updated Comprehensive Plan through the public hearing process in March so the decision could be made with the previous commission who had all worked together on it.

Adjourn

Chair Probst asked for a motion to adjourn. Commissioner McLeland-Wieser moved to adjourn, and Commissioner Kaehler seconded the motion. All were in favor.

Adjourned: 7:50 p.m.

Submitted By: Wynetta Bivens
PC Secretary

Adopted: 5/23/24