



## AGENDA

**MEETING:** Regular Meeting

**TIME:** Wednesday, May 17, 2017, 4:00 p.m.

**LOCATION:** Room 16, Tacoma Municipal Building North, 1<sup>st</sup> Floor  
733 Market Street, Tacoma, WA 98402

### **A. Call to Order and Quorum Call**

### **B. Approval of Agenda and Minutes of May 3, 2017**

**C. Public Comments** (up to three minutes per speaker; must be pertaining to items on the agenda)

### **D. Discussion Items**

#### **1. Dialogue with the Neighborhood Councils – New Tacoma**

Representatives from the New Tacoma Neighborhood Council will share with the Planning Commission their issues, concerns, needs and priorities.

(Staff contact: Lihuang Wung, 591-5682, [lwung@cityoftacoma.org](mailto:lwung@cityoftacoma.org))

#### **2. Application 2018-05 Design Review Program**

Conduct assessment of the application and determine whether it should be accepted.

(See "Agenda Item D-2"; Lihuang Wung, 591-5682, [lwung@cityoftacoma.org](mailto:lwung@cityoftacoma.org))

#### **3. Transportation Master Plan Proposed Amendments**

Review the scope of work for proposed amendments to the Transportation Element of the *One Tacoma* Comprehensive Plan for consideration during the 2017-2018 Amendment cycle.

(See "Agenda Item D-3"; Stephen Atkinson, 591-5531, [satkinson@cityoftacoma.org](mailto:satkinson@cityoftacoma.org))

### **E. Communication Items & Other Business**

- (1) **Processing Amendment Applications** – Memo regarding the procedures and practices for accepting and processing applications for amendment (See "Agenda Item E-1").
- (2) **Tideflats Subarea Plan** – Amended Resolution No. 39723, adopted by the City Council on May 9, 2017, setting off the Tideflats Subarea planning process (See "Agenda Item E-2").
- (3) **Planning Commission Vacancies** – Three positions representing District No. 1, Development Community, and Public Transportation will be vacant on June 30, 2017 due to term expiration. The City Clerk's Office is accepting applications through June 11, 2017. To apply, please visit [http://www.cityoftacoma.org/government/committees\\_boards\\_commissions/](http://www.cityoftacoma.org/government/committees_boards_commissions/).
- (4) The next Planning Commission meeting is scheduled for June 7, 2017, at 4:00 p.m., in Room 16; tentative agenda includes: Correctional Facilities Interim Regulations, Tideflats Area Interim Regulations, Tacoma Mall Neighborhood Subarea Plan Update, and Assessment for 2018 Amendment Applications Package and Adjustments to the Planning Work Program.
- (5) The next Infrastructure, Planning and Sustainability Committee meeting is scheduled for May 24, 2017, at 4:30 p.m., in Room 16; tentative agenda includes: Street Naming Process, Historic Demolition Review/Code Updates, and Revolving Loan for Historic Buildings Pilot Program.

### **F. Adjournment**







## **MINUTES** (Draft)

**TIME:** Wednesday, May 3, 2017, 4:00 p.m.  
**PLACE:** Room 16, Tacoma Municipal Building North  
733 Market Street, Tacoma, WA 98402  
**PRESENT:** Chris Beale (Chair), Stephen Wamback (Vice-Chair), Jeff McInnis, Meredith Neal, Anna Petersen, Brett Santhuff, Dorian Waller, Scott Winship, Jeremy Woolley

### **A. CALL TO ORDER AND QUORUM CALL**

Chair Beale called the meeting to order at 4:06 p.m. A quorum was declared.

### **B. APPROVAL OF AGENDA AND MINUTES OF APRIL 19, 2017**

Chair Beale reported that discussion item 1, the Historic Preservation Program update, was being delayed to a future meeting. The agenda was approved as amended. The minutes of the regular meeting on April 19, 2017 were reviewed and approved as submitted.

### **C. PUBLIC COMMENTS**

Chair Beale called for public comments. The following citizens provided comments:

- 1) Jennifer Adrien, Tacoma/Pierce County Economic Development Board Communications Manager:  
Ms. Adrien commented that the proposal submitted to rezone parcels along Marine View Drive was of great concern and would negatively impact the ability of Tacoma to retain and grow family-wage jobs. She suggested that ad hoc zoning changes should be avoided since the area would be going through the subarea plan process. She encouraged the Commission to move forward with the subarea plan as a balanced alternative that would consider the broader impacts.
- 2) Troy Goodman, Targa Sound Terminal:  
Mr. Goodman requested that the Commission reject the proposed amendment submitted by the Northeast Tacoma Neighborhood Council which he felt would adversely affect his company's facilities. He noted that his company had cleaned up contaminated land, improved the habitat with plantings along the waterway, and constructed a new entrance gate to reduce traffic impacts. He reported that they had 50 employees and were the largest renewable fuel facility in the state.
- 3) George Wright:  
Mr. Wright commented that he was a proud employee of Sound for the past 9 years. He commented that Sound was the best company that he had worked with and did the right things for the right reasons. He commented that the application submitted by the Northeast Tacoma Neighborhood Council was not fair, had not been done properly, and should be rejected.
- 4) Mark Miller, President/CEO of Macmillan Piper Inc.:  
Mr. Miller urged the Commission to reject the proposal for the Northeast Tacoma Buffer Zone. He noted that the City Council and Port of Tacoma were working on a subarea plan as a solution that would bring all stakeholder parties together and the Commission should consider that instead.
- 5) Bett Lucas, Targa Sound Terminal:  
Ms. Lucas commented that many of the statements being made did not consider that they affect real people, real jobs, and real livelihoods. She asked that they not let a small loud group tell them that they do not have the same goals of a healthy environment and a strong economy. She encouraged them to push forward with the subarea plan and not waste time on a buffer zone.

- 6) Deirdre Wilson, Port of Tacoma Planning Manager:  
Ms. Wilson reported that the Port opposed consideration of the application and urged the City to focus staff time on the interlocal agreement needed to initiate the Tideflats subarea plan. She commented that piecemeal decision making would likely have unintended consequences. She suggested that when considering changes they should consult policy CP-1.7 in the Container Port Element.
- 7) Sarah Wood, Northeast Tacoma resident:  
Ms. Wood asked that the Commission accept the proposed amendment for the residents. She reported that residents can't walk outside some days, have to keep windows closed, and that it is so loud at night that it keeps people awake. She commented that they wanted businesses to thrive and they also want to be safe, to have clean air, and to be able to sleep at night.
- 8) Craig Cole, Targa Sound Terminal:  
Mr. Cole commented that Targa Sound Terminal is one of the largest areas where renewable fuels come into the market. He reported that they were working with the State of Washington, Counties, and City municipalities on meeting their needs. He commented that the proposed zoning would hurt the move to incorporate more renewable fuels into the State, City, and County.
- 9) Gloria McNett, Northeast Tacoma resident:  
Ms. McNett reported that she lived in Point Woodworth and had to check if she could breathe the outside air every morning. She asked if there was a way that the companies could be moved farther into the port. She commented that children from a school nearby had expressed concerns that the smells and fumes might harm them. She commented that they had to pressure wash the sidewalks twice a year because they turn black.
- 10) Shirley Low, Northeast Tacoma resident:  
Ms. Low commented that she lived relatively close to the port. She asked how the proposal would affect existing operations in the buffer area; how it worked with the Container Port Element; and how it would be consolidated with a subarea plan for the Tideflats. She commented that it was important that everyone have a reasonable result from the zoning and the activities in the port.
- 11) Ginger Bolan, Northeast Tacoma resident:  
Ms. Bolan commented that the Point Woodworth area was supposed to have been a buffer zone before 180 homes were built there and that City should answer for allowing the development to occur. She commented that they hadn't known how much pollution they would have to endure before they moved there and that she would like to see a buffer created. She commented that there had been discussion of a subarea plan before, but it had never come to fruition.
- 12) Hank Hibberd, Youth Marine Center:  
Mr. Hibberd commented that he had been a Sea Scout leader for over 25 years, where they emphasize that there are good jobs available on the Tideflats. He commented that what happens when you nibble around the edges of the port is what has happened in Seattle where large scale development had come in and roads could no longer be used at certain times.
- 13) Mel Berglund:  
Mr. Berglund expressed support for the Northeast Tacoma Buffer Zone amendment commenting that the amendment wouldn't shut down the businesses there currently, but it would take care of the issues concerning growth. He commented that the businesses there continue to grow and that any additional growth would make the problems greater. He commented that the City had stated that they would address the problem in the past, but had not.
- 14) Malcom Russell:  
Mr. Russell noted that he had served two terms on the Tacoma Planning Commission and two terms on the Pierce County Planning Commission. He commented that Application 2018-04 should be denied because it contradicted adopted City Policy CP-2.2 which stated that topography, distance, and vegetation were the preferred buffer in the area. Mr. Russell commented that the application had not been approved by the Northeast Tacoma Neighborhood Council at the time it was submitted and it should have been submitted as a private application.

- 15) Mark Van Osdol:  
Mr. Van Osdol reported that he was a customer of Targa and ran a business in Tacoma. He commented that hindering growth in the Port would adversely affect his 60 employees who were making a living wage. He commented that he had been working with Targa for 10 years and had seen continuous improvement on safety and environmental protection the entire time.
- 16) Denise Kopetzky, Northeast Tacoma resident:  
Ms. Kopetzky commented that since she purchased her home 12 years ago there had been an increase in noise, odors, and chemicals in the air. She added that they could regularly smell a petrol chemical in the air and that the noises had increased dramatically, preventing sleep. She commented that she was in support of the buffer zone because City had not done what it had promised in the past with regards to a subarea plan and because the problem was getting worse.
- 17) Jakie, Schnitzer Steel Industries:  
Jackie commented that Schnitzer Steel industries had over 120 employees and provided a significant economic and environmental benefit to the City. She commented that the buffer zone proposal failed to recognize the status of the preferred water dependent uses under the existing Shoreline Management Act. She requested that the Commission decline to consider the proposal and suggested that the issues raised were more appropriately addressed in the announced subarea plan process by the City and the Port of Tacoma.
- 18) Twyla Westley:  
Ms. Westley commented that her fellow citizens wanted something that works for the City but doesn't make their quality of life more difficult. She commented that they weren't against economic development but they wanted caution for what kind of development goes on at the Port. She asked that they consider passing the buffer zone amendment.
- 19) Nanette Reetz, Northeast Tacoma Neighborhood Council Co-Chair:  
Ms. Reetz commented that she had been a Northeast Tacoma resident for 26 years and was in favor of passing the buffer zone amendment. She reported that the measures followed to submit the amendment had been recommended by Deputy Mayor Robert Thoms as an avenue to start the conversation about a buffer zone. She asked the Commission to consider the wishes of the many citizens that could not be there to speak on the issue. She commented that the notification process was flawed and that they hadn't been notified of major projects. She noted that since Targa had expanded their facility there were more trucks on the road.
- 20) Ryan, Northeast Tacoma resident:  
Ryan reported that he worked with children with disabilities and that there was evidence of links between lead and arsenic in the air and impacts on the learning ability of children. He commented that he could not go outside due to the decline in air quality and that he could not sleep at night with open windows because of noise. He commented that he was in support of the amendment, but he was also in support of jobs.

## **D. DISCUSSION ITEMS**

### **1. Historic Preservation Program Update** (deferred to a later meeting)

### **2. Application 2018-04: NE Tacoma Buffer Zone**

Stephen Atkinson, Planning Services Division, provided an overview and assessment of the application. He reviewed the process for amending the Comprehensive Plan and the timeline for the amendment process, noting that they were currently in the assessment phase. Following the review and assessment phase they would determine which items would go forward to the work program for the 2018 amendment, at which point they would engage the community and provide opportunities to participate in the process. Mr. Atkinson noted that the assessment phase was based on three criteria in the Tacoma Municipal Code: if the amendment request was properly subject to the Commission's review; if there had been similar recent studies of the same issue; and if the amount of analysis for the amendment request was reasonably manageable given the workload of the Commission and staff.

Application 2018-04, the Northeast Tacoma Buffer Zone, was discussed. Mr. Atkinson reviewed that the application sought to rezone parcels along the Hylebos Waterway from PMI/M-2 to PDB/M-1 and to establish a buffer zone consistent with the goals and policies of the Container Port Element. He added that the parcels included in the application were within the Port/Tideflats Manufacturing/Industrial Center (M/IC).

Ann Locsin, a Northeast Tacoma resident and the contact person for the application, provided a brief overview of the proposed amendment, the rationale for the request, and what the desired outcomes would be. She reported that the current Port Maritime Industrial (PMI) zoning was an “anything goes” zoning and that rezoning the area would give the residents of Northeast Tacoma some breathing room. She reported issues faced by residents including air pollution and loud explosions from cars being demolished that shake homes. Ms. Locsin commented that it had been difficult to get someone to hear their issues and that there was a highly organized industrial coalition that was motivated to protect their port. She commented that they had been assured that there would be a subarea plan to address the issues that they were facing, but weeks after the discussion they received a letter stating that the process was done. She reported being told that the process had been stopped because there was no money to fund it and that the heavy industrial forces had killed it. She commented that she didn’t trust subarea plan process after the first attempt or that the needs of Northeast Tacoma would be addressed in that process.

The proposed amendment was discussed. Ms. Locsin noted that they had studied the Container Port Element and that the creation of a buffer zone was already part of the strategic plan. She reviewed that the amendment was being proposed to provide a transition area that would allow the long term viability of industrial areas while also protecting the surrounding residential areas from unreasonable impacts. The amendment would also address an inconsistency between the current zoning and the Container Port and the Design and Development Elements of the Comprehensive Plan. She commented that going through the process would allow for stakeholder engagement with the community.

Mr. Atkinson discussed a proposed staff modification to consider amendments to use/development standards within the designated Open Space Corridors along Marine View Drive as part of the scope of work for the process. He reviewed that they didn’t have standards that would limit the growth potential on the slope areas or maintain the buffering function that they currently provide. Mr. Atkinson noted that a number of parcels proposed for rezone were partially in the shoreline so they would need to consider the shoreline goals and policies in relation to the potential impacts of rezones. The compatibility and impact to shoreline uses would be analyzed as part of the process if the application went forward.

The assessment criteria were reviewed. For Criterion 1, Mr. Atkinson reported that the amendment was legislative and properly subject to Planning Commission review. For Criterion 2, he reported that there had been recent studies, but they did not necessarily preclude the application from moving forward and that there were related projects that provided potential for consolidation. For Criterion 3, he reported that the amount of work required to review and evaluate the application would be significant.

Vice-Chair Wamback asked what would happen if staff review found that the proposal was inconsistent with Vision 2040 and regional planning policies. Mr. Atkinson responded that if it was inconsistent with regional policies pertaining to M/IC it could be a factor in the Commission’s recommendation to Council.

Mr. Atkinson reported that staff was recommending the following: a modified scope of work that would address the request while also including non-industrial encroachment within designated open spaces and slopes; that the application with recommended modifications was ready to proceed to technical analysis; and that there was potential for consolidation if a subarea plan process for the Port/Tideflats was initiated.

Chair Beale asked for clarification on the completeness of the application. Mr. Atkinson responded that the determination was at the discretion of the Planning Commission. Vice-Chair Wamback requested that City legal staff to speak to them at the next meeting on whether the application was properly submitted on behalf of the Northeast Tacoma Neighborhood Council.

Chair Beale recessed the meeting at 5:28 p.m. The meeting resumed at 5:32 p.m.

### **3. Application 2018-06: VSD Height Measurement**

Lihuang Wung, Planning Services Division, provided an overview and assessment of the application seeking to amend how building height was measured along North 30<sup>th</sup> Street in the Old Town area, which was currently zoned C-2 General Commercial with a View Sensitive District (VSD) Overlay. He noted that the height was currently measured from the grade at corners and the applicant was proposing measuring from the average grade on the site.

Mr. Ken Thiem, the applicant, discussed the proposed amendment. He reported that he owned a small lot on the north side of North 30<sup>th</sup> Street in Old Town. He commented that the topography in the vicinity slopes down from the north side and up from the south side of the street so that buildings on the south side have the low point on the sidewalk where people enter the business. He commented that property on the north side did not have the same development potential, requiring a variance for two stories. He discussed the 25 foot height limit, noting that retail uses needed extra headroom for sprinklers, HVAC, and lighting. He commented that the VSD ignores the intrinsic differences between single family and commercial and it creates development disparities between the two sides of N 30<sup>th</sup> Street. He suggested that the path forward was to measure building height in the same way on both sides of the street, using the high point on the frontage of the sidewalk.

Mr. Wung reviewed that if the Commission accepted the application the scope of work would include modifying the building height measurement methodology for the Old Town VSD; applying the modified methodology to other VSDs, with additional modifications as appropriate; moving the modified methodologies to the Building Code; and analyzing the impacts of modified methodologies. He reported that staff had concluded that the application was complete, that the scope of work needed to be expanded, that the amount of analysis required would be moderate to heavy, and that the application should be moved forward for technical analysis.

Chair Beale asked how often the issue had come up in terms of code administration. Brian Boudet, Planning Services Division Manager, responded that the issue had come up frequently.

Commissioner Winship asked if the proposed changes would apply to residential zones. Mr. Wung responded that the initial thought was to focus on commercial development. Mr. Boudet clarified that the Old Town VSD is the only area with commercial development, while other VSDs within the city are residential areas which would also be considered.

Commissioner Neal asked if staff would expand the scope to all commercial districts. Mr. Wung responded that there were several other VSDs that they would expand to.

Commissioner McInnis commented that the VSD overlay was intended to preserve views so they needed to be careful that, however they alter it, they don't block views.

Acknowledging the Commission's general concurrence with staff's recommendation to accept the application and move it forward for technical analysis with an expanded scope of work, Mr. Wung noted that the final determination would be made at a later meeting along with the consideration of other applications included in the 2018 Amendment package and other projects contained in the Planning Work Program.

#### **4. Application 2018-02: Vehicle Service and Repair Development Standards**

John Harrington, Development Services Division, provided an overview and assessment of the application submitted by seven applicants seeking code amendments concerning development standards for vehicle service and repair businesses, with a focus on discount and used tire shops in the C-2 General Community Commercial District. He discussed the history of standards for tire shops, reviewing that prior to 1998 tire shops were a separate use category in Code; that after 2002 all vehicle related service and repair uses were consolidated into one category; and that between 2008-2012 they had received applications for business licenses for used tire shops with outdoor storage. He reviewed that a business license review had revealed violations of development standards in both new and established tire shops. Mr. Harrington noted that there was an intent section in the regulations about trying to minimize the visual impact and maintain landscaping along street frontage, though there was no performance standard for the landscaping. He noted that auto parts could be stored outside in M1, M2, PMI, and UCX zones. He

added that tire installation was not considered to be vehicle repair and did not have to be inside a building.

The background for the proposed code amendment was discussed. Mr. Harrington reviewed that they had sent notices to existing tire shops that were not complying with the requirement to store tires inside. He noted that complying with the requirement would involve many of the business shutting down or moving, since it would be too costly for many of them to construct a new storage building in the C-2 zone. Seven tire shop operators had proposed a code amendment to allow outdoor storage and the code enforcement action was being suspended pending the outcome of the amendment application. Mr. Harrington discussed one of the non-conforming shops where tires were in racks and screened with a wall, noting that the applicants were looking to continue operation by having similar standards.

Jeff Bell, owner of Jeff's Used Tires and one of the seven applicants, reported that he had been in business since 1995 and had sold tires for over 30 years. He reviewed annual costs and taxes for his business including five employees and nine vendors. He reviewed the process by which his business purchased good used tires from a recycling company to sell to their customers. He commented that outdoor storage of used tires had been a normal operating procedure and that the method of barrel stacking allowed them to prevent flat spots in the tread. He reported that tire racks caused flat spots on tires and physical strain for employees moving tires to and from the racks. He commented his stock of 2500 tires turned over around 6 times per year and that they rotated them regularly to prevent algae and pests. He agreed that fences should be six feet tall with privacy slats to hide tires, but felt they should also be allowed to display some tires in front of their buildings. Mr. Bell reported that they had not been made aware of the 2002 law until they were fined for noncompliance in 2016. He commented that they were asking for outdoor storage to stay the way it is so that they could stay in Tacoma.

Chair Beale asked if the proposed amendment intended to have tire racks as a requirement. Mr. Bell responded that they had been presented the submitted application only four days ago, but that barrel stacking had been a way of life for many years. Mr. Boudet clarified that they were in the assessment phase and details like whether or not to require tire racks could be discussed later.

Commissioner Winship asked what they do with tires that have been in one place for a long time. Mr. Bell responded that they have a tire recycling company that comes every two weeks to remove junk tires.

Karen Calhoun, a landlord for one of the used tire retail locations and also one of the applicants, commented that their site used to be a gas station and that the uses for the site were fairly limited. She commented that without a tire store or light auto repair it would be difficult to find a tenant for the location and that finding their current tenant had taken considerable time. She asked that they accept the application.

Another applicant commented that she had been renting a location for a used tire business for the past seven years at a site that used to be a gas station. She commented her business was important for her family's future in Tacoma and that her children depended on the business to afford school.

The Commission indicated a general concurrence with staff's recommendation to accept the application and would make the final determination at a later meeting along with the consideration of other applications included in the 2018 Amendment package.

## **E. COMMUNICATION ITEMS & OTHER BUSINESS**

Mr. Wung provided the following updates:

- The next Planning and Development Services Public Forum was scheduled for May 8<sup>th</sup>.
- The City Clerk's office continued to accept applications for the Planning Commission's upcoming vacancies through June 11. Interviews with eligible candidates by the Infrastructure, Sustainability and Planning Committee were scheduled for June 28.

Mr. Boudet provided the following updates:

- The Historic Preservation Program Update would be rescheduled to a future meeting, while the event schedule for the Historic Preservation Month (May 2017) had been distributed and the Commissioners are encouraged to patronize as many events as possible.

- The Council had conducted the first reading of an ordinance to modify the interim regulations concerning correctional facilities. If adopted the following week, the ordinance would regulate public and private facilities in the same way, require any modifications to an existing facility that would increase the inmate capacity to be processed as a major modification, make sure that the most extensive version of the conditional use process was followed, and extend the duration of the interim regulations from 6 months to one year.
- The Planning Work Program update might need to be rescheduled to June 7.
- The City Manager search was continuing with 4 applicants being interviewed the following week.

#### **F. ADJOURNMENT**

At 6:27 p.m., the meeting of the Planning Commission was concluded.





City of Tacoma  
Planning and Development Services

Agenda Item  
D-2

**To:** Planning Commission  
**From:** Lihuang Wung, Planning Services Division  
**Subject:** **Design Review in MUCs (Application #2018-05)**  
**Meeting Date:** May 17, 2017  
**Memo Date:** May 10, 2017

At the meeting on May 17, 2017, the Planning Commission will conduct an assessment of Application #2018-05, "Design Review in MUCs", submitted for consideration during the 2017-2018 Amendment cycle. Upon completing the assessment in accordance with TMC 13.02.045.E – Assessment of Proposed Amendments, the Commission will make a preliminary determination on whether the application should be accepted and moved forward for technical analysis.

The application, submitted by the North End Neighborhood Council (NENC), seeks to implement goals and policies in the *One Tacoma* Comprehensive Plan through the creation of a formal design review program for buildings within the City's Mixed-Use Centers (MUCs), focusing on the two Neighborhood Commercial Mixed-Use Districts (NCXs) within the NENC boundaries, i.e., Proctor and 6<sup>th</sup> Avenue Neighborhood Centers.

Attached is an Assessment Report, which staff will facilitate the Commission's review and discussion at the meeting. The applicant will also be invited to present a brief description of the amendment request, the rationale for the request, and the desired outcomes.

If you have any questions, please contact me at (253) 591-5682 or [lwung@cityoftacoma.org](mailto:lwung@cityoftacoma.org).

Attachment:

1. Assessment Report – Design Review in MUCs

c. Peter Huffman, Director





# 2018 ANNUAL AMENDMENT TO THE COMPREHENSIVE PLAN AND LAND USE REGULATORY CODE

## ASSESSMENT REPORT

### APPLICATION #2018-05: DESIGN REVIEW IN MUCs

(FOR PLANNING COMMISSION 'S CONSIDERATION, MAY 17, 2017)

Applications for proposed amendments to the *One Tacoma* Comprehensive Plan and/or the Land Use Regulatory Code for consideration during the 2017-2018 Amendment cycle ("2018 Amendment") were accepted through March 31, 2017. Pursuant to Tacoma Municipal Code (TMC), Section 13.02.045.E – Assessment of Proposed Amendments, the Planning Commission and the Planning and Development Services Department shall conduct an assessment of each application within 120 days of receiving it. This report documents the assessment of the following application:

*Application #2018-05: "Design Review in MUCs", received on March 31, 2017.*

#### A. Summary of Application

The application, submitted by the North End Neighborhood Council (NENC), seeks to implement goals and policies in the *One Tacoma* Comprehensive Plan through the creation of a formal design review program for buildings within the City's Mixed-Use Centers (MUCs), focusing on the two Neighborhood Commercial Mixed-Use Districts (NCXs) within the NENC boundaries, i.e., Proctor and 6<sup>th</sup> Avenue Neighborhood Centers.

The NENC requests the City to enact design standards and design review to ensure the unique character and buildings of the MUCs within the NENC boundaries are not supplanted by large, modern buildings which detract from and destabilize the unique character and scale of these neighborhoods. The NENC proposes that any new developments or remodels which involve changing more than 50% of the exteriors of an existing structure within the MUCs inside the NENC boundaries present preliminary designs at, at least, two NENC sponsored meetings: one during the pre-application phase and the second during permit submittal. Furthermore, the design review program would enable earlier community dialogue about the development projects.

#### B. Assessment

According to TMC 13.02.045.E, assessment of the application shall be conducted against the following criteria:

1. If the amendment request is legislative and properly subject to Planning Commission review, or quasi-judicial and not properly subject to Commission review.

*Staff Assessment:*

*The application is seeking "Comprehensive Plan Text Change", which is legislative and properly subject to the Planning Commission's review. However, the majority of work and deliverables are expected to be implementation documents, i.e., design manuals/guidelines.*

2. If there have been recent studies of the same area or issue, which may be cause for the Commission to decline further review, or if there are active or planned projects that the amendment request can be incorporated into.

*Staff Assessment:*

*The City has conducted two recent reviews of the MUCs in 2008-2009 and in 2014-2015. Neighborhood-focused design review has been identified as one of the critical mechanisms to respect, maintain and enhance the unique urban forms and characteristics of individual MUCs, and this is an initiative that has been emphasized numerous times by the Planning Commission in recommendations to the City Council. In response, the City Council has allocated funds in the 2017-2018 Biennial Budget for the establishment of an Urban Design Studio which will allow the City to initiate the community discussion about a design review program that would better communicate and facilitate appropriate quality design throughout the city.*

*The funding for the Urban Design Studio was appropriated starting in 2018. At this point, staff anticipates that the initiative will be considered during the general timeline of January 2018 to July 2019, through a substantial public involvement process. Specific tasks may include amending the One Tacoma Plan and the Tacoma Municipal Code, compiling design manuals, developing administrative processes, and establishing fees. Once established, the Urban Design Studio will include dedicated staff and a design review program comprised of both regulatory components and community engagement/education/outreach components.*

*The Urban Design Studio is intended to enhance the City's capacity to ensure higher quality urban design in new public and private development which is critical for encouraging long-term growth, community vitality, and trust in City government. This objective is consistent with what the NENC's application expects to achieve. It is therefore appropriate to consider incorporating the NENC's application into the establishment and implementation of the Urban Design Studio.*

3. If the amount of analysis necessary is reasonably manageable given the workloads and resources of the Department and the Commission, or if a large-scale study is required, the amendment request may be scaled down, studied in phases, delayed until a future amendment cycle, or declined.

*Staff Assessment:*

*The amount of review and analysis needed to process the NENC's application is anticipated to be significant. With the limited staffing resources and to diminish duplication of efforts, it would be appropriate to consider incorporating the application into the establishment and implementation of the Urban Design Studio, as indicated in the staff assessment for Question 2 above.*

### **C. Determination**

According to TMC 13.02.045.E, the Planning Commission will review the assessment and make its decision by responding to the following questions (where staff recommendations have been provided for the Commission's consideration):

- (1) Whether or not the application is complete, and if not, what information is needed to make it complete.

*Staff Recommendation:*

*The application, with all appropriate questions answered and the cover sheet filled out and signed, was submitted on March 31, 2017. The application fee was waived, for the applicant was a neighborhood council. Staff considered the application complete at the time of submittal. Subsequently it was brought to staff's attention that the application had not been officially endorsed by the NENC prior to submitting the application. The NENC, at its April 3<sup>rd</sup> meeting brought the issue forward and voted to ratify the application. Ultimately, the determination of "completeness" is at the discretion of the Planning Commission as part of the initial assessment.*

- (2) Whether or not the scope of the application should be modified, and if so, what alternatives should be considered.

*Staff Recommendation:*

*See staff recommendation for Question #3 below.*

- (3) Whether or not the application will be considered, and if so, in which amendment cycle.

*Staff Recommendation:*

*Staff recommends that the application be accepted and incorporated into the establishment and implementation of the above-mentioned Urban Design Studio, which will be carried out through its own process and schedule.*

### **D. Attachment**

1. Application #2018-05: "Design Review in MUCs"



March 31, 2017

Planning and Development Services Department  
747 Market Street, Room 345  
Tacoma, WA 98402

Re: Application for Amendment to Comprehensive Plan

Ladies and Gentlemen:

The attached Application for Amendment to the Comprehensive Plan is being submitted on behalf of the North End Neighborhood Council. This Application further represents and supports the NENC's position and requests for formal design review for buildings within the City's Mixed Use Centers. Please refer to [www.nenc.org](http://www.nenc.org) for Meeting Minutes (February & June 2016) and Position Papers (June & July 2016 to City Manager). As per page 5 of the Amendment Application Packet, the submission fee is to be waived.

Sincerely,

A handwritten signature in black ink that reads "Jodi Cook". The signature is written in a cursive style with a large initial "J" and "C".

Jodi Cook  
Vice Chair  
North End Neighborhood Council

Cc: Kyle Price Chair  
Doug Crane Board Member



# Application

## To Amend

### The Comprehensive Plan or Land Use Regulatory Code

Application No.:

#2017-18 -

Date Received:

|   |  |  |
|---|--|--|
| Year of Amendment   | 2017-2018  |  |
| Application Deadline  | Friday, March 31, 2017, 5:00 p.m.  |  |
| Application Fee   | \$1,400  |  |
| Type of Amendment<br>(Check all that apply)   | <input checked="" type="checkbox"/> Comprehensive Plan Text Change<br><input type="checkbox"/> Regulatory Code Text Change<br><input type="checkbox"/> Land Use Designation Change<br><input type="checkbox"/> Area-wide Rezone<br><input type="checkbox"/> Interim Zoning or Moratorium |  |
| Summary of Proposed Amendment<br>(Limit to 100 words)   | <p>Modifications to Comprehensive plan to engage community and lead to design review for construction within the City's mixed use centers.</p>   |  |
| Applicant   | Name   | Doug Crane   |
|   | Affiliation / Title  | North End Neighborhood Council - Board Member                              |
|   | Address<br>City, State & Zip Code  | North End Neighborhood Council<br>2522 N. Proctor #418<br>Tacoma, WA 98406 |
|   | E-mail   | board@nenco.org  |
|   | Phone / Fax  | Phone 253-223-0564 Fax   |
| Contact<br>(if not Applicant)   | Name   |  |
|   | Affiliation / Title  |  |
|   | Address<br>City, State & Zip Code  |  |
|   | E-mail   |  |
|   | Phone / Fax  | Phone Fax  |
|   | Relationship to Applicant  |  |
| <p>I hereby state that I am the applicant listed above and the foregoing statements and answers made, and all the information and evidence submitted are, in all respects and to the best of my knowledge and belief, true and complete. I understand that submitting this application does not result in automatic acceptance of this application or guarantee its final approval.</p> |  |  |
| Signature:  |  | Date: 3/31/07  |

## REQUIRED QUESTIONNAIRE

1. Describe the proposed amendment. If submitting text changes to the *One Tacoma* Comprehensive Plan or Regulatory Code, provide the existing and the proposed language. If submitting changes to the Comprehensive Plan land use designation(s) or the zoning classification(s), provide the current and the proposed land use designations and/or zoning classifications for the affected/proposed area.

Page 13-121 (Revised 3/2017) of Tacoma's Municipal Code defines the objective of the Neighborhood Commercial Mixed-Use District classification:

*Neighborhood Commercial Mixed-Use (NCX) District.*

*To provide areas primarily for immediate day-to-day convenience shopping and services at a scale that is compatible and in scale with the surrounding neighborhood, including local retail businesses, professional and business offices, and service establishments. This district is intended to enhance, stabilize, and preserve the unique character and scale of neighborhood centers and require, where appropriate, continuous retail frontages largely uninterrupted by driveways and parking facilities with street amenities and direct pedestrian access to the sidewalk and street. Residential uses are encouraged as integrated components in all development.*

Established more than 100 years ago, the Proctor District is characterized by small shops along Proctor and N. 26<sup>th</sup> Street. Historic/significant buildings within the Proctor Mixed Use Center include but are not limited to:

Wheelock Library – 3722 N. 26th St.  
Washington Elementary – 2615 N. Adams St.  
Fire Station 13 - 3825 N. 25<sup>th</sup> St.  
Davies Building – 2702 N. Proctor St.  
Gamble Building – 2707 N. Proctor St.  
Blue Mouse Theater – 2611 N. Proctor St.  
Proctor Paint and Hardware -2616 N. Proctor St.  
3814 – 3818 N. 26<sup>th</sup> St.

The 6<sup>th</sup> Avenue NCX , is a larger NCX and contains historic buildings as well as a wide variety of buildings constructed throughout the 20<sup>th</sup> century. This district contains and is flanked by a majority of homes built in the early 1900's. Historic/significant buildings within the 6<sup>th</sup> Avenue Mixed Use Center include, but are not limited to:

Epworth Methodist Episcopal Church – 710 S. Anderson St.  
Jason Lee Middle School – 602 N. Sprague  
6<sup>th</sup> Ave Baptist Church – 2520 6<sup>th</sup> Avenue  
Engine House 9 – 611 N. Pine St.  
Rectors Antique - 602 – 608 N. State St.  
Northwest Costume Building – 2315 N. 6<sup>th</sup> Ave.  
The Blunt Building – 2601-2607 6<sup>th</sup> Ave.

The NENC Board contends the Height Bonus Program, defined in Tacoma's Municipal Code (Revised 3/2017) beginning on page 13-135, conflicts with the defined objectives of the NCX District to "enhance, stabilize, and preserve the unique character and scale of neighborhood centers..". This is especially true

in the Proctor MUC because there are no other historic buildings in the Proctor District which exceed 45 feet in height. Additionally, the majority of historic buildings which define and shape the smaller Proctor District are constructed with brick and glass exteriors and in some cases include wooden trim and accents. New buildings within this long-established district should adhere to the exclusive use of these same exterior building materials to preserve, enhance, and stabilize the Proctor Neighborhood Center as a historic neighborhood. We respectfully ask the City to enact design standards and design review to ensure the buildings being constructed complement and provide the same longevity and value to the community, such as the historic buildings identified have provided. The NENC proposes that any new developments or remodels which involve changing more than 50% of the exterior of an existing structure within the Mixed Use Centers inside the NENC boundaries, present preliminary designs at a North End Neighborhood Council sponsored meeting no less than 90 days prior to applying for any permit. This meeting will provide a venue for public comment and consideration of such comments by City of Tacoma Planners and the Historical Preservation Office. Another meeting will be held with the NENC after permits have been applied for, but before any site preparation has commenced to provide for additional comments, questions, and clarification.

## 2. Why is the amendment needed and being proposed?

During the 2007 through 2009 MUC rezoning process, the parties involved in the rezoning (the City's consultants AHBL, the Planning Commission and the Planning Department) stated that individual plans should be created for each MUC, tailored to their individual needs and characteristics. The NENC strongly supports this vision, recognizing that it will help to preserve the unique qualities of the City's Centers, and is submitting this amendment to initiate such a process. The amendment is being proposed to ensure the unique character and buildings of the Mixed Used Centers within the NENC boundaries are not supplanted by large, modern buildings which detract from and destabilize the unique character and scale of some of Tacoma's oldest neighborhoods. The NENC has been asking for formal design review from the City for more than two years and our understanding is that the City of Tacoma is taking steps to implement formal design review. However, as of the date of this submittal, the NENC has not received notification of a targeted implementation date for formal design review. Furthermore, the proposed amendment ensures the stakeholders of the City have a meaningful voice in defining the growth of their neighborhoods. Representatives from the City of Tacoma have reiterated the need for citizens to become involved during the planning phases and have identified the Comprehensive Plan as the proper means of effecting land use decisions.

## 3. Please demonstrate how the proposal is consistent with the applicable policies of the *One Tacoma* Comprehensive Plan, and consistent with the criteria for amending the Comprehensive Plan or development regulations.

The proposal supports the many policies in the Comprehensive Plan that aim to enhance, stabilize and preserve the unique character and scale of Neighborhood Centers by ensuring the historic character is maintained and enhanced while at the same time accounting for growth.

## 4. If the proposed amendment is associated with a geographic area, please provide a more detailed description, along with maps, if applicable, of the affected area and the surrounding areas, showing all parcels (with parcel numbers), ownership of each parcel, current land uses, site characteristics, and natural features.

The proposed amendment is associated specifically with the Proctor Mixed Use Center and the 6<sup>th</sup> Avenue Mixed Use Center, as defined by Tacoma's Comprehensive Plan. The proposed amendments do not redefine the classification or use of buildings located within either NCX.

5. If the proposed amendment is associated with a geographic area, please describe how it is compatible with the existing and planned land uses and development patterns of the adjacent neighborhood and explain how it may further enhance the adjacent neighborhood.

The proposed amendment is compatible with the existing and planned land uses since it still allows increased density within the Proctor and 6<sup>th</sup> Avenue MUC's, while addressing the objectives defined within the Comprehensive Plan for NCX Centers. As mentioned, the Bonus Height Palettes currently do little to nothing to ensure future development within either the Proctor or 6<sup>th</sup> Avenue MUC preserves, enhances, and stabilizes the historic nature of these neighborhoods.

6. If the proposed amendment is associated with a geographic area, please describe the applicant's interest in the affected property. Describe any plans for future activity related to or connected with this site. If you are not the owners, submit proof that the property owners have been notified and are aware of the application.

The NENC is committed to promoting citizen-based input into shaping the future of our stakeholders' neighborhoods and ensuring these residents and their interests are well represented.

7. Describe any community outreach you have conducted (i.e., when and how you contacted affected and abutting property owners and neighbors), and any community response received to the proposed amendment. Attach any letter(s) of support or written community response, if applicable.

The NENC has raised the topic of community involvement and formal design review at several monthly public meetings within the last two years as well as had numerous conversations and meetings with council members and city planners.

8. Please provide any supplemental information, which may include, but is not limited to, completion of an environmental checklist, wetland delineation study, visual analysis, or other studies.

Please refer to Meeting Minutes and Position Papers on [www.nenc.org](http://www.nenc.org)



July 11, 2016

City Manager Broadnax  
Mayor Strickland  
Tacoma City Council  
930 Market Street  
Tacoma, WA 98402

Re: Public Discussion on a Design Review Process for the City of Tacoma  
Follow-up to June 17, 2016 Letter to the City of Tacoma

Dear Mayor Strickland and Mr. Broadnax:

The North End Neighborhood Council sent a June 17, 2016 letter to the City requesting that the City of Tacoma embark on a **community discussion to consider a Design Review Process** for the City.

During the last month members of the NENC have received informal feedback that indicate that the **City may be developing design review procedures internally**. The development of a Design Review Process should be a collaborative effort that includes community involvement from the beginning. While we appreciate their efforts, the process should not come from a City Councilperson assisted by a former City Councilperson nor should the City Planning Department be developing a design review approach without **community engagement first**.

Part of the development of an appropriate process for Tacoma should include a **"pilot program"** or a neighborhood **"test area"**. Rejecting these beginning steps due to City budget issues or staff time allocation are not reasonable responses.

The June 17 letter suggested an approach to gather information and **reach out to community groups** to shape an appropriate process for the City of Tacoma.

We look forward to joining the discussion with the City Council, City Departments, community groups, and individual citizens. An internal development and "roll out" of a design review approach by City Departments or other officials in the City is not what we were anticipating.

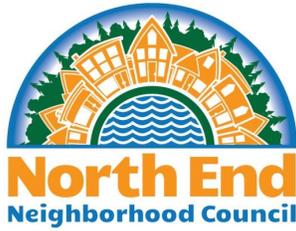
We look forward to hearing from you and beginning the community dialogue.  
Thank you.

Sincerely,

A handwritten signature in black ink that reads "Morf Morford" followed by a horizontal line.

Morf Morford  
Chair  
North End Neighborhood Council

CC: City Neighborhood Councils  
Community Council  
City Business Districts



June 17, 2016

Mayor and Tacoma City Council  
930 Market Street  
Tacoma, WA 98402

Re: Consider a Design Review Process for the City of Tacoma

Ladies and Gentlemen:

The North End Neighborhood Council requests that the City of Tacoma embark on a community discussion to **consider a Design Review Process** for the City. Recently, a couple of significant projects in the City have raised concerns about early awareness of project design, mass, and scale among citizens of our community.

A **Design Review Process could raise the level of awareness early** in the permitting process to understand the massing, scale, location, code bonus components, and basic design features of a proposed project. The community discussion/assessment could include:

1. **Research of** Design Review/Commissions currently in operation in other jurisdictions. (Seattle, Portland, Spokane, Sumner, Foss Waterway Development Authority, University of Washington)
2. **Develop criteria and issues** for the consideration of a Design Review Process for the City of Tacoma that go beyond the traditional planning/zoning codes.
3. Begin **reaching out to community groups and neighborhoods** to gather information and specific desires for our city as well as unique considerations for each neighborhood.
4. **Establish a committee** to shape an approach for Tacoma.

The current projects being built can be the catalysts to define future design parameters for early project awareness and community input. We look forward to joining the discussion with the City Council, City Departments, community groups, and individual citizens.

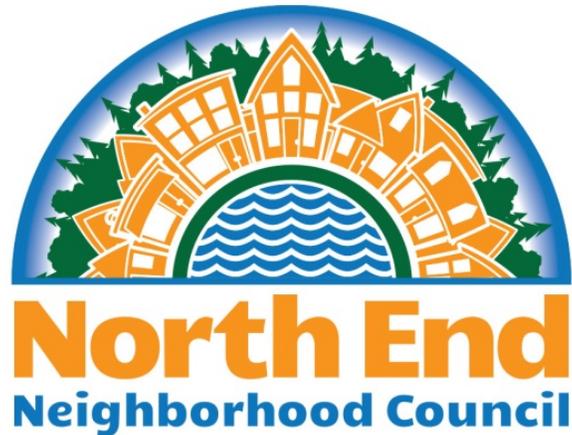
The attached comparative matrix of design review processes in a number of municipalities was presented to the NENC by Liza Rutzick, manager of the City of Seattle Design Review Process.

Please let us know what we, as a neighborhood council, can do to further action on this issue.

Thank you.

Very Truly Yours,

Morf Morford  
Chair  
North End Neighborhood Council



NENC Public Meeting Agenda  
June 6, 2016, 6pm  
Trimble Forum - UPS Campus

1. Call to order, adoption of agenda—Called to order at 6:00—Agenda adopted.
2. Introductions and welcome—Board members: Jim M, Susan, Kyle, Jim L, Brian, Morf, Anna, Bea, and Jim B and Erica came late and about a 12-15 attendees on a beautiful evening
3. Approval of Minutes – approved
4. Treasurer’s Report – Anna created a half-year summary. We have a little over \$18,000 in the bank. We have currently spent a little over half of our yearly \$4,000 we get from the city. But we have payments expected at over \$3,200 and requests coming from a few groups. Report approved.
5. Liaison Reports
  - a. Marie Verhaar from TPS—More than 6,500 water fixture tests. Replaced over 300. 11 schools are totally clear. Washington, Geiger and Sherman are on the list of cleared! Last day of school is June 17. New health rules for chickenpox. Two doses now required. There’s a new program for suspended students to enable them to continue academically when they are not in school. Another award for the schools—Santorno received an honorary doctorate from UPS. Grad rates under her are up from 55% to 85%. Plans for Hoyt are coalescing.
  - b. David Nash-Mendez from the City Manager’s—He’s our new liaison. He’s back from the Peace Corps in Macedonia and now with us. He was also with Seattle’s office of immigrant and refugee affairs. Community job session on June 29. Community clean-ups for 2017 are already getting started--591-5026.

6. Presentation – Rep. Laurie Jinkins – Session update: She’s on Judiciary, Health Care, Appropriations, and on a bunch of ad hoc committees, like the oversight committee for Western State Hospital. We adopt the biennial budget in odd years, so this year was more about tinkering, like with education and mental health. Tax breaks to large, multinational corporations were removed. It’s hard to think about what they do locally, but they fund places like UWT and Bates. And there’s infrastructure. Improvements are coming to the road to the ferry (Pearl) since it’s a state highway, technically. 167 is getting done, thanks to Jake Fey. It was an easy sell to shippers from places like Yakima. There was a question about dogs in cars, and those actually do go to the Judiciary committee. Nothing new this year. There was a question about oil trains. Laurie says we’re looking at safety standards for those. There was a question about water use and how much we use in WA and how much it costs per capita. Contact her at 253-566-5610. [Laurie.jinkins@leg.wa.gov](mailto:Laurie.jinkins@leg.wa.gov).

7. Old Business –

- a. Funding (pending requests from the Destiny City Film Fest and Art on the Ave) We voted 5-4 to give Destiny City Film Fest \$150.
- b. Art on the Ave requested \$500. We can donate our vendor space on July 10 to another organization. We voted unanimously to give them \$500. Hilltop Glass Artists booth? We might staff the booth...
- c. Jim M spoke about design review. He recapped our process so far. He showed a matrix of 11 municipalities and what they do based on different criteria. He presented a draft letter to encourage design review processes in Tacoma. He asked that we vote to send it. We voted to send it, 10-1. There was a request from the floor to make the letter more well-known in the community, as well as the response(s) we receive. Jim said he’ll send it to a wider audience. He said he’ll also attach the design review matrix.

8. New Business –

- a. Lowell – Jenny Jacobs came to ask for money for a back-to-school BBQ. She’s hoping we can supplement the event. She asked for \$1,000 and said she would post about us on Facebook and put up signs at the event. The event costs about \$2,000-\$2,200. Over 50% of Lowell is free and reduced lunch. They put out a donation container at the event. Jim Bush was concerned about getting into the business of funding school events. Jenny says the Lowell PTA does struggle for funding because Lowell is a choice school rather than just a neighborhood school. But they maybe don’t often get attention because they are in a “wealthy” area. We voted to give them \$250 for the back-to-school picnic, and they’ll advertise our efforts.
- b. There was a question about drinking fountains. Can we have those in the North End? Sounds like a great idea for an Innovative Grant.
- c. Another subcommittee? Susan proposed one to reach out to the Proctor developers to see if we can make some connections early on. There was some discussion about whether or not we need a committee. There was a motion to form a subcommittee and Susan will put together a proposal of the function of the committee. Motion amended to simply create a

design subcommittee. Passed, with only a couple abstentions and no votes against.

d. There might be a legal fight on water use.

9. Citizen's opportunity to comment (no more than 3 minutes, please).

10. Community Council Report—no meeting in May

11. Adjournment at 7:45

**Coming Attractions in July:**

**Our July meeting will be July 11.**

TPU will help us firm up a neighborhood friendly strategy for the creative re-use for the Cushman substation and surrounding property. If you have questions or concerns, please send them to us so we can forward them to TPU.



NENC Meeting Agenda  
February 1, 2016, 6pm  
Trimble Forum - UPS Campus

1. Call to order, adoption of agenda—Board Members present: Kyle, Susan, Jodi, Morf, Jim M, Brian, Bea, Jim L, Erica, Anna, Rachel

Meeting called to order at 6:00. Agenda adopted.

2. Introductions and welcome—Welcome all. About 50 in attendance total.
3. Approval of Minutes--approved
4. Treasurer's Report—deferred until next month
5. Liaison Reports

Marie from TPS—Hoyt will now be Hoyt Early Learning Center, opening in a few weeks. Kindergarten registration is now open. School calendar through 2018 is now finalized and posted on the TPS website.

Mary from Parks—Just finished some planning. Two public meetings at Feb 24 and 25 to share the findings and ask for feedback. SERA field grand opening is coming. Fort Nisqually is master planning. Public can weigh in there as well. Check the metro parks website.

Mike from Fire—Be aware of burns. There was an increase in fires and emergencies this year. Another reason to not smoke. And make sure you have fire detectors.

Dan from Police—Shooting today. The substations can accept used and expired medications. Luring—There have been some cases. There does not seem to be an overwhelming number of connections. One is being pursued with a detective. Bea asked about transients and transgenders and bathroom availability.

India from the City—Minimum wage increased today. And paid leave started today as well. The Click! engagement committee has been formed. They should have a plan by April 29. Methanol meeting is February 10 at the TCTC. Another will be at Meeker on the 16<sup>th</sup>. Check the city's webpage. All comments will go into the review record.

## 6. Presentation – Jim Parvey – Tacoma's tree canopy

Jim is with the Environmental and Sustainability Office. The city's looking for 30% canopy by 2030. There are a lot of benefits with trees: erosion, stormwater, cooling, traffic calming, resale values for homes, climate management, etc. Plus, they're just beautiful. Our current canopy is about 19% (2009). The only way to reach the goal is to engage citizens. Plant trees! [Trees@cityoftacoma.org](mailto:Trees@cityoftacoma.org) gets you \$25 off the cost of a tree. They're looking for volunteers. He has info on rain gardens if you want to install one. They are looking for an implementation plan. Jim M suggested adding some trees to the port area, which has a lot of open space. He also mentioned that a number of trees have come down and weren't replanted. Jim wants volunteers to help with trees. Maybe that's a system we can maintain on our website or Facebook page. Can there be a tool-sharing program? Is there a way to water trees in a water conservative way? Gator Bags could work. There's a right-tree, right-place bit of info on the city's website. Friends of Trees is a volunteer organization that maybe could be started here. Depave program looks to undo paving and replace those spots with plantings. Kids can often help with those plantings. There are some code requirements for trees, like no fruit trees on parking strips. No current regulations for view sensitive areas with tree plantings, but right tree, right place is a good guide. There's also a right tree, right place for your yard as well as your

parking strip. The Pierce County Master Gardeners have good workshops also.

## 7. Jim Merritt & Brian Spindor – Introduction to Design Commission

Brian went first. What are design standards? This is an information meeting to start thinking about this issue. MUCs (Mixed-Use Centers) were put together several years ago. There are several around the city. There were efforts in the design of the MUCs to stimulate growth. Is the code too broad? How will the character of the MUCs, like Proctor, be preserved while still allowing for growth? Buildings last longer than 10 years. Currently, the city just follows the code. If it's within the code, the public doesn't really get a say on the design. There are several places in the state where it's been done, like Leavenworth and Winthrop. There are guidelines in places like Wallingford and in parts of Portland that give a more clear direction of the character. Should there be a design commission for Proctor? What would the theme of Proctor be? A moratorium makes sense if the city is waiting for design guidelines.

Jim went second. Design commissions can be positive and challenging. He offered a hand-out with several questions: Why design review? What would be the make-up of the board and the process for having one? How does review mesh with zoning? How will different constituents respond and accept? What do you want in April? He went to several places to look at what they do: Seattle, Portland, Spokane, Sumner, Thea Foss, UWT, and even one for the city of Tacoma (which might be defunct) during urban renewal. There's also Landmarks Preservation, which is a design review board that already oversees neighborhood areas in Tacoma. It's better to have the ideas of design up front. Then the developers and builders haven't spent the money yet and will be willing to change. Once the rules become clear, it's better. There's a learning curve. There has to be a perceived benefit for it to work. How will this help us make good decisions for the future? That's what it's all about. At the April 4 meeting, we're hoping to have experts from a variety of places.

There was a question about what extent would be designed. Most of the concern is about building appearance. But we can cover a wide variety or a small variety of requirements. Bea thinks we can invite a wider

audience, like the other neighborhoods, so it doesn't seem like just a Proctor workshop. How can we use the communication efforts like the ones used for Lincoln and the Tacoma Mall plan? Is that a separate land use issue? Historic preservation guidelines are simply design guidelines. Can trees be part of the guidelines?

8. Citizens opportunity to comment (no more than 3 minutes, please).

Why are conifers planted in some parking strips? Jim wasn't sure, but he says that sight lines are preserved.

Kyle moved that we send the letter. Anna proposed amendments. Amendments were approved. Kyle updated the letter and will send it out with the minutes. It was not a content change, just some extra clarification.

There was a request for the NENC to ask for a parking study from the city around the MUCs. Kyle will ask Kurtis to address those studies at the March meeting.

Jim asked about grade separation (or similar ideas) at busy streets like 21<sup>st</sup>. Maybe we can ask Kurtis about that at March as well.

The Jewish synagogue is for sale on the corner of 4<sup>th</sup> and J. Is there something that can be done? Temple Beth El is saving money in case they need to save some of the heritage of the building. Can we encourage Landmarks on this?

9. Community Council Report

The city is giving \$1,000 to each council for NUSA attendance.

There was a presentation about the methanol permitting process. There are a lot of unanswered questions.

10. Adjournment 7:30ish



City of Tacoma  
Planning and Development Services

**Agenda Item  
D-3**

**To:** Planning Commission  
**From:** Lihuang Wung, Planning Services Division  
**Subject:** **Transportation Master Plan Proposed Amendments**  
**Meeting Date:** May 17, 2017  
**Memo Date:** May 11, 2017

At the meeting on May 17, 2017, the Planning Commission will review the scope of work for proposed amendments to the Transportation Master Plan (or the Transportation Element of the *One Tacoma* Comprehensive Plan) submitted by the Public Works Department for consideration during the 2017-2018 Amendment cycle (as attached).

Public Works staff will present more information about the scope of work and respond to questions from the Commission. It is noted that all proposed amendment are expected to be technical in nature, i.e., no change to any goal or policy is currently planned. Upon completing the review of the scope of work, the Commission will be asked to consider accepting the amendment request and moving it forward for technical analysis, which will be carried out by Public Works staff and the Transportation Commission.

To view or download the Transportation Master Plan, please visit the *One Tacoma Plan* website at [www.cityoftacoma.org/OneTacoma](http://www.cityoftacoma.org/OneTacoma) and click on "TRANSPORTATION."

If you have any questions, please contact me at (253) 591-5682 or [lwung@cityoftacoma.org](mailto:lwung@cityoftacoma.org).

Attachment:

1. Transportation Master Plan Amendments – Scope of Work

c. Peter Huffman, Director





**TO:** Brian Boudet, Planning Services Manager  
**FROM:** Joshua Diekmann, P.E. PTOE, Assistant Division Manager/City Traffic Engineer  
**SUBJECT:** Comprehensive Plan Amendments – Transportation Master Plan Amendments  
**DATE:** May 11, 2017

Public Works staff is requesting to amend the Transportation Master Plan (TMP) of the Comprehensive Plan. The TMP was adopted in December 2015 and provides a long-term vision for transportation infrastructure in the City of Tacoma. It is a primary tool for forecasting transportation demand and identifying services and improvements needed to achieve those goals and accommodate the future land use vision of the City.

The main components of the document include updated and balanced goals and policies that build on the Mobility Master Plan and connectivity for all modes. It identifies a network system for all modes, which includes transit and streetcar priority corridors. It also provides a means to measure performance and success towards reaching the Transportation Master Plan's vision.

As the Transportation Commission, Bicycle & Pedestrian Technical Advisory Group, and city staff have been implementing the TMP, revisions to the plan have been identified. The Transportation Commission is reviewing the proposed amendments and preparing them for the 2018 Comprehensive Plan Amendments. Proposed amendments to the TMP include general text clean-up, modifying priority networks, revising the Performance Measures, adding and modifying projects in Appendix B: Detailed Project List, and updating Appendix C: Mobility Master Plan Update.

**2018 Transportation Master Plan Proposed Amendments**

| <b>PROPOSED AMENDMENT SECTION</b>                   | <b>REQUESTED BY</b>  |
|---|--|
| 1. Roadway Typologies                               | Transportation Commission, Public Works Department                       |
| 2. Performance Measurement & Project Prioritization | Public Works Department  |
| 3. Appendix B: Detailed Project List                | Transportation Commission, Bicycle & Pedestrian Technical Advisory Group |
| 4. Appendix C: Mobility Master Plan Update          | Bicycle & Pedestrian Technical Advisory Group, Public Works Department   |



City of Tacoma  
Planning and Development Services

Agenda Item  
E-1

**To:** Planning Commission  
**From:** Stephen Atkinson, Planning Services Division  
**Subject:** **Processing Amendment Applications**  
**Meeting Date:** May 17, 2017  
**Memo Date:** May 10, 2017

At the previous meeting on May 3, 2017, the Planning Commission conducted an assessment (in accordance with TMC 13.02.045.E) of the “Northeast Tacoma Buffer Zone” application submitted by the Northeast Tacoma Neighborhood Council for consideration during the 2017-2018 Amendment cycle. The Commission requested for additional information regarding how an application is determined to be complete and ready to be processed.

In response, staff is providing the following summary of the current procedures for accepting and processing applications for amending the *One Tacoma* Comprehensive Plan and Land Use Regulatory Code, as set forth in the Tacoma Municipal Code, as well as certain practices that are done administratively. Staff will be present to respond to the Commission’s questions at the next meeting on May 17, 2017.

**1. Amendment Cycle:**

- a. Applications for amending the Comprehensive Plan and development regulations are processed in accordance with the Tacoma Municipal Code (TMC), Section 13.02.045, and in compliance with the State Growth Management Act (GMA) or RCW 36.70A.
- b. According to the GMA, the Comprehensive Plan may only be amended once per year, with certain exceptions.
- c. Applications for changes to development regulations or area-wide rezones can be submitted and processed at any time, depending upon the type of request and the Planning Services Division and Planning Commission work program.
- d. The City has been exercising an amendment process on an annual basis (from July to June), until the completion of the 2016 Annual Amendment. Starting January 2017, the City transitioned into a biennial amendment cycle that is slated for completion in June 2018, i.e., the “2017-2018 Amendment” cycle.

**2. Accepting Applications:**

- a. Applications for the 2017-2018 Amendment cycle were accepted through March 31, 2017. The deadline was established by the end of May 2016, in accordance with TMC 13.02.045.D, and was announced in December 2016, including the posting of the application packet on the Planning Services Division’s website at [www.cityoftacoma.org/planning](http://www.cityoftacoma.org/planning).

- b. According to TMC 13.02.045.D, applications for amending the Comprehensive Plan could be submitted past the deadline but would be less likely to be considered in the current amendment cycle.
- c. City staff generally require all applications be submitted by the deadline and process them concurrently as a packet, for the following reasons:
  - This practice is in compliance with GMA procedures for Comprehensive Plan amendments.
  - To ensure consistency between policy and implementing code amendments.
  - So that the cumulative effects of amendments to the Comprehensive Plan and changes to development regulations can be addressed in a comprehensive and coordinated manner.
  - To ensure that the amendment process is efficient, stays on schedule, makes effective use of staffing resources, and provides better alignment and coordination with the Planning Commission's work program.

### **3. Assessment and Analysis of Applications:**

- a. According to TMC 13.02.045.E, within 120 days of receipt of an application, the Planning Commission shall assess and determine whether the application should be accepted, with the scope work as proposed or as may be modified by the Commission, and moved forward for technical analysis to be conducted in accordance with TMC 13.02.045, Subsections F through I.
- b. According to TMC 13.02.045.E, if an application is not accepted by the Commission, it could be due to one or more of the following reasons:
  - The application is not complete and the applicant has failed to make it complete per the request of the Commission and staff;
  - The proposal is not legislative and not properly subject to the Commission's review;
  - There have been recent studies of the same area or issue;
  - There are active or planned projects that the proposal can be incorporated into;
  - The amount of analysis needed for the proposal is beyond manageable given the workloads and resources of the Commission and staff; or
  - If a large-scale study is required, the amendment request may be scaled down, studied in phases, delayed until a future amendment cycle, or denied.
- c. The City Council has the ultimate authority in determining whether certain applications should be accepted. According to TMC 13.02.040.L, the Commission shall "develop the work program for the coming year in consultation with the City Council and provide annual report to the Council regarding accomplishments and the status of planning efforts undertaken in the previous year." The "work program" is comprised of on-going and new planning projects proposed for the coming year, including those applications that are accepted by the Commission. The process of "in consultation with the City Council" allows the Council to modify the proposed work program, which may include denying the applications accepted by the Commission, accepting those denied by the Commission, or modify the scope of work of certain applications.

#### **4. Flexibilities in Accepting and Processing Applications:**

- a. City staff works diligently with prospective applicants, through pre-application meetings or outreach efforts, to assist them in preparing their applications and make sure their applications are submitted in time and complete.
- b. Upon receiving an application, City staff makes sure all applicable questions are answered, the cover sheet is filled out and signed, and a check for the application fee if applicable is included. This basic screening makes sure the application is placed on the docket, while allowing flexibility for the applicant to provide additional information or correct errors, sometimes after the deadline has passed, especially if the applicant has been working with City staff to prepare the application. The fee does not apply to submissions by Neighborhood Councils or recognized Business Districts if formal written approval is submitted to the City by the duly elected board of Directors, or by community groups that are involved in a planning study with the Planning and Development Services Department.
- c. When conducting assessment of an application, per TMC 13.02.045.E, the Planning Commission may request for additional or supplemental information, corrections, clarifications, or modifications before making its determination on whether the application is complete and should be accepted for technical analysis. This also allows additional opportunities for the applicant to modify the application.
- d. Zoning and development standard amendments may be accepted off-cycle, but may not receive priority for consideration for the reasons outlined in 2.c above. Examples of off-cycle amendments include: Correctional Facilities Interim Regulations (current year), Downtown Tacoma Subarea Plans (2011-2014), Marijuana Regulations (2011-2016), Temporary Homeless Camps (2013-2014), Large-scale Retail (2012), and Special Needs Housing (2007).

#### **5. Additional Paths for Code Amendments:**

- a. In addition to private applications, the City Council may direct staff and the Planning Commission through issuance of a Council Consideration Request (CCR), to undertake a study or amendment. The CCR may be issued at any time and may include a proposed timeline for the Commission to undertake the request. The CCR may originate from community concerns regarding a policy or regulatory matter.
- b. Lastly, City staff routinely submits topics for Commission consideration as part of the work program. In some cases, these topics are derived directly from policies or from previous Commission recommendations. As an example, the One Tacoma Plan adopted in 2015 included a set of recommended implementation actions, including development of a design review program and implementation of the Future Land Use Map through area-wide rezones.

If you have any questions about the above information, please contact me at 591-5531 or [satkinson@cityoftacoma.org](mailto:satkinson@cityoftacoma.org).

- c. Peter Huffman, Director





## RESOLUTION NO. 39723

1 BY REQUEST OF COUNCIL MEMBERS CAMPBELL, IBSEN, AND WALKER LEE

2 A RESOLUTION relating to land use; requesting that the Planning Commission  
3 consolidate consideration of (a) creating a Northeast Tacoma Buffer Zone,  
4 (b) implementing the Container Port Element of the City's Comprehensive  
5 Plan; and (c) codifying the Director's Rule relating to Expanded  
6 Notification for Large Industrial Projects into the Tideflats Subarea  
7 planning process.

8 WHEREAS the City and Port of Tacoma ("Port") have agreed that a  
9 subarea planning process is the best course of action to comprehensively  
10 address land use issues associated with the future of the tideflats/port area in  
11 Tacoma ("Tideflats Area"), and

12 WHEREAS the City has received multiple applications/requests for zoning  
13 and land use process changes in the Tideflats Area, including the Northeast  
14 Tacoma Buffer Zone application, the implementation of the Container Port  
15 Element of the City's Comprehensive Plan, and the Director's Rule relating to  
16 Expanded Notification for Large Industrial Projects, and

17 WHEREAS consolidating these requests into a subarea plan will  
18 contribute to the Port and City and the community as a whole by facilitating a  
19 well-defined, comprehensive community discussion about creating clear policy  
20 and a long-term vision for the Tideflats Area that addresses issues such as land  
21 use and zoning, capital facilities including transportation and infrastructure,  
22 environmental protection and review, and economics, and

23 WHEREAS the City has identified the following overall goals and  
24 guidelines for the Tideflats Subarea Plan: (1) the plan will support the creation,  
25  
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1 enrichment and preservation of desirable, healthy residential neighborhoods and  
2 this community's role as a growing metropolitan city; (2) the plan will support  
3 continued growth of this community's economy and employment base, and the  
4 important role of the Tideflats area as an economic engine for the City, Pierce  
5 County, and the region; (3) the plan will support the protection and improvement  
6 of our environment and the health and safety of our community and Puget  
7 Sound; and (4) the plan will be consistent with state and regional policies while  
8 also reflecting Tacoma's character and values, and

9 WHEREAS because the City values transparency, open government, and  
10 public involvement, the City Council insists the subarea plan be the product of a  
11 process that is grounded in community engagement and involvement,  
12 incorporating early, continuous, broad, respectful and informed public input, and  
13 integrating direct representation from, at a minimum, the Northeast Tacoma and  
14 New Tacoma Neighborhood Councils, the Port of Tacoma and its tenants, other  
15 businesses within the Tideflats area, environmental stakeholders, and adjacent  
16 jurisdictions, and  
17

18 WHEREAS the City recognizes the Puyallup Tribe's critical stake in this  
19 area and invites the Tribe to be highly involved throughout this community  
20 planning process, and  
21

22 WHEREAS the City Council desires to partner with the Port of Tacoma  
23 and the Puyallup Tribe on this subarea plan and begin negotiation of an Interlocal  
24 Agreement ("ILA") with both that would outline this partnership, including roles of  
25  
26



1 the City, the Port, and the Puyallup Tribe, responsibilities and funding for the  
2 project, and would be approved by all governing bodies; Now, Therefore,

3 BE IT RESOLVED BY THE COUNCIL OF THE CITY OF TACOMA:

4 Section 1. That the City Council hereby requests the Planning  
5 Commission to consolidate consideration of a Northeast Tacoma Buffer Zone,  
6 the implementation of the Container Port Element of the City's Comprehensive  
7 Plan, and of the Director's Rule relating to Expanded Notification for Large  
8 Industrial Projects into the Tideflats Subarea planning process.

9 Section 2. That the Planning Commission is hereby requested to  
10 immediately begin discussion regarding, and consideration of the need for interim  
11 regulations related to the Container Port Element in the Tideflats Subarea while  
12 the Subarea planning process is underway, and prior to the Subarea Plan's  
13 finalization.  
14

15 Section 3. That the City Council hereby requests the Interim City Manager  
16 to identify resources necessary to move forward in a timely manner on the  
17 Tideflats Subarea Plan.  
18

19 Section 4. That the City Council hereby requests the Interim City Manager  
20 to initiate discussions about an Interlocal Agreement among the City, the Port,  
21 and the Puyallup Tribe, which would come back for approval by all three  
22 legislative bodies.  
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24 Section 5. That the City Council hereby requests that all negotiations  
25 concerning a proposed Interlocal Agreement between the City, the Port, and the  
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Tribe be held only in public meetings, and all documents concerning such an agreement be open and available to the public; provided that each entity's staff may exchange initial drafts of the Interlocal Agreement without having to do so in a public meeting setting.

Adopted \_\_\_\_\_

\_\_\_\_\_  
Mayor

Attest:

\_\_\_\_\_  
City Clerk

Approved as to form:

  
\_\_\_\_\_  
Deputy City Attorney