

Tacoma Permit Task Force Advisory Committee

Summary Overview October 1, 2019



Purpose and Goal



- Sponsored by Council Member Conor McCarthy
 (Established by Resolution 39894 Adopted December 12, 2017)
- Purpose: Evaluate the current City of Tacoma permitting processes and procedures
- Goal: Make Tacoma a place where the permit process is easily navigated and a welcome place for Development



Guiding Principles



The Task Force Should

- · Bring a customer focus
- · Always ensure public safety
- · Bring a systemic lens and recommend systemic changes
- Not change for change's sake be intentional
- · Be output and accomplishment focused
- · Establish participation guidelines
- · Select the topics for evaluation
- Develop recommendations for City of Tacoma consideration

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Participation Guidelines



- Show up and be on time
- · Have an open mind and collaborate
- · Be courteous
- Be respectful of all participants
- Be a liaison
- · Members of the Task Force have one vote
- A quorum of seven members is required for a vote to occur

Task Force Strategy



- Establish a current state understanding on every topic prior to discussions of proposed changes – foundation of relatedness
- Engage in collaborative discussions regarding proposed changes to achieve the Purpose and Goal of the Task Force
- Develop recommendations for City of Tacoma consideration

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Program Format



- · Establish topics for evaluation
- Two meeting per topic format
- Meeting #1
 - · Current state presented by City Staff
 - · Open discussion by the Task Force and City Staff
 - · Task Force requests of City Staff
- Meeting #2
 - · City Staff presentation
 - · Task Force Discussion
 - · Recommendations

Task Force Topics



- Adaptive Re-use Permits (includes TI permits)
- Work Order Permits (includes off-site improvements)
- Pre-Application Process
- Expedited Permits
- · Partnership Building
- Next Steps

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Task Force Meetings



- Thirteen (13) Task Force members
- Thirteen (13) Task Force meetings
- February 22, 2018 to June 13, 2019
- Monthly (mostly)
- One topic/two meeting format
- Some exceptions needed three (3) meetings
- June 13, 2019 meeting Discussed next steps

Agenda Format



- Call to Order
- Approval of Minutes
- Icebreaker
- Topic: City Staff Presentations
- Topic: Task Force Discussion
- Brainstorm: New Approaches and Improvements
- Closing Comments
- · Next Meeting
- Adjournment



Topic Evaluation



- · Already improved and implemented
- Recently improved and in a Beta Test implementation
- Currently in progress for improvement
- On the list for improvement
- Not yet considered for improvement

In all cases, Task Force recommendations were recently improved and/or currently in progress with improvements.



The Task Force identified the following challenges they face with off site improvements and work orders:

- · Predictability cost and timing
- Consistency across all reviewers and departments
- Proportionality off site improvements that are proportional to the size and scope of the project
- Funding Mechanism capital bond, proposition, other? Need to plan.
- Development Culture supportive or gouging?

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Results



Examples of recommendations resulting from the Task Force meetings includes:

- "Approved as Noted" Policy change to allow permit reviewers to use their own discretion. Saves time and cost for all parties
- Require TPU to integrate its process for pre-application review with P&DS process – not have them separate
- · Approval of the pre-application fee structure proposed to Council

Results



Examples of recommendations resulting from the Task Force meetings includes:

- Memorialize Off-Site improvements determination off ramps
- · Maintain option for expedited reviews and related costs
- · Creation of more TIP sheets
- Enhance and improve Consistently Prepared Applicant (CPA's) submittal requirements – "VIP" lane options

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Partnerships – Final Meeting

Identified Partnership Next Steps

- Develop and implement a program that reviews selected permit application case studies – continuous understanding of what is working, what is not working and why not
- Develop and implement a "Road Show" to convey permit process improvements – what has been done and what is in planning – utilize Task Force members
- · Road Show candidates may include:

CMAA Puget Sound Chapter

Local design firms

Local general contractors

Local professional societies

Task Force Comments



- We all learned a lot Staff and Task Force
- Task Force better understands internal City permitting processes and practices frequently surprised
- Staff better understands the critical value of developers needing more information sooner – cost of time
- Almost everything the Task Force desired was already in progress or already available
- That P&DS is in a continuous improvement mode and is incrementally implementing all of the desires of the Task Force
- Desire to continue from administrative changes to policy evaluation

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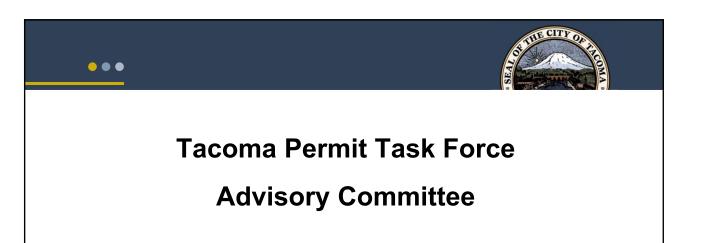
Final Comments



- Thank you for the opportunity
- Thank you Task Force Members, City Leadership and Staff
- Time well spent valuable and important
- Phase 2 critical that the Task Force work continues
- Capable of incorporating recent MBA permitting requests
- Support City of Tacoma Initiatives evaluation
- Phase 1 low hanging fruit and overall understandings
- Phase 2 deeper dive into more complicated subjects

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Implement a Road Show – broaden permitting understandings



Thank You