



AGENDA

MEETING: Regular Meeting

TIME: Wednesday, July 18, 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 – none

C. Public Comments

- Comments are accepted on all discussion items, except the Capital Facilities Program, which was the subject of a recent public hearing. Comments are limited to 3 minutes per person.

D. Discussion Items

1. 2019-2024 Capital Facilities Program Update

- Description: Review and approve the draft Findings of Fact and Recommendations Report and the draft Letter of Recommendation.
- Action: Recommendation to the City Council
- Staff Contact: Lihuang Wung, 253-591-5682, lwung@cityoftacoma.org

2. Manitou Neighborhood Potential Annexation

- Description: Review the scope of work.
- Action: Guidance
- Staff Contact: Lihuang Wung, 253-591-5682, lwung@cityoftacoma.org

3. Detached Accessory Dwelling Unit (DADU) Regulations

- Description: Review the scope of work.
- Action: Guidance
- Staff Contact: Lauren Flemister, 253-591-5660, lflemister@cityoftacoma.org

E. Communication Items

- (1) The next meeting of the Planning Commission is scheduled for Wednesday, August 1, 2018, at 5:00 p.m., in Room 16; tentative agenda (subject to change) includes: Detached Accessory Dwelling Unit (DADU) Regulations; and Planning Commission's Rules and Regulations (Bylaws).
- (2) The next meeting of the Infrastructure, Planning and Sustainability Committee is scheduled for Wednesday, July 25, 2018, 4:30 p.m., in Room 16; tentative agenda (subject to change) includes: Air Monitoring; and Cross Laminated Timber.

F. Adjournment





To: Planning Commission
From: Lihuang Wung, Planning Services Division
Christina Watts Curran, Office of Management & Budget
Subject: **2019-2024 Capital Facilities Program**
Meeting Date: July 18, 2018
Memo Date: July 11, 2018

Action Requested:

Final Recommendation – Forwarding the proposed Capital Facilities Program for 2019-2024 to the City Council by approving the draft Planning Commission’s Findings of Fact and Recommendations Report and the draft Letter of Recommendation (both attached).

Summary:

As an element of the One Tacoma Comprehensive Plan and prepared pursuant to the requirements of the State Growth Management Act (GMA), the Capital Facilities Program (CFP) serves as a planning document for capital projects and enables the City to seek funding for potential projects.

Amendments are being proposed to update the six-year CFP from 2017-2022 to 2019-2024 with a revised project list. The projects vary in size and location and fall into the following categories: Community Development, Cultural Facilities, General Government Municipal Facilities, Libraries, Local Improvement Districts, Parks and Open Space, Public Safety, Solid Waste, Surface Water, Tacoma Power, Tacoma Rail, Tacoma Water, Transportation, and Wastewater.

Upon receiving the Commission’s recommendation, the City Council will conduct a public hearing and consider adopting the proposed 2019-2024 CFP in November 2018 concurrently with the adoption of the 2019-2020 Operating and Capital Budgets. Since the amendment of the CFP occurs concurrently with the adoption of the City’s biennial budget, it is not processed along with the annual amendments to the Comprehensive Plan, which is an exception allowed by the GMA (per RCW 36.70A.130).

Prior Actions:

- April 18, 2018 – Reviewed the scope of work for the proposed 2019-2024 CFP
- May 16, 2018 – Reviewed the proposed amendments
- June 20, 2018 – Conducted a public hearing and left the record open through June 29

Staff Contact:

- Christina Watts Curran, cwatts@cityoftacoma.org, (253) 591-5861
- Lihuang Wung, lwung@cityoftacoma.org, (253) 591-5682

Attachments:

- Draft Letter of Recommendation
- Draft Findings of Fact and Recommendations Report
- The proposed 2019-2024 CFP document is posted at: www.cityoftacoma.org/Budget

c. Peter Huffman, Director



City of Tacoma
Planning Commission

Stephen Wamback, Chair
Anna Petersen, Vice-Chair
Carolyn Edmonds
Ryan Givens
David Horne
Jeff McInnis
Brett Santhuff
Andrew Strobel
Dorian Waller

July 18, 2018

The Honorable Mayor and City Council
City of Tacoma
747 Market Street, Suite 1200
Tacoma, WA 98402

RE: Proposed Capital Facilities Program for 2019-2024

Mayor Woodards and Members of the City Council,

On behalf of the Tacoma Planning Commission, I am forwarding our recommendations on the proposed Capital Facilities Program for 2019-2024 (updating the existing six-year program for 2017-2022), which is an implementation element of the *One Tacoma* Comprehensive Plan.

Enclosed for your consideration is the "*Planning Commission's Findings of Fact and Recommendations Report, July 18, 2018*" that summarizes the proposal, the public review process, and the Commission's deliberations.

We focused our review of the subject on whether the proposed capital projects are consistent with the Comprehensive Plan. How each project aligns with the Plan had been reviewed and demonstrated by the respective project manager through responding satisfactorily to some or all of the "Comprehensive Plan Tie-in Questions" as set forth in Policy PFS-4.10 of the Plan's Public Facilities and Services Element. The information provided by various project managers and compiled by the Office of Management and Budget has enabled the Commission to complete our review in an efficient and effective manner. There is still room for improvement to the tie-in questions, in terms of how they can be better asked, how they can and should be answered, and how the answers are evaluated and weighed. We will continue to work with staff on such improvements.

The Planning Commission believes that the proposed Capital Facilities Program for 2019-2024 represents a sound capital investment strategy that is consistent with the Comprehensive Plan and will help achieve the City's strategic goals for a safe, clean and attractive community and a diverse, productive and sustainable economy. We recommend it for adoption by the City Council concurrently with the adoption of the City's Biennial Budget for 2019-2020.

Sincerely,

STEPHEN WAMBACK, Chair
Tacoma Planning Commission

Enclosure



CAPITAL FACILITIES PROGRAM 2019-2024

TACOMA PLANNING COMMISSION FINDINGS OF FACT AND RECOMMENDATIONS (Planning Commission Review Draft, July 18, 2018)

A. SUBJECT:

Proposed Capital Facilities Program for 2019-2024.

B. SUMMARY OF THE PROPOSAL:

The proposal would update the six-year Capital Facilities Program (CFP) from 2017-2022 to 2019-2024. The CFP identifies and describes projects that are proposed for funding during the 2019-2024 timeframe. Proposed projects are consistent with and implement the policies of the *One Tacoma* Comprehensive Plan. Projects vary in sizes, are located citywide, and fall into the following categories: Community Development, Cultural Facilities, General Government Municipal Facilities, Libraries, Local Improvement Districts, Parks and Open Space, Public Safety, Solid Waste, Surface Water, Tacoma Power, Tacoma Rail, Tacoma Water, Transportation, and Wastewater.

As an element of the Comprehensive Plan, the CFP provides a bridge between the City’s long-term plan and the budget process but does not appropriate funds. The 2019-2024 CFP is prepared pursuant to the State Growth Management Act’s requirements (RCW 36.70A.130), and will be considered for adoption by the City Council in November 2018 concurrently with the 2019-2020 Operating and Capital Budgets.

The Growth Management Act requires communities to plan for capital facilities and utilities to ensure that there is an adequate level of service in place to meet community needs over time. These facilities are provided in Tacoma by the City and other agencies. The following table identifies these facility and service types and the providers.

TYPE	PROVIDER
Provided by City	
Electric	Tacoma Public Utilities
General Municipal Facilities	Public Works Department
Fire	Fire Department
Libraries	Tacoma Public Libraries
Police	Police Department
Solid Waste	Environmental Services Department
Stormwater	Environmental Services Department
Wastewater	Environmental Services Department
Water	Tacoma Public Utilities
Provided by City + Other Entities	
Parks (including special public assembly facilities)	Public Works Department; Environmental Services Department; Metro Parks Tacoma
Telecommunications	Tacoma Public Utilities; Private providers
Transportation	Public Works Department; Tacoma Public Utilities; Pierce Transit; Sound Transit
Provided by Other Entities	
Natural Gas	Puget Sound Energy
Schools	Tacoma Public Schools

C. FINDINGS OF FACT:

1. **Comprehensive Plan and Development Regulations** – The City of Tacoma's Comprehensive Plan, *One Tacoma*, is the official statement concerning future growth and development and sets forth goals, policies and strategies for the health, welfare and quality of life of Tacoma's residents. The Comprehensive Plan consists of various policy elements and implementing programs. The Land Use Regulatory Code, i.e., Title 13 of the Tacoma Municipal Code, contains development regulations and is the key regulatory mechanism that supports the Comprehensive Plan. The Comprehensive Plan was first adopted in 1993 by Ordinance No. 25360, pursuant to the State Growth Management Act, and has been amended once every year thereafter. The Land Use Regulatory Code has also been amended on an as-needed basis – in most cases, concurrently with the annual amendments to the Comprehensive Plan.
2. **Planning Mandates and Guidelines** – The Growth Management Act requires that any amendments to the Comprehensive Plan and/or development regulations conform to the requirements of the Act, and that all proposed amendments, with certain limited exceptions, shall be considered concurrently so that the cumulative effect of the various changes can be ascertained. Proposed amendments to the Comprehensive Plan and/or development regulations must also be consistent with the following State, regional and local planning mandates and guidelines:
 - The State Growth Management Act (GMA);
 - The State Environment Policy Act (SEPA);
 - VISION 2040, the Growth Management, Environmental, Economic, and Transportation Strategy for the Central Puget Sound Region;
 - Transportation 2040, the action plan for transportation in the Central Puget Sound Region;
 - The Countywide Planning Policies for Pierce County;
 - The City Council's guiding principles for planning the future growth: (1) to protect neighborhoods, (2) to protect critical areas, (3) to protect port, industrial and manufacturing uses, and (4) to increase densities in the downtown and neighborhood business districts (Resolution No. 37070, December 19, 2006); and
 - TMC 13.02 concerning the procedures and criteria for amending the Comprehensive Plan and development regulations and for area-wide zoning reclassifications.
3. **Capital Facilities Program (CFP) Updates** – In recent years, the CFP has been updated on a biennial basis to reflect the changing needs and status of capital projects and to better coordinate with the City's biennial budget process. The updates are prepared by the Office of Management & Budget in conjunction with the Planning & Development Services Department based on project information submitted by various City departments. The CFP updates are conducted in a manner consistent with the above-mentioned planning mandates and guiding principles; however, the CFP updates are adopted separate from other proposed amendments to the Comprehensive Plan, which is an exception allowed by the GMA because they occur concurrently with the adoption or amendment of the City's budget [RCW 36.70A.130 (2)(a)(iv)].
4. **The 2019-2024 CFP Document** – The following table illustrates how the draft 2019-2024 CFP document is organized. It is noted that the document is essentially a compilation of proposed capital projects. Additional, non-project information will be added and the full CFP document will be developed over the course of the 2018 budget process.

APPLICATION	DESCRIPTION OF PROPOSED AMENDMENT
1. New Proposed Projects	There are 55 new projects proposed for addition to the Capital Facilities Program. This section identifies these new projects and the categories they are organized within, as well as the initial prioritization tier.
2. Proposed Project List	This attachment identifies the full proposed project list for the 2019-2024 CFP, including both new projects and projects carrying forward from the previous 2017-2022 Capital Facilities Program, sorted by prioritization tier and category.
3. Tier 1 Project Information	This section provides detailed information on all projects ranked within Tier 1, representing the highest priority projects to be completed in the next six years.
4. Tier 2 Project Information	This section provides detailed information on all projects ranked within Tier 2, representing the next prioritized set of projects to be completed in the next six years.
5. Tier 3 Project Information	This section provides detailed information on all projects ranked within Tier 3, representing the lowest prioritized projects for the next six years. This tier also includes utility projects, listed at the end of the section.
6. Removed Projects List	This section identifies projects from the 2017-2022 CFP that are proposed to be removed from the 2019-2024 updated CFP and provides the reason for the removal.
7. Future Projects List	This section includes a list of desirable future projects for which funding has not yet been identified and which are not prioritized for the 2019-2024 CFP.
8. Proposed Projects by Location	This section includes two reports sorting proposed projects by Council District location. The first report is a list of the new proposed projects. The second report is a list of all proposed projects. The section begins with a map of all Council Districts.

Sections 3, 4 and 5 provide the detailed information for each project, including the title, description, category, type, location, cost, prioritization tier and rationale associated with the project. In addition, how each project aligns with the Comprehensive Plan is reviewed and demonstrated by the respective project manager through responding to the following questions as set forth in the Comprehensive Plan (Public Facilities and Services Element, Policy PFS-4.10):

- Does the project address a public health or safety concern?
- Is the project required or mandated by law?
- Is the project substantially (75%+) funded by non-City sources?
- Is the project financially responsible, for instance by leveraging grant funding or other non-City funding sources, reducing operating costs, avoiding future costs, or by having a sustainable impact on the operating budget?
- Is the project needed to correct existing public facility and services deficiencies or replace key facilities that are currently in use and are at risk of failing?
- Does the project improve the equitable access to public facilities and services?
- Does the project align with Tacoma 2025 or other City priorities?
- Does the project have a high level of public support?
- Does the project reduce greenhouse gas emissions or support the adaptation of climate change?
- Does the project meet growth patterns and projected needs and or serve new development and redevelopment? (Is it in a mixed use center?)
- Does the project complete a network, fill a missing link, or add value to an interconnected infrastructure system? Is the project related to or dependent on other projects? (If yes, which)

5. Public Hearing and Public Review Document – The Planning Commission conducted a public hearing on the proposed 2019-2024 CFP on June 20, 2018. A Public Review Document was compiled and disseminated for public review prior to the public hearing. The Public Review Document was essentially the document as described above (in Section C.4.), plus an executive summary, a reader’s guide on the proposal, and the environmental review of the proposal.

6. **Environmental Evaluation** – The City made a preliminary determination that the proposed CFP update would not have a probable significant adverse impact on the environment and issued a preliminary Determination of Nonsignificance (DNS) on May 23, 2018 after review of an environmental checklist. The DNS and the environmental checklist report were also included in the Public Review Document distributed for public review and comment. No substantive comments were received on the preliminary determination by the deadline of June 29, 2018. Subsequently, the preliminary determination became final on July 6, 2018.
7. **Notification for the Public Hearing** – The public hearing notice was distributed to more than 1,000 individuals and entities on the Planning Commission’s mailing list that included the City Council, Neighborhood Councils, business district associations, civic organizations, environmental groups, the development community, the Puyallup Tribal Nation, adjacent jurisdictions, major employers and institutions, City and State departments, and other interested parties. A request was made to the Tacoma Public Library on May 31, 2018 to make the public hearing notice available for patrons’ review at all branches. A City of Tacoma News Release was issued on June 6, 2018. An online advertisement was placed on The News Tribune, running from June 11 to June 20, 2018. A legal notice was published on the Tacoma Daily Index on June 5, 2018. A “Notice of Intent to Adopt Amendment 60 Days Prior to Adoption” was sent to the State Department of Commerce (per RCW 36.70A.106) on June 1, 2018. A similar notice was sent to Joint Base Lewis-McChord (per RCW 36.70A.530(4)) on May 31, 2018, asking for comments within 60 days of receipt of the notice. A letter was sent to the chairman of the Puyallup Tribe of Indians on May 31, 2018 to formally invite the Tribe’s consultation on the proposed CFP update. The proposal was also posted on the website of the Office of Management & Budget at www.cityoftacoma.org/Budget.
8. **Additional Outreach** – The Planning Commission acknowledged that the wealth of information contained in the proposal would require additional time for concerned citizens and interested parties to review, understand, and respond to with constructive feedback. In response to the Commission’s suggestion, staff undertook two additional outreach measures, i.e., conducting an open house an hour (4:30-5:30 p.m.) prior to the public hearing on June 20, 2018, and keeping the public hearing record open through June 29, 2018 (one week longer than usual) to accept any additional written comments.
9. **Public Hearing Comments and Responses** – Summarized in the table below are comments received by the Commission during the public hearing process and the corresponding staff responses:

COMMENTS (See Section E. for the comments)	STAFF RESPONSES
Mr. Greg Duras: More funds should be dedicated from the city, county or state toward open space acquisition and green belt preservation.	Comment noted. The needs for open space acquisition and preservation must be balanced with the City’s other capital and maintenance needs.
Tacoma-Pierce County Health Department: No comments at this time to the proposal as presented.	Comment noted.
Hilltop Library Planning Committee: Consider funds to provide library resources to the Hilltop Community.	This comment will be considered as the City continues to discuss and explore the best way to provide library services in the Hilltop and throughout the community.

<p>Councilmember Chris Beale: The City needs to invest in more equitable infrastructure. Please consider the addition of pedestrian and bicyclist safety projects, such as sidewalks, curb ramps, street crossings, speed zone cameras, and lighting improvements, near the following schools located within District 5: Birney Elementary, Larchmont Elementary, Baker Middle School, Fern Hill Elementary, Fawcett Elementary, Arlington Elementary, Mt. Tahoma High School, Manitou Elementary, Gray Middle School, and Edison Elementary.</p>	<p>Staff recommends referring these projects to the Transportation Commission for consideration of inclusion in the Transportation Master Plan. The City, Tacoma School District, and community recently developed the Tacoma Safe Routes to Schools (SRTS) Action Plan that works to support and encourage students and families to safely walk, bike, and skateboard to school. The SRTS Action Plan is a results-based framework that outlines specific goals and actions that follow the Six “E’s” (Equity, Engineering, Encouragement, Education, Enforcement, and Evaluation). The Action Plan leads with an Equity lens. It prioritizes resources for students at under-resourced schools and those most impacted by unsafe conditions. According to the Action Plan, the next group of prioritized schools includes Edison, Mary Lyon, Manitou, and Whitman Elementary School.</p> <p>The City has also made an effort to improve safety by installing school zone beacons. The proposed 2019-2020 School Zone Beacon project will complete all school zones on arterials if funded.</p> <p>Additionally, past practice has been to show citywide programs, such as Safe Routes to Schools, School Speed Zone Beacons, and Missing Link Sidewalks, as a single project to represent improvements at locations citywide, rather than listing all individual potential locations.</p> <p>The SRTS Action Plan is available at: http://cms.cityoftacoma.org/PublicWorks/SafeRoutes/SRTSActionPlan.pdf</p>
<p>Planning Commission: The capital projects as recommended in the Tacoma Mall Neighborhood Subarea Plan that was recently adopted by the City Council on May 15, 2018, per Amended Ordinance No. 28511, should be incorporated into the 2019-2024 CFP as appropriate.</p>	<p>The Near-Term projects will be added to the Capital Facilities document before its final adoption in November. Several of the projects are already included and some will be added as Future Projects. The Mid-Term and Long-Term projects will be considered by the Transportation Commission during the Transportation Master Plan Update in 2020 and added to the CFP in subsequent updates as appropriate based upon prioritization.</p>

D. CONCLUSIONS AND RECOMMENDATIONS:

The Planning Commission concludes that the capital projects (new projects, in particular) included in the proposed Capital Facilities Program for 2019-2024 are consistent with the *One Tacoma* Comprehensive Plan (specifically the Public Facilities and Services Element, Policy PFS-4.10 concerning prioritization of capital improvements), are aligned with the City Council’s priorities (in such areas as equity, asset management, and pedestrian safety), are intended to enhance existing facilities (which is a primary goal of capital facility planning and programming), and where appropriate and applicable, are poised to leverage additional funds.

Concerning the project prioritization criteria as set forth in Policy PFS-4.10 (also referred to as the "Comprehensive Plan Tie-in Questions"), the Planning Commission realizes their value and effectiveness in the review, evaluation and prioritization of capital Improvements. However, there is still room for improvements to the application of such criteria, in terms of how they can be better asked, how they can and should be answered, and how the answers are evaluated and weighed. The Commission should and will continue to work with staff on such improvements.

The proposed Capital Facilities Program for 2019-2024, as it was released for public review in May 2018 in preparation for the Planning Commission’s public hearing on June 20, 2018, did not incorporate any capital projects contained in the Tacoma Mall Neighborhood Subarea Plan that was adopted by the City Council on May 15, 2018, per Amended Ordinance No. 28511. The Commission recommended that appropriate projects be incorporated in a timely manner and concurs with the staff response as depicted in Section C.9. of this report.

The Planning Commission recommends that the City Council adopt the proposed Capital Facilities Program for 2019-2024, as provided on the website of the Office of Management and Budget (www.cityoftacoma.org/Budget). The Commission acknowledged that the document is essentially a compilation of proposed capital projects, that it will be completed with additional, non-project information at the time of the City Council's consideration for adoption, and that upon adoption it will replace the existing capital facilities program element of the *One Tacoma* Comprehensive Plan.

E. ATTACHMENTS – COMMENTS RECEIVED:

1. Oral Testimony:

- Greg Duras, June 20, 2018
“Mr. Duras stated that as far as capital facilities are concerned he’d like to see more money dedicated toward open spaces and preservation towards the green belt area. He lives near Ruston Way. He says it’s a shame to see the land that’s so pretty over there being developed. He’d like to see money from the city, county, or state for the purchase of more of that green belt and keeping it from being developed.”

2. Written Comments (see the following pages):

- Letter from the Tacoma-Pierce County Health Department, June 20, 2018
- E-mail from the Hilltop Library Planning Committee, June 29, 2018
- Letter from Councilmember Chris Beale, June 20, 2018

June 20, 2018

Lihuang Wung
City of Tacoma
lwung@cityoftacoma.org

**RE: DNS for City of Tacoma 2019-2024 Capital Facilities Program
LU18-0164; SR0226433**

Dear Lihuang Wung:

The Tacoma-Pierce County Health Department's Environmental Health Program received the above mentioned checklist on May 31, 2018 and has reviewed your proposal.

There are no comments at this time to the proposal as presented.

Thank you for the opportunity to respond. If you have further questions, please contact me at (253) 798-2851 or by e-mail at bharp@tpchd.org.

Sincerely,



Brad D. Harp
Environmental Health Division

BDH:sb

From: [Versa Alexander](#)
To: [Planning](#)
Subject: Capital Facilities Program 2019-2024
Date: Friday, June 29, 2018 4:11:16 PM

This email is written in support of your planning for the six-year Capital Facilities Program for the City of Tacoma from 2019-2024. The Hilltop Library Planning Committee would like to go on record in support of your planning and would like to have you consider including in your budget funds to provide library resources for this community.

The Hilltop Community has been without the Martin Luther King, Jr. Public Library since 2011. The safety of our citizens, especially our children and seniors, is of grave concern to us as they try to negotiate the route to the Main Library on Tacoma Avenue.

As a result of the lack of library resources in the Hilltop Community, we are asking your Planning Commission to consider including a Library in your budget.

Thank you for your consideration and we appreciate your contribution to the City of Tacoma.

Sincerely,

Bil Moss, Chairman
The Hilltop Library Planning Committee



City of Tacoma

Chris Beale

Position 5

Planning Commission
747 Market Street, Room 345
Tacoma, WA 98402

Dear Chair Stephen Wamback and the Tacoma Planning Commission,

I am writing in regards to the six-year Capital Facilities Program for 2019-2024, which will update the existing 2017-2022 program with new projects proposed for funding within the next six years. As an element of the *One Tacoma: Comprehensive Plan*, the Capital Facilities Program provides a bridge between the City's long term plan and the budget process. It is critical to take an equitable approach when considering updates to the Capital Facilities Program. To that end, I write to ask you include projects that will help create critical safe routes to school for students who face disproportionate safety concerns in the South End and South Tacoma.

District 5 has clear infrastructure needs. In 2015, the Puyallup Watershed Initiative's Active Transportation Community of Interest started researching crashes involving youth bicyclists and pedestrians that occur throughout Tacoma. These crashes happen more frequently in lower-income neighborhoods and areas with greater racial and ethnic diversity. Students at low-income schools are four times more likely to walk to school, but lower-income communities tend to have less access to safe places to walk, bike, and skate. While every 8 days a child in Tacoma is hit by a car while walking or biking, this is disproportionately seen in the South End and South Tacoma. From 2010 – 2014, 57 youth were hit by cars while walking or biking in District 5.

One of Tacoma's core principles is equity, however where a child lives still has an undue impact on how likely they are to be harmed while walking or biking to school. The City of Tacoma needs to invest in more equitable infrastructure. Please consider the addition of pedestrian and bicyclist safety projects for schools located within District 5:

1. Birney Elementary: full sidewalk and curb ramp improvements on S Sheridan Ave, from S 84th St to S 72nd St; enhanced street crossings at S 76th St and S Sheridan Ave, and S 78th St and S Sheridan Ave.

2. Larchmont Elementary: full street improvements, including sidewalks, on A Street, from E 84th Street to 96th Street E; enhanced street crossing and full street improvements at E B Street and E 84th Street.
3. Baker Middle School and Fern Hill Elementary: full street improvements on S 86th St, from Yakima Ave to Thompson Ave; full street improvements on Thompson Ave, from S 86th St to S 84th St; enhanced street crossing at S J St and S 86th St; speed zone cameras on S 84th St in both directions.
4. Fawcett Elementary: pedestrian prioritization, lighting improvements and speed zone cameras on Pacific Ave at E 60th St.
5. Arlington Elementary: speed zone cameras on S 74th St and S Oakes St.
6. Mt Tahoma High School: speed zone cameras.
7. Manitou Elementary and Gray Middle School: speed zone cameras & enhanced street crossings.
8. Edison Elementary: enhanced street crossing and speed zone cameras at S 60th St and S Oakes St.

The South End and South Tacoma have a need for improved infrastructure for the safety of the community, but have a history of being marginalized when funding priorities are determined. In order to implement the principles of equity in our facilities planning efforts, it is essential to address the safety needs in this community and make Safe Routes to School projects in District 5 a major priority.

Sincerely,

A handwritten signature in black ink, appearing to read 'CB', written in a cursive style.

Chris Beale,
Tacoma City Council Member, District 5



To: Planning Commission
From: Lihuang Wung, Planning Services Division
Subject: **Manitou Neighborhood Potential Annexation**
Meeting Date: July 18, 2018
Memo Date: July 11, 2018

Action Requested:
Guidance.

Discussion:

At the meeting on July 18, 2018, the Planning Commission will review the scope of work for the Manitou Neighborhood Potential Annexation, which is an application for the Annual Amendment to the Comprehensive Plan and Land Use Regulatory Code for 2019 (or “2019 Amendment”). This review is informational and no decision will be made. However, the Commission will be asked to provide feedback and guidance for staff to proceed with subsequent technical analysis.

Summary:

The Manitou Neighborhood Annexation Area of approximately 37 acres is located at the southwest corner of the City of Tacoma near Lakewood Dr. W. and 66th St. W. This is one of the unincorporated “islands” in Pierce County where future annexation to the City is expected by the State Growth Management Act and considered a high priority in regional policies and Pierce County’s Comprehensive Plan. It is also one of the City’s Urban Growth Areas (UGAs), effectively the Potential Annexation Areas (PAAs), as designated in the One Tacoma Comprehensive Plan.

Pierce County has approached the City to launch a collaborative planning effort for the potential annexation of the Manitou Neighborhood, to be carried out through the Interlocal Annexation Agreement method as allowed by State laws (i.e., RCW 35.13.470 and .480). This planning process will be initiated by both the County Council and the City Council via resolutions, which is expected to occur in July-August 2018. However, County and City staff have already conducted a community meeting on May 14, 2018 to inform the affected parties and garner feedback.

The Planning Commission’s role is to conduct the “pre-annexation planning” as set forth in TMC 13.02.040.K. To facilitate the Commission’s review, attached is a draft staff report, which provides the scope of work for the project and lays out several options/approaches for future analysis. Since the project was added to the 2019 Amendment package as of late, this report also serves as the Assessment Report for the application.

Additional information about the project can be viewed at www.cityoftacoma.org/Manitou.

Staff Contact:

- Lihuang Wung, lwung@cityoftacoma.org, (253) 591-5682

Attachment:

- Manitou Annexation Staff Analysis Report (July 18, 2018 Review Draft)

c. Peter Huffman, Director

Manitou Annexation

Staff Analysis Report

(For Planning Commission’s Review, July 18, 2018)



The “Manitou Annexation” is one of the applications for the 2019 Annual Amendment to the *One Tacoma* Comprehensive Plan and Land Use Regulatory Code.

The application entails the pre-annexation planning for the Manitou Neighborhood Annexation Area, with the expected outcomes including changes to the Future Land Use Designations and Map as set forth in the One Tacoma Plan, changes to other maps that include delineations of City boundaries, and as appropriate, amendments to certain goals, policies and provisions applicable to the subject area.

This staff report provides an introduction of the application, including the background, scope of work, major issues, potential approaches and options, expected outcomes, and other pertinent information associated with the subject.

Project Summary	
Applicant:	Planning and Development Services Department
Location and Size of Area:	The 37-acre subject area is bounded by 64 th St. W., Lakewood Dr. W., 70 th St. W., and the County-City borderline to the east of 52 nd Ave. W.
Current Land Use and Zoning:	The current zoning is “Mixed-Use District”, per Pierce County designation. Current land uses include a mix of residential dwellings (single-family, multi-family and mobile homes) and commercial development (offices, retail and auto services and repair).
Neighborhood Council Area:	The subject area is adjacent to the South Tacoma Neighborhood Council area.
Staff Recommendation:	To be developed.
Project Proposal:	Conduct pre-annexation planning and develop potential amendments to the Comprehensive Plan, including changes to the Future Land Use Designations and Map, changes to other maps that include delineations of City boundaries, and as appropriate, amendments to certain goals, policies and provisions applicable to the subject area.

	Planning and Development Services City of Tacoma, Washington Peter Huffman, Director	Project Manager: Lihuang Wung, Senior Planner lwung@cityoftacoma.org
		Website: www.cityoftacoma.org/Manitou

1. Area of Applicability

The “Manitou Neighborhood Annexation Area” is located on the southwest corner of the City of Tacoma, bounded by 64th St. W. to the north, Lakewood Dr. W. to the west (with the Meadow Park Golf Course across the street to the west), 70th St. W. to the south (with the Calvary Cemetery across the street to the south), and the County-City borderline to the east that is approximately one half of a block east of 52nd Ave. W. (See Figure 1 – Location Map.)

The 37-acre Manitou Neighborhood Annexation Area is adjacent to the City of University Place on the north side (16.6% of boundaries) and surrounded by the City of Tacoma on the other three sides (83.4% boundaries). It is within the boundaries of the County’s Council District No. 4, and if annexed, would remain so and also be within the boundaries of the City’s Council District No. 5 and South Tacoma Neighborhood Council area.



Fig. 1 – Manitou Neighborhood Annexation Area Location Map

2. Background

The Manitou Neighborhood Annexation Area is one of the City's Urban Growth Areas (UGAs), which is effectively the Potential Annexation Areas (PAAs), as designated in the *One Tacoma* Comprehensive Plan. (See Figure 2 – Potential Annexation Areas.) It is one of the unincorporated "islands" in Pierce County where future annexation to the respective abutting municipalities is expected by the State Growth Management Act (GMA) and considered a high priority in regional planning policies.

In early 2018, Pierce County approached the City of Tacoma and suggested launching a collaborative planning process for the potential annexation of the Manitou Neighborhood. The process would include the following general steps: (1) project initiation by County and City Councils, (2) pre-annexation analysis by the Planning Commission and staff, (3) public hearings by County and City, (4) County-City interlocal annexation agreement, (5) City annexation ordinance, and (6) community outreach to be conducted throughout the process. Of note, a referendum following the City's annexation ordinance is also possible if petitioned by voters in the area.

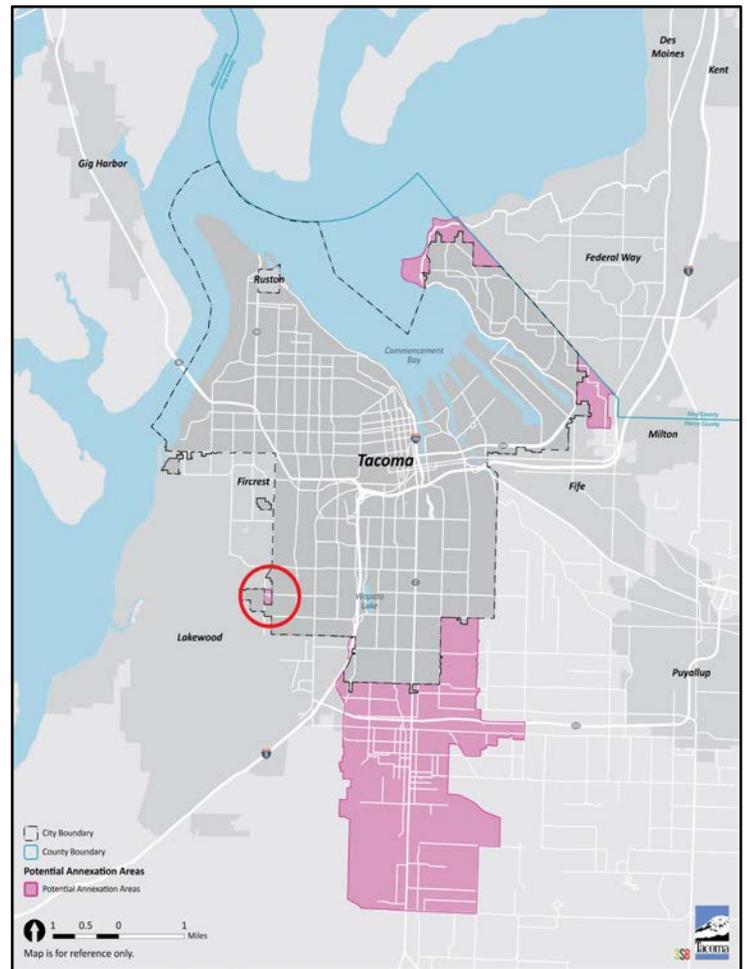


Fig. 2 – Potential Annexation Areas (Manitou Area circled)
(Source: One Tacoma Comprehensive Plan, Public Facilities and Services Element, Figure 38. Potential Annexation Areas, page 9-8)

3. Policy Framework

The pre-annexation planning for the Manitou Neighborhood Annexation Area is encouraged and supported by, and consistent with, the following state, regional, countywide and local planning mandates and directives:

(a) State Legislation – Urban Growth Area (UGA):

The designation of the Manitou UGA and PAA is pursuant to the Growth Management Act (GMA) (RCW 35.70A.110). A basic premise of the GMA is that denser urban development should be supported by urban services, such as roads, transit, sidewalks, water, sewer, parks, and libraries, and should be located in cities to ensure the most efficient provision of service. As provided in RCW 35.70A.110(4), "In general, cities are the units of local government most appropriate to provide urban governmental services."

(b) State Legislation – Interlocal Annexation Agreement:

The Manitou annexation can be carried out through the Interlocal Agreement method, since the area meets the two criteria set forth in RCW 35.13.470(1), i.e., it is a designated UGA of the City and at least 60% of its boundaries (in fact, 83.4%) is contiguous to the City. RCW 35.13.470 also provides the major steps in the interlocal agreement process, which has been generally described in the Background section above.

(c) Regional Planning Policies:

VISION 2040 provides the following goal and policies concerning unincorporated UGAs:

- “All unincorporated lands within the urban growth area will either annex into existing cities or incorporate as new cities.” (Goal)
- “.....To fulfill the regional growth strategy, annexation is preferred over incorporation.” (Policy MPP-DP-18)
- “Support joint planning between cities and counties to work cooperatively in planning for urban unincorporated areas” (Policy MPP-DP-19)
- “Support the provision and coordination of urban services to unincorporated urban areas by the adjacent city” (Policy MPP-DP-20)

(Source: VISION 2040 – The Growth Management, Environmental, Economic, and Transportation Strategy for the Central Puget Sound Region, December 2009, Part III. Multicounty Planning Policies (MPP), Section of “Development Patterns (DP)”, Subsection of “Urban Lands – Unincorporated Urban Growth Area”, page 53)

(d) Countywide Planning Policies (CWPP):

Pierce County CWPP contains a number of policies addressing UGAs, such as:

- “The County and its cities and towns should proactively coordinate the annexation of unincorporated areas within the urban growth area that are within each respective city or town’s Potential Annexation Area.” (Policy UGA-4.3)
- “The County’s highest priority should be Potential Annexation Areas representing unincorporated “islands” between cities and towns.” (Policy UGA-4.4.1)

(Source: Pierce County Countywide Planning Policies, as amended July 27, 2014, Part III. Countywide Planning Policies (CPPs), Section of “Urban Growth Areas”, Subsection of “Annexation within the Urban Growth Area”, pages 87-89)

(e) Pierce County Comprehensive Plan:

The following are some of Pierce County’s land use goals and policies that are applicable to the Manitou annexation:

- “Promote the annexation of adjacent unincorporated urban areas by the neighboring city or town.” (GOAL LU-1)
- “The preference is for unincorporated urban areas to be affiliated with neighboring cities or towns rather than being identified as a potential area for incorporation.” (Policy LU-2.3)
- “Pierce County shall support annexation proposals that are consistent with the Pierce County Countywide Planning Policies and the Washington State Growth Management Act, when the area proposed for annexation is wholly within the annexing city’s adopted Potential Annexation Area (PAA).” (Policy LU-4.1.1)
- “The County’s highest priority for annexation are unincorporated islands between cities and towns.” (Policy LU-4.1.2)

(Source: Pierce County Comprehensive Plan, as amended June 30, 2016, Chapter 2 Land Use Element, Section of “Annexation and Urban Growth Area Expansion”, pages 2-18 to 2-19)

(f) One Tacoma Comprehensive Plan:

The One Tacoma Plan contains a number of policies addressing the subject of “Annexation Areas”, such as:

- “In partnership with residents, service providers and adjoining jurisdictions, incorporate the City’s Urban Growth Area by 2040.” (Goal PFS–2)
- “Conduct joint planning with Pierce County and other adjacent jurisdictions for land use development, transportation and services within urban growth areas to ensure development is orderly, compatible and sufficiently served, and consistent with City plans.” (Policy PFS–2.3)
- “Provide for active participation by affected residents and property owners in the joint planning, annexation proposals, or agreements for service within Tacoma’s urban growth area.” (Policy PFS–2.6)

- “Expand the city’s boundaries within established urban growth areas in a manner that will benefit both the citizens of Tacoma and the citizens of the area to be annexed.” (Policy PFS–2.7)

(Source: One Tacoma Comprehensive Plan, as amended June 26, 2018, Public Facilities and Services Element, Section of “Annexation Areas”, pages 9-7 to 9-9)

(g) Tacoma Municipal Code (TMC):

According to TMC 13.02.040.K, it is part of the Commission’s duties and responsibilities “to conduct pre-annexation planning for areas which are within the City’s urban growth area and which may be reasonably expected to be annexed to the City. Planning for these areas may include, but not be limited to: land use; transportation; public facilities and services; capital facility needs; parks and open space; and zoning classifications and regulations. Areas not included in the Comprehensive Plan and annexed to the City will necessitate a plan amendment.”

4. Objectives

Would the proposed amendment achieve any of the following objectives?

- **Address inconsistencies or errors in the Comprehensive Plan or development regulations;**
 - The scope of work for the pre-annexation planning for the Manitou Neighborhood Annexation Area is in essence defined in the above-cited TMC 13.02.040.K. The work is expected to result in potential amendments to the Comprehensive Plan, including changes to the Future Land Use Designations and Map, changes to other maps that include delineations of City boundaries, and as appropriate, amendments to certain goals, policies and provisions applicable to the subject area. Although not the intent of the pre-annexation planning, there might be needs or opportunities to address certain inconsistencies or errors in the Plan or the Tacoma Municipal Code.
- **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;**
 - The pre-annexation planning will review the growth and development patterns in the Manitou Neighborhood Annexation Area and the surrounding areas, understand the needs and desires of the residents and businesses in the neighborhood, and assess the City’s capacity to provide or maintain adequate services for the area.
- **Maintain or enhance compatibility with existing or planned land uses and the surrounding development pattern; and/or**
 - The pre-annexation planning will carefully study and suggest how to zone the Manitou Neighborhood Annexation Area, upon annexation to the City, so to maintain or enhance the compatibility of land use designations and development pattern with the surrounding areas.
- **Enhance the quality of the neighborhood.**
 - It is the intent of the pre-annexation planning to maintain or enhance the quality of life of the Manitou Neighborhood Annexation Area through the application of appropriate land use designations and zoning requirements and the provision of adequate or improved services.

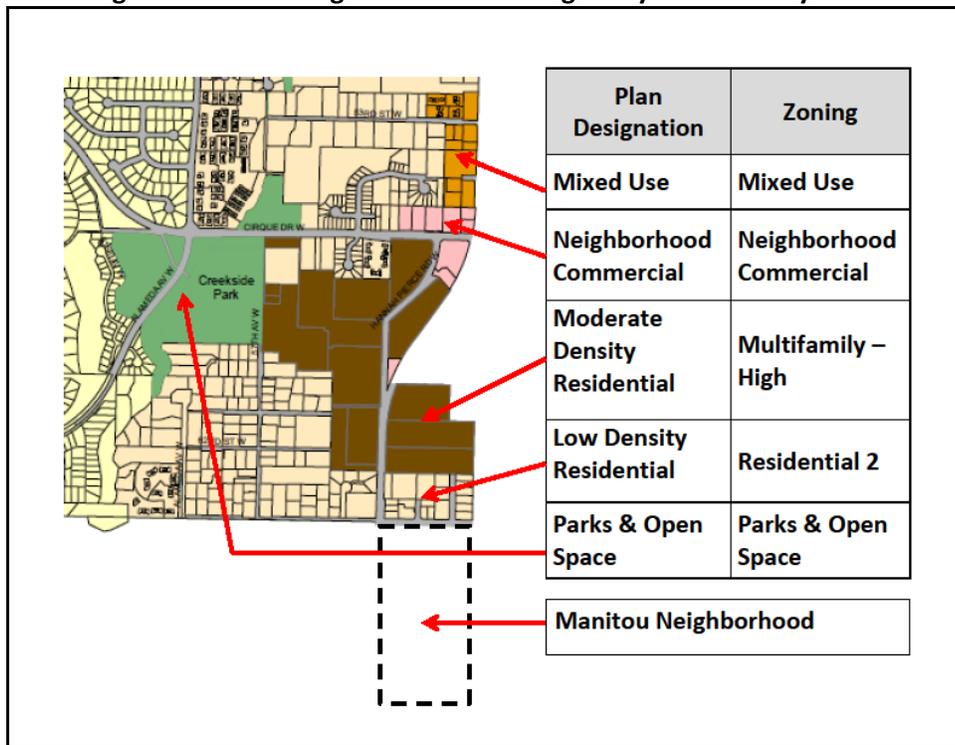
(b) Manitou Neighborhood Existing Land Uses (Pierce County):

As depicted in Figure 3 – Manitou Neighborhood Existing Land Uses (above), existing land uses in the Manitou Neighborhood Annexation Area to a large degree reflect the Mixed-Use District designation, in the sense that there is a wide variety of uses in the area. In the west section of the neighborhood (between Lakewood Dr. W. and 53rd Ave. W.), there are multifamily dwellings, offices, retail uses, a gas station, and auto repair services. The middle-section (between 53rd Ave. W. and 52nd Ave. W.) consists of single-family and multifamily dwellings and a mobile home park. The east section (east of 52nd Ave. W.) includes single-family and multifamily dwellings, a used tire shop, and a used car sales lot.

(c) Land Use Designations and Zoning (University Place):

Figure 5 depicts the Comprehensive Plan Land Use Designations and Corresponding Zoning for the southeast corner of the City of University Place abutting the Manitou Neighborhood Annexation Area. As indicated, the area immediately adjacent to the Manitou Neighborhood Annexation Area is predominately residential.

Fig. 5 Land Use Designations and Zoning – City of University Place

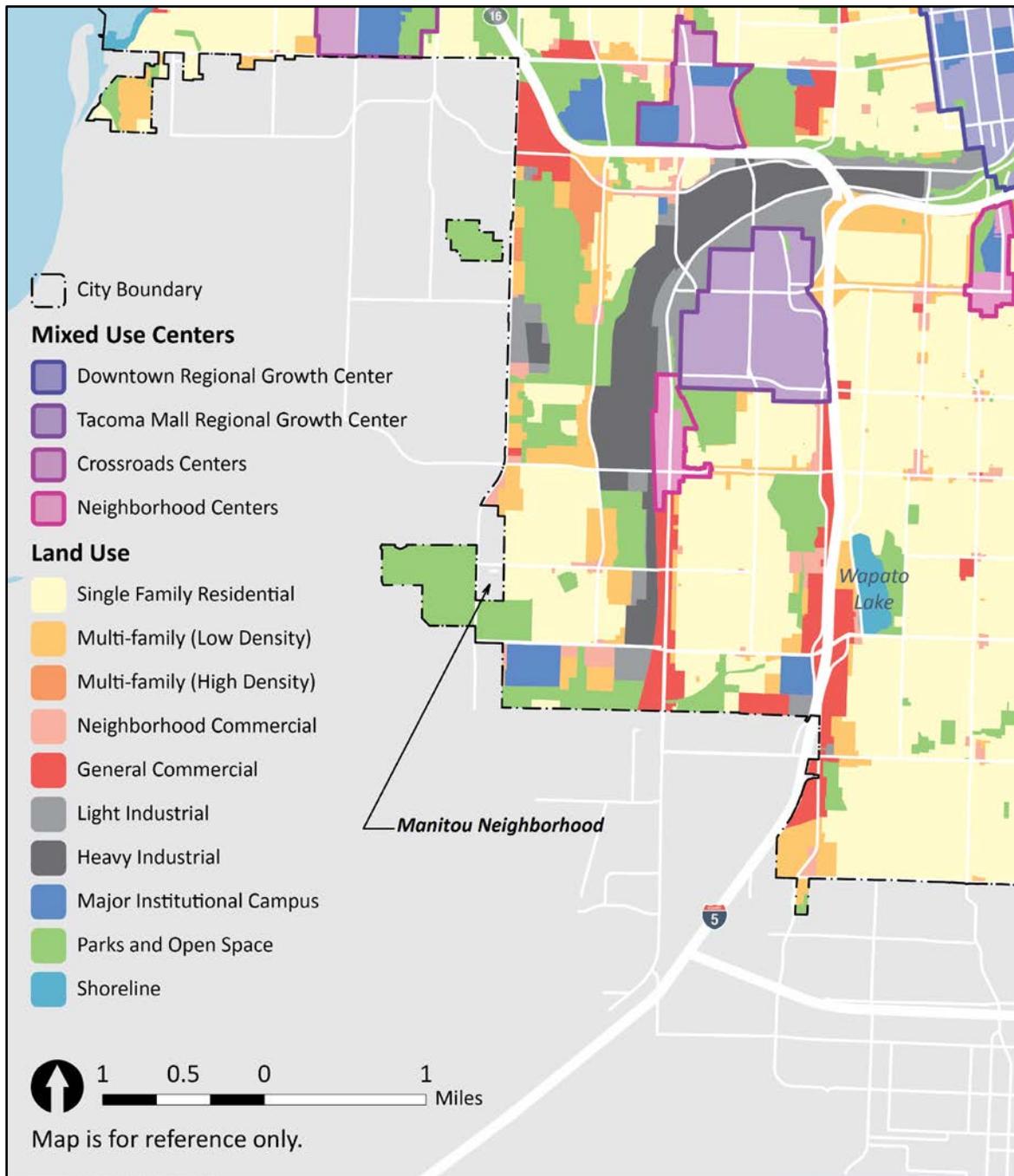


(Source: City of University Place Zoning Map, November 16, 2015)

(d) Comprehensive Plan Future Land Use Map (Tacoma):

Figure 4 depicts the South Tacoma Neighborhood portion of the City of Tacoma’s Comprehensive Plan Future Land Use Designations. The map puts the Manitou Neighborhood Annexation Area in the context of the surrounding land use designations, which include “Parks and Open Space” (i.e., the Meadow Park Golf Course and the Calvary Cemetery) and Single Family Residential.

Fig. 4 Comprehensive Plan Future Land Use Map – South Tacoma Neighborhood



(Source: One Tacoma Comprehensive Plan, June 2018, Urban Form Element, Figure 2, page 2-6)

(e) Comprehensive Plan Future Land Use Designations and Corresponding Zoning (Tacoma):

Table 1 lists out the City of Tacoma’s Comprehensive Plan Future Land Use Designations and Corresponding Zoning. It also provides a preliminary assessment of which designations could be appropriate for the Manitou Neighborhood Annexation Area, based on the review of the existing land uses in the subject area and the surrounding land use designations, as mentioned above. It appears that some of the land use designations appropriate for the Manitou Neighborhood could include: Single Family Residential, Multi-Family (low-density), Multi-Family (high-density), Neighborhood Commercial, General Commercial, and Neighborhood Center.

Table 1. Comprehensive Plan Future Land Use Designations and Corresponding Zoning

Comprehensive Plan Future Land Use Designations	Corresponding Zoning	Appropriate for Manitou Neighborhood?
Single Family Residential	R-1, R-2, R-2SRD, HMR-SRD	Yes. The R-1 and R-2 zoning would work in the area.
Multi-Family (low-density)	R-3, R-4L	Yes. The R-3 and R-4L would work for the area.
Multi-Family (high-density)	R-4, R-5	Yes. The R-4 zoning could potentially work in the area.
Neighborhood Commercial	C-1, T	Yes. The existing businesses would fit under the C-1 zoning.
General Commercial	PDB, HM, C-2	Maybe. The C-2 zoning could work for some of the existing auto repair and services businesses.
Downtown Regional Growth Center	DR, DMU, WR, DCC, UCX-TD	No.
Tacoma Mall Regional Growth Center	UCX, RCX, URX	No.
Crossroads Center	CCX, RCX, HMX, URX	No. The development pattern in the subject area is not up to the scale of what's normally seen in Crossroad Centers. Examples of Crossroad Centers include Westgate, James Center, and Lower Portland.
Neighborhood Center	NCX, RCX, CIX, HMX, URX, NRX	Maybe. The development pattern of the subject area is arguably comparable to what's seen in some of the Neighborhood Centers, such as Narrows and McKinley. However, the area is quite small compared to the City's mixed-use centers and, because it is surrounded on two sides by large open space uses, is not necessarily situated in a manner that serves as the hub of the surrounding community. Designation of all or part of the Manitou Neighborhood as a mixed-use center would be required under this scenario.
Light Industrial	M-1	No.
Heavy Industrial	M-2, PMI	No.
Parks and Open Space	This designation is appropriate in all zoning classifications.	No.
Major Institutional Campus	This designation is appropriate in all zoning classifications.	No.
Shoreline	S1-S14	No.

(Source: One Tacoma Comprehensive Plan, June 2018, Urban Form Element, Table 3, page 2-7)

Based on the above information, there appears to be several approaches to exploring the appropriate land use designations and corresponding zoning for the Manitou Neighborhood, as described below:

- **Option “A” – Mixed-Use**

This option would designate the entire Manitou Neighborhood Annexation Area as a Neighborhood Center, with appropriate mixed-use zoning (such as NCX, RCX and UCX). This option would seem to correspond to Pierce County's existing designation of Mixed-Use District, however the County's vision of a Mixed-Use District and the City's vision of a Mixed-Use Center may not quite be the same. Additionally, this option may open up and/or promote development opportunities for existing, largely residential areas that may be undesirable to the

residents. Also, the City had recently completed a city-wide comprehensive review of the mixed-use centers in 2015, and the review did not suggest a need to consider designating a mixed-use center in the adjacent area of the Manitou Neighborhood. This option would require some review of mixed-use centers, albeit it at a much smaller scale.

- **Option “B” – Residential and Commercial**

This option would designate the Manitou Neighborhood Annexation Area with a mixture of Single Family Residential, Multi-Family (low-density), Multi-Family (high-density), Neighborhood Commercial, and/or General Commercial, with appropriate types of zoning imposed. This option would respect the existing development pattern and seek the least impacts to the existing land uses. Of note, this option would also allow for zoning that would respect the existing mobile home park, as the only residential zone in the City in which they are allowed is the R-4L Low-Density Multi-family District.

6. Public Outreach

The Manitou annexation would mostly affect the 425 people living in 197 residential units within the subject area and the owners/operators of the 26 businesses (numbers are approximate). Also affected would be the providers of such municipal services as police, fire, roads, water, sewer, electricity, and solid waste, as called out in the Fact Sheet.

A community meeting was conducted jointly by Pierce County and City staff on May 14, 2018, at the Manitou Park Elementary School, to engage the community and affected parties in the pre-annexation process. Questions and comments received at the meeting as well as the corresponding staff responses are summarized in Exhibit “B”, which is dated June 18, 2018 and subject to continued updates.

Future community outreach will be conducted on an on-going and as-needed basis.

7. Impacts Assessment

The impacts of the annexation, primarily in the areas of land use and zoning, tax and financial benefits, and public facilities and services, are being assessed by the respective, responsible agencies and entities. As new information becomes available, the Manitou Neighborhood Fact Sheet will be updated accordingly.

8. Plan and/or Code Exhibits

- Exhibit “A” – Manitou Neighborhood Fact Sheet (June 21, 2018 draft)
- Exhibit “B” – Manitou Annexation Community Meeting Comments and Responses (June 18, 2018 draft)
- Website: www.cityoftacoma.org/Manitou (for additional information)

Manitou Annexation Fact Sheet

Background

Annexation is the process of transferring land from one jurisdiction to another. We propose the area of Manitou nearest the Meadow Park Golf Course between 64th Street W and 70th Street W—not presently part of any city or town—be annexed into the City of Tacoma. Annexation would give residents and businesses in Manitou a greater voice as part of the Tacoma community, and expand access to municipal services.

What Could Change?

Local Government Administration



The City of Tacoma would provide several services that are currently offered by the County, such as pet licensing, solid waste management, business licensing, and parking regulation.

Surface Water Management Fee



Local jurisdictions manage surface water runoff to reduce flooding and prevent water pollution, billing property owners for this service. Fees for this service would likely increase with annexation into the City of Tacoma. As an example, a typical single-family residence would see rates increase from \$127 per year to \$279 per year; a larger commercial development would see charges increase from \$2,281 per year to \$4,740 per year.

Police



Police services would be provided by the Tacoma Police Department, where they are contracted with the University Place Police Department today. However, Tacoma may choose to continue contracting with University Place PD.

Fire



Fire protection services that are currently provided by West Pierce Fire & Rescue would instead be provided by the Tacoma Fire Department if annexed to the City of Tacoma. But Tacoma may choose to contract so fire services remain with West Pierce Fire.

Roads



The City of Tacoma Public Works Department would take over responsibility from Pierce County Planning and Public Works for maintaining and improving public roads in the neighborhood. Tacoma would study the need for new street name signs, parking restrictions, traffic safety measures, speed limits, and other elements.

Residential Water



Residential water rates would decrease by approximately 20% due to Tacoma Public Utilities' existing surcharge on unincorporated communities. Commercial water rates would remain unchanged.

Addresses

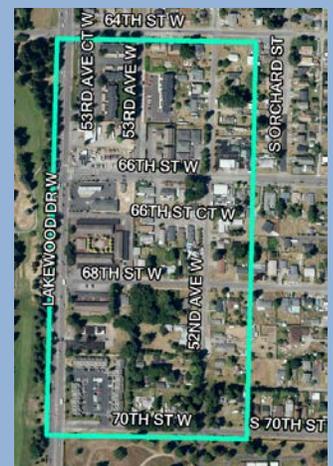


Becoming part of Tacoma would result in changes to neighborhood street names to conform with those in the rest of the City. For example, 66th Street W would become S 66th Street. Tacoma would work with the US Postal Service to update addresses, and would notify residents and businesses when the change is approved.

Area Profile

- 425 People
- 33 Median Age
- \$42,000 Average Household Income
- 31% Households on Food Stamps/SNAP
- 97 Properties
- 197 Houses
- 26 Businesses
- 37 Acres

- Single-family homes
- Multi-family apartments
- Mobile homes
- Businesses
- Professional Offices



Building, Planning and Zoning



Pierce County currently regulates land and building in the neighborhood under the Mixed Use District designation, which allows a broad variety of mid-density residential, commercial, and industrial land uses including multi-family housing, nursing homes, mobile home parks, day-care centers, sewage collection facilities, offices, agricultural supply, malls, restaurants and bars, auto sales, and contractor yards. Up to 60-foot-tall buildings could be permitted with these uses. The areas surrounding the neighborhood are currently designated R2-STGPD Single-Family Dwelling District. Tacoma would carefully study and determine how to zone the Manitou neighborhood upon annexation.

Solid Waste



The City of Tacoma's Waste Management would take over waste management services from LeMay Pierce County Refuse. For a 60-gallon container, residential rates for City of Tacoma customers start at \$43.85 per month, compared to \$77.84 at present; commercial rates for a one-cubic-yard container start at \$170.05 per month, compared to \$117.87 at present. Recycling and food/yard waste pickup is also offered.

Business Licenses and Taxes



Tacoma requires that businesses obtain a Business License from the City, while Pierce County does for only a few types of businesses. Tacoma business license fees are assessed yearly and are based on business income and business type, varying from \$25 to \$250. More information may be found at <http://www.cityoftacoma.org/businesslicense>. Pierce County does not assess Business and Occupation taxes, whereas Tacoma does. Rates for businesses within the City of Tacoma are based on gross receipts, and vary from .05% to .4%. However, B&O taxes would not be assessed on existing businesses for the first three years after annexation.

Elected Representative



Tacoma City Council Position 5 would represent the neighborhood; City Councilmember Chris Beale currently serves in this position. County Councilmember Connie Ladenburg would continue to represent residents at the County level.

Property Taxes



In 2018, property owners in the unincorporated Manitou neighborhood paid .0162% of their property's assessed value in property taxes; in contrast, residents in the Manitou community within the City of Tacoma paid .0158% of assessed value in property taxes. For example, a typical single-family home worth \$253,571, a homeowner would have owed \$3997 in property taxes as a resident of the City of Tacoma, as compared with paying \$4113 in the unincorporated County.

Libraries



Pierce County libraries are available to residents of the Manitou community. With annexation, residents would be free to utilize the Tacoma Public Library system as well.

Neighborhood Council Program



The City of Tacoma's Neighborhood Council Program establishes an environment in which residents are afforded an opportunity to participate in City government decisions in an advisory role. The Manitou area is within the boundaries of the South Tacoma Neighborhood Council.

Customer Support Center



Citizens can utilize the TacomaFIRST 311 system to ask questions, register complaints, or request for services. To access the system, dial 311 within city limits or (253) 591-5000 from anywhere else, or search online for "Tacoma First 311."

What Would Remain the Same?

Schools



Tacoma Public Schools would continue to serve families in the area.

Electric, Natural Gas, Water, Wastewater Providers



Tacoma Public Utilities provides electric service and Puget Sound Energy provides natural gas service. For customers not utilizing wells or septic, Tacoma Public Utilities also provides municipal water and wastewater service. Rates would not change for electric, natural gas, commercial water, or wastewater.

Manitou Annexation Community Meeting, May 14, 2018
Questions/Comments and Staff Responses (June 18, 2018 draft)

Theme(s)	Question / Comment	Response (if applicable)
General	What is the purpose of annexation?	The Manitou Neighborhood is one of the unincorporated “islands” in Pierce County, where future annexation to the respective abutting municipalities is expected by the State Growth Management Act (GMA) and considered a high priority in regional policies. This is also an Urban Growth Areas, as designated in both the County's and the City's comprehensive plans pursuant to GMA. A basic premise of the GMA is that denser urban development should be supported by urban services, such as roads, transit, sidewalks, water, sewer, parks, and libraries, and should be located in cities to ensure the most efficient provision of service.
General	Support annexation.	Comment noted.
General	Please consider showing the annexation timeline/process and appropriate materials on the internet.	The County maintains a website regarding annexation at http://www.piercecountywa.gov/annexation . The City maintains a website specifically for the potential annexation of the Manitou Neighborhood at www.cityoftacoma.org/Manitou . Updates and relevant information will be posted on these websites.
Outreach	Hold more community meetings soon; follow up on unanswered questions. Hold special Council meetings in neighborhood.	Once the County Council and the Tacoma City Council initiate the planning and negotiation process for the potential annexation of the Manitou area, County and City staff will jointly conduct another community meeting to solicit additional feedback from the community. The meeting could be scheduled in July or August.
Outreach	Difficult to hear in meeting venue, especially for those hard of hearing.	Staff will seek different venues for subsequent meetings.
Building & Planning	Zone to R2-STGPD Single-Family District. Existing uses are ok, but no more density or new multi-family or commercial development.	This could be considered. But also consider that PC's existing zoning is a "Mixed-Use", therefore a lower intensity transitional/commercial zone may be considered as well (such as the C-1 or T Districts). Or if possible/makes sense a mix of lower intensity transitional/commercial and residential zones may be considered.

Theme(s)	Question / Comment	Response (if applicable)
Building & Planning	How will City of Tacoma zone the area? Notify people of proposed rezone.	How the area is to be zoned, if and when annexed to the City, is yet to be determined. The Tacoma Planning Commission will conduct a pre-annexation planning review and make a recommendation to the City Council. Residents and stakeholders of the Manitou area will be notified of the Commission's and the Council's meetings and will be provided opportunities to weigh in.
Building & Planning	Some existing mobile homes are not up to code; how will they be affected?	It depends on whether the mobile home was built with a building permit under Pierce County. (A response will be needed from a residential plans examiner). For Land Use, the use will become non-conforming to use and possibly development standards and will be reviewed under the City's Non-Conforming Code (TMC Section 13.06.630).
Building & Planning	What happens to uses/buildings that become noncomplying under Tacoma's zoning code?	Staff will review all future applications under the City's Non-Conforming Code (TMC Section 13.06.630).
Infrastructure	Streets in poor condition.	The City would conduct a pavement rating analysis to assess condition and include in the residential paving program. http://www.cityoftacoma.org/cms/One.aspx?portalId=169&pageId=2844
Infrastructure	What will happen to existing private septic systems with annexation?	(Staff will review this issue and provide appropriate response later.)
Infrastructure	Will property owners be compelled to connect to sewer? Who will pay for sewer connections? How would property owners voluntarily hook up to sewer?	(Staff will review this issue and provide appropriate response later.)
Infrastructure	If not connected to sewer, will property owners still pay for sewer service?	(Staff will review this issue and provide appropriate response later.)
Infrastructure	Where are existing sewer lines?	There is a sewer main line on 52nd Ave. W. between 64th St. W. and 68th St. W. At the north end, it connects with a main line on 64th St. W. that connects with Tacoma's system to the east (at S. Orchards St.) and University Place's system to the west (at Lakewood Dr. W.). At the mid-point, it connects with a short main line on 66th St. W. that extends westward to approximately 100 feet west of 53rd Ave. W. At the south end, it turns eastward onto 68th St. W., entering Tacoma and connecting with a main line at S. Huson St. (Source: Pierce County GIS Map at https://matterhornwab.co.pierce.wa.us/publicgis/)

Theme(s)	Question / Comment	Response (if applicable)
Infrastructure	Desire for Tacoma to connect septic properties with sewer.	Comment noted.
Infrastructure	Will the water system connectivity be improved?	(Staff will review this issue and provide appropriate response later.)
Infrastructure	Would Lakewood Drive or other streets be renamed?	The City is still evaluating how the street names will be addressed. It is likely that streets addressed "West" would be converted to "South" for consistency and identification; however, the impacts are being evaluated. Also, according to the USPS Address Management group, via our local Business Network Representative, the post office does not generally (rarely) changes the ZIP code when areas are annexed. ZIP codes are used primarily for mail sortation and not city/town designations. However, we can designate those streets as Tacoma vs. University, so the customers can use either as the Preferred Last Line. As for the changing of street names, depending on how they do it (if they change the primary or only the street name), once notified by the addressing authority, we can use an alias or link the addresses so that mail will be sorted correctly.
Infrastructure	Will private roads become public with annexation?	Private roads would remain private.
Infrastructure, Public Safety	Need street lights to deter crime and make pedestrians more visible. Will more street lights be installed if annexed?	Streetlights will not be installed as a part of the annexation. There are numerous areas within the current City of Tacoma limits that do not have streetlighting or where additional infill lighting is warranted. There is currently no funding for adding streetlight infrastructure in the budget. New residential street lights can be installed through the Local Improvement District Program that is supported by adjacent property owners. Existing street lights would be considered for conversion to LED. http://www.cityoftacoma.org/cms/One.aspx?portalId=169&pageId=11488 and http://www.cityoftacoma.org/cms/One.aspx?portalId=169&pageId=11548
Infrastructure, Public Safety	Unsafe walking conditions. Will the City add missing sidewalks?	The City is working on a program to assess and prioritize installation of missing sidewalks. The program is not currently funded.
Parking	Semi-trucks are parking near intersections; how will the City manage this issue?	Road Use Compliance and TPD would respond to complaints about illegal parking or commercial vehicles in residential neighborhoods.

Theme(s)	Question / Comment	Response (if applicable)
Public Safety	Perceived high crime area. How will police availability and responsiveness change?	(Staff will review this issue and provide appropriate response later.)
Public Safety	Concern about safety of neighborhood worsening with annexation due to changes in police service.	(Staff will review this issue and provide appropriate response later.)
Public Safety	Will additional resources be dedicated to Tacoma Police Department?	(Staff will review this issue and provide appropriate response later.)
Infrastructure	How will parks amenities be different?	(Staff will review this issue and provide appropriate response later.)
Taxes/Fees	General concern about higher costs, taxes.	The City has a local B&O tax, which is assessed on gross income and the rates vary from .102% to .4%. When annual gross income is less than \$250,000 no tax will be due and no tax return is required to be filed. The City B&O tax classifications and rates can be found at www.cityoftacoma.org/businesslicense . The City requires an annual business license fee that is based on a company's gross income - gross income of less than \$12,000 = \$25 fee; gross income between \$12,000 - \$250,000 = \$110 fee; gross income over \$250,000 = \$250 fee.



To: Planning Commission
From: Lauren Flemister, Senior Planner, Planning Services Division
Subject: **Detached Accessory Dwelling Unit (DADU) Regulations**
Meeting Date: July 18, 2018
Memo Date: July 11, 2018

Action Requested:
Guidance.

Discussion:

At the next meeting on July 18, 2018, the Planning Commission will review the preliminary scope of work for the project of “Detached Accessory Dwelling Unit (DADU) Regulations.” The discussion will focus on the codification of DADUs and the integration of other elements of the Residential Infill Pilot Program into the Planning Work Program for 2018-2020, through continued work on affordable housing and housing choice.

The City Council’s Infrastructure, Planning and Sustainability Committee (IPS) is scheduled to review the Planning Commission’s Annual Report for 2017-2018 and Planning Work Program for 2018-2020 on July 11, 2018. Feedback from the IPS on the Residential Infill Pilot Program and the DADU Regulations, if any, will be provided to the Planning Commission on July 18th to inform the discussion of this item.

Project Summary:

The Residential Infill Pilot Program was initiated as a part of the City’s 2015 Annual Amendment to the Comprehensive Plan and Land Use Regulatory Code. The program aims to promote innovative residential infill pilot development types that are underutilized or expanding the areas in the Tacoma where certain development types are permitted. (Program Summary attached.)

As the needs of residents and market conditions shift, the urgency to implement learnings from the program increases. Modifications to public outreach and education, the path to codification with design standards and appropriate processes, and the allowance of detached accessory dwelling units outright in certain zoning districts should be reviewed and implemented.

Prior Actions:

- 5/16/2018 – Review of the Scope of Residential Infill Pilot Program Phase II
- 3/1/2017 – Review of Round 1 Application of the Pilot Program and Lessons Learned
- 9/21/2016 – Review of the Handbook Design and Program Next Steps
- 2014-2015 – Review of the 2015 Annual Amendment Package

Staff Contact:

- Lauren Flemister, Senior Planner, lflemister@cityoftacoma.org, 253-591-5660

Attachment:

- Residential Infill Pilot Program Summary

c: Peter Huffman, Director

Residential Infill Pilot Program

Summary

Detached Accessory Dwelling Units



15 Statements of Interest
13 Applications
3 Selected Projects

Two Family Housing



3 Statements of Interest
2 Applications
1 Selected Project

Multifamily Housing



0 Statements of Interest
0 Applications
0 Selected Projects

Cottage Housing



6 Statements of Interest
2 Applications
1 Selected Project

Purpose

To promote innovative residential infill development types, while ensuring that such development demonstrates excellent building and site design that is responsive to and harmonious with neighborhood patterns and character.

In addition, the Pilot Program is intended to develop a body of successful, well-regarded examples of innovative residential infill, which will inform a Council decision whether to finalize development regulations and design standards for some or all of these infill housing types.

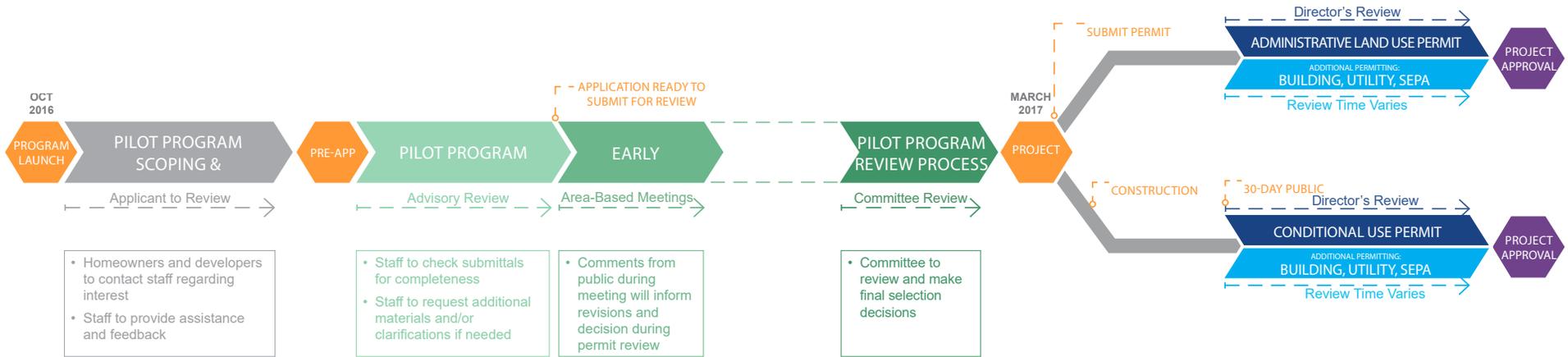
Applicability

The provisions of this section apply to the following categories of residential infill:

- Detached Accessory Dwelling Units within the R-1, R-2, R-2SRD and HMR-SRD Districts
- Two-family or townhouse development within the R-2 District
- Multifamily development within the R-3 District, and
- Cottage Housing development within any residential district.

Residential Infill Pilot Program

Summary (Cont.)



Design Direction

Compatibility with the following patterns established by existing neighborhood development:

- (1.) Street frontage characteristics
- (2.) Rhythm of development along the street
- (3.) Building orientation on the site and in relation to the street
- (4.) Front setback patterns
- (5.) Landscaping and trees
- (6.) Backyard patterns and topography
- (7.) Architectural features
- (8.) Historic character, if located within a designated Historic District.