



AGENDA

MEETING: Regular Meeting
TIME: Wednesday, March 21, 2018, 5:00 p.m.
LOCATION: Room 16, Tacoma Municipal Building North
733 Market Street, Tacoma, WA 98402

A. Call to Order and Quorum Call

B. Approval of Agenda and Minutes

- Minutes – February 21, 2018

C. Public Comments

- Comments are limited to 3 minutes per person

D. Discussion Items

1. Planning Commission Work Program, By-Laws, and Operations

- Description: Review the 2017-2019 Planning Work Program, Tacoma Municipal Code Chapter 13.02, and the Commission's Rules and Regulations (i.e., By-laws), and consider appropriate modifications.
- Action: Guidance
- Staff Contact: Stephen Atkinson, 253-591-5531, satkinson@cityoftacoma.org

E. Communication Items

- (1) Links to Opportunity Project Update (see "Agenda Item E-1")
- (2) Tacoma Mall Neighborhood Subarea Plan and EIS Update (see "Agenda Item E-2")
- (3) T-Town City Services Expo, Saturday, March 24, 2018, 10:00 a.m. – 3:00 p.m., Tacoma Dome (see "Agenda Item E-3")
- (4) Planning Manager's Letter to the Community and Planning Commission Public Hearing Notice concerning the 2018 Amendments to the Comprehensive Plan and Land Use Regulatory Code – Informational Session on Wednesday, March 28, 2018, 5:30 p.m. and Public Hearing on Wednesday, April 4, 2018, 5:30 p.m., both in the Council Chambers (see "Agenda Item E-4")
- (5) The next Planning Commission meeting is scheduled for Wednesday, April 4, 2018, at 5:00 p.m., in the Council Chambers; tentative agenda (subject to change) includes: Public Hearing – 2018 Amendments.
- (6) The next Infrastructure, Planning and Sustainability Committee meeting is scheduled for Wednesday, March 28, 2018, 4:30 p.m., in Room 16; tentative agenda (subject to change) includes: Nature's Scorecard; 2018 Amended and 2019-2024 Transportation Improvement Program; and Commercial Carry Service Charge.

F. Adjournment





To: Planning Commission
From: Stephen Atkinson, Planning Services Division
Subject: **Planning Commission Work Program, By-Laws, and Operations**
Meeting Date: March 21, 2018
Memo Date: March 14, 2018

Action Requested:
Guidance.

Discussion:

At the next meeting on March 21, 2018, the Planning Commission will review, and consider appropriate modifications to, the Planning Work Program, the amendment review process as set forth in the Tacoma Municipal Code Chapter 13.02, and the Commission's Rules and Regulations (i.e., By-laws).

1. Planning Work Program. This review and potential adjustment to the work program is needed to prioritize the workload of staff and the Commission, to ensure timely and efficient progress in advancing these priorities, and to extend the work plan timeline to 2020. Attached to facilitate the Commission's discussion are the Potential Project Tracks and Adoption Targets that serves as the framework for the 2018-2020 Planning Work Program (Attachment 1) and the current 2017-2019 Planning Work Program (Attachment 2).

Questions for discussion include:

- Which projects should be assessed for inclusion in the 2019 Amendment package?
- Which projects should proceed on an individual process track and schedule?
- Which projects are the highest priorities for the Commission?

Upcoming Decisions for the Commission:

- Table 26 of the *One Tacoma* Comprehensive Plan, *Relationship Between Elements + Implementation Priorities* (Attachment 3) was adopted in *One Tacoma* to inform future work program discussions. Staff has provided a status update on the implementation priorities. The Commission may consider amendments to the table as part of the Plan and Code Cleanups in the 2018 Amendment process.
- Staff is seeking guidance on the list of projects to be included in the upcoming Assessment phase of the 2019 Amendment cycle. This request is not a final decision, but a list of potential projects to be evaluated.
- The Commission is expected to make a recommendation on the 2018-2020 Planning Work Program to the Council's Infrastructure, Planning and Sustainability Committee in June 2018.

2. Amendment Review Process and Commission By-laws. Staff has conducted lunch meetings with individual Commissioners in January-February 2018 to solicit feedback on how to continuously improve the operation of the Commission (Attachment 4). Based on comments received, staff is proposing some modifications to the amendment review process as set forth in the Tacoma Municipal Code Chapter 13.02. Attached to facilitate the Commission's discussion are a flowchart that depicts the amendment review process and potential modifications (Attachment 5) and a template of the proposed Amendment Application and Assessment Report (Attachment 6).

Planning Commission

Planning Commission Work Program, By-Laws, and Operations

March 14, 2018

Page 2 of 2

Following this discussion, the Commission may consider further amendments to the Tacoma Municipal Code or Commission By-Laws.

Upcoming Decisions for the Commission:

- The proposed modifications to the amendment process (Attachment 6) include a public hearing during the Assessment phase. The Commission may consider this approach as an alternative to, or in addition to, taking public comments on regular agenda items. Staff is seeking feedback on this approach in order to finalize upcoming Commission schedules.
- Staff is seeking feedback on the proposed Assessment Report (Attachment 6) in order to begin drafting the project scope and assessment.
- The Commission may also consider amending its Rules and Regulations (i.e., By-laws) (Attachment 7).

Additional Notes:

The Comprehensive Plan and its elements, as well as development regulations and regulatory procedures that implement the Comprehensive Plan, shall be adopted and amended by ordinance of the City Council following the procedures identified in Tacoma Municipal Code 13.02.045.

Proposed amendments may be considered annually, for which the amendment process shall begin in July of any given year and be completed, with appropriate actions taken by the City Council by the end of June of the following year. The application deadline for any given amendment cycle shall be established by the Department no later than the last day of May.

Staff proposes to set the 2019 Amendment process for City-initiated amendments only, with private applications accepted in March of 2019 for consideration as part of the 2020 Amendment cycle.

Prior Actions:

The Commission recommended a 2-year Work Program on June 6, 2017 that was approved by the City Council's Infrastructure, Planning and Sustainability Committee on June 14, 2017. On December 6, 2017 the Commission conducted a year-end review and began discussions regarding process and procedural changes for the upcoming year. In addition, the 2017-2019 Work Program was updated to reflect recent accomplishments and modifications to project schedules.

Staff Contact:

Stephen Atkinson, Principal Planner, satkinson@cityoftacoma.org or (253) 591-5531.

Attachments:

1. Proposed Framework for the 2018-2020 Planning Work Program
2. 2017-2019 Planning Work Program (November 2017)
3. Implementation Priorities Status Update
4. Summary of Commission's Comments regarding Work Program, Procedures and By-laws
5. Proposed Amendment Review Process and Phasing
6. Proposed Amendment Application and Assessment Report
7. Planning Commission Rules and Regulations (December 6, 2017)

c: Peter Huffman, Director

Proposed Planning Commission Work Program 2018-2020
Potential Project Tracks and Adoption Targets
March 21, 2018

December, 2018

June, 2019

June, 2019 – 2020 Completion

- Re-authorization of Tideflats Interim Regulations
- Residential Infill Pilot Program Phase 2
- Affordable Housing Initiatives

Track 1: Off Cycle

Track 1 projects are those that would proceed on an individual adoption schedule based on unique circumstances or by City Council request.

Applications for Assessment:

- Accident Potential Zone (JLUS)
- Code Cleanups
- Future Land Use Implementation
- Commercial Zoning Updates
- Demolition Review
- Open Space Corridors Phase 2: Geohazards
- Shoreline Master Program: Periodic Review

Off-Cycle Projects

- Urban Design Studio
- Tideflats Subarea Plan
- Transit-oriented Development Planning
- Re-authorization of Tideflats Interim Regulations
- Comprehensive Plan Indicators and Performance Measures

Track 2: 2019 Amendment

Track 2 projects are those that would proceed as part of the docket for the 2019 Comprehensive Plan and Land Use Regulatory Code Amendment Cycle.

Potential 2020 Amendments

- Institutional Zoning Review
- Downtown Plan Integration
- Private Applications

Track 3: 2019-2020

Track 3 projects are those that would proceed for adoption between June of 2019 and end of 2020. This track includes **Private Applications** proposed to be accepted in March of 2019 for inclusion in the 2020 Comprehensive Plan and Land Use Regulatory Code Amendment cycle.



Updated Planning Commission Work Program (2017-2019) *November 29, 2017*

The Planning Commission Work Program contains projects and planning activities that are slated for completion in or substantial progress during the timeframe of June 2017 through 2019. The work program was developed in concert with the Tacoma Planning Commission and the City Council's Infrastructure, Planning and Sustainability Committee in June-October of 2017.

However, as a result of Council priorities and budget and staff constraints, several modifications to the work program have been implemented. These modifications are reflected below with the postponement and/or modification of certain projects, as outlined below.

Track 1: Interim Regulations (*off-cycle*)

- Correctional Facilities Regulations
- Tideflats Uses and Standards – **COMPLETED**
- Marijuana Uses and Playground Buffers – **COMPLETED**
- Emergency Temporary Shelters – **EXTENDED for 6 Months**

Track 2: Subarea Plans (*off-cycle*)

- Tacoma Mall Neighborhood Subarea Plan - **IN PROCESS**
- Tideflats Subarea Plan – **INITIATING IN EARLY 2018**

Track 3: 2018 Amendment Cycle

- Car Wash Use Allowance – Private Application #2018-01
- Outdoor Tire Storage Code Amendment – Private Application #2018-02
- South 80th Street PDB Rezone – Private Application #2018-03
- View Sensitive District (VSD) Height Measurement – Private Application #2018-06
- Future Land Use Map Implementation: Area-wide Rezones – Phase 4 **POSTPONED to 2018/2019**
- Commercial Zoning Update – Phase 1 **POSTPONED to 2018/2019**
- Open Space Corridors Implementation **SCOPE REDUCED**
- Transportation Master Plan – Limited Update
- Code Clean-ups

Track 4: 2019 Amendment Cycle (*tentative*)

- Future Land Use Map Implementation: Area-wide Rezones
- Commercial Zoning Update
- Urban Design Studio – Establishment
- Residential Infill Pilot Program – Phase 2

- JBLM Joint Land Use Study Implementation
- Shoreline Master Program – 2019 Periodic Update
- Code Clean-ups

On-going Planning Issues

- Historic Demolition Review (*may be coordinated with 2018 Amendment Cycle*)
- Capital Facilities Program for 2018-2023 (*off-cycle*)
- Six-Year Comprehensive Transportation Program for 2017-2022 (*off-cycle*)
- Billboards Regulations **POTENTIALLY COMPLETED DEC. 2017**
- Joint Meetings of the Planning Commission with appropriate groups (e.g., the Landmarks Preservation Commission, the Transportation Commission, and the Neighborhood Councils)
- Transportation Master Plan Implementation, in coordination with the Transportation Commission (e.g. impact fees study, transportation network planning, streetscape design guidance, signature trails development, etc.)
- Link Expansion Streetscape project (including the Links to Opportunity Program and the SGA Technical Assistance Program)
- Historic Preservation, in coordination with the Landmarks Preservation Commission (e.g. TDR, integration of Historic Preservation Plan with *One Tacoma* Plan, educational programs, etc.)
- Residential Infill Pilot Program (implementation)
- Citizen Participation and Public Outreach Enhancements (with specific engagement efforts focusing on the Proctor District)

Regional and Cross-Jurisdictional Issues

- Metro Parks Tacoma and Tacoma School District strategic plans updates
- Pierce County Parkland/Spanaway/Midland (PSM) Community Plan
- Regional Transportation Issues, in coordination with the Transportation Commission (e.g. Tacoma LINK and Central LINK Light Rail Expansions, Pacific Avenue BRT Study)
- PSRC Regional Centers Framework Update
- PCRC Centers of Local Importance/County-level Centers Update

Emerging and Deferred Issues

- 20-minute Neighborhood Baseline Analysis
- Urban Growth Baseline Analysis
- Mixed-Use Centers Implementation Programming
- Mixed-Use Centers Height Bonus Program Review
- Institutional Campus Zoning Update
- Urban Forestry Implementation (including landscaping, tree-preservation, open space, etc.)
- Watershed-level Environmental Planning
- Parking Update (including RPA, refinements along light rail, design, etc.)
- Downtown Plan Integration with Subarea Plans
- Street Typology and Designation System Review
- Unified Development Code
- Transfer of Development Rights (TDR) and Tax-Increment Financing (TIF) Program Review
- Sign Code Update
- Annexation Planning

Track 1 Projects: Nearing Completion

Correctional Facilities – Interim and Permanent Regulations

Summary:

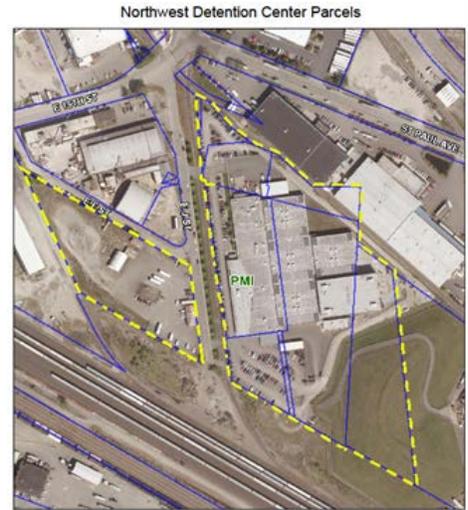
The City Council enacted emergency interim zoning regulations pertaining to public and private correctional facilities on March 7, 2017, per Ordinance No. 28417, and subsequently adopted some modifications to the regulations on May 9, per Ordinance No. 28429. This project will develop permanent regulations for the City Council’s consideration based on the issues and approach outlined in Ordinance No. 28429 prior to the expiration of the interim regulations in March 2018.

Primary Staff Contact:

Ian Munce, Special Assistant to the Director
imunce@cityoftacoma.org

General Project Timeline:

March 2017 – March 2018



Tideflats Uses and Standards – Interim Regulations

Summary:

This project will explore the need for interim regulations in the Port/Tideflats Manufacturing and Industrial Center during the early stage of the development of the Tideflats Subarea Plan. Potential interim regulations could include use restrictions, modified permit procedures and enhancements to public notice, and limits on development in adjacent slopes and transition areas.

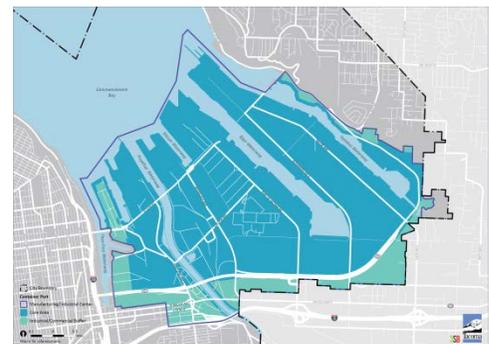
Note: The associated permanent regulations will be addressed as part of the final adoption of the Tideflats Subarea Plan.

Primary Staff Contact:

Stephen Atkinson, Senior Planner
satkinson@cityoftacoma.org

General Project Timeline:

Adopted on November 21, 2017



Marijuana Uses and Playground Buffers (Completed)

Summary:

This project would consider amending the zoning code on an interim basis by adding definitions of “Playground” and “Recreation center or facility,” in order to ensure that recreational marijuana buffers apply to Metro Parks Tacoma owned playgrounds and recreation centers and facilities to the level intended by the State, but currently not covered by State definitions. The associated permanent regulations may be, from a timing perspective, coordinated with the 2018 Amendment Cycle.

Primary Staff Contact:

Lihuang Wung, Senior Planner
lwung@cityoftacoma.org

General Project Timeline:

Adopted on November 7, 2017



Emergency Temporary Shelters – Interim and Permanent Regulations

Summary:

The City Council adopted Ordinance No. 28430 on May 9, 2017, declaring a public health emergency relating to the conditions of homeless encampments. As part of the follow-up actions, this project will develop interim and permanent regulations for the Council’s consideration concerning the zoning and development standards for permitting emergency temporary shelter facilities and sites.

Primary Staff Contact:

Lauren Flemister, Senior Planner
lflemister@cityoftacoma.org

General Project Timeline:

Extended 6 months, until April 2018



Track 2: Subarea Plans

Tacoma Mall Subarea Plan

Summary:

Tacoma Mall Neighborhood is important to people who live, work and shop in the region. This 485-acre area was designated by the City and the Puget Sound Regional Council as a focus for jobs and housing growth. A Draft of the Subarea Plan is currently available for public review. Staff expects to complete the legislative process in 2017.

Primary Staff Contact:

Elliott Barnett, Associate Planner
elliott.barnett@cityoftacoma.org

General Project Timeline:

Adoption expected in Spring 2018



Tideflats Subarea Plan

Summary:

The City Council adopted Amended Resolution No. 39723 on May 9, 2017, initiating the Tideflats subarea planning process. The resolution requests the Planning Commission to consolidate several planning initiatives currently underway for the area; requests the Commission to begin discussion of the need for interim regulations for the area; requests the City Manager to identify resources need for the subarea planning; and requests the City Manager to negotiate an Interlocal Agreement with the Port and the Puyallup Tribe for the collaboration of the project. The scope of work for the subarea plan is yet to be determined.



Note: This project incorporates consideration of the issues highlighted in:

- NETNC's "NE Tacoma Buffer Zone" Application #2018-04
- The Council Consideration Request pertaining to the implementation of the Port Container Element
- PDS Director's Rule on Heavy Industrial Expanded Notification

Primary Staff Contact:

Stephen Atkinson, Senior Planner
satkinson@cityoftacoma.org

General Project Timeline:

Planned initiation in early 2018

Track 3: 2018 Amendment Cycle

Car Wash Use Allowance (Private Application #2018-01)

Summary:

This application seeks to amend the Land Use Regulatory Code to allow car wash facilities in the Neighborhood Commercial Mixed-use Zoning District (NCX). The amendments could include changes to the definitions, core-pedestrian street restrictions, and potential design and development standards.



Primary Staff Contact:

Lihuang Wung, Senior Planner
lwung@cityoftacoma.org

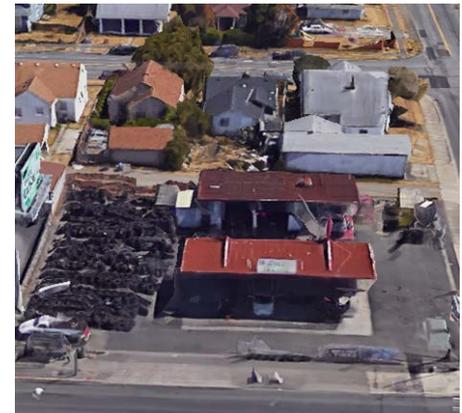
General Project Timeline:

April 2017 – June 2018

Outdoor Tire Storage Code Amendment (Private Application #2018-02)

Summary:

The application seeks to amend the Land Use Regulatory Code 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. There are seven applicants associated with this amendment. All are small business owners and/or landlords of discount/used tire sales operations in the C-2 District. Most of these businesses are in repurposed buildings (mostly old auto repair or service stations) on underutilized lots along arterial streets.



Primary Staff Contact:

Lihuang Wung, Senior Planner
lwung@cityoftacoma.org

General Project Timeline:

April 2017 – June 2018

S. 80th Planned Development Business District Rezone (Private Application #2018-03)

Summary:

This project seeks to rezone an area along S. 80th Street from Planned Development Business District (PDB) to a more appropriate district that is consistent with the recommendations from the Joint Base Lewis-McChord Joint Land Use Study and the current use makeup of the area.

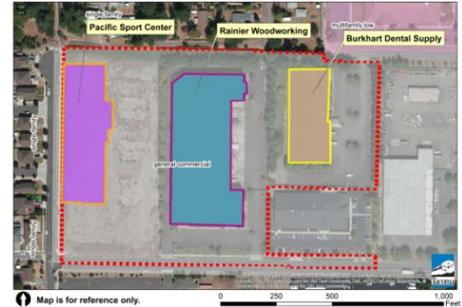
Primary Staff Contact:

Lauren Flemister, Senior Planner
lflemister@cityoftacoma.org

General Project Timeline:

April 2017 – June 2018

City of Tacoma | Planning and Development Services
Study Area 3: PDB Future Land Use



View Sensitive District Height Measurement (Private Application #2018-06)

Summary:

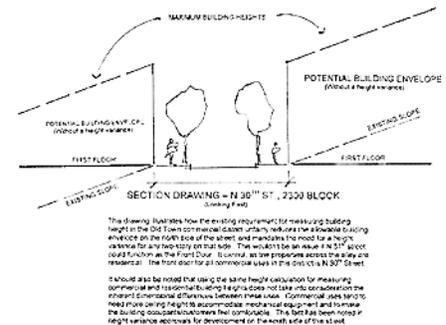
The application seeks to amend the Land Use Regulatory Code concerning how building heights are measured in a View-Sensitive Overlay District (VSD), which has a reduced height limit (25-feet) and a measurement methodology that is unique from other districts. The study will focus on those areas zoned Commercial with a VSD.

Primary Staff Contact:

Lauren Flemister, Senior Planner
lflemister@cityoftacoma.org

General Project Timeline:

April 2017 – June 2018



Open Space Corridors Implementation

Summary:

The City's designated open space corridors includes a variety of areas within the City, including recreation areas, passive open spaces, wetlands, streams, steep slopes, and other important habitat areas. This project will evaluate appropriate site development standards to protect the important functions of the City's open space corridors while continuing to accommodate reasonable use of private property. The scope for this phase of the project has been reduced to focus primarily on clarifying and improving standards associated with regulated critical areas including geohazard and fish and wildlife conservation areas (which had originally been identified separately).

Primary Staff Contact:

Elliott Barnett, Associate Planner
elliott.barnett@cityoftacoma.org

General Project Timeline:

July 2017 – June 2018



Transportation Master Plan – Limited Update

Summary:

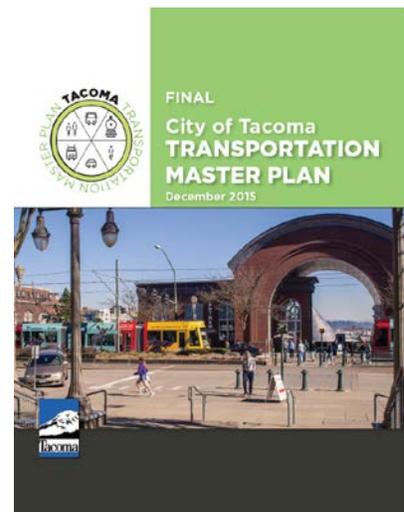
The Transportation Master Plan (TMP) is the transportation element of the *One Tacoma* Comprehensive Plan. The purpose of this project is not a major update or overhaul to the TMP, but smaller modifications including cleanups and updates to address work that has been completed since the last update, including the new Environmental Action Plan, the upcoming Safe Routes to Schools Implementation Plan, the Pedestrian Safety Improvement Program, and some increased funding opportunities. The Transportation Commission will coordinate a significant portion of the work and make a recommendation to the Planning Commission.

Primary Staff Contact:

Josh Diekmann, Traffic Engineer
jdiekmann@cityoftacoma.org

General Project Timeline:

March 2017 – June 2018



Code Clean-ups

Summary:

As part of the 2018 Amendment, this proposal would amend the Land Use Regulatory Code to keep information current, address inconsistencies, correct errors and clarify code language, in order to improve code administration efficiency and enhance customer service.

Primary Staff Contact:

Lihuang Wung, Senior Planner
lwung@cityoftacoma.org

General Project Timeline:

April 2017 – June 2018



Track 4: 2019 Amendment Cycle *(tentative)*

Future Land Use Map Implementation: Area-wide Rezones

Summary:

The Future Land Use Map of the Comprehensive Plan provides a basis for applying zoning and for making land use decisions. This project will put into effect the land use designations through appropriate area-wide rezones to achieve consistency with the Future Land Use Map, and work to achieve the goals of the One Tacoma Plan.

Primary Staff Contact:

Stephen Atkinson, Senior Planner
satkinson@cityoftacoma.org

General Project Timeline:

March 2018 – June 2019



Commercial Zoning Update

Summary:

The Commercial Zoning update will revise the design and development standards for the City’s Neighborhood and General Commercial zoning districts. The project will bring these districts into alignment with the goals and policies of the One Tacoma Plan to promote more context-sensitive commercial zoning standards.

This project may involve the creation or consolidation of existing commercial zoning districts.

Primary Staff Contact:

Stephen Atkinson, Senior Planner
satkinson@cityoftacoma.org

General Project Timeline:

January 2018 – June 2019



Urban Design Studio – Establishment

Summary:

The Urban Design Studio is a proposed long-term program with a focus on delivering urban design services to customers in the Planning and Development Services Department, to other City departments, and through external public and private partnerships.

The initial phase of this project will include extensive public engagement, development of design guidelines, administrative procedures, and municipal code amendments.

Note: This project will incorporate consideration of the issues highlighted in Private Application #2018-05 “Design Review in MUCs”

Primary Staff Contact:

Lauren Flemister, Senior Planner
lflemister@cityoftacoma.org

General Project Timeline:

January 2018 – June 2019



Residential Infill Pilot Program – Phase 2

Summary:

The purpose of the Pilot Program is to promote innovative residential infill development types. The program was adopted in 2015 and the first phase of implementation is in progress. Four projects submitted by interested developers have been selected to move into the permitting process.

This phase of implementation will consider lessons learned from completed projects, code amendments to the infill code and guidelines, and recommendations for continued implementation of the program.

Primary Staff Contact:

Lauren Flemister, Senior Planner lflemister@cityoftacoma.org

General Project Timeline:

June 2018 – June 2019



JBLM Joint Land Use Study Implementation

Summary:

This project will evaluate the findings and recommendations of the Joint Land Use Study for Joint-Base Lewis-McChord and evaluate strategies for addressing compatibility with the base, with specific focus on the Accident Potential Zone (APZ).

Primary Staff Contact:

Lauren Flemister, Senior Planner
lflemister@cityoftacoma.org

General Project Timeline:

March 2018 – June 2019



Shoreline Master Program – 2019 Periodic Update

Summary:

The State Shoreline Management Act requires local governments to periodically review their shoreline master programs and make any adjustments deemed necessary to reflect changing local circumstances, new information or improved data. Per RCW 90.58.080, the City of Tacoma is required to conduct a periodic review on or before June 30, 2019. The initial public scoping phase of the project will inform what information, issues, and topics are pertinent for this periodic review.

Primary Staff Contact:

Stephen Atkinson, Senior Planner
satkinson@cityoftacoma.org

General Project Timeline:

January 2018 – June 2019

SHORELINE MASTER PROGRAM

An Element of the Comprehensive Plan and Title 13 of the Tacoma Municipal Code



CITY OF TACOMA, WASHINGTON

PC Packet D1: Attachment 3

TABLE 26. Relationship Between Elements + Implementation Priorities

ELEMENT	CORRESPONDING IMPLEMENTATION PRIORITIES	CURRENT STATUS
Urban Form	Zoning and Development Regulation Updates Explore financial incentives and tools that could be effectively utilized to stimulate private investment in the mixed-use centers	Potential 2019 Work Program: Commercial Zoning updates + Future Land Use Map Amendments and Potential Rezones Yet to be programmed.
Design + Development	Develop a design manual and an approach to conducting design review for public projects and development citywide, but with an emphasis on designated mixed-use centers	Urban Design Studio proposed as part of 2019 Work Program
Environment + Watershed Health	Develop an Environmental Action Plan Conduct a Climate Risk Assessment Conduct a watershed assessment to prioritize wastewater and stormwater projects/programs Update development regulations for steep slopes and geologically hazardous areas, and site development standards for Open Space Corridors	Completed. Completed. In progress – Environmental Services. Phase 1 in process as part of 2018 Amendment. Phase 2 for potential inclusion in 2019 Amendment Cycle.
Housing	Evaluate the City’s bonus programs, prioritize incentives, and focus objectives	Potential 2019 Work Program
Economic Development	Complete the Tacoma Mall Subarea Plan Conduct a subarea planning effort for the Port of Tacoma Manufacturing and Industrial Center Periodically review and update the City’s Economic Development Framework and Strategy	In progress – expected to be completed in 2018. Proposed to begin in 2018. Yet to be programmed.
Transportation Master Plan	Explore development of a transportation impact fee Conduct modal conflict and corridor design studies Identify and evaluate street system missing links	Continued discussion – Livable City Year Project with UW. Yet to be determined. Yet to be programmed.
Parks + Recreation	Develop a strategy for addressing any current deficiencies in levels of service and identify opportunities to provide new park and recreation opportunities within designated Mixed-Use Centers	Yet to be programmed. Metro Parks Tacoma has adopted an updated Strategic Plan including 10-minute walk LOS.
Public Facilities + Services	Update the Capital Facilities Program and level of service standards Explore funding for joint planning for the City’s Urban Growth Areas with Pierce County and adjacent jurisdictions Evaluate and implement appropriate recommendations from the JLUS for airport compatibility	Capital Facilities Program has been updated. Next phases include improvements to the inventory and project mapping. Yet to be programmed. Pierce County is updating the Parkland/Spanaway community plans at this time. Potential 2019 Amendment.
Engagement, Administration + Implementation	Perform an opportunity and equity analysis	Continued discussion – Livable City Year Project with UW.



Summary of Planning Commission's Comments regarding Work Program, Procedures, and By-laws

January-February 2018

1. Work Program

- Transit Oriented Development Planning: ST3, Pacific Avenue HCT
- Annexation area planning: Parkland/Spanaway + Dash Point/Browns Point
- Business District beautification and improvement efforts
- Sign code
- Incorporating more resiliency planning into initiatives
- Economic Development
- Impact fees
- Tideflats Subarea Plan

2. Procedures and By-laws

- Improve docketing process for the amendments to ensure adequate information for review.
- Coordination and integration with other Commissions, especially Transportation Commission and Sustainable Tacoma Commission.
- Consider closing the public comment period at the public hearing so the record concludes with the hearing.
- Use of task forces and citizen advisory committees.
- Consider modifying how and when public comments are accepted throughout process to ensure wider representation and focused periods of comment and deliberations.
- Improve clarity as to when and what types of decisions are being requested.
- Concerns that new information is
- Joint meetings with other Commissions to discuss common goals and interests.
- Structuring votes – deliberate and then vote, or call for vote, then deliberate.
- Positive feedback on agenda format.
- Long discussions – continue to seek efficiencies in meetings.
- Ensure packet materials are relevant to the discussion.
- Not always clear if Commission has given adequate feedback/direction.

3. Miscellaneous:

- Commissioner Attendance
- Encourage everyone to speak

Phase: Assessment

Decision: To accept or deny the Application and to finalize Docket.

Basis for the Decision: The Planning Commission will review this assessment and make its decision as to: (1) whether or not the application is complete, and if not, what information is needed to make it complete; (2) whether or not the scope of the application should be modified, and if so, what alternatives should be considered; and (3) whether or not the application will be considered, and if so, in which amendment cycle.

Materials:

1. Staff Assessment Report
 - a. Determine if the request is legislative and subject to Commission Review.
 - b. Determine if there have been recent studies of the same issue, or other active or planned projects that the request could be consolidated into.
 - c. Determine if the amount of analysis is reasonably manageable, if large scale study is required, or if the amendment may be scaled down, phased, or included in a future amendment.
 - d. (NEW) Preliminary Staff Analysis:
 - i. Area of Applicability
 - ii. Policy review
 - iii. Objectives
 - iv. Options for review
2. Exhibit: Application
3. (NEW) Public Hearing and Comments on the Application and Staff Assessment Report

Phase: Options and Concept Report

Decision: To determine the recommended option to move forward into code development. This phase is optional depending on the scope of the project and initial assessment.

Basis for the Decision:

- Policy Support
- Responsiveness to the Objectives
- Assessment of Impacts

Materials:

1. Recommended Option
2. Options Analysis
 - a. Policy Review
 - b. Objectives
 - c. Assessment of Impacts
 - d. Public Outreach
3. Exhibits
 - a. Benchmarking
 - b. Case Studies
 - c. Other Supplemental Documents

Phase: Plan and Code Development

Decision: Set a Public Hearing.

Basis for the Decision:

- Consistency of the exhibits with the Recommended Concept.
- Complete staff analysis report.

Materials:

1. Staff Analysis Report
2. Exhibits: Plan and/or Code Amendments
3. Other Supplemental Information

Phase: Public Review and Recommendation

Decision: Finalize Amendments and Recommendation

Basis for the Decision: Response to public testimony.

Materials:

- Public Review Document
- Issues and Staff Responses Report
- Findings of Fact with Exhibits

City Council Review

Phase: Assessment
April – June

Meeting 1: Review initial scope of work
Meeting 2: Public Hearing
Meeting 3: Modify scope and approve work plan

Phase: Options Analysis
July – September

Meetings: 1-3

Plan and Code Development:
October – December

Meetings: 2

Public Review:
Jan - Feb

Meeting 1: Set the Hearing
Meeting 2: Public Hearing

Recommendation:
March - April

Meeting 1: debrief
Meeting 2: review modifications
Meeting 3: Recommendation



(Project Name)

Application: 2019 Amendment

(Introduction: Explain what the project is and why we are undertaking it. Define the problem.)

Images
in PDF

Project Summary	
Application No.:	
Applicant:	
Location and Size of Area:	
Current Land Use and Zoning:	
Neighborhood Council Area:	
Staff Recommendation:	
Date of Report:	
Project Proposal:	



Planning and Development Services
City of Tacoma, Washington

Peter Huffman, Director

Project Manager
Contact information

Website

Section A. Proposed Scope of Work

1. Area of Applicability

Use a map or other visuals plus descriptions to show what areas are under review and where the amendments may apply.

2. Background

Please describe any pertinent background or context for the application.

3. Policy Framework

How does the proposed amendment seek to implement applicable provisions of State statutes, case law, regional policies, and the Comprehensive Plan?

4. Objectives

Would the proposed amendment achieve any of the following objectives?

- Address inconsistencies or errors in the Comprehensive Plan or development regulations;
- Respond to changing circumstances, such as growth and development patterns, needs and desires of the community, and the City's capacity to provide adequate services;
- Maintain or enhance compatibility with existing or planned land uses and the surrounding development pattern; and/or
- Enhance the quality of the neighborhood.

5. Options Analysis

What options can the Commission consider in trying to address the issue? Are there different approaches that can be taken to address the same issue?

6. Proposed Outreach

Who might the amendment affect? How will interested and potentially affected parties be notified? What methods will be used?

Which City Commissions may have an interest in the issue and what role can they play in the process? Is the project suitable for a task force or technical/advisory committee?

Reach out to the Puyallup Tribe regarding the consultation process.

7. Impacts Assessment

What are the potential impacts of the proposal that will require further study or analysis?

8. Supplemental Information

What studies/analysis/information will be necessary to help the Commission to select an option and make a recommendation?

Section C. Assessment

The applications were reviewed against the following assessment criteria pursuant to TMC 13.02.045:

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:

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:

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 following sections to be completed after public hearing:

Section B. Summary of Public Comments

Issue	Staff Response

Section C. Recommendation

According to TMC 13.02.045, the Planning Commission will review this assessment and make its decision as to:

1. Whether or not the application is complete, and if not, what information is needed to make it complete;
2. Whether or not the scope of the application should be modified, and if so, what alternatives should be considered; and
3. Whether or not the application will be considered, and if so, in which amendment cycle. The Planning Commission shall make determinations concerning proposed amendments.

Based on the review of the proposals against the assessment criteria, staff concludes that they are ready/not ready for technical analysis. Staff recommends/does not recommend that the Planning Commission accept the application, as submitted, for consideration during the **XXXX** Amendment cycle.



TACOMA PLANNING COMMISSION
RULES AND REGULATIONS (“BY-LAWS”)

The following Rules and Regulations of the Tacoma Planning Commission were originally adopted by the Commission on July 6, 1954, and subsequently amended on January 29, 1964; April 20, 1970, July 21, 1980; September 4, 1991; August 16, 1993; August 21, 1995; May 21, 1997; June 7, 2000; October 20, 2004; November 18, 2009; December 1, 2010; August 5, 2015; June 1, 2016; and December 6, 2017. These Rules and Regulations conform to the statutory authority of the City Charter (Article III, Section 3.8 – City Planning Commission) and the Tacoma Municipal Code (TMC) (Title 13, Chapter 13.02 – Planning Commission).

The Rules and Regulations contain the following sections:

- I. Officers
- II. Advisory Committees and Task Forces
- III. Staffing
- IV. Meetings
- V. Records
- VI. Annual Report
- VII. Miscellaneous
- VIII. Rules and Regulations Amendments

I. Officers

- A. The Commission shall elect its own Chair, Vice-Chair, and such other officers as from time to time it may determine it requires, all of whom shall be members of the Commission.
- B. Nominations and elections of officers shall be conducted at the first meeting in September of each year or on a different date set by the Commission. New officers will assume duties after the meeting following their election.
- C. Officer Qualification Considerations – The Officers should be interested in holding the position(s); be able to devote sufficient time to Commission business and attend as many Commission meetings as possible; be prepared to make presentations to the City Council, citizens, committees, neighborhood groups, and service clubs regarding Commission responsibilities, projects, plans and policies; and have sufficient experience on the Commission to understand its role and functions and to have a basic understanding of the City's Comprehensive Plan policies and development regulations.
- D. The term of office shall be for one (1) year or until the next scheduled election. In case of any vacancy in office, the vacancy shall be filled by an election at the first regular meeting after the occurrence of such vacancy.

- E. Duties of Officers – The Chair shall preside over all meetings of the Commission. All resolutions adopted by the Commission and Commission correspondence shall be signed in his/her name as Chair of the Commission. In the event of the absence of the Chair or his/her inability to act, the Vice-Chair shall take his/her place and perform his/her duties. In the event of the absences or inability to act of both the Chair and the Vice-Chair, the remaining members of the Commission shall appoint one of their members to temporarily act as Chair.

II. Advisory Committees and Task Forces

- A. Advisory Committees – The Commission may establish advisory committees as it deems appropriate, following the procedures set forth in TMC 13.02.015.
- B. Task Forces – The Commission may also establish task forces as it deems appropriate to conduct extended and supplemental analyses of issues identified and defined by the Commission. Task forces are ad-hoc and issue-oriented in nature and shall not be construed to have the same organization and operation as those of “advisory committees.” A task force shall be comprised of up to four (4) members of the Commission designated by the Commission by a majority vote. Chairpersons of task forces may be designated by the Chair of the Commission. There shall not be more than two task forces operating at any given time. Task forces shall serve at the discretion of the Commission and their duties and responsibilities shall be established by the Commission. All task force meetings shall be open to the public and conducted in accordance with these rules. Task forces may not conduct public hearings.

III. Staffing

The Long-Range Planning Division Manager and/or his/her designee (hereinafter referred to as Staff) shall organize and supervise clerical details of the Commission's business and shall be responsible to the Commission for the proper preparation and maintenance of records of meetings, hearings, official actions and all public records. Staff shall be responsible for providing such other services as may be required by the Commission within the limits of the budget for the Planning and Development Services Department as approved by the City Council.

IV. Meetings

- A. Regular Meetings – Regular public meetings of the Commission shall be held on the first and third Wednesday of each month at 5:00 p.m. in Room 16 of the Tacoma Municipal Building North, or in another location designated by the Commission. If the regular meeting day falls on a legal holiday, the Chair of the Commission shall fix another day therefore and give notice of said meeting as hereinafter providing for “special meetings.” The notice for any regular public meeting shall indicate the date, time, place and business to be transacted, and be distributed prior to the meeting to those individuals and organizations listed on the mailing list that shall be maintained by Staff and may be subject to the Commission’s approval.
- B. Public Hearings – Public hearings conducted by the Commission shall be held in the Council Chambers of the Tacoma Municipal Building or another location designated by the Commission and indicated in the notice of hearing. The date and time of the hearing shall be determined by the Commission and indicated on the notice of hearing.

Notices for public hearings shall be distributed in accordance with TMC 13.02.057. Notices shall also be mailed, prior to the hearing, to those on the mailing list as hereinabove provided, to those individuals or organizations which have indicated in writing to the Planning and Development Services Department an interest in the subject(s) of the hearing, and to other interested parties as deemed appropriate by the Commission. An additional notice shall be required for matters continued for further hearing and continued to a time, date, and place certain.

- C. Special Meetings – Special meetings of the Commission set for a time different than regularly scheduled as hereinabove provided shall be held at such times as the Commission may determine, or may be called by the Chair for any time upon the written request of three members of the Commission. Special meetings shall be open to the public. Per RCW 42.30.080, special meetings require at least 24 hours' written notice. Such notice shall indicate the date, time, place and business to be transacted. Notices of special meetings shall be distributed to the same recipients of notices for regular public meetings, to the recipients on the special press mailing list on file with the City Clerk's Office, and to other interested parties as deemed appropriate by the Commission.
- D. Quorum – A quorum for the transaction of official business shall consist of a simple majority of filled positions of the Commission, per TMC 13.02.041.
- E. Absences – Requests by members to be excused shall be stated by the member at a Commission meeting or be submitted to the Commission or be directed through Staff who shall then present the request to the Commission. The Commission shall then approve or deny the request. Upon a member's missing three (3) unexcused consecutive regular meetings, the Commission shall afford such member a hearing to determine whether the absences are to be excused. If the Commission determines not to excuse such absences, then the Commission shall determine the question of whether the Commission shall recommend to the City Council that such member should be deemed to have forfeited his/her office and a new member be appointed to fill the unexpired term.
- F. Every official act taken by the Commission shall be by resolution or by motion by an affirmative vote of a majority of the quorum. In the event that a member disqualifies themselves or passes, this is to be registered as "not voting". Notwithstanding Robert's Rules of Order, the Chair shall vote on all resolutions or motions.
- G. Conduct of Meetings
 - 1. Order of Business – The following order of business may be modified for any meeting by a suspension of the rules, concurred in by a majority of the voting members present, except that consideration of matters set for public hearing must occur at or following the time indicated on the hearing notice:
 - a) Call to Order and Quorum Call
 - b) Approval of Agenda
 - c) Approval of Minutes
 - d) Public Comment – The Chair shall decide whether this item will be included in the agenda, and if so, how much time will be allowed for each speaker. Public

comments, if included in the agenda, must be limited to items on the agenda that are not the topic of a recent public hearing.

- e) Discussion Items – Matters set for public hearing shall be considered at such time as determined by the Commission and set forth in the hearing notice.
- f) Communication – This may include other business brought forward by Commissioners, comments by Commissioners, and comments and additional information provided by Staff.
- g) Adjournment

2. Conduct of Regular and Special Meetings:

- a) The Chair shall preside over all regular and special meetings of the Commission.
- b) The Chair introduces the agenda items.
- c) Staff and/or presenters invited by staff summarize the information prepared or received by the staff responsible for the agenda item.
- d) The Commission considers requests and may ask questions of the staff and/or other presenters. Comments by the public on the agenda item under consideration may be permitted, but only at the discretion of the Chair.
- e) The Chair asks for reports from advisory committees or task forces, if appropriate.
- f) The Commission takes appropriate action, if an action is required.

3. Conduct of Public Hearings:

- a) The Chair shall preside over all public hearings conducted by the Commission.
- b) The Chair calls the public hearing to order and announces the procedure for the public hearing as established by the Commission.
- c) Staff summarizes the staff report or other information prepared or received by the staff responsible for the hearing item.
- d) The Chair asks for reports from advisory committees or task forces, if appropriate.
- e) The Commission receives oral testimony.
- f) The Chair either closes the hearing and announces the date upon which the record of the hearing will remain open to receive additional written comments, or continues the hearing to a later date if there is a finding by the Chair that all interested parties have not been afforded an adequate opportunity to testify before the Commission or if new information is to be considered on which the Commission feels additional public testimony to be appropriate.
- g) At a meeting(s) subsequent to the public hearing, the Commission considers all oral and written testimony concerning the hearing item and acts to approve, disapprove, modify, or defer the decision-making until the completion of additional analyses.

H. Open Public Meetings Act and E-mail Exchanges

E-mail exchanges between members of the Commission can constitute a violation of the Washington State Open Public Meetings Act (OPMA), Chapter 42.30 RCW. Generally, if a majority of the members participate in an e-mail discussion of Commission business, the members are conducting a meeting in violation of the OPMA requirement that meetings must be “open to the public with prior notice.” It is suggested that Commission members observe the following guidelines to avoid OPMA problems with e-mail exchanges:

1. When possible, limit e-mail exchanges on issues related to Commission business to less than a majority of Commission members. Sending copies of an e-mail to less than a majority may not suffice if subsequent exchanges relay the content of the original exchange to a majority of members.
2. Never decide at an open meeting that a majority of the Commission will continue or complete discussion of an agenda item by e-mail.
3. One-sided (no response anticipated) informational e-mails to a majority or more of Commission members are probably consistent with the OPMA. In open meetings, the Commission members should verbally announce that they have sent this type of e-mail if it relates to the discussion at hand. Commission members are free to engage in e-mail exchanges with staff on one-sided e-mails, but not with each other.
4. E-mail exchanges on issues that the Commission will not address are consistent with the OPMA. However, if any reasonable chance exists that an issue relates to a vote that may or will come before the Commission, a majority of the Commission should not subject the issue to e-mail discussion.

V. Records

- A. The Commission's adopted summary minutes of the public meetings shall be the official records. The actual recording of each hearing item shall be the official record for such item.
- B. Supplemental records pertaining to matters of public meetings and public hearings shall be kept on file in the Planning and Development Services Department as required by law. These supplemental records may include but not be limited to the following:
 1. Description of agenda items, including all submitted information therewith.
 2. Report of the Planning and Development Services Department, Commission Advisory Committees and Task Forces on the matter as presented to the Commission at a meeting thereof, including such material submitted in writing and in map form.
 3. Written communications concerning the matter.
 4. Facts concerning the matter.
 5. Records of all actions taken by the Commission in the matter (resolutions, motions, setting of dates for hearings, etc.).
 6. Record of actions taken by the City Council in the matter (ordinances, resolutions, results of hearings, etc.).

- C. Recorded transcripts or summary minutes of all official Commission proceedings shall be filed with the City Clerk and shall be opened to public inspection.

VI. Annual Report

Pursuant to TMC 13.02.040, the Commission shall annually report to the City Council regarding accomplishments and the status of planning efforts undertaken in the previous year, and if applicable, the outlook of planning issues for the coming year. Said report is typically prepared in July of each year and should, at the discretion of the Chair, take the form of a letter, a memorandum, a summary report or a copy of relevant minutes of the Commission's meetings, and may be posted on the City's website.

VII. Miscellaneous

- A. Code of Ethics – Members of the Commission shall comply with the City of Tacoma's Code of Ethics pursuant to TMC 1.46 while conducting Commission business.
- B. Disclosure of Contacts – Individual members of the Commission may, but are not required to, participate in or initiate discussions with interested parties affected by issues under consideration by the Commission. Such meetings or contacts with citizens should be disclosed at the next scheduled meeting of the Commission. The intent of such disclosures in a public setting is to preserve the integrity of the Commission's process and provide a record and notice to other individuals who may also be affected or interested. If a Commissioner receives a request to meet/discuss but prefers not to do so, he/she may suggest the requesting parties to express their comments and concerns through the normal procedures, i.e., providing testimony at public hearings and/or providing comments to staff.
- C. Contact Information – The contact information of members of the Commission should be considered public information and made available for public access upon request.
- D. Conferences – Members of the Commission may attend, at their own expense, conferences, meetings and training courses closely related to Commission business.

VIII. Rules and Regulations Amendments

The Rules and Regulations may be amended by the Commission by a majority of vote at any meeting.



To: Planning Commission
From: Ian Munce, Planning and Development Services
Subject: **Links to Opportunity Project Update**
Meeting Date: March 21, 2018
Memo Date: March 14, 2018

Action Requested:

Status Update/Informational Briefing; no action requested.

Project Summary:

The Links to Opportunity Project is a two-part effort to improve social and economic opportunity through planning for multimodal mobility and economic development in communities along the Tacoma Link Light Rail Extension route. The Links Project is funded by a \$2 million grant from the Federal Transit Administration for Transit-Oriented Development Planning. Currently, the Links to Opportunity Streetscape Project is in the preliminary (30%) design phase and is moving toward final design throughout Spring to Summer 2018.

Community engagement for the Links Project is significant and includes monthly meetings with the Hilltop Engagement Committee, door-to-door outreach along the Links corridor, community briefings, pop-up events and infrastructure improvements, online engagement opportunities, and a project office in the Hilltop. Overall, there is a desire to make the streetscape durable, accessible, maintainable, and reflective of the community's vibrant character and rich history. Details of the preliminary design are provided in the attached briefing paper.

The Links to Opportunity Project is also working with the consulting firm BDS Planning to identify strategies to connect Hilltop residents with workforce development and economic empowerment opportunities provided by the increase in number of construction jobs in the region, including those related to the Tacoma Link Extension Construction.

Prior Actions:

The Planning Commission received informational briefings of the Links to Opportunity Project in February and October 2017. No action was requested of the Planning Commission.

Staff Contact:

Ian Munce, Special Assistant to the Director, (253) 573-2478, imunce@cityoftacoma.org

Attachment:

- A. Links to Opportunity Briefing Paper (March 2018)

c: Peter Huffman, Director

Introduction

The City of Tacoma was awarded a \$2 million grant through Sound Transit from the Federal Transit Administration for Transit-Oriented Development Planning in the Hilltop. The Links to Opportunity Project actively seeks to involve the local community in streetscape planning and design and in expanding employment opportunities for residents along the Tacoma Link Extension Corridor. This briefing paper provides an overview of the Links to Opportunity Project and its progress to date.

Project Team and Timeline

In April 2017, AHBL was contracted with to perform streetscape design work for the Links to Opportunity Project. The design team includes:

- AHBL – civil and structural engineering firm that is leading streetscape design;
- Walker|Macy - landscape architecture, urban design, and planning firm;
- Alta Planning + Design – specializes in planning, design, engineering, and implementation of bicycle, pedestrian, park, and trail facilities and systems;
- Tres West – mechanical and electrical engineering firm;
- Washington Forestry Consultants – specializes in management of trees and vegetation in utility and other rights-of-ways, urban forests, and traditional forestry environments;
- NWE Consulting – Hilltop-based consulting firm; and,
- EnviroIssues - community outreach and public involvement firm.

The City of Tacoma Links to Opportunity Project team includes the following staff members:

- Ian Munce, AICP – Project Manager, Planning and Development Services
- Diane Sheesley, PE – Project Engineer, Public Works
- Andy Micklow, AICP – Project Senior Planner, Planning and Development Services
- Carol Wolfe - Project Advisor, Community and Economic Development

Currently, the Links to Opportunity Project is in the preliminary (30%) design phase and is moving toward final design throughout Spring to Summer 2018. A streetscape project timeline is included and discussed in more detail below.

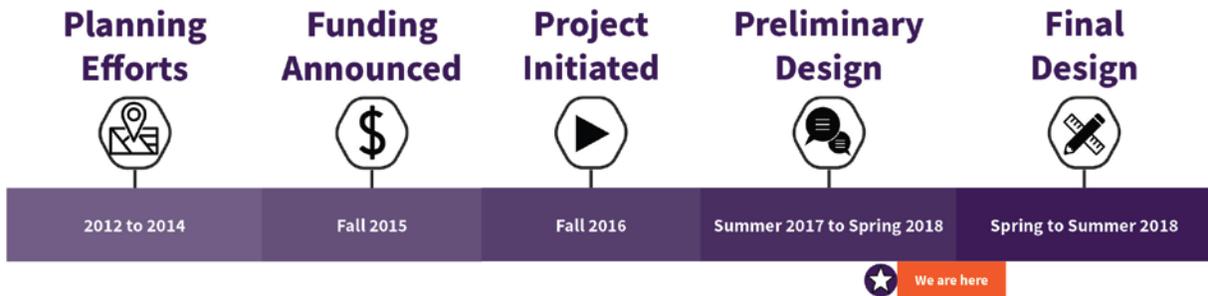


Figure 1: Links to Opportunity Streetscape Timeline

From May to October 2017, AHBL and its subcontractors conducted outreach on design parameters. From July to October 2017, the City of Tacoma also contracted with three grassroots organizations—Downtown on the Go, Hilltop Action Coalition/Sound Outreach, and Tacoma Housing Authority—to assist the City in connecting with hard to reach communities and populations, to inform these populations about the streetscape design process, and connect them to the AHBL outreach team and project staff.

Hilltop Engagement Committee

The Hilltop Engagement Committee (HEC) was established by City Council Resolution 29527 to provide a structured opportunity for community residents, organizations, and businesses to share their expertise and provide input, recommendations, and feedback on the main deliverables of the Links to Opportunity Project.

The HEC has been and will continue to be asked to weigh in on the project’s goals and deliverables in the context of the City of Tacoma’s 2025 Strategic Plan, Hilltop and North Downtown Subarea Plans, Transportation Plan (including the Mobility Master Plan), and Complete Streets Design Guidelines.

Broadly, the main deliverables and goals of the grant, on which HEC will provide input, are as follows:

- Streetscape design: This encompasses the route of the expanded Link light rail which is Martin Luther King Jr. Way from South 19th to Division Avenue, Division Avenue from Martin Luther King Jr Way to 1st Street, and 1st Street from Division Ave to Tacoma Avenue and other side streets.
- Equity and Empowerment Initiative: The design of a training program to give existing residents the support and training needed to qualify to work on the Link Extension.

The Hilltop Engagement Committee meets on the first Wednesday of the month at 5pm in the Clyde Hupp Board Room at Bates Technical College. Members include the following:

- Marty Mattes, Bates Technical College
- Anthony Powell, Central Neighborhood Council
- Brendan Nelson, Hilltop Action Coalition
- Denny Faker, New Tacoma Neighborhood Council
- Roberta Schur, Tacoma Housing Authority
- William Towey, Tacoma Urban League
- Hally Bert, At-Large
- Kiara Daniels, At-Large
- Ashley Lipford, At-Large
- Anthony Steele, At-Large
- Lawrence White, At-Large
- Audra Hudson, At-Large
- Lauren Wheeler, Sound Transit

HEC members include representatives from the Central Neighborhood Council, New Tacoma Neighborhood Council, Hilltop Action Coalition, Tacoma Housing Authority, Tacoma Urban League, and the Tacoma Urban League. Additionally, there are seven at-large members and a non-voting Sound Transit representative. There are currently two vacancies on the HEC: an at-large position and a representative from the Hilltop Business Association.

Community Outreach and Engagement

Community outreach and engagement for the Links to Opportunity Project is taking place in two rounds. The first round of outreach took place from May through October 2017 and consisted of introducing the project and gathering preliminary input to inform the 10% and 30% design plans. The second round of outreach started on December 29, 2017 and will continue through Summer 2018. The second round of outreach is targeted around draft 30% design into 95% design.

Round I Summary

The streetscape design consultants (AHBL) and their team conducted briefings and meetings with key stakeholders including the Hilltop Engagement Committee (HEC), door-to-door outreach along the project corridor, distributed posters and mailers to advertise the project and the project storefront, led creative conversations workshops for the HEC and other community members, and held weekly office hours at the project storefront office.¹

From July through October 2017, the City of Tacoma also contracted with three grassroots organizations – Downtown on the Go, Hilltop Action Coalition/Sound Outreach, and Tacoma Housing Authority. The outreach conducted by each of the groups is outlined below.

¹ A complete list of outreach events and notes is compiled using EnviroLytics software and is available by request.

- The overarching approach to Downtown on the Go (DOTG)’s outreach was to “go where the people are” and to capture input from “the people who use the corridor.” To do so, they utilized four outreach strategies during the contract period—pop-up placemaking, traffic calming, tactical urbanism, and speak up trainings—to engage more than 250 people along the MLK, Jr. corridor and on South J Street.
- Hilltop Action Coalition (HAC)/South Outreach engaged the community through the HAC neighborhood leader network, community meetings, and social media. The HAC-Links working group was created and holds regularly monthly meetings to discuss the streetscape design project and larger community concerns. The HAC-Links project manager also conducted individual interviews and coordinated resident engagement at community events like the Hilltop Street Fair.
- Tacoma Housing Authority’s (THA) outreach process built on the “Housing Hilltop” Discovery report and previous community engagement. For the Links to Opportunity Project, THA conducted four focus group meetings over a single day designed to assess community needs within five categories: pedestrian improvements, parking, accommodation of local small businesses, connection between the neighborhood and local employers, and other concerns of local stakeholders.

While the contract period for these organizations has ended, they included suggestions for future engagement in their final reports. These suggestions are being implemented in the second round of outreach to help ensure continued participation of hard to reach community and populations.

Community Feedback Themes

The following section summarizes the community input to date.² This input informed the draft 30% design that is detailed below.

- Community character and visual identity: there is an interest in art and creative design elements that introduce color/texture and visual interest, reflect the character and history of the communities along the project corridor, incorporate the work of local artists, and are durable and maintainable.
- Landscaping: there is a desire to see a variety of landscaping in the corridor that is well-maintained/easily maintainable, enables business visibility, and does not promote loitering along the project corridor.
- Pedestrian amenities: there is support for accessible and safe sidewalks, crosswalks, and bicycle connections for all users of the corridor.
- Street furniture: there is an interest in seating options that promote communal spaces and community gathering, but discourages loitering or sleeping.

² Adapted from AHBL. (2017). 30% Design Report, Draft for Review; Downtown on the Go, Hilltop Action Coalition/Sound Outreach, and Tacoma Housing Authority’s final streetscape outreach reports.

- Space activation: there is also a community interest in a festival street location and potential alley activation.
- Broader community concerns: There are broader community concerns related to housing affordability, business and residential displacement, loss of parking, and business impacts during and after construction of the Link Extension.

Round II Overview

The second round of outreach and engagement started on December 29, 2017 and will run through Summer 2018. The second round of outreach will include pop-up events, community drop-ins at the project office, door-to-door outreach along and adjacent to the project corridor, community briefings, and social and traditional media strategies. Additionally, the City of Tacoma will be contracting with the Tacoma-Pierce County Chamber (Spaceworks) to conduct creative outreach and engagement around 30% to 95% design.

Draft 30% Design Work³

The 10% design report, submitted August 2017, provided existing conditions and preliminary design ideas for the project area. The draft 30% design expands on the preliminary design to include proposed surfacing, site features, and what existing features are to remain. Elements of the draft 30% design are outlined below.

Urban Design

The Hilltop Engagement Committee described their goal for the Links to Opportunity project as “make it nice,” and as a subset of that, make it respond to the community in its design and construction. There have been themes of safety and accessibility, as well as a desire to see a variety of landscaping in the corridor that is well-maintained/easily maintainable. The draft 30% design locates consistent trees for shade, seating for rest and gathering, and a clear 7 foot walking path for ease of use. A particular barrier to pedestrian safety are the many driveways pedestrians must cross. The design addresses this by continuing the concrete sidewalk over drive aisles to signal pedestrian priority.

The design proposes resilient and low-maintenance streetscape elements to ensure the design will perform well long-term. For example, trees are being selected with minimal maintenance requirements and will be installed with root barriers to help prevent damage to the sidewalk. Furnishings, although not yet specified in the draft 30% design, are proposed to use unpainted, raw materials that can be buffed to remove graffiti and scratches.

The community has also expressed a unified concern about displacement due to increasing housing prices, which could be translated into a project goal as “do not

³ Adapted from AHBL. (2017). 30% Design Report, Draft for Review.

facilitate gentrification.” To that end, the design of the streetscape is personalized to existing businesses and residents to communicate that the Hilltop is not a blank slate for redevelopment, but holds an established history and strong community bonds. A continuous band links each block to represent the community bonds that have given Hilltop its strength and will serve the neighborhoods into the future.

The Hilltop Engagement Committee also specified that the streetscape design acknowledge all users of the space, including children. The design responds with a consistent buffer zone to separate pedestrians from traffic in commercial areas, ample bike facilities, and clearly articulated street crossings. We also propose to incorporate quotes from children into the curbside zone to communicate youth’s importance to the community and other design elements will educate youth about the history and future of which they are a part.

Landscape Architecture

The 30% planting design for the Links to Opportunity Project is focused on preserving existing, mature, and healthy trees along the corridor and suggests new street tree plantings that will create continuity and a beautiful streetscape. The planting design will provide a mix of deciduous and evergreen trees, lawn, and inorganic mulch along the length of the corridor.

Lighting

Street lighting for the corridor is proposed to be located on the overhead contact poles (OCS) that are included as part of the Tacoma Link Extension project. The proposed style is the standard City of Tacoma cobra-head style with LED heads. Additional lighting is proposed at feature areas such as Wright Park, People’s Park, and People’s Community Center. This lighting will be used to highlight pathways, landscape features, and other design elements. Community input on lighting will be gathered during the second round of outreach.

Multimodal Transportation

As part of the Links to Opportunity Project, the City of Tacoma is making investments in streetscape improvements that enhance the bicycle and pedestrian network connections within and through the Hilltop and Stadium District neighborhoods. The draft 30% design focuses on improving bikeway networks, parallel route options, bicycle parking, and safe crossings of side streets and arterials. This will improve access for people walking and biking to the future light rail stations, as well as to businesses and destinations along Martin Luther King, Jr. Way, Division Avenue, and North 1st Street.

Engineering

Grading: The proposed design will meet ADA and City of Tacoma regulations to the maximum extent feasible for all pedestrian pathways. This will help meet the community goal of accessible and safe sidewalks.

Utility improvements: Utility improvements proposed as part of the Links to Opportunity project are minimal, with most of the proposed utility work falling under the scope of Sound Transit's Tacoma Link Extension Project.

Stormwater: Storm drains through the existing curb and sidewalk will be replaced with storm pipe through concrete curb per the City of Tacoma's regulations. Water quality treatment and flow control is not required for this project and has not been identified as a central community objective.

Creative Outreach

The City is contracting with Spaceworks (Tacoma-Pierce County Chamber) to engage the Hilltop community in unique and nontraditional ways and to gather input about and influence the streetscape design. The consultant will work with the streetscape design consultant, City staff, and the Hilltop Engagement Committee to incorporate community input they gather during the 30% to 95% design phases into the Links to Opportunity streetscape design plans. This outreach is in addition to that performed by AHBL and its subcontractors and that of the grassroots organizations during Summer/Fall 2017. The selected consultant will be under contract in March 2018 and will work through the final design phase in Summer 2018.

Equity and Empowerment Initiative (Jobs)

The Equity and Empowerment Initiative was created to connect job seekers in Hilltop with training, skills and other resources which would prepare them for Tacoma Link Extension construction jobs and beyond. The City has selected the firm BDS for this work. BDS was involved with creating Tacoma's Strategic Plan and works frequently with Tacoma Housing Authority on their outreach and planning efforts.

Next Steps

The next steps in the Links to Opportunity streetscape project include finalizing and gathering community feedback around draft 30% design; contracting with Spaceworks to engage in creative outreach around draft 30% design; and continued meetings with the Hilltop Engagement Committee and other community organizations. BDS Planning will begin work on the Equity and Empowerment Initiative in March 2018.

The City is currently looking for funding opportunities and intends to apply to the Puget Sound Regional Council for this spring's regional transportation project selection. This is a highly competitive grant and City staff is also searching for other grant opportunities that will fit this exciting project.



To: Planning Commission
From: Elliott Barnett, Planning and Development Services
Subject: **Tacoma Mall Neighborhood Subarea Plan Update**
Meeting Date: March 21, 2018
Memo Date: March 14, 2018

Action Requested:

Status Update; no action requested.

Discussion:

After a multi-year public process, the City Council will soon take action on the proposed Tacoma Mall Neighborhood Subarea Plan. Council review and public input opportunities will take place April and May of 2018. Upcoming meetings include:

- **INFORMATIONAL MEETING:**
Monday, April 16, 2018, 5:30–7:30 p.m., Asia Pacific Cultural Center, 4851 South Tacoma Way
- **PUBLIC HEARING (date is tentative):**
Tuesday, April 24, 2018, at approx. 5:15 p.m., Council Chambers, 747 Market Street

On February 28, 2018, the City Council's Infrastructure, Planning and Sustainability Committee (IPS) recommended that the draft Tacoma Mall Neighborhood Subarea Plan move forward to full City Council review, with the following changes to the Planning Commission's 2017 recommendations:

- **Regional Growth Center (RGC) boundary:** Revises the RGC and industrial transition boundary, reducing the proposed expansion area along the northwestern edge of the Subarea by about 28 acres.
- **Madison District zoning strategy:** Increases Madison District (southwestern quadrant) maximum height to 75 feet, modifies the proposed green streets strategy, and establishes a mandatory affordable housing requirement.
- **Connectivity and pedestrian/bicycle standards:** Increases proposed regulatory thresholds and design flexibility to link requirements to larger-scale development.
- **Parks and open space:** Updates the parks and open space strategy to ensure consistency with Metro Parks Tacoma's recently adopted 2018 Strategic Plan.
- **Townhouse design:** Prohibits townhouse front doors facing alleys, unless the alley is fully paved, and improved with a sidewalk and street trees on one side.

Planning Commission

Tacoma Mall Neighborhood Subarea Plan Update

March 14, 2018

Page 2 of 2

Project Summary:

The City of Tacoma is developing a Subarea Plan and Environmental Impact Statement (EIS) for a 580-acre proposed Regional Growth Center (the current 485-acre Tacoma Mall Regional Growth Center and a proposed 90-acre expansion area). The area is designated by the City of Tacoma and the Puget Sound Regional Council for substantial jobs and housing growth. The Subarea Plan initiates innovative planning and policy actions to help the area achieve its potential as a thriving, livable, walkable and transit-ready urban neighborhood. Key proposed actions include:

- 90-acre expansion of the RGC and rezone to allow mixed-use development
- Zoning and design standard changes to better ensure the desired urban form, facilitate effective transitions, and improve the pedestrian environment
- Area-wide green stormwater strategy and 25 percent tree canopy target
- Area-wide transportation strategy including capital investments, expanded transit service and connectivity requirements with major development
- Parks and open space strategy to support urban form, livability and environmental goals
- Promotion of housing options, complete neighborhood amenities, and a vibrant local culture
- Coordinated provision of infrastructure and services, and streamlined City environmental review
- An action plan for collaborative implementation by the City, public partners and the community

For more information, visit www.tacomamallneighborhood.com.

Prior Actions:

The Planning Commission completed the review process for the Subarea Plan and made a recommendation to the City Council on October 18, 2017.

Staff Contact:

Elliott Barnett, Associate Planner, (253) 591-5389, elliott.barnett@cityoftacoma.org

c: Peter Huffman, Director

FREE FUN FOR THE WHOLE FAMILY!



T-TOWN

CITY
SERVICES
EXPO

Saturday, March 24, 10 a.m. - 3 p.m. | Tacoma Dome

PLAY.

- Children's activities
- Experience the equipment used in City services! Touch a truck!

EXPLORE.

- Historical Tacoma
- Job opportunities with the City

LEARN.

- Interactive demonstrations
- Library activities
- Live demonstrations



You can also provide input on how the City should use its resources.

To learn more, visit cityoftacoma.org/playexplorelearn

Questions? Dial 311 within Tacoma city limits or (253) 591-5000 from anywhere else.





PLANNING MANAGER'S LETTER TO THE COMMUNITY

RE: 2018 AMENDMENTS TO THE COMPREHENSIVE PLAN
AND LAND USE REGULATORY CODE

March 5, 2018

Dear Community Members:

I would like to invite you to attend and provide comments at the following functions concerning the proposed "2018 Amendment to the Comprehensive Plan and Land Use Regulatory Code":

Community Informational Session

Wednesday, March 28, 2018, 5:30 – 7:00 p.m.
Council Chambers, Tacoma Municipal Building, 747 Market Street, Tacoma, WA 98402

Planning Commission Public Hearing

Wednesday, April 4, 2018, 5:30 p.m.
Council Chambers, Tacoma Municipal Building, 747 Market Street, Tacoma, WA 98402

A Plan or Code Amendment is the process through which the City considers changes, additions, and updates to the *One Tacoma* Comprehensive Plan, and Land Use Regulatory Code. Periodic review and evaluation are important in order to ensure that the *One Tacoma* Plan and the implementing regulations maintain their effectiveness. The intent of the amendment process is to review all of these changes simultaneously, where appropriate, so that the cumulative effects can be considered.

The 2018 proposed amendments to the Comprehensive Plan and Land Use Regulatory Code include the following seven applications:

1. Car Wash Uses in Neighborhood Centers
2. Vehicle Service and Repair: Outdoor Storage
3. S 80th Street PDB Rezone
4. Commercial View Sensitive District Height Measurement
5. Transportation Master Plan – Limited Amendment
6. Open Space Corridors Project – Phase 1
7. Code Cleanup

The Tacoma Planning Commission has recently completed the initial technical analysis of the 2018 Amendment Package and would like you to weigh in on the proposals before they make a recommendation to the City Council.

Here are a few of the ways you can get involved:

- The complete text of the proposed amendments, staff reports, and environmental review is posted on the 2018 Amendment website at www.cityoftacoma.org/2018Amendments;
- E-mail us at planning@cityoftacoma.org or call us at (253) 591-5531;
- Attend the Community Informational Meeting on March 28th to learn more about the 2018 Amendment package and provide comments;
- Testify at the Planning Commission's public hearing on April 4, 2018;
- Provide written comments by 5:00 p.m., Friday, April 6th, via:
 - ✓ E-mail to planning@cityoftacoma.org;
 - ✓ Fax to (253) 591-5433; or
 - ✓ Letter to Planning Commission, 747 Market Street, Room 345, Tacoma, WA 98402;
- Request a meeting with staff. We can meet you at City Hall, or would be happy to come to your meetings to provide a short briefing and solicit your comments, concerns and suggestions; or
- Get on the Planning Commission's E-mail Distribution List to receive the Commission's meeting agendas twice a month and other announcements.
- Additional information regarding the One Tacoma Plan can be found at www.cityoftacoma.org/onetacoma and visit our homepage at www.cityoftacoma.org/planning to learn more about the many initiatives currently underway.

We in the Planning Division appreciate your active involvement in this important work. We look forward to your continued support and shared efforts to realize the City of Tacoma's vision and our goal to guide community growth and development in a manner that protects environmental resources, enhances quality of life, promotes distinctive neighborhoods and a vibrant downtown, and involves citizens in the decisions that affect us.

Sincerely,



BRIAN BOUDET, MANAGER
Planning Services Division

Enclosure

c: Peter Huffman, Director, Planning and Development Services Department
Stephen Wamback, Chair, Tacoma Planning Commission



PUBLIC HEARING

2018 AMENDMENT TO THE COMPREHENSIVE PLAN AND LAND USE REGULATORY CODE

Planning Commission Public Hearing

Wednesday, April 4, 2018
5:30 p.m.

City Council Chambers
Tacoma Municipal Building
747 Market Street, 1st Floor

Informational Session with Planning Staff

Wednesday, March 28, 2018,
5:30 – 7:00 p.m.

City Council Chambers
Tacoma Municipal Building
747 Market Street, 1st Floor

PROPOSED AMENDMENTS:

The proposed amendments for 2018 include the following seven (7) applications. A summary of the amendments can be found on the Planning Division's website at www.cityoftacoma.org/planning or at www.cityoftacoma.org/2018Amendments.

Car Wash Uses in Neighborhood Centers



Staff Contact:
Lihuang Wung,
Senior Planner,
lwung@cityoftacoma.org

This is a private application that would amend TMC 13.06.300 to allow Vehicle Service and Repair uses within the NCX District as a conditional use subject to the conditional use criteria. In addition, the use would be prohibited along the frontage of designated core pedestrian streets. Currently, Vehicle Service and Repair is prohibited in the Neighborhood Commercial Mixed-use District (NCX).

The NCX zoning district comprises the commercial core area for the Narrows, Proctor, Lincoln, McKinley, 6th Ave, South Tacoma Way, Stadium, and Hilltop Neighborhood Centers.

Vehicle Service and Repair: Outdoor Storage



Staff Contact:
Stephen Atkinson,
Principal Planner,
satkinson@cityoftacoma.org

This proposal was initiated as a private application to allow outdoor storage associated with vehicle service and repair uses within the C-2 Commercial Zoning District. The following changes are proposed to TMC 13.06.510.E, vehicle service and repair:

- Allow outdoor storage for vehicle service and repair uses in the C-2 District, where currently prohibited, with limitations along street frontages.
- Require screening for outdoor storage in C-2, M-1, and M-2 Districts.
- Prohibit outdoor storage in the UCX Zoning District.

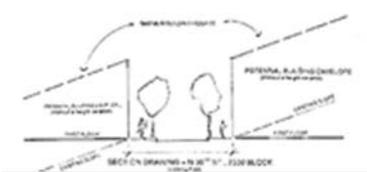
S 80th Street Rezone



Staff Contact:
Lauren Flemister,
Senior Planner
lflemister@cityoftacoma.org

This proposal was initiated as a private rezone application. The proposal would rezone five properties flanked by S 80th and S 78th Streets. The change in zoning designation would be from the existing Planned Development Business (PDB) District (3 parcels), Commercial (C-2) District (1 parcel) and Single Family Dwelling Residential (R-2) District (1 parcel) to Light Industrial (M-1) District. In addition, the proposal would amend the Comprehensive Plan Future Land Use Map from General Commercial and Residential to Light Industrial.

Commercial View Sensitive District Height Methodology



Staff Contact:
Lauren Flemister,
Senior Planner
lflemister@cityoftacoma.org

This proposal was initiated as a private application to amend language describing and determining how building height is measured in all C-2 (Commercial) zoning districts in the VSD (view sensitive district) overlay district. Currently, the VSD height measurement methodology in the land use code is used to determine building height, whereas, the City's Building Code utilizes a different methodology for measuring height.

The amendment should help create more parity amongst parcels in C-2 VSD (amongst upslope and downslope parcels), as well as create consistency in code for building height measurement.

Transportation Master Plan – Limited Amendment



Staff Contact:
Jennifer Kammerzell,
Senior Engineer,
jkammerzell@cityoftacoma.org

These amendments to the Transportation Master Plan (TMP) will address work that has been completed since the adoption of the Transportation Master Plan in 2015, including the new Environmental Action Plan, the upcoming Safe Routes to Schools Implementation Plan, the Pedestrian Safety Improvement Program, and some increased funding opportunities.

Amendments are proposed to the following elements of the TMP:

- Definitions (page 136 and Appendix C)
- Performance Measurement and Project Prioritization
- Modal Priorities Maps and Appendix B Project Detail List
- Appendix C Mobility Master Plan update
- Appendix D City Pedestrian Safety Improvement Project

Open Space Corridors Project – Phase 1



Staff Contact:
Elliott Barnett,
Associate Planner,
Elliott.barnett@cityoftacoma.org

The following amendments are proposed to TMC 13.11 Critical Areas Preservation Ordinance:

- Create standards for Biodiversity Corridors/Areas to ensure no net loss of critical areas functions and values, and clarify reasonable use of property;
- Create Biodiversity Corridors/Areas definition and review processes;
- Establish parameters generally limiting impacts to the least sensitive portions of the Biodiversity Corridors/Areas, and no more than 35% maximum vegetation disturbance;
- Establish Biodiversity Corridors/Areas mitigation standards.
- Clarify that vegetation retention is supported by the Best Available Science as the most appropriate management approach to steep slopes areas in many cases.

Additional amendments are proposed for consistency to TMC 9.19 Trees and Shrubs – Planting, TMC 13.04 Platting and Subdivisions, and TMC 13.05 Permit Procedures.

For more information on how this amendment may impact your property, visit www.cityoftacoma.org/openspacecorridors

Code Cleanups



Staff Contact:
Lihuang Wung,
Senior Planner,
lwung@cityoftacoma.org

The proposed amendment would revise the following sections of the Tacoma Municipal Code, to address inconsistencies, correct minor errors, and improve provisions that, through administration and application of the code, are found to be unclear or not fully meeting their intent:

- 13.02.045 & .053 – Modify the adoption and amendment procedures
- 13.06.100.D – Modify lot size averaging standard
- 13.06.510 – Clarify off-street parking for townhouses
- 13.06.700.D – Modify the definition of “Detoxification Center”
- 13.06A.065 – Align text and map for Reduced Parking Area (RPA)
- 13.06.300.D.3 – Clarify area of applicability for “self-storage”
- 13.06.502.E – Allow landscaping buffer interruption for utilities
- 13.06A.070(D) – Make weather protection requirement consistent



The City of Tacoma does not discriminate on the basis of disability in any of its programs, activities, or services. To request this information in an alternative format or to request a reasonable accommodation, please contact the Planning and Development Services Department at (253) 591-5056 (voice) or (253) 591-5820 (TTY).

Public Notice



PLANNING AND DEVELOPMENT SERVICES
TACOMA MUNICIPAL BUILDING
747 MARKET STREET, ROOM 345
TACOMA, WA 98402

PRSTD STANDARD
US POSTAGE
PAID
TACOMA WA
PERMIT NO 2

2018 AMENDMENT TO THE COMPREHENSIVE PLAN AND LAND USE REGULATORY CODE

How to Provide Comments

1. Testify at the public hearing on April 4, 2018; and/or
2. Provide written comments by April 6, 2018, 5:00 p.m., via:
 - E-mail to planning@cityoftacoma.org;
 - FAX to (253) 591-5433; or
 - Letter to:
Planning Commission
747 Market Street, Room 345
Tacoma, WA 98402

What is the 2018 Amendment?

A Plan or Code Amendment is the process through which the City considers changes, additions, and updates to the One Tacoma Comprehensive Plan, and Land Use Regulatory Code. Periodic review and evaluation are important in order to ensure that the One Tacoma Plan and the implementing regulations maintain their effectiveness. The intent of the amendment process is to review all of these changes simultaneously, where appropriate, so that the cumulative effects can be considered.

Environmental Review

The City has made a preliminary determination that this proposal does not have a probable significant adverse impact on the environment and has issued a preliminary Determination of Environmental Nonsignificance after review of an environmental checklist, a copy of which is available upon request. Comments on the preliminary determination must be submitted by **5:00 pm on April 6, 2018**. The City may reconsider or modify the preliminary determination in light of timely comments. The preliminary determination will become final on **April 13, 2018**, unless modified.