



Tukwila Equity and Social Justice Commission

City of Tukwila – City Hall

6200 Southcenter Boulevard, Tukwila, WA 98188

NOTICE IS HEREBY GIVEN that the Equity and Social Justice Commission meeting will be held on **November 6, 2025, at 5:30PM.**

Join the meeting video on your computer or mobile app: [Click here to join the meeting](#)
Participate in the meeting by phone: **253-292-9750**, Phone Conference ID: 125 348 618#

For in-person, please join us at **5:30PM**
Tukwila City Hall, 6200 Southcenter Blvd, Tukwila, WA 98188

For assistance during the meeting, please call Jo Anderson, Equity and Social Justice Staff Liaison, at **206-658-7849**

MEETING AGENDA

Thursday, November 6, 2025 – 5:30PM

I Call to Order

II Introduction (2 minutes)

III Approval of Agenda (2 minutes)

IV Approval of Minutes, October 2, 2025 (2 minutes)

V Written Public Comments

VI Business Items

- An Overview of Tukwila's Legislative Process (Memo Attached) – Laurel Humphrey, Legislative Analyst

COMMISSION ACTION ITEM: Commissioners will receive a presentation and ask questions.

- Review Group Norms (Draft Attached)

COMMISSION ACTION ITEM: Commissioners will work together to finalize and agree upon group norms.

- 2025 Work Plan Updates and Remaining Expenditures



Tukwila Equity and Social Justice Commission

City of Tukwila – City Hall

6200 Southcenter Boulevard, Tukwila, WA 98188

COMMISSION ACTION ITEM: Commissioners will decide on how to spend the remaining balance in the ESJ Commission fund.

Relationship building in the community:

- Councilmember Engagement – Kathy Hougardy and CM Hedrick
- Veteran’s Day – Jo Anderson and Joe Duffie

Awareness, Forums, Trainings:

- Racial Restrictive Covenants – Aaron Draganov and Kristen Schwabe-Fry
- Know Your Rights – Red Card Distribution

Equity Policy and Accountability

- Equitable Board & Commission Recruitment and Selection – Current Appointment Process
- Inclusive Emergency Communications Plan – To be reviewed at September meeting

ESJ Commission Budget

	Proposed	Expenditures	Balance	Purpose
Operating Supplies				
1,000.00				
	\$600	\$450		Youth Stipend thru December
Other Misc Expenses				
3,800.00				
	Up to \$300	\$296		Showalter GSA Pride Event Support
	Up to \$300	\$300		Know Your Rights Red Cards Printing
Total Allocation				
4,800.00		\$1,046	\$3,754	

VII Miscellaneous

VIII Adjournment



INFORMATIONAL MEMORANDUM

TO: Equity & Social Justice Commission
FROM: Laurel Humphrey, Legislative Analyst
DATE: October 24, 2025
SUBJECT: Overview of City of Tukwila Legislative Process

City Council Overview

The City Council forms the legislative branch of City government. As the policy-making branch, they are responsible for passing legislation, adopting the biennial City budget, approving long-range planning documents and capital improvement programs, and other responsibilities as set forth by State law. Councilmembers also represent the City in regional intergovernmental affairs as well as through communications with state and federal legislators.

City Council Rules of Procedure

The City Council sets its own [Rules of Procedure](#), which are adopted by resolution and typically updated annually or as needs arise. The Rules document covers Powers and Duties, Meetings, Legislative Process, Meeting Conduct, Public Participation, Vacancies, Onboarding, Travel & Training, and other legal requirements.

Legislative Actions

Ordinances are legislative items used to regulate matters of local concern, such as land use, local law enforcement, and health and safety issues. Ordinances must comply with the terms of the U.S. and Washington State constitutions and the general laws of the City and State. Many ordinances are classified as “codifiable,” meaning the ordinance will be incorporated into the [Tukwila Municipal Code](#), which makes the laws of the City easily accessible by subject matter.

- Example: An Ordinance amending the City of Tukwila Comprehensive Plan in compliance with the requirements of the Growth Management Act.

Resolutions are legislative items that are advisory or policy-oriented in nature. Resolutions may be used to offer support for ballot measures, set hearing dates for a street vacation or update fee schedules. Resolutions are not a part of the Tukwila Municipal Code.

- Example: A Resolution updating permit types and fees in alignment with recent changes to the Tukwila Municipal Code

Motions are generally short statements to direct that a specific course of action be taken on behalf of the City.

- Example: Motion to authorize the Mayor, or his designee, to negotiate a purchase and sale agreement for the City's acquisition of the Nelsen Side Channel property for a public trail and salmon habitat restoration on terms and conditions subject to approval by the City Council.

City Council Meetings

- Regular Meetings are held at 7:00 p.m. on the 1st and 3rd Mondays of each month. The City Council takes formal action in the form of motions, resolutions and ordinances at Regular Meetings.
- Committee of the Whole meetings are held at 7:00 p.m. on the 2nd and 4th Mondays of each month. The City Council considers current issues and discusses policy matters in detail.
- Work sessions are held at 5:30 p.m. on the 1st and 3rd Mondays of each month. The City Council discusses emerging issues for potential future action.

Council Committees

Councilmembers serve on subcommittees to review policy matters in depth and make recommendations to the full Council prior to final action. Committees are made up of three Councilmembers each. The current committees are:

- **Planning & Community Development Committee**
 - *Land use, housing, buildings, tourism, code enforcement*
- **Community Services & Safety Committee**
 - *Public safety, human services, parks, art*
- **Transportation & Infrastructure Services**
 - *Transportation, streets, water, sewer, surface water, solid waste, telecommunications*
- **Finance & Governance Committee**
 - *Finance, personnel, technology, government performance*

Each Committee is chaired by one Councilmember, and all Councilmembers except the Council President serves on two committees each.

Council President

In January of each year, the City Council elects one of its members to serve as Council President. This is decided generally in the order of seniority to ensure fairness and keep things simple. The Council President has specific duties, including:

- Appointing Chair and memberships of standing committees.
- Approving proposed agendas for COW, Regular, Special and Work Session meetings
- Presides over COW meetings and work sessions.
- Acts as lead on correspondence sent to the full Council.
- Signs resolutions

- Writes Council Corner article in the Hazelnut
- Serves as Mayor pro tem in the absence of the Mayor

Legislative Process – Ordinance Example

1. Staff develops a legislative proposal to respond to a community need, at the direction of the City Council, to comply with state law, to align with best practices, or other reason.
2. Staff drafts the ordinance and routes it through other staff for feedback as well as the City Attorney and City Clerk, who check for legality and form.
3. Staff schedules the ordinance to appear on a City Council Committee agenda and writes an informational memo summarizing the proposal.
4. Staff presents the ordinance to a City Council Committee, which will ask questions, may request changes or more information, and makes a recommendation to the full Council.
5. Staff presents the ordinance to the full Council at a Committee of the Whole meeting. All Councilmembers can ask questions, may request changes or more information, and may make comments indicating their agreement or disagreement with the proposal. If a majority (four) of the City Council supports the ordinance, they will move it forward to a Regular or Special Meeting for final action.
6. The ordinance is placed on a Regular or Special Meeting agenda. Generally, staff does not need to repeat the presentation as it has already been vetted through committee and full Council. Council takes a final vote on the ordinance, which can only pass with four or more yes votes.
7. The Mayor signs the ordinance, the City Clerk publishes the ordinance, and the ordinance takes effect, usually five days after passage.
8. For ordinances that amend the Municipal Code, the code is updated.

Public outreach can vary depending on the item and can include articles, open houses, Commission review, Councilmembers talking with constituents, and more. All agendas are emailed to subscribers who have opted in, and public comment is accepted at all Committee of the Whole, Regular, Special, and Work Session meetings. A multi-step process through the City Council is also Below is an example of a recent “Council Agenda Synopsis,” which describes the legislative history of the ordinance.



COUNCIL AGENDA SYNOPSIS

Initials				ITEM No.
Meeting Date	Prepared by	Mayor's review	Council review	
10/13/25	IG			4.C.
10/20/25	IG			

ITEM INFORMATION		
STAFF SPONSOR: ISAAC GLOOR, DCD	ORIGINAL AGENDA DATE: 10/13/25	
AGENDA ITEM TITLE Amendments to Tukwila Municipal Code relating to the Tukwila International Boulevard district and co-living housing.		
CATEGORY <input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Motion <input type="checkbox"/> Resolution <input checked="" type="checkbox"/> Ordinance <input type="checkbox"/> Bid Award <input type="checkbox"/> Public Hearing <input type="checkbox"/> Other Mtg Date 10/13/25 Mtg Date Mtg Date Mtg Date 10/20/25 Mtg Date Mtg Date Mtg Date		
SPONSOR <input type="checkbox"/> Council <input type="checkbox"/> Mayor <input type="checkbox"/> Admin Svcs <input checked="" type="checkbox"/> DCD <input type="checkbox"/> Finance <input type="checkbox"/> Fire <input type="checkbox"/> P&R <input type="checkbox"/> Police <input type="checkbox"/> PW		
SPONSOR'S SUMMARY The Council is being asked to consider and approve amendments to Tukwila Municipal Code Title 18, relating to various standards for the Regional Commercial and Neighborhood Commercial Center zoning districts, the table of allowed uses, the minimum parking requirements, the multi-family and mixed-use design standards, the adoption of a development incentive program, and standards for co-living housing.		
REVIEWED BY <input type="checkbox"/> Trans&Infrastructure Svcs <input type="checkbox"/> Community Svcs/Safety <input type="checkbox"/> Finance & Governance <input checked="" type="checkbox"/> Planning & Community Dev. <input type="checkbox"/> LTAC <input type="checkbox"/> Arts Comm. <input type="checkbox"/> Parks Comm. <input type="checkbox"/> Planning Comm. DATE: 9/8/25 COMMITTEE CHAIR: HEDRICK		
RECOMMENDATIONS: SPONSOR/ADMIN. Department of Community Development COMMITTEE Unanimous Approval; Forward to Committee of the Whole		
COST IMPACT / FUND SOURCE		
EXPENDITURE REQUIRED \$0	AMOUNT BUDGETED \$0	APPROPRIATION REQUIRED \$0
Fund Source: N/A Comments:		
MTG. DATE	RECORD OF COUNCIL ACTION	
10/13/25	Forward to next Regular meeting consent agenda	
MTG. DATE	ATTACHMENTS	
10/13/25	Informational Memorandum dated 10/13/25	
	Draft Ordinance - Title 18 Amendments	
	Minutes from the 9/8 PCD Committee	
10/20/25	Final Ordinance and exhibits A-E	

ESJ Commission Group Norms (DRAFT)

We share the following values and will look to these norms to guide how we show up and communicate with each other.

1. Each Commissioner represents a lived experience and community perspective. In this space all voices are equally valued and should be included.
2. Stay focused on the Commission's purpose and the topic at hand.
3. Create a welcoming and judgement free space. Presume positive intent and check assumptions.
4. Be curious, ask questions, listen, and seek to understand.
5. Speak freely and respectfully, while being respectful of different opinions.
6. Practice directness and transparency regarding a point of view and disclose when there may be a conflict of interest.
7. Practice cultural awareness; we're representing the whole community and it's a diverse community.
8. Practice self-awareness – take risks and speak up and/or give space for everyone to speak.
9. Accept discomfort, this is where the change happens.
10. Accept non-closure, some things are too big for us to resolve.

Additional Notes

What do you value in communication?

- Perspectives – at the table we're commissioners representing our own and our communities perspective.
- Transparency – ask questions/check assumptions. Address in the moment.
- All voices are valued, inclusive
- Behavior is communication (non verbals, tone, body language).
- Be curious, ask questions, seek to understand.

- Direct conversations, just say what it is. Respectful.
- Taking risks
- Being okay with a non-closure. It may be something too big for us.
- Clarity – we can ask as opposed to making assumptions. Okay to ask if it's not

What is necessary for you to engage in a shared space?

- A welcoming environment
- Speak your voice freely; speak up if you feel
- Judgement free
- Being willing to listen, learn and consider different perspectives
- Engage – intentions, knowing that you come with the right intentions and that it will be received well
- Comfort with discomfort; that's where change happens
- Patience – things take time
- Understanding the Commissions relation to Council
- Getting information in advance
- Addressing lack of inclusion in development and decisions; City Hall not a welcoming space



Tukwila Equity and Social Justice Commission

City of Tukwila – City Hall

6200 Southcenter Boulevard, Tukwila, WA 98188

MEETING MINUTES

Thursday, October 2, 2025 – 5:30PM

ATTENDEES:

Maryan Abdow
Jo Anderson
Hamdi Diriye
Aaron Draganov
Joe Duffie
Kathy Hougardy

Kristen Schwabe-Fry
Fane Katoa
Trish Kinlow
Lina Stinson-Ali

I Call to Order

II Introduction (2 minutes)

III Approval of Agenda (2 minutes)

IV Approval of Minutes, September 4, 2025 (2 minutes)

V Business Items

- Establish Group Norms

Commissioners worked on a draft for review at the next meeting.

- 2025 Work Plan Updates and Remaining Expenditures

Commissioners discussed opportunities to spend the remaining balance in the 2025 budget and are to provide Jo with ideas to vet with the City Attorney by October 10.

ESJ Commission Budget

	Proposed	Expenditures	Balance	Purpose
Operating Supplies				
1,000.00				
	\$600	\$450		Youth Stipend thru December
Other Misc Expenses				
3,800.00				
	Up to \$300	\$296		Showalter GSA Pride Event Support



Tukwila Equity and Social Justice Commission

City of Tukwila – City Hall

6200 Southcenter Boulevard, Tukwila, WA 98188

	Up to \$300	\$300		Know Your Rights Red Cards Printing
Total Allocation				
4,800.00		\$1,046	\$3,754	

VI Miscellaneous

- Jo shared that the City Attorney advised that the ESJ Commission align with other City Commissions and update the ordinance to remove the Councilmember Position 1 pursuant to state law - RCW35A.12.030. Commissioners discussed and asked questions. Jo to follow up with Laurel to provide responses.