



AGENDA

MEETING: Regular Meeting

TIME: Wednesday, August 17, 2016, 4:00 p.m.

LOCATION: Room 16, Tacoma Municipal Building North, 1st Floor
733 Market Street, Tacoma, WA 98402

A. Call to Order and Quorum Call

B. Approval of Agenda and Minutes of July 20, 2016

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

D. Discussion Items

1. Open Government Training

Receive the training on open meetings, open records, and ethics required of all City Committees, Boards, and Commission members.

(See "Agenda Item D-1"; Martha Lantz, Deputy City Attorney, 591-5633, mlantz@cityoftacoma.org)

2. Unified Development Code

Review that status of the development of the UDC that will streamline and consolidate development codes, permits and processes into a user-friendly document.

(See "Agenda Item D-2"; Sue Coffman, 594-7905, sue.coffman@cityoftacoma.org)

3. Future Land Use Map Implementation – Phase 2

Review the scope of work for area-wide rezones, the commercial pattern areas project, and the open space corridors project that implement the *One Tacoma* Comprehensive Plan.

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

E. Communication Items & Other Business

- (1) Planning Commission Annual Report for 2015-2016, as approved on July 20, 2016 (See "Agenda Item E-1)
- (2) Infrastructure, Planning and Sustainability Committee's meeting on August 24, 2016 has been canceled.
- (3) Planning Commission's meeting on September 7, 2016 may be canceled, subject to approval. If the meeting is canceled, the next meeting would be on September 21, 2016, 4:00 p.m., in Room 16, and the agenda may include: Tacoma Mall Neighborhood Subarea Plan Update, Infill Pilot Program Update, and Election of Officers for 2015-2016.

F. Adjournment





MINUTES (Draft)

TIME: Wednesday, July 20, 2016, 4:00 p.m.

PLACE: Room 16, Tacoma Municipal Building North
733 Market Street, Tacoma, WA 98402

PRESENT: Chris Beale (Chair), Stephen Wamback (Vice-Chair), Meredith Neal, Anna Petersen, Brett Santhuff, Dorian Waller, Scott Winship

ABSENT: Jeff McInnis

A. CALL TO ORDER AND QUORUM CALL

Chair Beale called the meeting to order at 4:05 p.m. A quorum was declared.

B. APPROVAL OF AGENDA AND MINUTES OF JULY 6, 2016

The agenda was approved. The minutes of the regular meeting on July 6, 2016 were reviewed and approved as submitted.

C. PUBLIC COMMENTS

No members of the public came forward to provide comments.

D. DISCUSSION ITEMS

1. Planning Commission's Annual Report for 2015-2016 and Planning Work Program for 2016 - 2018.

Lihuang Wung, Planning Services Division, provided a review of the Annual Report for the Planning Commission, which reported the accomplishments of the Commission over the previous twelve months. He noted that according to the Tacoma Municipal Code, Chapter 13.02, they were required to provide the Annual Report to the City Council. Mr. Wung reviewed accomplishments of the past twelve months including Live-work/Work-live Code Amendments; Billboard Regulations which had included the formation of a task force for a series of intensive meetings; Marijuana Regulations; the Capital Facilities Program which had been in response to a request from the Commission for an improved process with the opportunity for feedback; and the 2015 and 2016 Annual Amendments. They had also been recognized by the State with the Lifetime of GMA Achievement Award and would be receiving a Healthy Communities Award from the Tacoma-Pierce County Health Department. Commissioner Petersen provided a minor correction on page 4 of the Annual Report. Commissioner Santhuff recommended some language clarification changes on page 5.

The Draft Planning Work Program for 2016-2018 was discussed. Mr. Wung noted that the projects broke into three categories: items for the 2017-2018 Annual Amendment, ongoing and emerging planning issues, and regional and cross-jurisdictional issues. He reported that the 2017-2018 Annual Amendment would be the first time using the new biannual process and that they would begin to accept applications from private and public entities in March 2017. Brian Boudet, Planning Services Division Manager, commented that with the switch to a two year cycle they would be shifting to focus on implementation components such as the Land Use Designations and area-wide rezones. They would also need to look at the Commercial zoning categories and what makes sense as they proceed with proactive rezoning. Other items to be addressed included open space, landscaping, steep slopes, and the area around Cheney stadium.

Ongoing planning issues were discussed. Mr. Boudet reviewed that items for the draft work program included the Tacoma Mall Neighborhood Subarea Plan, the draft of which would be presented to the Commission in the coming months; the Residential Infill Pilot program where the next step was to work on the design guidelines and the administrative processes associated with it; the 20 minute neighborhood baseline analysis, which was one of the specific goals in the Comprehensive Plan for the 20 minute neighborhood concept; Environmental/Urban Forestry issues including the steep slopes issue and an effort to better define open space designations on private property; the Transfer of Development Rights (TDR) program review, which would track the program and discuss whether the City was receiving the maximum benefit from it; the sign code update which would make sure that the sign code was content neutral; and the Historic Preservation demolition review item.

Regional and cross-jurisdictional issues were discussed. Mr. Boudet commented that the Port/Tideflats Area Land Use Review would recognize community interest in future development in the area, the need for a possible special committee to examine issues, and consideration for a subarea plan. The Joint Land Use Study implementation would look at airport compatibility with McChord Field to address concerns about land uses in the airport's crash zone.

Commissioners provided the following questions and comments:

- Chair Beale asked if the City Council would be able to approve the work program before the next meeting. Mr. Boudet responded that they would be going to the Infrastructure, Planning, and Sustainability Committee for concurrence on the draft work program.
- Vice-Chair Wamback recommended, as an item for the work program, a one year check in on marijuana regulations to see if they were working as intended.
- Vice-Chair Wamback suggested that as part of an effort to reach out to neighborhoods earlier they should consider proactively initiating some joint meetings with neighborhood councils, the Landmarks Preservation Commission, or the Transportation Commission. Commissioner Waller added that they should also discuss which methods of public engagement were working and why.
- Commissioner Neal asked if the Commission would have any input on prioritization of items on the work program. Mr. Boudet responded that staff could pass along a message to the City Council. Chair Beale suggested communicating that the Urban Design Program had been a strong recommendation of the Commission.
- Vice-Chair Wamback commented that as they get into more depth on the work plan they should consider whether it would be beneficial to break into smaller work groups to do more intensive work that would be reported to the full Commission.

Mr. Boudet reviewed the modifications including a one year marijuana regulations review and a discussion of possible joint meetings with the Community Council and other Commissions. Vice-Chair Wamback motioned to approve the report and forward it on to the Infrastructure, Planning, and Sustainability Committee as amended through their discussion. Commissioner Waller seconded. The motion was approved unanimously.

2. Sound Transit Update

Chelsea Levy, Sound Transit, provided an overview of the Sound Transit 3 (ST3) ballot measure and some broader context on Sound Transit. Ms. Levy reviewed that Sound Transit was the regional transit authority in the Central Puget Sound Region with their district spanning from Everett to DuPont. She noted that they work with 52 different cities, providing opportunities to benefit from the 3 types of service for 3 million people. Ms. Levy reported that they provided two types of light rail in Tacoma: the current Tacoma Link and the future Central Link. They also operated Sounder Commuter Rail with the Sounder South operating between Lakewood and south Seattle. Ms. Levy reviewed that they had been working on the ST3 proposal for 3 years with many rounds of public comment and with the long range plan having been adopted in 2014. In the 2015 State legislative session they were granted 3 types of taxing authority to fund the ST3 package. Since the end of 2015 they had been developing the system plan which included all projects in the ST3 plan.

Eric Chipps, Sound Transit, discussed the projects from the ST3 plan, highlighting the projects proposed for Pierce County and Tacoma. Mr. Chipps discussed a map that showed the extent of the proposed

projects for bus, light rail, and commuter rail. He highlighted light rail extensions that would double the size of the system from ST2. He noted expansions and access improvements for the Sound South Commuter Rail system including extending the system from Lakewood to DuPont. Mr. Chipps discussed improvements for the Bus Rapid Transit system including projects to help buses move faster across the freeway system. He discussed how the Tacoma Link was planned to extend to Tacoma Community College. He commented that all of the proposed projects were “representative projects” to aid in cost estimates and that if ST3 passes they would restart the scoping process with the input of local jurisdictions. Ms. Levy noted that it was a 25 year plan with a 58 billion dollar package. She added that they had looked at their financial plan and realized some additional bonding capacity which would allow some of the light rail projects to complete earlier.

Commissioners provided the following questions and comments:

- Commissioner Winship asked what would be needed to accelerate the projects further. Ms. Levy responded that the size of the projects alone required a great deal of time, but there could be opportunities to accelerate the process in the future.
- Chair Beale asked how the decision to extend light rail to TCC instead of the Tacoma Mall had been reached. Ms. Levy responded that the board had made the decision to recommend the group of projects based on public feedback. Mr. Chipps added that the extension to TCC had been proposed earlier during the update to the long range plan.
- Commissioner Santhuff asked if the language in the ST3 package was about serving Downtown with the Central Link or if the corridor study was more about the Dome to the Mall. Mr. Chipps responded that it was more about serving Downtown, but that they didn't just consider light rail, but also bus rapid transit.
- Commissioner Santhuff asked what the current vision was for the station at the Tacoma Dome. Ms. Levy responded that details wouldn't be worked on until they had a voter approved project.
- Commissioner Santhuff noted that they had discussed appropriate zonings to support a potential station along 19th Street near Cheney Stadium and that they would be interested in any information on what the extension would be so they could plan the zoning accordingly.
- Commissioner Santhuff asked if there was a possibility for a direct access HOV connection to the Tacoma Mall area. Mr. Chips responded that the section of I-5 near the Mall was planned for an HOV lane, but did not yet have the funding.
- Commissioner Santhuff asked if a potential ST4 would have to wait for the ST3 projects to be built out. Ms. Levy noted that the projects typically overlapped and that there would probably be overlap if there was to be an ST4.

E. COMMUNICATION ITEMS & OTHER BUSINESS

Mr. Wung requested a vote to confirm the cancellation of the next meeting. Commissioner Neal motioned to cancel the August 3rd meeting. Commissioner Petersen seconded. The motion was approved unanimously.

Mr. Wung reported that the Infrastructure, Planning, and Sustainability Committee was scheduled to conduct interviews of 3 candidates for the vacant Commission position at their July 27 meeting

Mr. Boudet reported that the City Council had held its public hearing on the 2016 Annual Amendment with some testimony expressing concern about S 72nd and Alaska and what exactly “postponed” means. Citizens had also expressed concern about more multifamily and traffic on N 33rd street. Citizens from the design community had expressed concern about the multifamily design standards not allowing for flexibility long term and the minimum lot size requirement proposed for commercial zones.

Vice-Chair Wamback asked about potential upgrades to the Emerald Queen Casino and if it would be worth having a presentation to the Planning Commission. Mr. Boudet responded that there was some potential coordination and that he could check with Government Relations on the possibility.

F. ADJOURNMENT

At 5:44 p.m., the meeting of the Planning Commission was concluded.



City of Tacoma
Planning and Development Services

**Agenda Item
D-1**

To: Planning Commission
From: Lihuang Wung, Planning Services Division
Subject: **Open Government Training**
Date of Meeting: August 17, 2016
Date of Memo: August 10, 2016

At the next meeting on August 17, 2016, members of the Planning Commission will receive training from Legal staff on open meetings, open records, and ethics.

Pursuant to the Open Government Trainings Act of 2014, all City Committees, Boards, and Commission members are required to be trained in Open Government once every four years. The Act is designed to foster open government by making training a recognized obligation of public service. The Act is also designed to reduce liability by educating agency officials and staff on the laws that govern them, in order to achieve greater compliance with those laws. Thus, the Act is a risk management requirement for public agencies, intended to improve trust in government and at the same time help prevent costly lawsuits to government agencies.

Attached are the training materials to be used on August 17th. If you have any questions, please contact me at 591-5682 or lwung@cityoftacoma.org.

Attachment

c: Peter Huffman, Director

Open Meetings Open Records and Ethics Training

Member Training

Background

- Open Government requirements are in state law
- Training is required by the Open Government Trainings Act, effective July 1, 2014
- The Act is designed to foster open government by making training a recognized obligation of public service
- All City Commissions Boards and Committees (CBCs) trained at least once every four years

Open Public Meetings Act

- State law passed in 1971, RCW 42.30
- Applies Citywide, including CBCs
- All meetings public
- Does not need to be titled “meeting” – also applies to retreats, workshops, study sessions, etc.
- All business conducted openly, unless exemption/exception

Open Public Meetings Act

- It is a meeting when a quorum is present and action occurs
- Action is any official business such as discussion, deliberation, receipt of public testimony, consideration, reviews, and evaluations – not only final action
- Can also apply to a subcommittee or smaller group of the committee, board or commission, even if not a quorum

Open Public Meetings Act

Meeting Requirements:

- Notice to public
- Published agenda
- Public permitted to attend without conditions
 - No requirement that public be able to speak or participate
- Minutes are required to be taken
- Topics generally limited to published agenda

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Open Public Meetings Act

Regular Meetings:

- Recurring in accordance with a published schedule
- RCW 42.30.077 requires the agenda of each regular meeting to be made available online no less than 24 hours in advance of the meeting
- RCW 42.32.030 requires minutes to be promptly recorded and must be open to public inspection

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Open Public Meetings Act

Special Meetings:

- Any meeting that is not the regularly scheduled meeting, including retreats, workshops, study sessions, etc.
- Written notice must be posted 24 hours before the meeting, and include the time, location, and agenda
- No business can be discussed or acted upon unless included in special meeting notice
- RCW 42.32.030 requires minutes to be promptly recorded and must be open to public inspection

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Open Public Meetings Act

Meeting Tips:

- E-mail exchanges can be meetings
 - Entire committee/quorum on e-mails
 - “Reply All”
 - “Serial” e-mails, forwarded from member to member
- CBC member conversations in shared environment can be meetings
 - Blogs, forums, social media

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Open Public Meetings Act

Meeting Tips (continued):

- Meetings can be by telephone, but need proper notice and opportunity for public to participate
 - Speaker phone at designated location
 - Individual members may be able to appear by phone
 - Body may have rules or bylaws about telephone meetings

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Open Public Meetings Act

Violation of Open Meeting Laws:

- Individual member liability
 - \$1000 penalty for knowing violation
- CBC action null and void
- Bad Press
- Public Distrust

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Public Records Act

- State law passed in 1972, RCW 42.56
- Applies Citywide, including committees, boards, and commissions, and individual members
- Creates duty to retain, search and produce public records

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Public Records Act

A Record is:

- Information or communication relating to conduct of government, performance of government function
- Owned, used or retained by CBC or CBC members
- Paper, electronic, audio, photos, videos, social media etc.
- Can include records of agency business on personal computers or devices

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Public Records Act

Public Right to Records:

- Upon request by public:
 - All records to be available for inspection and copying
 - Exemptions to disclosure, but narrow
 - Requestor cannot be limited or asked reason for request

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Public Records Act

Search and Produce Records:

- If records requested
 - Timely search all potential locations
 - Personal computers, personal cell phones, smart phones, lap tops, tablets, paper files
 - Produce all responsive records to staff
 - May be exemptions, staff to determine, so produce all
- Let staff know immediately if a communication is received that could be a records request

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Public Records Violations

- Penalties to City for not searching, not producing, late producing etc.
- Failure to conduct adequate search could cause a court to order search
 - Including of any location where records may be, could include personal or home or business locations and devices
 - Best practice – keep records in designated locations
- Good faith effort to comply is defense to penalties

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Records Management

- State law passed in 1957, RCW 40.14
- The City has to retain the records of committees, boards, and commissions
- “Owner” of record generally keeps
 - Staff will have primary responsibility over most records
 - Members may have responsibility over some records
 - Develop process for transferring records to City

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Records Management

- **RETAIN IF REQUIRED**
 - Retention periods set by state and City
 - Some records have no retention period (“transitory”)
- **MANAGE RECORDS**
 - Discard when retention period ends
 - Informational and secondary copies can be discarded when the business need expires
 - Must be searched and produced if existing

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Records Management

Records Tips:

- Be aware when acting as member of a body
 - Any blogging, social media, posting, writing while in official role as a member CBC is public record
 - No general “privacy” exemption
- Keep all related records in one location
 - Separate e-mail account/separate folders for CBC business
 - Personal contact information not exempt if used CBC business or intermingled

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Ethics

- City of Tacoma Code of Ethics, TMC 1.46
- Applies to City committee, board, or commission members
- Purposes include:
 - Avoid conflicts of interest and undue influence
 - Prevent use of City position and powers for personal gain
 - Avoid improprieties and appearance of improprieties

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Ethics

- Prohibited Conduct Includes:
 - Disclosure of confidential information
 - Use of City position for personal benefit or gain or to benefit another
 - Acceptance of gifts
 - Ban on receipt of all gifts of any amount
 - Nominal promotional items and awards in recognition of service are allowed
 - Financial conflicts of interest – member of CBC entering into a contract with City

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Ethics Violations

- City committee, board, or commission members are “Covered Officials” under jurisdiction of Board of Ethics
- Complaint
 - Review by Board of Ethics
 - Possible investigation/hearing
 - Order of Board of Ethics
- Sanctions for violation found by Board
 - Can include removal from committee, board or commission

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Open Government Open Records and Ethics Training

Member Training



City of Tacoma
Planning and Development Services

Agenda Item
D-2

To: Planning Commission
From: Sue Coffman, Development Services Division
Subject: **Unified Development Code**
Date of Meeting: August 17, 2016
Date of Memo: August 10, 2016

At the next meeting on August 17, 2016, staff will provide an update to the Planning Commission on the Unified Development Code (UDC) project.

Planning and Development Services Department (PDS) is in the process of streamlining development regulations to make them easier to use, amend, and interpret. Development codes regulate where, what type of, and how development may occur, including land use, density, setbacks, building construction, site development and transportation requirements. Creation of a UDC for the City of Tacoma will consolidate existing permitting regulations into a single document, where currently they exist under several code titles. When done right, codes make it easier for a community to implement its vision. However, when they are out of date, don't line up with the vision, or are in conflict, codes can actually inhibit development.

In 2014, PDS hired a consultant to research and benchmark other jurisdictions that had created a UDC. The consultant's research indicated that there has been a lot of national focus around the creation (or consolidation) of a single source document to house development policies. The PDS study looked into early implementers with strong UDCs as examples for how best to approach preparing a single-source development and permitting reference guide for Tacoma. The consultant report focused on City of San Antonio, who adopted their UDC in 2002 while at the same time creating a One Stop permitting center, co-locating city and franchise utility staff in one location. One of the key findings of the study was that the UDC was an important element of the success the City experienced with enhanced development services delivery.

Currently, the City of Tacoma's development related regulations are "housed" in several different documents, and approvals are made by a variety of departments under different code authorities. The UDC would be created as a new Title 19 in the Tacoma Municipal Code (TMC) with the consolidation of code sections by related type of development (land use, site development, buildings) versus by code authority. An administrative chapter, TMC 19.01, will be created to provide clear delegation of authority for decision making and consolidate administrative permit processing codes. The technical portions of the code will align with the development process: 19.02 Zoning and Land Use, 19.03 Environmental Protection, 19.04 Site Development, and 19.05 Buildings and Structures. Another goal of the UDC is to align with a larger effort to streamline the TMC. This will be done by incorporating references to standards, guidelines, or other documents versus including them in the TMC; simplifying the code where possible; and consolidating code sections to eliminating duplication and conflicts.

Title 19 is proposed to be adopted in two phases. A first phase in Fall 2016 will adopt Section 19.01 Administration to modify the existing fee ordinance and create a separate resolution for permit fees. The second phase will adopt the remaining portions in January 2017. Attached is the proposed outline for Title 19. If you have any questions, please contact me at 594-7905 or sue.coffman@cityoftacoma.org.

Attachment

c: Peter Huffman, Director

Proposed Outline

Title 19 Unified Development Code

Chapters:

- 19.00 Preamble**
- 19.01 Administration**
- 19.02 Zoning and Land Use**
- 19.03 Environmental Protection**
- 19.04 Site Development**
- 19.05 Buildings and Structures**

Chapter Details:

Chapter Number	Title (new location)	Current Location
Chapter 19.00	Preamble	
Chapter 19.01	Administration	
19.01.100	Fees	
19.01.110	Building, Land Use and Site Fee Code	2.09 (modified)
19.01.115	Fire Fee Code (Systems only, not operational permits)	3.02 (portions of)
19.01.200	Permit Process	
19.01.210	Land Use Permit Procedures	13.05
19.01.215	Variances to development standards	13.06.645
19.01.220	Conditional Use permit procedures	13.06.640
19.01.225	Zoning Reclassification	13.06.650
19.01.230	Development Regulation Agreement	
19.01.300	Authority	
19.01.310	Charters, Relations – Delegation of Authority	
19.01.315	Standards	
19.01.320	Design Manuals	
19.01.325	Planning Commission (Note: Move to Title 1)	13.02
19.01.330	Advisory Boards	
19.01.335	Concurrency Management System	13.16
19.01.400	Appeals Chapter	
19.01.410	Board of Building Appeals. (Note: Move to Title 1)	2.17.010
19.01.420	Building Appeals.	2.17.030
19.01.425	Appeals of Land Use Decisions.	13.05.050
Chapter 19.02	Zoning and Land Use	
19.02.100	Residential Districts	13.06.100
19.02.200	Commercial Districts	13.06.200
19.02.300	Industrial Districts	13.06.300
19.02.400	Mixed-Use Center Districts	13.06.400
19.02.500	Downtown Districts	(Most of 13.06A)
19.02.600	Zoning Requirements	13.06.500

Chapter Number	Title (new location)	Current Location
19.02.610	Transit Support Facilities	13.06.511
19.02.615	Pedestrian and bicycle support standards	13.06.512
19.02.	Current Use Assessment (Note: Move to Title 6 – Tax Code)	13.08
19.02.800	Overlay Zones	
19.06.810	View-Sensitive Overlay	13.06.555
19.06.820	South Tacoma Manufacturing/Industrial Overlay	13.06.400
19.02.830	South Tacoma Groundwater Protection Overlay	13.09
19.02.840	Historic Overlay (ref)	13.07
19.02.850	Conservation Overlay (ref)	13.07
19.02.	Mixed-Use Center Development (Note: Move to Title 6 – Tax Code)	13.17
19.02.900	Special Use Requirements	
19.02.910	Accessory Dwelling Units	13.06. 150
19.02.915	Day Care Centers	13.06.155
19.02.920	Adult Uses	13.06.525
19.02.925	Juvenile community facilities	13.06.530
19.02.930	Drive-throughs	13.06.513
19.02.935	Special Needs Housing	13.06.535
19.02.940	Work Release Centers	13.06.550
19.02.945	Mineral resource lands	13.06.603
19.02.950	Surface Mining	13.06.540
19.02.955	Wireless Communication Facilities	13.06.545
19.02.960	Marijuana Uses	13.06.565
19.02.965	Live/Work and Work/Live	13.06.570
19.02.970	Parks, recreation, and open space	13.06.560
19.02.975	Short Term Rentals	13.06.575
19.02.970	Large-Scale Retail	13.06.640
19.02.970	Uses in Historic Structures	13.06.640
19.02.970	Temporary Uses	13.06.635
Chapter 19.03	Environmental Protection	
19.03.100	State Environmental Policy Act	13.12
Part One	Purpose and Authority	
Part Two	General Requirements	
Part Three	Categorical Exemptions	
Part Four	Categorical Exemptions And Threshold Determination	
Part Five	Environmental Impact Statement (EIS)	
Part Six	Commenting	
Part Seven	Using Existing Environmental Documents	
Part Eight	SEPA and Agency Decisions	
Part Nine	Definitions	

Chapter Number	Title (new location)	Current Location
Part Ten	Agency Compliance	
Part Eleven	Forms	
19.03.200	Shorelines (Note: This chapter will remain in Title 13 as a Shorelines Code)	13.10
Chapter 1	Introduction	
Chapter 2	Administration	
Chapter 4	Shorelines of the State	
Chapter 5	Shoreline Environment Designations	
Chapter 6	General Policies and Regulations	
Chapter 7	General Use Policies and Regulations	
Chapter 8	Shoreline Modification Policies and Regulations	
Chapter 9	District Specific Regulations	
Chapter 10	Definitions	
19.03.200	Critical Areas Preservation	13.11
19.03.205	Definitions	13.11.900
19.03.210	General Provisions	13.11.100
19.03.220	Allowed Activities.	13.11.200
19.03.230	Wetlands.	13.11.300
19.03.240	Streams and Riparian Habitats.	13.11.400
19.03.250	Fish and Wildlife Habitat Conservation Areas (FWHCAs).	13.11.500
19.03.260	Flood Hazard Areas.	13.11.600
19.03.270	Geologic Hazardous Areas.	13.11.700
19.03.280	Aquifer Recharge Areas.	13.11.800
Chapter 19.04	Site Development	
19.04.100	Site Development	
19.04.105	Definitions	2.19.020
19.04.110	Site Development	2.19.030
19.04.115	Landscaping and/or buffering standards.	13.06.502
19.04.120	Off-street parking and storage areas	13.06.510
19.04.125	Transit support facilities	13.06.511
19.04.130	Pedestrian and bicycle support standards	13.06.512
19.04.135	Drive-throughs.	13.06.513
19.04.140	Primary Pedestrian Streets	13.06a.052
19.04.145	Parking Standards	13.06a.065
19.04.200	Off-Site Development	
19.04.210	Off-site improvements	2.19.040
19.04.300	Setbacks and height	
19.04.310	General Standards	Most of 13.06.602
19.04.320	District-specific standards	
19.04.330	Residential Transition Standards	13.06.503

Chapter Number	Title (new location)	Current Location
19.02.400	Platting	
19.02.410	Platting and Subdivisions	13.04
19.04.500	Public Ways	
19.04.510	Street Occupancies	9.08
19.04.515	Streets and Sidewalks – Keeping Clean	9.16
19.04.520	Private Use of Street Right-of-Way	9.17
19.04.525	Trees and Shrubs – Trimming and Removal	9.18
19.04.530	Trees and Shrubs – Planting	9.19
19.04.535	Trees and Shrubs – View Blockage	9.20
19.04.540	Vacation of Streets	9.22
19.04.545	Special Lighting Permits	9.26
19.04.550	Driveways	10.14
19.04.555	Sidewalks – Construction, Reconstruction, Repair	10.18
19.04.560	Rights of Way	10.22
19.04.600	Utilities (Reference only)	
19.04.700	Traffic	
19.04.710	Moving Buildings	9.10
19.04.720	Minimum Vertical Clearance	9.24
	Commute Trip Reduction (Note: Move to Title 1)	13.15
Chapter 19.05	Buildings and Structures	
19.05.100	Exterior Building Design Standards	13.06.501
19.05.120	Numbering Buildings	
19.05.200	Building Construction Code	
19.05.210	Building Code	2.02
19.05.215	Waterfront Structures and Marina Code Chapter	2.13
19.05.400	Mechanical Code	2.07
19.05.500	Plumbing Code	2.06
19.05.600	Fire Code (Reference Only)	
19.05.700	Energy Code	2.10
19.05.800	Sign Code	13.06.520
19.05.805	General sign regulations	13.06.520/21
19.05.810	District sign regulations	13.06.522



City of Tacoma
Planning and Development Services

Agenda Item
D-3

To: Planning Commission
From: Stephen Atkinson, Planning Services Division
Subject: **Future Land Use Map Implementation – Phase 2**
Date of Meeting: August 17, 2016
Date of Memo: August 10, 2016

At the August 17 Planning Commission meeting, staff will discuss a general scope of work and timeline for the second phase of the Future Land Use Map implementation. This is a continuation of an effort from Phase 1 that was part of the 2016 Annual Amendment to evaluate and rectify inconsistencies between the Future Land Use Map and the existing zoning throughout the City.

Staff will be seeking Planning Commission input on the scope of work and project approach. This phase of the project includes a focus on three related components:

1. Area-wide rezones along key corridors;
2. Site development standards for Open Space Corridors, implementing the new Parks and Open Space land use designation; and
3. Updating commercial zoning and development standards.

As part of the 2015 Comprehensive Plan update the City instituted a new land use designation system for the Comprehensive Plan (“*One Tacoma*”) and applied the land use designations to all properties within the City, as depicted in the Future Land Use Map (Figure 2 of the Comprehensive Plan, attached). The FLUM provides a basis for applying zoning districts and for making land use decisions. The Plan calls for implementation of the land use designations through appropriate zoning districts, to better achieve the goals of the *One Tacoma Plan*. In addition, Table 26 of the Engagement, Administration + Implementation element of the *One Tacoma Plan* highlights implementation of the FLUM, and regulatory updates for steep slopes and open space corridors, as high priority implementation actions.

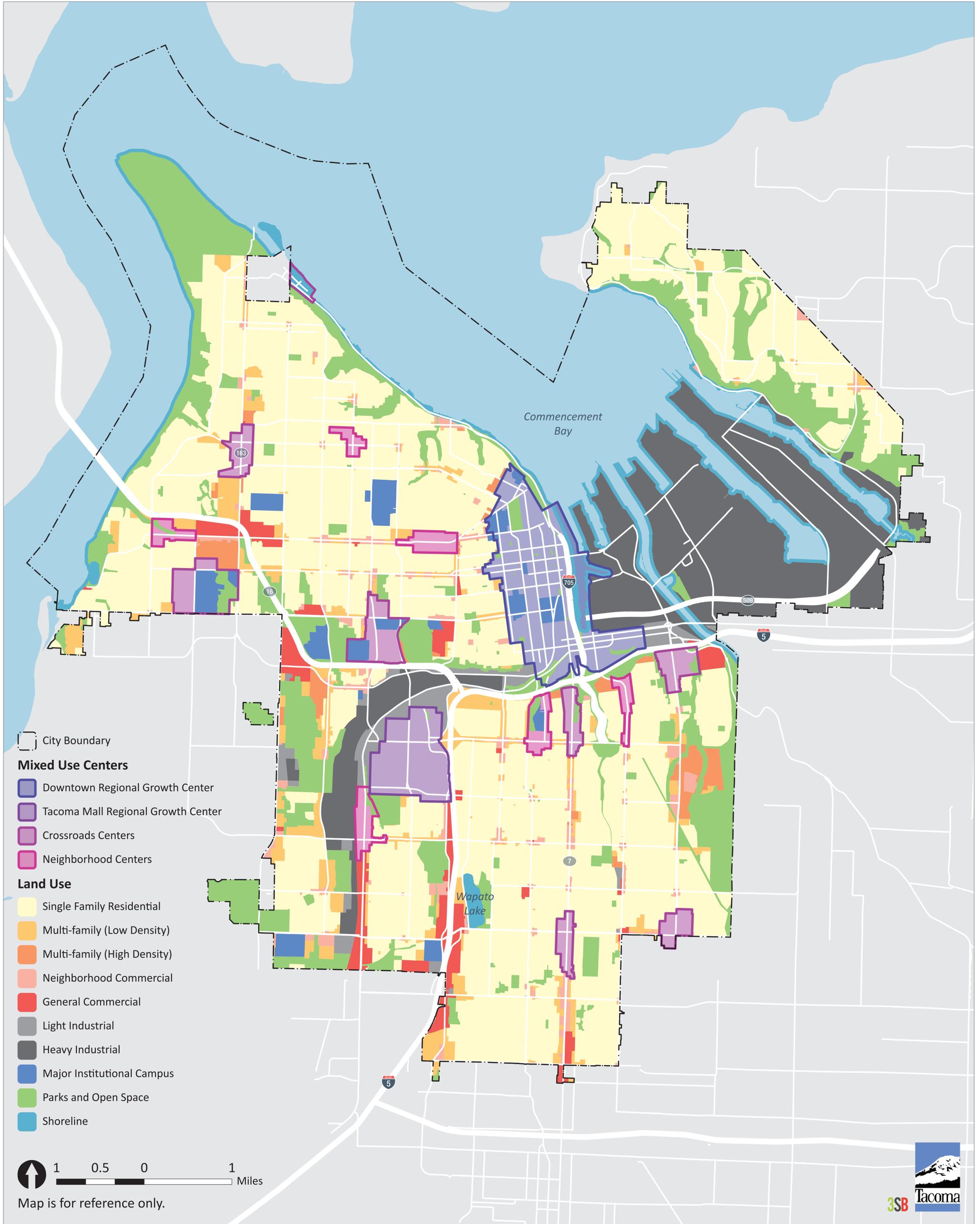
Attached for the Commission’s review are a copy of the FLUM and a general project description and timelines for the Commercial Pattern Areas Project and the Open Space Corridors Project. In addition, the presentation to the Commission will include discussion of an initial scope for area-wide rezones to be evaluated as part of the next work program cycle.

If you have any questions, please contact me at 591-5531 or satkinson@cityoftacoma.org.

Attachment(s)

c: Peter Huffman, Director

Comprehensive Plan Future Land Use Map





Commercial Pattern Areas Project

Project Description and Process

The Commercial Pattern Areas (CPA) Project will review Tacoma’s General Commercial and Neighborhood Commercial use and development standards. These zones (C-1, C-2, T, PDB) were created when auto-oriented and low-intensity commercial uses were more common and more actively promoted. The project will evaluate regulatory strategies to ensure a more pedestrian-oriented and scaled design approach in areas not currently designated as mixed-use centers and propose strategies for managing transitions between uses and zoning districts. A focus of the analysis will be to better understand the different types of commercial districts within the city and to develop zoning that is more responsive to site and context.



Over the next 20 years, the number of people and jobs will grow significantly in Tacoma. The City’s new Comprehensive Plan, while focusing growth within designated centers, anticipates additional infill residential and commercial development in neighborhood nodes and along designated corridors.



Project Process

The Commercial Pattern Area Project is being conducted in four major phases.

<p>1. Research and Assessment August to December 2016</p> <ul style="list-style-type: none"> Assessment Report, February 2016 <p>★ We are here</p>	<ul style="list-style-type: none"> Evaluate current commercial development and design regulations to determine what works well and what needs improvement. Research best practices and zoning approaches that other cities have used to create successful, walkable commercial districts. Research current development and use patterns in commercial (non-center) districts.
<p>2. Concepts Development March to June 2017</p> <ul style="list-style-type: none"> Concepts Report, August 2017 	<ul style="list-style-type: none"> Develop a framework for new commercial zoning districts that responds to different geographic contexts and the policies of the One Tacoma Plan. Analyze development feasibility case studies.
<p>3. Code Development September to January 2018</p> <ul style="list-style-type: none"> Discussion Draft, February 2017 	<ul style="list-style-type: none"> Revise Tacoma Municipal Code to implement the commercial district pattern area concepts.
<p>4. Public Hearings/Adoption</p> <ul style="list-style-type: none"> PC Hearing, March 2018 Council Hearing, June 2018 	<ul style="list-style-type: none"> The public may testify in person on the draft Commercial District Zones at the Planning Commission and Tacoma City Council public hearings.



Planning and Development Services

City of Tacoma, Washington

Marilyn Strickland, Mayor • Peter Huffman, Director



Project Manager

Stephen Atkinson, Senior Planner

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Open Space Corridors Project

Project Description and Process

The Open Space Corridors (OSC) Project is one of the City’s initial steps to implement the Parks and Open Space designation of the new Comprehensive Plan, *One Tacoma*. The Parks and Open Space designation includes a variety of areas within the City, including active park and recreation areas, passive open spaces, critical areas, steep slopes, and other important habitat areas. Many of these lands remain privately owned and zoned to encourage development. While some sites are protected by critical area standards, others currently lack development standards that would adequately protect and retain the important functions and values these lands provide.

Over the next 20 years, the number of people and jobs will grow significantly in Tacoma, increasing development pressure within sensitive and important open spaces within the City. In addition, climate change is likely to increase landslide and erosion risks, placing even greater importance on taking actions now to protect life and property. Where past policy approaches have typically relied on direct acquisition of properties to preserve functions, this project will evaluate other regulatory approaches.

Project Process

The Open Space Corridors Project is being conducted in four major phases.

<p>1. Research and Assessment August to December 2016</p> <ul style="list-style-type: none"> Assessment Report, February 2016 <p>★ We are here</p>	<ul style="list-style-type: none"> Evaluate current critical area development standards and identify Open Space Corridors currently not subject to CAPO. Identify development scenarios and map public/private land, development risk. Research best practices and zoning approaches that other cities have used to limit development in designated open space corridors.
<p>2. Concepts Development March to June 2017</p> <ul style="list-style-type: none"> Concepts Report, August 2017 	<ul style="list-style-type: none"> Develop a draft conceptual framework for regulating Open Space Corridors.
<p>3. Code Development September to January 2018</p> <ul style="list-style-type: none"> Discussion Draft, February 2017 	<ul style="list-style-type: none"> Revise Tacoma Municipal Code to implement the Open Space Corridor proposed regulatory framework.
<p>4. Public Hearings/Adoption</p> <ul style="list-style-type: none"> PC Hearing, March 2018 Council Hearing, June 2018 	<ul style="list-style-type: none"> The public may testify in person on the draft Open Space Corridors at the Planning Commission and Tacoma City Council public hearings.

Planning and Development Services
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Planning Commission Annual Report 2015-2016

July 20, 2016

This report, prepared pursuant to the Tacoma Municipal Code, Section 13.02.040.L, highlights the Planning Commission's accomplishments between July 2015 and June 2016 and outlines the planning work program for the general timeline of July 2016 through June 2018.

Part I. Accomplishments 2015-2016

A. Projects Reviewed and Recommended to the City Council:

- **Work-Live/Live-Work Code Amendments**

Work-live/live-work units are types of mixed-use developments that eliminate the need to commute to work, provide affordable work and housing space, and support the creation of new businesses by expanding entrepreneurial opportunities. In 2012, the City adopted work-live/live-work code amendments to promote the adaptive reuse of existing buildings in Downtown Tacoma and other Mixed-Use Centers. Additional amendments were considered in 2015 to broaden the applicability of the regulations and improve the consistency and coordination between the Land Use Code and the Building Code. The Planning Commission reviewed the subject on May 20 and June 17, conducted a public hearing on July 15, conducted a follow-up review on August 5, and made its recommendations to the City Council on August 19, 2015. The Council adopted the proposed code amendments on November 3, 2015. (For more information, visit www.cityoftacoma.org/planning > "Live/Work and Work/Live Code Amendments".)

- **Billboards Regulations**

The City convened a Billboard Community Working Group (CWG) in September 2014 to develop alternative regulatory approaches for billboards that would balance the interests of various stakeholders and be different from current City code that was not being enforced per the standstill agreement with Clear Channel. The CWG, co-chaired by Commissioner Stephen Wamback, delivered its final report on February 9, 2015. The Planning Commission was tasked to develop sign code amendments based on the CWG's report.

The Commission had reviewed the subject on July 16, 2014 and January 21, 2015 during the CWG's process, and continued its reviews on February 18, June 3, July 15, and August 5, 2015. Given the complex and challenging nature of the subject, the Commission decided on August 5 to establish a Billboard Task Force to carry out more focused, in-depth reviews and discussion. Membership of the task force included Vice-Chair Wamback and Commissioners Erickson, Petersen and Neal, with Commissioner Santhuff as an alternate, and Vice-Chair Wamback the designated chair. The task force met on August 17, August 18, August 25, September 8, and September 10, 2015, and made its recommendations to the Commission on September 16 and was sunset thereafter, having successfully completed its mission.

The Commission conducted a public hearing on October 7 and made its recommendations to the City Council on October 21, 2015. The Council reviewed the Commission's recommendations as well as a staff alternative packet, conducted a public hearing on November 17, and conducted two study sessions on November 17 and December 1, 2015. At the December 1 study session, the Council accepted the City Manager's recommendation to postpone further work on the proposed code amendments, because none of the alternatives presented would meet the clear community goals of providing a significant reduction in the number of billboards, adequately protecting sensitive areas and avoiding continuing legal disputes. The City will be re-evaluating its options for moving forward. (For more information, visit www.cityoftacoma.org/planning > "Billboard Regulations".)

- **Marijuana Regulations**

In response to voter-approved Initiative 502 in November 2012, the City Council had adopted marijuana regulations in February 2015. Subsequently in response to the State Cannabis Patient Protection Act of 2015, the Council enacted a temporary emergency moratorium on marijuana businesses in January 2016 and requested the Planning Commission to develop appropriate revisions to the regulations. The Commission reviewed the issue on December 2 and December 16, 2015 and on January 20, February 3, February 17, March 2 (public hearing), and March 16, 2016, and made its recommendations to the Council on April 6, 2016. The Commission's recommendations concerning the five main subjects (i.e., maximum number of retailers, buffer, dispersion, medical endorsement, and cooperatives) were not all unanimous, which reflected the complexity of the issue. The Council considered the Commission's recommendations, along with the recommendations from Planning staff, and adopted a mixed and modified version of code amendments on May 24, 2016, per Amended Ordinance No. 28361. Enforcement on existing illegally operating marijuana storefronts began shortly after July 1, 2016. (For more information, visit www.cityoftacoma.org/planning > "Marijuana Regulations".)

- **Capital Facilities Program for 2017-2022**

The Commission reviewed the draft 2017-2022 CFP on December 2, 2015 and April 20 and May 18, 2016. After conducting a public hearing on June 15, 2016, the Commission made a recommendation to the City Council on July 6, 2016. It is noted that during the review process for the 2015-2020 CFP in October 2014, the Commission expressed a concern that there had been limited time for review and a lack of in-depth analysis on how new capital projects would advance relevant goals of the Comprehensive Plan. The Commission acknowledged that staff has made significant improvements to the review process for the 2017-2022 CFP. (For more information, visit www.cityoftacoma.org > "Government" > "City Departments" > "Office of Management and Budget".)

- **2015 Annual Amendment to the Comprehensive Plan and Land Use Regulatory Code**

The 2015 Annual Amendment process began in July-August 2014 and was not completed until December 2015, which was 6 months longer than a typical annual amendment process. This longer timeline was needed to fulfill the additional requirements of the Growth Management Act pertaining to "Periodic Update." During this reporting period (i.e., between July 2015 and June 2016), the Planning Commission reviewed the 2015 Annual Amendment package on July 1, July 8, July 15, August 19 (public hearing), September 2, and September 16, and made its recommendations to the City Council on October 7, 2015. The Council adopted the proposed amendments in December 2015.

On forwarding the 2015 Annual Amendment package to the City Council, the Commission also noted that there was a clear desire from our community to ensure that the policies of the Comprehensive Plan are implemented in a way that is context-sensitive and respects the diverse and unique qualities of our neighborhoods, with a particular emphasis on areas experiencing and planned for further growth and development. To achieve that, the Commission recommended two tools that could be utilized: (1) master planning or subarea planning, and (2) urban design program.

The 2015 Annual Amendment package included the following subjects:

Subject	Description and Additional Notes
<p>1. Comprehensive Plan Update</p>	<p>Description: Amending the Comprehensive Plan pursuant to the Periodic Update requirements of the Growth Management Act, resulting in a new and more purposeful statement about the community's vision and future, its priorities, and its commitment to being an equitable, sustainable, progressive, cohesive city. The overhauled Comprehensive Plan, <i>One Tacoma</i>, also incorporated a revised transportation element, the <i>Transportation Master Plan</i>, which was developed through a comprehensive process undertaken by the Transportation Commission.</p> <p>Additional Notes: The City of Tacoma has won the 2016 Healthy Communities Award from the Tacoma-Pierce County Health Department for adopting <i>One Tacoma Plan</i> which contains policies to promote the physical, social and mental health and well-being of our communities.</p>

<p>2. Mixed-Use Centers Review</p>	<p>Description: Reviewing designated Mixed-Use Centers to determine their effectiveness in achieving the City's intent and vision and inform the Comprehensive Plan Update in such areas as the growth strategy, development concept, land use, urban form, housing, transportation, and economic development.</p> <p>Additional Notes: The Commission received a petition from the 4Proctor community group requesting an immediate moratorium on development exceeding 45 feet in height in the Proctor Neighborhood Center, and to subsequently amend the Land Use Regulatory Code to reduce the height limit from 65 feet to 45 feet. The Commission determined that the petition and the request for a moratorium were outside the scope of the 2015 Annual Amendment and forwarded them on September 9, 2015 to the City Council for its consideration.</p>
<p>3. Affordable / Infill Housing Regulations</p>	<p>Description: Code amendments addressing residential infill/affordable building proposals and affordable housing incentive, bonus, and inclusionary strategies. Specific changes included: (1) additional lot size flexibility, (2) special review district refinements, (3) a pilot residential infill program, (4) planned residential districts, (5) affordable housing incentives and upzone requirements, and (6) City process enhancements. These amendments implemented part of the initiatives recommended by the City Council's Affordable Housing Policy Advisory Group.</p> <p>Additional Notes: The Commission recommended the proposed code amendments with some reservation concerning the adequacy of the regulations. The Commission also recommended that City should continue to seek resources and opportunities to support the development, rehabilitation and maintenance of housing affordable to Tacoma's lower-income citizens and support the kind of economic and job growth that can provide more resources and more opportunities to more of our citizens.</p>
<p>4. Code Cleanup</p>	<p>Description: Amending various sections of the Land Use Regulatory Code to update information, address inconsistencies, correct minor errors, provide additional clarity, and improve administrative efficiency.</p>
<p>5. Narrowmoor Addition Conservation District</p>	<p>Description: Designating a 129-acre portion of the "West Slope Neighborhood," including portions of Narrowmoor Additions #1 – #4, as a Conservation Special Review District Overlay Zone (An application submitted by the West Slope Neighborhood Coalition).</p> <p>Additional Notes: The Commission recommended the proposed designation with some concerns over (1) the larger lot areas in the neighborhood and the associated increase in expenses for infrastructure, (2) the area already being protected with R-1 zone with a View Sensitive overlay, and (3) the area not containing a concentration of historically-significant structures. The City Council eventually denied the proposed designation.</p>

(For more information, visit www.cityoftacoma.org/planning > "2015 Annual Amendment".)

- **2016 Annual Amendment to the Comprehensive Plan and Land Use Regulatory Code**

The 2016 Annual Amendment process began in January 2016. The Commission reviewed various proposals on February 17, March 2, March 16, April 6, May 4 (1st public hearing), May 18 (2nd public hearing), June 1, and made its recommendations to the City Council on June 15, 2016. The Council conducted a public hearing on July 19 and is scheduled to consider adopting the package in August 2016. The 2016 Annual Amendment package includes the following subjects:

Subject	Description
<p>1. Future Land Use Implementation – Phase 1</p>	<p>Implement phase 1 of a multi-year effort to implement the Future Land Use Map of the Comprehensive Plan by evaluating inconsistencies between the Comprehensive Plan and the Zoning map and to rectify the inconsistencies. (See additional notes below)</p>

2. Multifamily District Design Standards	Amend the development standards for the multifamily residential zoning districts to ensure consistency with Comprehensive Plan policies pertaining to street and pedestrian orientation, connectivity, building design, site layout, and off-site transitions.
3. Wireless Communication Facilities	Amend the code in response to recent Federal legislation that identified wireless facilities as important basic infrastructure and to make sure local jurisdictions don't put these facilities through any unnecessary or punitive processes.
4. Short Term Rentals	Amend the code to delineate regulations specific to the growing short term rental market and address concerns related to life-safety and residential compatibility.
5. Plan and Code Cleanup	Minor code amendments to improve consistency with and better implement the intent of the Comprehensive Plan. Cleanups are proposed for Tacoma Municipal Code, Title 1: Administration and Personnel, Chapter 13.05: Land Use Permit Procedures, Chapter 13.06: Zoning, and Chapter 13.10: Shoreline Master Program.

Concerning the item of "Future Land Use Implementation – Phase 1", it is noted that the Future Land Use Map illustrates the City's intended future land use pattern through the geographic distribution of residential and commercial areas, the designation of mixed-use and manufacturing/industrial centers, as well as shoreline and single-family detached designations. The intent of the proposed amendments was to implement the goals and policies of the Comprehensive Plan through appropriate area-wide rezones consistent with the Future Land Use Map and Land Use Designations. There were eight areas where area-wide rezones or map changes were proposed. The Commission's recommendations for the eight areas varied, as summarized below:

Area	Proposal	Recommendation
Nob Hill	Rezone to Downtown Residential (DR)	Adopt
McKinley	Rezone police substation to Neighborhood Commercial Mixed-use (NCX)	Adopt
Franke Tobey Jones	Amend Future Land Use Map to Multi-family (High Density)	Adopt
N 33 rd and Pearl	Amend Future Land Use Map to Multi-family (low-density)	Adopt
N 33 rd and Pearl	Rezone to R-3 Two Family Dwelling District	Adopt
N of TCC to 6 th Ave	Amend Future Land Use Map Multi-family (low density)	Adopt
N of TCC to 6 th Ave	Rezone to R-4L and R-4 Multi-family Zoning Districts	Adopt
S Alaska and 72 nd	Rezone C-1 Neighborhood Commercial to C-2 General Commercial	Adopt
S Alaska and 72 nd	Rezone R-2 Single Family Dwelling to C-2 Neighborhood Commercial	Postpone
South Tacoma Industrial Zones	Amend boundaries to the M-1 and M-2 Industrial Zoning districts to resolve split zoned parcels.	Adopt
Cheney Stadium and Foss High School	Rezone to C-2 General Commercial	Postpone

(For more information, visit www.cityoftacoma.org/planning > "2016 Annual Amendment".)

B. Projects Reviewed and Discussed:

- Tacoma Mall Neighborhood Subarea Plan and EIS**

The City received a \$250,000 National Estuaries Program Watershed Protection Grant to develop a subarea plan and EIS for the 485-acre Tacoma Mall Regional Growth Center that includes Tacoma Mall and the surrounding neighborhoods. This effort seeks to develop an aspirational vision, promote sustainable growth, accommodate multimodal transportation, facilitate development, and leverage public and private partnerships and investments. Project timeline is August 2014 to March 2017. During this reporting period (i.e., between July 2015 and June 2016), the Planning Commission reviewed the project on November 4, 2015, and on February 3 and May 4, 2016. The Commission also conducted a tour of the Tacoma Mall neighborhood on September 2, 2015. (For more information, visit www.cityoftacoma.org/planning > "Tacoma Mall Neighborhood Subarea Plan".)

- **Unified Development Code**
 The Commission reviewed and provided feedback on October 21, 2015 on the development of the Unified Development Code (UDC). The goals of the UDC are to create a single source reference for all development related regulations/codes; organize development codes to align with the typical design/development process; resolve inconsistencies and conflicts; clarify authorities and streamline processes; and develop a user-friendly, web-based interface. Code sections to be consolidated included Title 2 - Building Code, Title 3 - Fire, Title 9 - Public Ways, Title 10 - Public Works, Title 12 - Utilities, and Title 13 - Land Use Regulatory Code. The proposal is to consolidate the titles into a new Title 19. (For more information, visit www.cityoftacoma.org/planning > "Unified Development Code".)
- **Environmental Action Plan**
 The Commission received a briefing on December 16, 2015 from the Office of Environmental Policy and Sustainability on the status of the Environmental Action Plan (EAP), which was subsequently adopted by the City Council in April 2016. Replacing the City's 2008 Climate Action Plan, the EAP is a list of meaningful, high-priority actions that the City and our community will take between 2016 and 2020 to meet the environmental goals outlined in the Tacoma 2025 Strategic Plan. (For more information, visit www.cityoftacoma.org > "Government" > "City Departments" > "Environmental Services" > "Office of Environmental Policy and Sustainability".)
- **Subarea Plans Implementation**
 The Commission received a briefing on January 20, 2016 on implementation strategies and project activities associated with the three subarea plans for the Downtown Tacoma Regional Growth Center, i.e., South Downtown, North Downtown and Hilltop.
- **Permitting and Development Activity Report**
 The Commission received a briefing on February 17, 2016 on building and land use permits, projects of interest, and development trends based on year 2015 data.
- **BikeShare Feasibility Study**
 The Commission received a briefing on April 20, 2016, from the Office of Environmental Policy and Sustainability on the Bikeshare Feasibility Study. Bikeshare is an automated system that would allow people to pick up a bike and drop it off somewhere else. (For more information, visit www.cityoftacoma.org > "Government" > "City Departments" > "Environmental Services" > "Office of Environmental Policy and Sustainability".)
- **Historic Preservation Program Update**
 The Commission received a briefing on April 20, 2016 on the Historic Preservation Program's current program initiatives, events, and work items, including the enhanced demolition permit review code revisions under development. The objectives of the demolition review are to look at a process to improve their review; increase predictability under the code; create an efficient process that avoids unnecessary delays; and develop a system in which mitigation is meaningful and proportional to the actual adverse impacts. (For more information, visit www.cityoftacoma.org > "Government" > "City Departments" > "Planning and Development Services" > "Historic Preservation".)
- **Infill Pilot Program Implementation**
 The Commission received a briefing on May 4, 2016 on the implementation of the pilot infill program that had been adopted as part of the 2015 Annual Amendment along with the *One Tacoma Plan*. There were three tasks involved: the Urban Design Studio, the Infill Pilot Program, and the Multi-Family Residential Design Standards. (For more information, visit www.cityoftacoma.org/planning > "Residential Infill Pilot Program".)
- **Urban Forestry Program**
 The Commission received a briefing on May 18, 2016 from Environmental Services on the Urban Forestry Program (UFP) and the Urban Forest Management Plan (UFMP). The UFP implements the 2016 Environmental Action Plan and is a collaborative effort involving multiple jurisdictions and

departments to manage the urban forests in Tacoma (i.e., the natural and planted vegetation in urban areas – both public and private). The UFMP defines the intent and philosophy on how urban forests are managed in Tacoma; examines existing conditions; and develops and carries out implementation strategies. (For more information, visit www.cityoftacoma.org > "Government" > "City Departments" > "Environmental Services" > "Urban Forestry – Evergreen Tacoma".)

- **Planning Commission Rules and Regulations**

The Commission amended its Rules and Regulations (Bylaws) on August 5, 2015 to add a "Public Comments" segment to the agenda to provide citizens an additional opportunity to comment on any item on the agenda except the topic of a recent public hearing. The new provision was implemented beginning in November 2015 and was effectively utilized by citizens commenting on the issue relating to marijuana regulations at the time. The Commission amended the Bylaws again on June 1, 2016 to change the timing for the nomination and election of officers from "the last meeting in June of each year" to "the first meeting in September or at the Commission's discretion."

- **Sound Transit 3**

The Commission reviewed the issue on July 1, 2015 and on January 20, April 6 and May 4, 2016, including reviewing a letter from the Transportation Commission to the City Council's Infrastructure, Planning and Sustainability Committee, dated April 25, 2016, that provided advice to the Council for addressing the Sound Transit Board. The Commission concurred with the Transportation Commission's comments on large part, but suggested that the Transportation Commission send their comments to the Planning Commission first in future. The Sound Transit Board approved the ST3 Plan on June 23, 2016, putting it on the ballot for voters' consideration in November 2016. The \$53.8 billion ST3 includes extension of the Sounder commuter service to JBLM and DuPont and extension of the LINK light rail from Hilltop to Tacoma Community College, among other improvements to the regional system. (For more information, visit www.soundtransit3.org.)

C. Meetings Conducted / Attended:

- **Regular Meetings and Public Hearings**

The Planning Commission meets every first and third Wednesdays of the month. Between July 2015 and June 2016, the Commission held 24 meetings, including a special meeting added in July 2015, and canceled one meeting in November 2015. The Commission held a joint meeting with the Transportation Commission on September 16, 2015. The Commission also conducted 6 public hearings for the following subjects:

1. Live-Work and Work-Live Regulations (July 15, 2015)
2. Billboard Regulations (October 7, 2015)
3. Marijuana Regulations (March 2, 2016)
4. 2016 Annual Amendment (May 4 and May 18, 2016)
5. Capital Facilities Program for 2017-2022 (June 15, 2016)

- **Special Meetings, Field Trip, and Community Meetings**

The Commission's Billboard Task Force led by Vice-Chair Stephen Wamback met intensively on August 17, August 18, August 25, September 8, and September 10, 2015, and made its recommendations to the Commission on September 16, 2015 and was sunset thereafter, having successfully completed its mission.

Staff conducted a field trip in the Tacoma Mall neighborhood on September 2, 2015 for the Commission to learn more about the characteristics and issues of the area. The field trip was part of the Tacoma Mall Neighborhood Subarea Plan and EIS project and was participated by 6 Commissioners, 4 staff, and 5 interested citizens.

Individual Commissioners have participated in various community workshops and special functions, such as the Amtrak Station Relocation and Design Project Citizen Advisory Committee that was chaired by Commissioner Donald Erickson.

- **Meetings with Planning Staff**

Brian Boudet, Planning Manager and senior staff held informal meetings/dialogues with individual Commissioners during December 2015 to March 2016 to discuss major planning projects, what additional issues the City should address, and how to further improve the Commission’s operations.

D. Special Notes:

- **Lifetime of GMA Achievement Award**

The Office of Washington Governor Jay Inslee and the Washington State Department of Commerce presented the City of Tacoma’s Planning and Development Services with the “Lifetime of GMA” Achievement Award at a reception on November 13, 2015, that commemorated the 25th anniversary of the state’s landmark Growth Management Act.

- **2016 Healthy Communities Award**

The Tacoma-Pierce County Health Department announced on July 5, 2016 that the City of Tacoma is a recipient of the Platinum-level Healthy Communities Award for the excellent work in our new *One Tacoma* Comprehensive Plan and our great progress in promoting the physical, social and mental health and well-being of our community.

E. Membership Status:

Council District / Expertise Area	Commissioner	Notes (Changes during July 2015 – June 2016)
District No. 1	Scott Winship	Reappointed in September 2014
District No. 2	Dorian Waller	Appointed in July 2015 (Donald Erickson’s term expired in June 2015)
District No. 3	Brett Santhuff	Appointed in July 2015 (Benjamin Fields’ term expired in June 2015)
District No. 4	Stephen Wamback	Elected Vice-Chair from July 2015 to present; Reappointed in June 2016
District No. 5	Chris Beale	Reappointed in July 2015; Elected Chair from July 2015 to present;
Development Community	Jeff McInnis	Appointed in January 2016 (Erle Thompson resigned in August 2015)
Environmental Community	Anna Petersen	Reappointed in June 2016
Public Transportation	Meredith Neal	Appointed in December 2014
Architecture, Historic Preservation, and/or Urban Design	(vacant)	Sean Gaffney resigned in February 2015; Donald Erickson appointed in July 2015 and resigned in May 2016

Part II. Draft Planning Work Program for 2016-2018

The Planning Work Program for 2016-2018 contains projects and planning activities that are slated for completion or in substantial progress during the timeframe of July 2016 through June 2018. These projects and activities are primarily mandated by legislation or initiated by the City Council and are within the Planning Commission's review and recommendation authority. The Planning Work Program is subject to change, in response to changing conditions and factors, such as legislative requirements, community requests, Council priorities, budget constraints, staffing resources, and emergency situations.

A. 2017-2018 Amendment

Proposed amendments to the Comprehensive Plan and Land Use Regulatory Code will be processed through a 2-year amendment cycle, beginning in 2017. Since the Comprehensive Plan has been substantially updated through the extensive 2015 Annual Amendment process, resulting in the *One Tacoma Plan*, there is no imminent need to amend it on an annual basis into the foreseeable future. The shift from the annual to the biennial process also will allow more efficient use of the limited staffing resources, more comprehensive analysis of the proposed amendments, more time for public outreach and notification, and better alignment with the City's biennial budget process.

For the 2017-2018 Amendment, the Planning Commission plans to accept applications in March 2017, conduct technical analyses in May-December 2017, and forward its recommendations to the City Council in March 2018. The City Council's review and adoption process is anticipated to occur in April-May 2018.

Tentatively, the 2017-2018 Amendment would include the following items:

1. Applications for Proposed Amendments submitted by public and private entities
2. Proactive Rezones (including commercial zoning and zoning/standards for large institutions)
3. Downtown Plan Integration with Subarea Plans
4. Street Typology and Designation System Review
5. Urban Design Program
6. Plan and Code Cleanups

B. On-going and Emerging Planning Issues

1. Tacoma Mall Neighborhood Subarea Plan and EIS
2. Residential Infill Pilot Program
3. 20-minute Neighborhood Baseline Analysis
4. Environmental/Urban Forestry (including landscaping, open space, steep slopes, and watershed-level planning)
5. Unified Development Code
6. Capital Facilities Program for 2018-2023
7. Six-Year Comprehensive Transportation Program for 2017-2022
8. Transfer of Development Rights (TDR) and Tax-Increment Financing (TIF) Program Review
9. Sign Code Update
10. Signature Trails Development
11. Link Expansion Streetscape project
12. Historic Preservation (in coordination with the Landmarks Preservation Commission and including Demolition Review, TDR, project-level design and permit reviews, educational programs, etc.)
13. Transportation Master Plan Implementation (in coordination with the Transportation Commission and potentially involving impact fees, transportation network planning, streetscape design guidance, etc.)
14. Citizen Participation and Public Outreach Enhancements
15. Marijuana Regulation Implementation Status
16. Joint Meetings of the Planning Commission with appropriate groups (e.g., the Landmarks Preservation Commission, the Transportation Commission, and the Community Council)

C. Regional and Cross-Jurisdictional Issues

1. Port/Tideflats Area Land Use Review (scope to be determined)
2. Regional transportation issues (e.g. LINK Light Rail Expansion and Amtrak Station amenities)
3. PSRC Regional Centers Framework Update
4. PCRC Centers of Local Importance Update
5. JLUS Study Implementation
6. Metro Parks Tacoma and Tacoma School District strategic plans updates