



**MINUTES** (Approved on 11-2-16)

**TIME:** Wednesday, October 5, 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), Jeff McInnis, Meredith Neal,  
Anna Petersen, Brett Santhuff, Dorian Waller, Jeremy Woolley  
**ABSENT:** Scott Winship

**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 SEPTEMBER 21, 2016**

The agenda was approved. The minutes of the regular meeting on September 21, 2016 were reviewed and approved as submitted.

**C. PUBLIC COMMENTS**

No members of the public came forward to provide comments.

**D. DISCUSSION ITEMS**

**1. Lincoln District Revitalization Project**

Debbie Bingham, Community and Economic Development, provided an overview of the scope of work, goals, expected outcomes, and timeline of the project. Ms. Bingham reviewed the background of the project which began with the formation of a Steering Committee of community stakeholders in 2013, who met for a year to prioritize goals for the area. The Lead Team then chose the Lincoln area for a Capstone project in 2014. The revitalization model that the Lead Team created considered the following: that there needed to be a commitment in leadership and some form of budget for it from the City; that it should be run by a cross departmental team; that stakeholder consultation be perpetual; that they should meet the stakeholders where they are; and that equitable is not equal.

Ms. Bingham reported that they had chosen a target area bounded by S. 36<sup>th</sup> St., S. 40<sup>th</sup> St., D St., and K St. Some of the challenges in the selected area included that many properties are blighted, lack of business owner engagement, language barriers, and lack of a City presence. Ms. Bingham noted that the area had a lot of assets including a park and high school; a deep history; good diversity of people, cultures, and languages; a desirable location; and many services. The goals of the project included increasing the economic stability, enhancing the identity, improving infrastructure conditions, improving property and neighborhood conditions, promoting preservation of the existing housing and new infill development, and ensuring that the area is safe for its residents. Ms. Bingham reviewed that the revitalization focus included infrastructure, solid waste issues, housing and property conditions, code compliance, human and social services, public safety, economic design, and urban design.

Ms. Bingham reviewed that the total project investment was \$7.7 million dollars, including \$4.5 million dollars allocated in the 2015-2016 budget for the S. 38<sup>th</sup> Streetscape project. Ms. Bingham reported they would be completing sidewalks, adding new street amenities, adding ADA ramps, improving neighborhood connectivity, replacing underground infrastructure, and replacing existing power poles with taller poles. They had also applied for a grant to make a section of S. Yakima Ave. a festival street.

Ms. Bingham discussed outreach and engagement efforts. At an office they had opened in the area they had held 24 public meetings and over 100 people had stopped in for information. Additionally, since they had opened the office in November 2015, 4 new businesses had opened, 2 had reopened, and new private investments had begun. With the help of the City's business outreach coordinator, local businesses had put on two festivals that had brought the businesses and surrounding neighborhood closer. They had also worked to improve the relationship between police and business owners with an increased police presence, improved sharing of best practices, and disaster preparedness and emergency response training. In the surrounding neighborhood they had focused on housing stability programs. The Healthy Homes Healthy Neighborhoods program had approached 1,127 homes and engaged 530 households. One of the other ways that they had engaged the community was through public art. Ms. Bingham commented that they would also add historical plaques, benches, and designated trash enclosures.

Upcoming projects were discussed. Streetscape construction would begin in March and would be completed by the end of 2017. They were also working with Planning and Development Services on a façade study, which would include designs for several businesses, and on the 2<sup>nd</sup> story renovation study which would examine the cost of reusing a space above an empty building. They were also considering whether zoning changes would make revitalization easier.

Commissioner Woolley asked how the 2<sup>nd</sup> floor reactivation would impact the parking in the area. Ms. Bingham responded that they had done a parking study earlier, determining that parking was not a large problem. They had also revised the parking times in the area to a uniform two hours.

Commissioner Santhuff asked if the study would identify buildings that are assets or landmarks in the community. Lauren Flemister, Planning Services Division, responded that the City Historic Preservation Officer had been on the panel that had interviewed architects for the façade study.

## **2. Public Engagement Plan for 2018 Annual Amendment**

Stephen Atkinson, Planning Services Division, provided a review of the public engagement plan for the 2018 Comprehensive Plan Amendment. Mr. Atkinson reported that they would be taking more time to engage with people earlier in the process so that the engagement is more meaningful. He noted that for the Shoreline Master Program update, they had been required by the State to provide an engagement plan at the outset of the process and a follow up summary. Following a similar strategy for the 2018 Comprehensive Plan Amendment would provide reasonable expectations for staff and the public, as well as holding staff accountable for whether the outreach was effective.

Mr. Atkinson discussed past efforts to reach out to different groups in their communities. He noted that it had been difficult to get attendance at some of their meetings so they would be marketing and framing the conversations in an effort to get people more interested in attending. He reviewed that they had received good feedback from walking tours that had been conducted by students from Portland State University, suggesting that they could plan walking tours in places like Wapato to discuss the issues and zoning options. There had also been a good community response from outreach done at farmer's markets.

The project schedule was reviewed. Mr. Atkinson commented that the schedule would seek to line up the community engagement process with the code development process. In the near term, they would be publishing the manager's letter, which would talk about the work program, and the initial taxpayer notice. He noted that the rezone piece alone, if done citywide with a 1,000 foot buffer, would involve 30,000 taxpayer notices so they wanted to get it out early. They also wanted to get the website updated so that people could immediately get more information on the work program items. Planning and Development Forums would involve several meetings to bring together staff from Planning and Development Services, Public Works, Environmental Services, and others. The map app design and zoning survey would be focused on the zoning and commercial code updates to help people comment on what kind of design outcomes they would like to see. The zoning and design forums would be focused on the area-wide rezones and would reach out to neighborhood councils and community groups. Over the summer they would have farmer's market style approaches. The walking tours would focus on areas where the answers aren't as clear to discuss the options and what the changes might look like.

Mr. Atkinson reported that they were proposing a Planning and Development forum to educate participants on how the planning and development process works. He commented that they would seek to address questions including what the plan means for the neighborhood, who makes the decisions, how the City monitors performance, and how citizens can change the Comprehensive Plan or City codes. Mr. Atkinson commented that they were early enough in the process that they can consider strategies from other jurisdictions if Commissioners had any recommendations. He also asked the Commission for any thoughts on how to broaden outreach and what questions staff should be prepared to answer.

Commissioners provided the following questions and comments:

- Commissioners recommended holding walking tours earlier in the year so that the information gathered would be more useful during the concept development process. Mr. Atkinson responded that they could shift it up a couple of months.
- Chair Beale asked if there were any traditionally underrepresented neighborhoods where they should consider having open house or forum style outreach. Mr. Atkinson commented that he was thinking doing outreach for Puget Sound Ave in South Tacoma, the area south of the upper Pacific mixed-use center, and Portland Avenue around Salishan.
- Chair Beale commented that they should consider how to engage with underrepresented communities where people would not be able to attend meetings on the broader items in the amendment package items unless they were in the area. Mr. Atkinson commented that they were working to get a feature on the website that would allow people to invite city staff.
- Vice-Chair Wamback noted that there are neighborhoods in the city where there is no sense of connectedness and people only go home to sleep, while working and shopping elsewhere.
- Vice-Chair Wamback commented that in his day job they had done outreach by working with a local business chain to set up shop in a location to talk with customers.
- Vice-Chair Wamback suggested purchasing advertising space in the environmental services newsletter and Tacoma Public Utilities newsletter. He also suggested reaching out to people who had contacted the 311 service.
- Commissioner Petersen suggested utilizing the electronic flyers sent out by local schools.
- Commissioner Woolley suggested that for the Planning and Development Forum, they collaborate with the school district or other public agencies that might already have a connection that the City does not. He asked if there was a way to meet periodically with the stakeholder groups through all four stages and have a recap at the end.
- Commissioner Petersen suggested explaining why amendments are being proposed and how much people can affect the outcomes.
- Commissioner McInnis suggested using stronger language to make people aware when there might be changes with significant impacts.
- Commissioner McInnis suggested reaching out to groups like the Tacoma Rotary.
- Commissioner Neal asked if there would be an iPad provided so that people can interact with the map app when they are out in the community.
- Chair Beale commented that part of the strategy would need to be outreach like open houses where people have to intentionally go to where outreach is occurring. He suggested that a key component in a diverse strategy would be unintentional interaction, where outreach occurs at local businesses and places where people are present for other reasons.
- Chair Beale asked where the technical advisory group for the Open Space component would fit into the plan. Mr. Atkinson responded that it would be a resource, but it wasn't clear what the shape of it would be.

### **3. Planned Development Business Districts**

Mr. Atkinson presented an assessment of the City's Planned Development Business Districts (PDB) proposed for inclusion in the 2018 amendment cycle as part of the overall Commercial Zoning Update. He reviewed that in PDB districts there had been some permitting issues and some of the existing property owners had expressed concerns about the limitations in the code. He noted that currently there were only three locations where the PDB zoning was present in the City and that some of the changes for the PDBs were dependent on the outcome of the overall commercial zoning update. The initial phase

would identify patterns by examining floor area ratio, building coverage, lot size, types of uses that generate pedestrian activity, intersection density, and block size. They would also look at the proximity of commercial uses to surrounding residential areas. Mr. Atkinson discussed examples of zoning incongruities in neighborhood commercial and the need to be clearer about how the intent is carried through to the uses. He also noted examples of businesses that were inconsistent with the zonings where they might need to change the zoning or add a zoning to better differentiate circumstances.

Mr. Atkinson reviewed that PDB Districts were a general commercial zoning option that was originally intended to provide a business park type zone that allows some industrial and some commercial with a buffer between the district and the surrounding neighborhood. Mr. Atkinson discussed the three existing PDB sites that were being examined: an area on S. 19<sup>th</sup> Street that included the DSHS site; an area along Highway 16 that contained a self-storage site; and an area on S. 80<sup>th</sup> Street that contained the Pacific Sport Center, Rainier Woodworking, and Burkhart Dental Supply. He noted that the businesses present were allowed in M-1 or C-2, but not always in both. Part of the investigation would be to determine if the PDB zoning was the right way to identify zoning standards to accommodate larger box commercial development or if they should consider a different approach.

Mr. Atkinson reported that the pattern area study would help inform them of what physical objectives they were trying to accomplish for each tier. With the pedestrian generating use focus they could also think about where to put limitations on uses to get pedestrian oriented use. Another possible component was conditional use permit criteria that would provide a process to expand the kinds of uses allowed. They would also use the policies associated with street typologies in the Comprehensive Plan to help inform the kind of design that they were seeking. Mr. Atkinson asked Commissioners if they had any specific issues or problematic uses that they would like to discuss.

Chair Beale expressed concern that he was seeing a lot of used tire stores showing up in C-2 zones with outdoor storage. Mr. Atkinson commented that he was expecting that there would be some enforcement actions on the outdoor storage of used tires.

Vice-Chair Wambach commented that he hoped that they would be flexible enough to preserve small business street front commercial zoning, since most new jobs were being created by small businesses. He recommended that they look at the evolution of neighborhoods in Seattle and Portland to see how it can be done in a sensitive way.

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

Brian Boudet, Planning Services Division Manager, updated the Commission on the following items:

- At the Infrastructure, Planning, and Sustainability Committee meeting on September 28, 2016, staff had discussed the Planning Commission's accomplishments for 2015-2016 and work program for 2016-2018. The Committee had concurred with the work program and suggested that community outreach and engagement focus on areas where there had been development that had resulted in concern.
- There would be a meeting to discuss the proposed Proctor South development on October 10.
- The *RE: Tacoma* urban design lecture series would have a presentation on place attachment on October 13.
- The City Manager had released the proposed budget to the City Council during a recent study session. Some resources had become available due to increased revenues and savings. One of the things included the proposed budget was resources for the proposed Urban Design Studio.
- Lunch meeting invites for individual Commissioners would be sent out in the coming weeks.

## **F. ADJOURNMENT**

At 6:10 p.m., the meeting of the Planning Commission was concluded.