

CAPITOL HILL ECODISTRICT

Declaration of Collaboration

INTENT

This declaration, while not a binding legal contract, is nonetheless a statement of the good faith and commitment of the undersigned parties.

The parties pledge their collaboration in the advancement of the Capitol Hill EcoDistrict as “a community-driven effort that promotes a socially equitable, environmentally resilient, and culturally vibrant neighborhood.”

ABOUT THE CAPITOL HILL ECODISTRICT

The Capitol Hill EcoDistrict was started in 2011 as a test lab for ideas that make our neighborhood safer, greener, healthier and more equitable. This effort was initiated to ensure that as our neighborhood grew and changed, it did so in a way that kept Capitol Hill welcoming and accessible to everyone, no matter their background or income. Today, we organize efforts around a vision of environmental, social and cultural resilience and help scale up solutions that improve the lives of people locally and regionally.

DISTRICT AND BACKBONE ORGANIZATION DESCRIPTION

The Capitol Hill EcoDistrict is a program of Community Roots Housing, which serves as the backbone organization for the Capitol Hill EcoDistrict. The Capitol Hill EcoDistrict has no legal entity status separate from CRH.

Community Roots Housing is a public corporation organized pursuant to RCW 35.21.660 and 35.21.730-755 and Seattle Municipal Code Ch. 3.110. As such, it is a political subdivision of the State with an area of operation focused on the Capitol Hill community in the City of Seattle ([Community Roots Housing Improvement Program Charter](#)).

BACKBONE ORGANIZATION ROLES AND RESPONSIBILITIES

The Capitol Hill EcoDistrict is led by Community Roots Housing (CRH), a community development corporation and public development authority with more than four decades of experience working alongside Capitol Hill stakeholders to enhance community health and affordability. CRH provides basic staffing and overhead support for the Capitol Hill EcoDistrict and Capitol Hill EcoDistrict Steering Committee, as well as fundraising and communications support via the Community Roots Housing Foundation, a 501(c)(3) nonprofit organization that raises funds to sustain general operations at CRH, expand programs such as the Capitol Hill EcoDistrict, and help launch new initiatives.

The Community Roots Housing Board of Directors is established and maintained under guidance of Article VII, Sections 1-8 the Community Roots Housing Improvement Program Charter, restated as of July 2011. Establishment of the Capitol Hill EcoDistrict Steering Committee as a committee of the Board is established under Section 5:

“The Board may designate an Executive Committee, consisting of at least four (4) Board members as addressed in Article VII, Section 7 of the Charter and Article III, Sections 1 - 3 of the Rules and Regulations, and may designate other committees, each consisting of at least two (2) Board members to advise the Board or to act for and on behalf of the Board (except for matters identified in Article VII, Section 3 of the Charter requiring specific Board concurrence), as determined by the Board. The designation of any such committee and any delegation of authority thereto shall not operate to relieve any member of the Board of any responsibility imposed by law. Committees may include non-voting Board members as well as persons who are not Board members.”

DECISION-MAKING BODY

The Capitol Hill EcoDistrict Steering Committee (Steering Committee) is authorized by the CRH Board of Directors. The Steering Committee is created for the purpose of working with the Capitol Hill EcoDistrict project and shall limit its activities to advising on matters that directly concern the Capitol Hill EcoDistrict project. It does not have fiscal oversight responsibility. The specific functions of the Steering Committee include:

- Representing diverse community interests in shaping and updating the vision, goals and projects of the Capitol Hill EcoDistrict and tracking progress toward achieving its goals.
- Providing technical advice and/or assistance for the development and implementation of Capitol Hill EcoDistrict programs and/or projects.
- Assisting CRH staff in organizing task groups and subcommittees for focused work to develop and implement Capitol Hill EcoDistrict initiatives.
- Participating in recruiting and affirming new members of the Steering Committee.

The Steering Committee offers recommendations for Capitol Hill EcoDistrict programs and provides information relevant to policy about the Capitol Hill EcoDistrict to the CRH Board of Directors via CRH staff. It is the role of the CRH Board of Directors to enact policy.

Members of the Steering Committee represent expertise related to equitable development and/or interests within the Capitol Hill EcoDistrict. Members are asked to serve a minimum of two years. There is no term limit. Individual members are expected to contribute in the following ways:

- Advocate on behalf of the EcoDistrict within personal and professional spheres of influence.
- Attend regular Capitol Hill Steering Committee meetings.

- Participate in ad hoc working groups and/or other EcoDistrict-related efforts outside of regularly scheduled Steering Committee meetings.

EXECUTIVE COMMITTEE

An Executive Committee of two to five Steering Committee members, which includes the Chair or Co-chairs, meets at least six times per year. The Executive Committee leads Steering Committee development and organizes the agenda for full Committee meetings.

PROCESS FOR ADDING AND REMOVING MEMBERS

Members are added to the Steering Committee on a rolling basis with a two-year commitment beginning with the member's attendance of his/her first Steering Committee meeting as a member. Prospective members are nominated by active Steering Committee members or CRH staff and reviewed by the Executive Committee and affirmed by the Steering Committee.

To nominate a new member, the person's name, affiliation and short biography should be submitted via email to the Executive Committee of the Steering Committee along with a brief rationale for that person's inclusion. For example, what expertise or other assets will they bring to the body? Between Steering Committee meetings, the Director and Board Co-chairs will review nominations and make recommendations on nominees to the Executive Committee at that body's following meeting. Following discussion, if the Executive Committee elects to invite a new member, the nominee's name and resume will be sent to the full Steering Committee. Given no objections, the member will be invited to officially join.

ALTERNATES

Steering Committee members are asked to nominate alternates who will attend Steering Committee meetings and participate in lieu of a sitting member in the case of that member's extended absence due other conflicting obligations.

DECISION-MAKING PROCEDURES

Describe the decision-making procedures used by the decision-making body, including scheduling of meetings, setting agendas, and taking and reporting actions.

The Capitol EcoDistrict Steering Committee meets at least six times per calendar year. Agendas are developed by the Executive Committee with CRH staff. All regular meetings are open to the public and include a public comment period. The schedule of regular meetings is published at the beginning of the calendar year with changes and cancellations published as needed.

Decisions by the Steering Committee are made by consensus among members attending a meeting where a simple majority of members is present. Notes from meetings, including decisions, are distributed to members. Program updates also are included in notes published with materials supplied to CRH Board members in advance of monthly CRH Board of Directors meetings.

STAKEHOLDER RESOURCES

Members of the Capitol Hill EcoDistrict Steering Committee support the functioning of the EcoDistrict in the following roles:

SOUNDING BOARD/BRAIN TRUST: This is a critical function that the Steering Committee plays at and between formal Steering Committee meetings.

LIAISON TO PARTNER ORGANIZATIONS: Many Steering Committee members work for or are part of organizations that have benefited or could benefit the Capitol Hill EcoDistrict. Steering Committee members will provide connection as appropriate to decision makers and constituents within and served by these organizations.

GENERAL OUTREACH: Steering Committee members participate in boosting EcoDistrict visibility and sharing current messaging broadly in the community. Roles might include writing a blog post, hosting small gatherings, or getting CRH staff on the agenda to speak with a local group.

SPONSORSHIP DEVELOPMENT: The sponsorship program provides funding for Capitol Hill EcoDistrict projects. Steering Committee members help to secure sponsorships from corporate interests with whom they may have a connection.

STEERING COMMITTEE DEVELOPMENT: Sitting members of the Steering Committee help to recruit a diversity of talent to broaden and deepen the group's expertise.

PROJECT OUTREACH: Many Capitol Hill EcoDistrict projects have specific outreach objectives. Steering Committee members assist with outreach to specific audiences capable of advancing project objectives.

WORKING GROUPS: Working groups are formed on an ad hoc basis to complete specific scopes of work.

IMPERATIVES COMMITMENT ALIGNMENT

The organizations and individuals signing this document are committed to building and sustaining the capacity of the Capitol Hill EcoDistrict for advancing equity, strengthening community resilience and addressing climate change at the local scale.

Equity: We are committed to equity in the ongoing evolution and performance of the Capitol Hill EcoDistrict, including its staffing, governance structure, establishment of objectives, development and tracking of indicators, prioritization of strategies, and implementation of projects.

Resilience: We are committed to advancing social, economic and environmental resilience within the Capitol Hill EcoDistrict and sharing successful strategies with those outside the EcoDistrict. Grounded in our commitment to equity, we work closely with community partners,

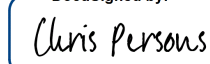
the City of Seattle, as well as state and regional entities, to positively adapt to change coming from both within and outside the neighborhood.

Climate: We are committed to achieving net zero greenhouse gas (GHG) emissions in the Capitol Hill EcoDistrict by 2050 by comprehensively addressing emissions from transportation, buildings, and waste. The vision is to achieve Net Zero Energy for buildings and infrastructure within the neighborhood using renewable energy, without combustion, while meeting / exceeding Architecture 2030 energy use targets.

SIGNATORIES

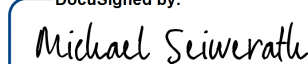
By providing my signature and indicating my affiliation, I am expressing my commitment to supporting the goals of the Capitol Hill EcoDistrict as an individual stakeholder and as a representative of my organization as befits my role within that organization.

COMMUNITY ROOTS HOUSING

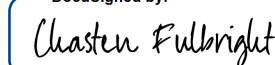
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Chris Persons, CEO
Community Roots Housing
12/29/2020
Date

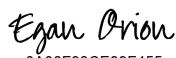
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Shalimar Gonzalez, Chair
Community Roots Housing Board of Directors
12/29/2020
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Michael Seiwert, Executive Director
Community Roots Housing Foundation
12/31/2020
Date

STEERING COMMITTEE

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78EA53B0FB5C4EA...
Chasten Fulbright
Blanton Turner
12/24/2020
Date


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0A06E93CE89E455...
Egan Orion
PrideFest, Broadway Business Improvement Area

1/4/2021
Date

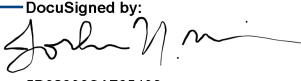
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Janet Shull
Office of Planning and Community Development
City of Seattle

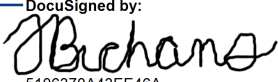
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Jenny Cooper
Northwest School

1/7/2021
Date

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Josh Morris
Seattle Audubon Society

1/4/2021
Date

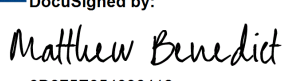
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Julia Buchans
Seattle Central College

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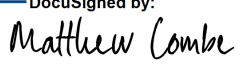
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Leon Garnett
Byrd Barr Place

12/29/2020
Date

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Matthew Benedict
CBRE

12/24/2020
Date





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Matthew Combe
Seattle 2030 District

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Mithun

1/6/2021
Date

<p>DocuSigned by:  387B6806CE5A401...</p> <hr/> <p>Michael Gilbride University of Washington</p>	<p>1/4/2021</p> <hr/> <p>Date</p>
<p>DocuSigned by: Michael Mariano C96058B935AC4F0...</p> <hr/> <p>Michael Mariano Schemata Workshop</p>	<p>12/26/2020</p> <hr/> <p>Date</p>
<p>DocuSigned by:  45250F0A25E64CE...</p> <hr/> <p>Michelle Caulfield Office of Sustainability and Environment City of Seattle</p>	<p>1/6/2021</p> <hr/> <p>Date</p>
<p>DocuSigned by:  A59E338E330F4A1...</p> <hr/> <p>Whitney Fraser Seattle Dyke March/ Lodestone Environmental Consulting</p>	<p>12/24/2020</p> <hr/> <p>Date</p>
<p>DocuSigned by:  C25DC26CB7D048E...</p> <hr/> <p>Yolanda Cieters Seattle University</p>	<p>12/29/2020</p> <hr/> <p>Date</p>

EXHIBITS

Include the interim district boundary map and community asset map and, optionally, any additional explanatory attachments.

- EcoDistrict boundary map:
<https://www.google.com/maps/d/u/0/edit?mid=1Qa3uDfFov0yn0xPtziEm3eD29ZMI&ll=47.61724140592516%2C-122.31978199722289&z=14>
- Community asset map
- Seattle City Council Resolution 31562, A RESOLUTION declaring the City of Seattle will support the Capitol Hill EcoDistrict as a framework and agent for advancing City sustainability goals within the EcoDistrict boundaries.
<http://clerk.seattle.gov/~scripts/nph-brs.exe?s1=&s3=31562&s2=&s4=&Sect4=AND&l=20&Sect2=THESON&Sect3=PLURON&Sect5=RESNY&Sect6=HITOFF&d=RESF&p=1&u=%2F~public%2Fresny.htm&r=1&f=G#hb>