

**RESOLUTION 3770 EXHIBIT D**  
**PORT OF SEATTLE COMMISSION**  
**WATERFRONT AND INDUSTRIAL LANDS STANDING COMMITTEE CHARTER**

**Proposed February 11, 2020**

**I. INTRODUCTION**

A. The Waterfront and Industrial Lands Standing Committee, herein referred to as “the committee,” is a standing committee created by the Port of Seattle Commission. The committee will provide information, advice, and recommendations to the full commission and executive director regarding the port’s waterfront and industrial lands interests and goals.

B. This committee will build upon some of the Port of Seattle’s earliest accomplishments; promoting and developing industrial lands policy on behalf of the public. The port’s Century Agenda continued this commitment by calling out the need to anchor industrial lands within the urban area. The Port of Seattle and Northwest Seaport Alliance recognized the importance of this limited resource when they publicly committed to no net loss of industrial lands in the 2016 motion: “Guiding Principles: Protect and Enhance Maritime and Industrial Lands.” This committee will work to support policy and activities that support maritime and industrial businesses and provide a diversity of good paying employment opportunities to our region.

C. This charter defines the mission, composition, scope, authority, responsibility, and meeting structure of this committee.

**I. COMPOSITION**

The committee will consist of two Port of Seattle commissioners appointed by the commission president, after consultation with the commission, at the beginning of each calendar year in which the committee is active.

**II. SCOPE OF WORK**

The work of the Waterfront and Industrial Lands Standing Committee shall include the following areas and associated activities:

A. Waterfront: Review and provide recommendations to the commission on the development and implementation of internal and external advocacy efforts, policies, systems, and practices including but not limited to the development of maritime and industrial properties, cruise, waterfront development, and initiatives including Terminal 46.

B. Industrial Lands: Review and provide policy recommendations to the commission regarding the protection and growth of industrial lands. Monitor and support the Port of Seattle’s

44 role at the state level and in the City of Seattle’s decision-making process regarding zoning and  
45 industrial lands.

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47 C. Review and recommend to the Port of Seattle Commission pilot projects/research  
48 opportunities to develop commission policy directives.

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50 D. Review and recommend to the Port of Seattle Commission updates to the Century Agenda  
51 and policies to support the waterfront development and industrial lands policies.

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53 **III. AUTHORITY**

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55 A. In pursuit of its mission and scope, the committee is not legally authorized to act on behalf  
56 of the Port of Seattle Commission, but is authorized to conduct the following activities:

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58 B. Gather information, consider matters within the committee’s scope of work, and provide  
59 information, advice, and recommendations to the Port of Seattle Commission.

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61 C. Communicate the priorities of the Port of Seattle Commission.

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63 D. Engage in outreach efforts with community leaders and stakeholders and activities to  
64 gather information to provide to the Port of Seattle Commission.

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66 E. If the committee determines that to meet its responsibilities it needs the independent  
67 services of an outside advisor or consultant within any areas under its authority, it may propose  
68 the retention of such advisor or consultant to the commission for approval.

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70 **IV. DURATION**

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72 The Waterfront and Industrial Lands Committee is a standing committee with broad purview over  
73 matters related to the port’s interests in the waterfront and industrial lands and will continue  
74 indefinitely until the commission repeals its charter.

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76 **V. RESPONSIBILITIES**

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78 A. The role of the committee chair(s) shall be to:

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80 1. Preside at meetings and serve as committee sponsor(s);

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82 2. Ensure that the committee addresses the purposes described in this charter; and

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84 3. Set committee meeting agendas.

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86 B. The Commission Policy Manager is the committee liaison, and commission staff will  
87 support the work of the committee as assigned. The role of the committee liaison shall be to:

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- 89 1. Regularly update the commission on the work of the committee in memos, individual  
90 briefings, and public session;
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- 92 2. Support the work of the committee;
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- 94 3. Help develop, manage, and distribute meeting materials;
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- 96 4. Provide logistical support including procuring meeting rooms, scheduling, creating  
97 meeting records, and providing technical assistance; and
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- 99 5. Coordinate with the primary executive staff contact to keep the Executive Director  
100 informed about committee progress.

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102 C. The Port of Seattle Managing Director of Maritime and the Senior Director of External  
103 Relations or their delegates will support the committee as the primary executive staff  
104 contacts. The role of the executive staff contacts shall be to:

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- 106 1. Inform the Executive Director about committee progress;
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- 108 2. Support the committee with timely and responsive information;
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- 110 3. Coordinate with other executive staff in support of the committee's work; and
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- 112 4. Serve as a resource for committee deliberation.

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### 114 VI. MEETINGS

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116 A. The committee will meet at least quarterly and will report to the commission in public  
117 session to provide transparency as to progress made in executing its charter.

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119 B. A quorum of the committee is required to conduct official committee business. A quorum  
120 is defined as the presence of both commissioners assigned to the committee.

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122 C. Meetings of the Waterfront and Industrial Lands Committee shall be open to the public  
123 when required by applicable law or the bylaws of the Port of Seattle Commission.

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125 D. Agendas will be prepared and made available to committee members in advance of  
126 meetings.

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128 E. Agendas for updates to the commission to be presented in public session will be published  
129 as part of regular or special commission meeting notices.

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131 F. Minutes will be prepared and retained for all meetings of the committee.

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133 G. Records of committee meetings, including any meeting minutes, shall be provided to the  
134 commission clerk for appropriate retention in accordance with applicable law and best practices.