

City of Seattle Green Building Task Force

CHARTER

The City of Seattle Green Building Task Force (Task Force), Office of Sustainability and Environment (OSE), and Department of Planning and Development (DPD) have agreed to the following charter to guide the Task Force's (and its New and Existing Building Committees) deliberations, interactions and work products. This charter contains agreed-upon ground rules and operating procedures for working together in a group. It establishes the purpose of the group; clarifies roles and responsibilities; encourages discussion, decision-making and development of recommendations; and develops trust by setting guidelines that are fair, equitable and productive. The charter clarifies group procedures for conducting meetings, reporting results, resolving differences and accomplishing the task of the group.

Background and Purpose

During his annual State of the City address, Seattle Mayor Greg Nickels established the goal of making Seattle America's Green Building Capital. The two key drivers for the Green Building Capital Initiative are the City's community-wide climate protection goals and Seattle City Light's commitment to meet all load growth with conservation and renewable energy. From this starting point the Green Building Capital Initiative is guided by three goals:

- Improve energy efficiency of residential and non-residential buildings
 - o Increase energy efficiency in existing buildings by 20% by 2020
 - o Increase energy efficiency in new buildings and major retrofits consistent with the intent of the 2030 Challenge (carbon neutral buildings by 2030)¹
- Create job opportunities in the green economy
- Save Seattle residents and businesses money on energy costs.

Following this announcement, the Mayor convened this Green Building Task Force to provide guidance on appropriate policy mechanisms that the City can employ to achieve these goals. The Task Force will start with the understanding that the City is committed to achieving, at a minimum, a 20% increase in energy efficiency by 2020 in existing building stock and increasing the energy efficiency in new buildings and major retrofits consistent with the requirements of the 2030 Challenge (i.e., carbon neutral buildings by 2030).

Building energy is the second largest source of Seattle's greenhouse gas emissions (26%)² and the largest source nationally (34%).³ In Washington state, residential/commercial/industrial uses together contribute about 20% of statewide emissions (transportation accounted for about 60% of citywide emission and nearly 50% of state emissions in 2005).⁴ Seattle has been a leader in green

¹ For specific goals of the 2030 Challenge, see www.architecture2030.org/

² Seattle's Greenhouse Gas Emissions Inventory is available at: www.seattle.gov/climate
<http://www.seattle.gov/climate/docs/2005%20Seattle%20Inventory%20Full%20Report.pdf>

³ US Greenhouse Gas Inventory Reports available at:
<http://www.epa.gov/climatechange/emissions/usinventoryreport.html>

⁴ Washington State Greenhouse Gas Inventory and Reference Case Projections, 1990-2020,
http://www.ecy.wa.gov/climatechange/docs/WA_GHGInventoryReferenceCaseProjections_1990-2020.pdf

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building, particularly in the design of new buildings. There remains an untapped opportunity for Seattle to continue that leadership and serve as a model for other communities by developing policies and programs targeted at promoting higher energy efficiency in both new and existing buildings, while advancing economic competitiveness.

Building efficiency will need to be a key element in helping Seattle to achieve near and mid-term greenhouse gas emissions reductions, alongside advances in the transportation, industry and other sectors. The Mayor's energy efficiency goals have been grounded both in the Seattle community-wide greenhouse gas inventory and Seattle City Light (SCL) and Puget Sound Energy (PSE) conservation potential assessments, which have identified achievable potential in both the new and existing building sectors. SCL, for example anticipates being able to address load growth into the foreseeable future via increased conservation and renewable energy.

Task Force members will help the City think through policy options for meeting these goals and targets by reviewing option packages for feasibility, likelihood of success and compatibility/ synchronization with other state, regional, national and international efforts; participants will not be debating the pros and cons of the goals or targets. Information shared during the meetings will inform staff recommendations to the Mayor, which will include near- and long-term milestones for the implementation of improved and/or new regulatory and programmatic measures to support the Mayor's Green Building Capital Initiative.

The policy options that will be considered by the New Buildings Committee will likely include:

Financing and Incentives

- Green Investment Fund
- Carbon Feebate
- Density Bonus
- "Priority Green" Permitting System

Mandates

- Mandatory Green Building Performance Standards
- Energy Code Updates
- Building Code Updates

The policy options that will be considered by the Existing Buildings Committee will likely include:

Financing and Incentives

- Utility financing through rates
- Private Financing
- Public Financing

Mandates

- Time of Sale Requirements
 - Disclosure of Energy Use or Performance
 - Energy efficiency upgrades
- Green Leases

Composition

Mayor Nickels selected and invited 50 stakeholders with a range of perspectives on environmental and policy issues to sit on the Task Force. To facilitate increased participation and make best use of considerable member expertise, the Task Force will be broken out into two

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committees of ~25 (a New Buildings Committee and an Existing Buildings Committee), where most of the work will be done.

The organizations and interests represented on the Committees are listed below. If a Task Force/Committee member steps down during the process, a replacement will be selected by OSE and DPD.

New Buildings Committee

- American Institute of Architects—Seattle
- American Planning Association
- American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE)
- Associated General Contractors
- Beacon Development Group (Affordable Housing Advocate)
- Building Construction Trades Council
- Cascadia Green Building Council
- Colliers International (Real Estate Investors)
- Dunn+Hobbs (Multi-Family Property Development)
- Foster Pepper, PLLC (Land Use Attorneys)
- Futurewise (Environmental Advocate)
- International Sustainability Institute (International Best Practices)
- King County Green Building Program
- Master Builders Association / Built Green
- Mithun Partners (Architect)
- National Association of Industrial and Office Properties (NAIOP)
- NBBJ (Code Expert)
- New Buildings Institute
- Pryde-Johnson (Small Multi-Family Property Development)
- Puget Sound Energy
- The Schuster Group (Multi-Family Residential Developer)
- Stantec Consulting (Mechanical/Energy Engineer)
- Touchstone Corporation

Existing Buildings Committee

- American Society of Home Inspectors
- Atmosphere IEM, Inc. (Energy Efficiency Contractors - Residential)
- BOMA Seattle-King County
- Certified Sustainable Development Professional (CSDP)
- Greenworks Realty (“Green” Realty)
- Historic Seattle
- HomeStreet Bank
- International Facility Managers Association
- Kennedy Associates (Real Estate Investment Advisors)
- Keithly Barber Associates (Commissioning Agent)
- King County Executive's Office
- McKinstry (Energy Service Contractors)
- Northwest Energy Efficiency Alliance
- Northwest Energy Coalition (Environmental Advocate)
- Pacific Northwest Council of Carpenters
- Puget Sound Energy
- Seattle King-County Association of Realtors
- Seattle Housing Authority
- Seattle Steam
- ShoreBank Enterprise Cascadia (Community Development Financial Institution)
- Sound Alliance (Social Change Advocate)
- Tenant's Union of Washington State
- University Mechanical Contractors

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|--------------------------------------|--|
| (Commercial Developer) | (Energy Efficiency Contractors,
Commercial) |
| • Triad Development | • Washington Land Title Association |
| • Urban Land Institute | • Washington Oil Marketers Association
/ Genesee Fuel & Heating |
| • US General Services Administration | |

Roles and Responsibilities of Task Force/Committee Members

- Members are expected to place a high priority on preparing for, attending and actively participating in Task Force and Committee meetings. Members will arrive on time and avoid leaving early. The use of alternates is discouraged and should only occur after discussion with the City and the facilitator.
- Members are asked to represent the points of view of their interest area(s), including but not limited to the particular organization from which they come. However, members are also asked to focus on the overall good of the City and goals of the Green Building Capital Initiative, not just the perspectives of individual interest areas.
- Members will keep their constituents informed on what is happening at Task Force and Committee meetings and get input on issues discussed.
- Members agree to work cooperatively to accomplish the purposes of this process and acknowledge that all participants bring with them legitimate purposes, goals, concerns and interests, whether or not they are in agreement with them.
- Members agree to listen to all points of view and perspectives on issues and alternatives and to seek to identify areas of agreement, as well as reasons for different points of view.
- Members will act in “good faith,” seek to state their own concerns and interests clearly, listen carefully to and assume the best in others, and ask genuine questions (to learn or clarify) not rhetorical ones (to persuade or argue).
- Members will focus on the subject at hand, share discussion time, avoid interrupting, respect time constraints, keep reactions and responses from being personal, and avoid side conversations.
- Members will minimize the use of jargon and acronyms and define/explain jargon and acronyms when used.
- The Task Force/Committees will, where possible, identify areas of consensus on advice and recommendations provided to the City and on other decisions.
- Where the Task Force/Committees are not in consensus, they will seek to clearly identify the different perspectives held on the issue and the rationale behind the perspectives.

Roles and Responsibilities of the Facilitator

The facilitator is an impartial individual who guides the process, including facilitating Task Force and Committee meetings, and possibly subcommittee meetings (if subcommittees are formed). The responsibility of the facilitator is to keep the Task Force and Committees focused on agreed-upon tasks, suggest ideas, strategies, approaches, alternative methods and procedures, keep discussions moving forward, encourage participation by all Task Force and Committee members, document decisions and action items, and enforce the ground rules. Specific facilitator tasks include:

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- Work with the City and Task Force/Committee members to prepare meeting agendas, so that meetings are productive and accomplish the goals of the group.
- Communicate with Task Force/Committee members between meetings to discuss issues to be addressed.
- Debrief with the City after each meeting.
- Prepare meeting summaries and action item lists.
- Help draft or review Task Force/Committee products.
- Assist in keeping communication open between the Task Force/Committees and the City.
- Assure that relevant information is provided to the Task Force/Committees in a timely and effective manner relative to the advice the Task Force/Committees is asked to provide.

Roles and Responsibilities of the City

- The City (OSE and DPD) will provide administrative and communications assistance to the Task Force/Committees. This will include meeting logistics and making Task Force/Committee meeting notices, agendas, summaries and products available from the website in a timely fashion.
- The City will work with the Task Force/Committees and the facilitator to prepare a work plan to accomplish the purposes of the Task Force/Committees.
- The City will participate in the process and sit at the table, being fully engaged in Task Force/Committees discussions. However, The City will not participate in the decision-making process.
- The City will prepare background materials and arrange presentations on relevant subject matter and develop fact sheets on specific issues, to inform Task Force/Committee deliberations.
- The City will maintain a running glossary of terms defining any jargon and/or acronyms that may arise during meetings.
- The City will respond in writing and with direct dialogue to written Task Force/Committee recommendations, providing its rationale for accepting, not accepting and/or suggesting modifications to those recommendations.
- The City will serve as the liaison between the Task Force/Committees and other entities providing input on the Green Building Capital Initiative, including agencies, governments and other City departments, describing this input and how it is being taking into account alongside that of the Task Force/Committees.
- The City will secure the services and/or contribution of technical experts if needed for specific issues, as allowed by time and budget constraints.

Meetings

- The Task Force will meet three times from July 2008 through January 2009. From January through June 2009, meetings may be held on an as-needed, but less frequent, basis.

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- The Existing Buildings Committee will meet five times and the New Buildings Committee will meet six times from September through November 2008. From January through June 2009, meeting may be held on an as-needed, but less frequent, basis.
- Meetings are expected to occur during the day at the Seattle Municipal Tower located in downtown Seattle. Dates will be confirmed by the Task Force/Committees.
- Meetings will begin and end on time.
- Meetings will be task-oriented with an agenda and materials prepared and distributed in advance, to support informed discussion.
- Questions or issues to be considered for inclusion on the agenda should be submitted to the facilitator. The facilitator will bring these to the City.

Products

- A written summary of discussion from each meeting will be prepared by the facilitator and reviewed by the Task Force/Committees and the City before being considered final. The facilitator will also provide a list of decisions, action items and assignments from each meeting.
- Meeting summaries will describe areas of agreement and disagreement, clarify where and why there is disagreement, and seek to state points of view fairly and clearly.
- Meeting summaries will be sent to Task Force/Committees members, electronically where possible. Summaries will also be posted on the City's website. Task Force/Committees members, observers and other interested individuals lacking Internet access may ask to receive summaries by fax or US mail.
- Meeting summaries will serve as the Task Force's and Committees' methods for communicating findings and recommendations to City staff and the Mayor.
- City staff will draft a final report/recommendation to the mayor, compiling all the feedback gleaned from the Task Force process. This report will be shared with the Task Force at its final meeting for additional feedback and refinement.

Public Involvement/Communication/Media

- Public input is critical to the success and credibility of the Green Building Capital Initiative. Education for Seattle residents, building owners, developers and property owners will be essential to achieving the City's green building and climate action goals. The process will include a strong public involvement component, of which this Task Force is one part.
- Task Force/Committee meetings are open to the public. Observers are welcome at all Task Force/Committee meetings, but will not be seated at the table nor participate in discussions. Time will be set aside on the agenda of each meeting for comments or questions from observers.
- Members of the Task Force/Committees accept the responsibility to keep their associates and constituency groups informed of the progress of the discussions and to seek advice and comments.
- The City will establish and maintain a website for the Task Force, including background information, links to related sites, and meeting dates, times, locations, agendas, materials, presentations and summaries (<http://www.seattle.gov/environment/GBtaskforce.htm>).

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- If necessary, a joint statement for media release will be developed with the Task Force. Members will discuss the process and substance of Task Force/Committee deliberations with the media in the spirit of such joint statements and fairness to all. Members will refrain from characterizing the view expressed by other participants.
- Members agree they will try to work out any differences at the table, instead of in the media.