Chris Beale, Chair
Stephen Wamback, Vice-Chair
Jeff McInnis
Meredith Neal
Anna Petersen
Brett Santhuff
Dorian Waller
Scott Winship
Jeremy Woolley

PRESENTATIONS and HANDOUTS

Regular Meeting on August 17, 2016

1. **Open Government Training**
   (PowerPoint Slides, for Discussion Item D-1)

2. **Unified Development Code Project Briefing**
   (PowerPoint Slides, for Discussion Item D-2)

3. **Future Land Use Implementation**
   (PowerPoint Slides, for Discussion Item D-3)

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Open Government
Open Records
and
Ethics Training

Member Training

Unified Development Code Project Briefing

City of Tacoma

Planning and Development Services

Planning Commission
August 17, 2016

What is UDC?

"Creation (or consolidation) of a single source document to house development policies."

Purpose of the UDC?

"Make the development codes more accessible, effective, and predictable – for customers, staff, and the community".

Background of UDC Project

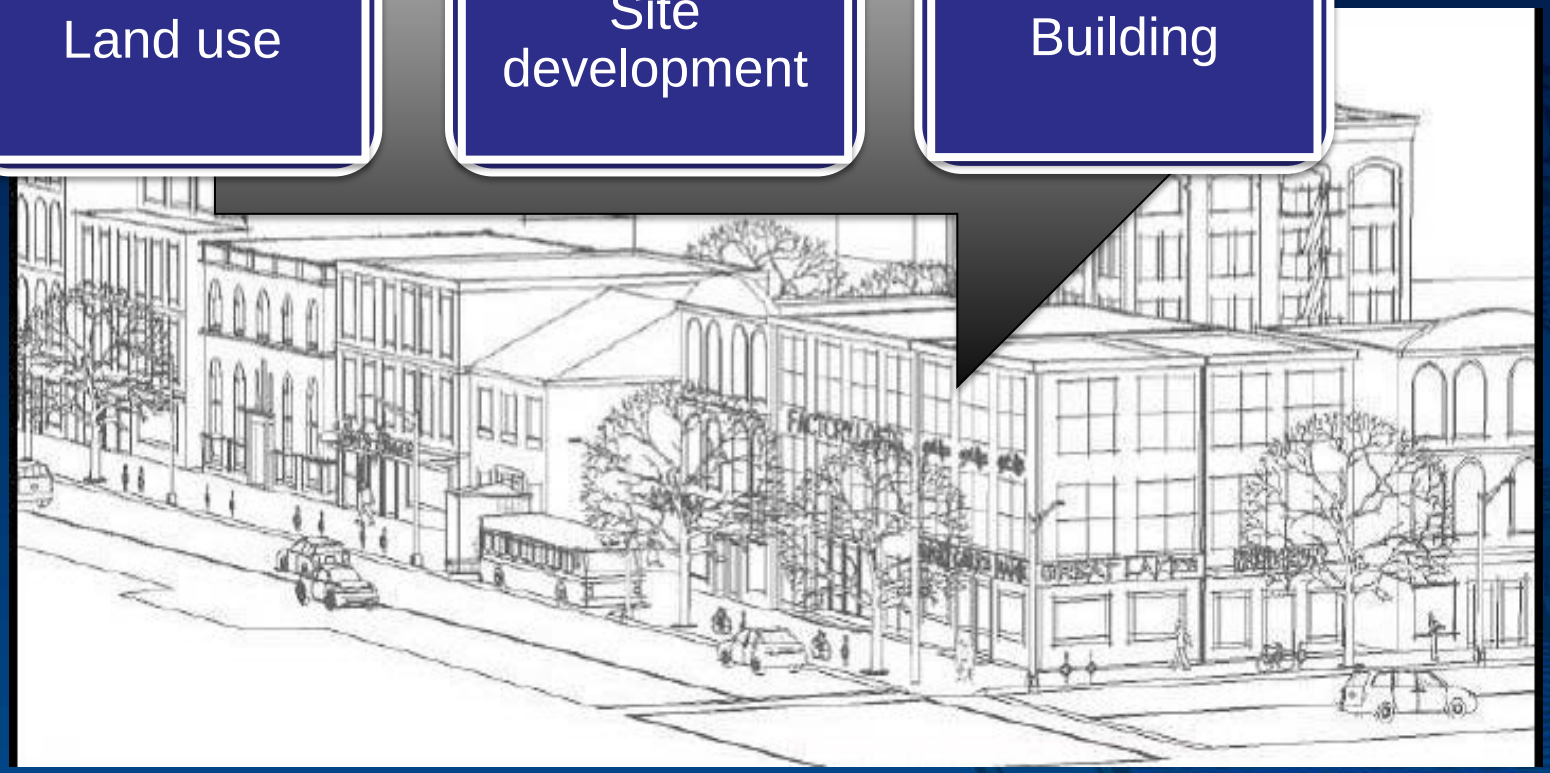
- PDS Streamlining - Policy improvement element
- 2014 Benchmarking Study
  - National focus on UDC
  - Grant Funding from EPA/HUD
  - PDS Study focused on early UDC adopters

Alignment with Development

Land use

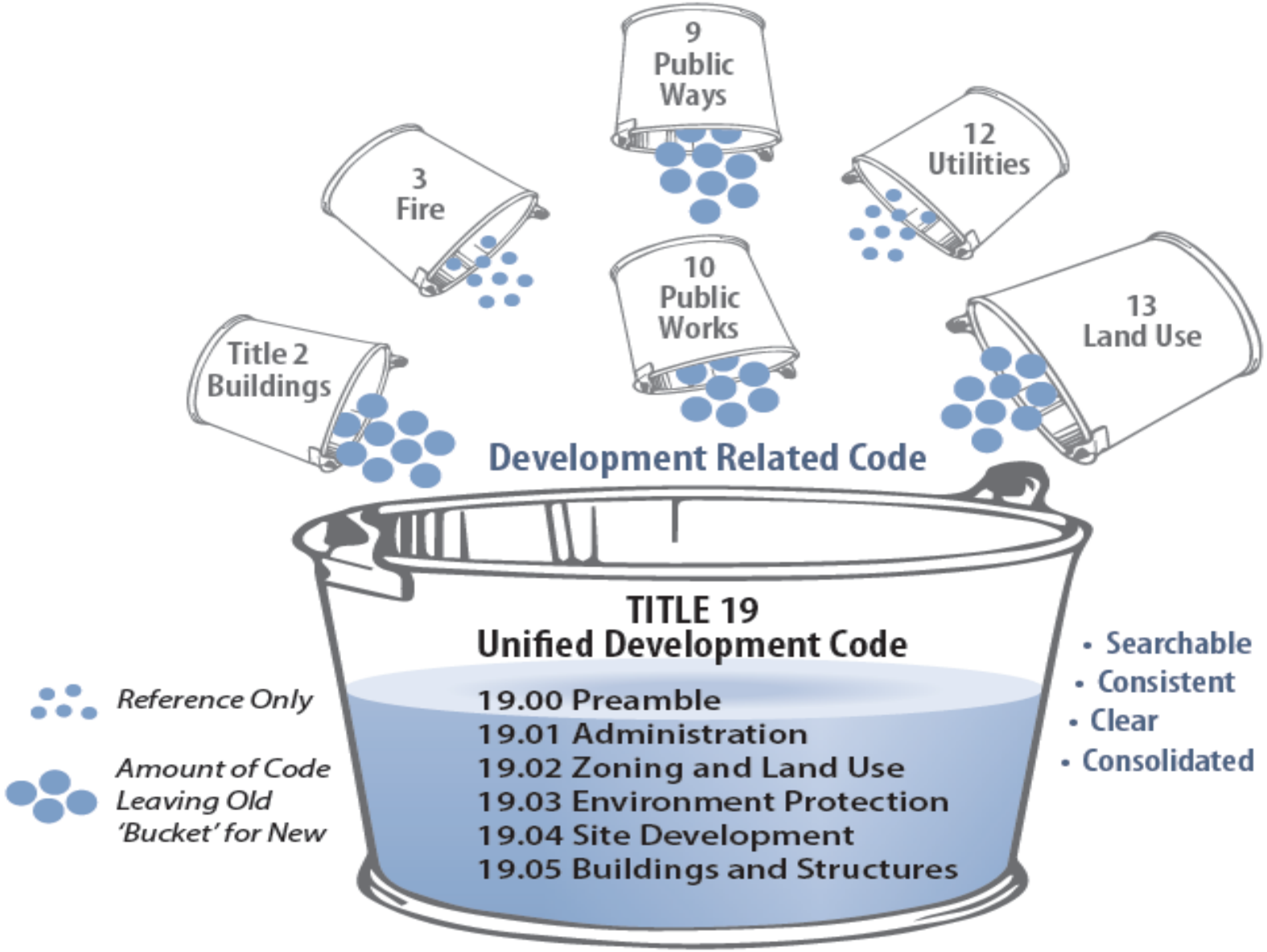
Site development

Building



UDC Goals

- Consolidation of code sections by related type of development versus by code authority
- Clear delegation of authority for decision-making
- Clear reference to standards and guidelines
- Simplification of fees


9
Public
Ways
12
Utilities
3
Fire
10
Public
Works
13
Land Use
Title 2
Buildings
Development Related Code
TITLE 19
Unified Development Code
19.00 Preamble
19.01 Administration
19.02 Zoning and Land Use
19.03 Environment Protection
19.04 Site Development
19.05 Buildings and Structures
• Searchable
• Consistent
• Clear
• Consolidated
Reference Only
Amount of Code
Leaving Old
'Bucket' for New

Title 19 Table of Contents

- 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

19.01 Administrative Section

- Land Use Permit Procedures
- Variances to Development Standards
- Conditional Use Permit Procedures
- Zoning Reclassifications
- Residential Infill Pilot Program
- Development Regulation Agreement Authority
- Concurrency Management System
- Appeals of Land Use Decisions
- Planning Commission **(May Move to Title 1)**

19.02 & 19.03 Zoning/Environmental

- 19.02 Zoning and Land Use
  - Residential Districts
  - Commercial Districts
  - Industrial Districts
  - Mixed-Use Center Districts
  - Downtown Districts
  - Zoning Requirements
  - Overlay Zones
  - Special Use Requirements
- 19.03 Environmental Protection
  - SEPA
  - Critical Areas Preservation
  - Shorelines **(Proposed to stay as Title 13)**

FROM: 13.04 & 13.06

- 13.06 Zoning
  - 13.06.502 Landscaping and buffering standards
  - 13.06.510 Off-street parking and storage areas
  - 13.06.511 Transit support facilities
  - 13.06.512 Pedestrian and bicycle support standards
  - 13.06.513 Drive-Throughs
  - 13.06a.052 Primary Pedestrian Streets
  - 13.06a.065 Parking Standards
  - 13.06.602 General Standards
  - 13.06 District-specific standards
  - 13.06.503 Residential Transition Standards
- 13.04 Platting
- 13.06 Zoning
  - 13.06.501 Exterior Building Design Standards
  - 13.06.520 Sign Code

TO: 19.04 & 19.05

- 19.04.100 Site Development
  - 19.04.115 Landscaping and buffering standards
  - 19.04.120 Off-street parking and storage areas
  - 19.04.125 Transit support facilities
  - 19.04.130 Pedestrian and bicycle support standards
  - 19.04.135 Drive-Throughs
  - 19.04.140 Primary Pedestrian Streets
  - 19.04.145 Parking Standards
- 19.04.300 Setbacks and Height
  - 19.04.310 General Standards
  - 19.04.320 District-specific standards
  - 19.04.330 Residential Transition Standards
- 19.04.400 Platting
- 19.05 Buildings and Structures
  - 19.05.100 Exterior Building Design Standards
  - 19.05.800 Sign Code

Proposed Schedule

- October/November, 2016 –
  - Fee Code Updates
  - Planning Commission Review Sessions and Public Workshops
- December, 2016 – Planning Commission Sets Public Hearing Date
- January, 2017 – Planning Commission Recommendation and Public Hearing

Unified Development Code Project Briefing

City of Tacoma

Planning and Development Services

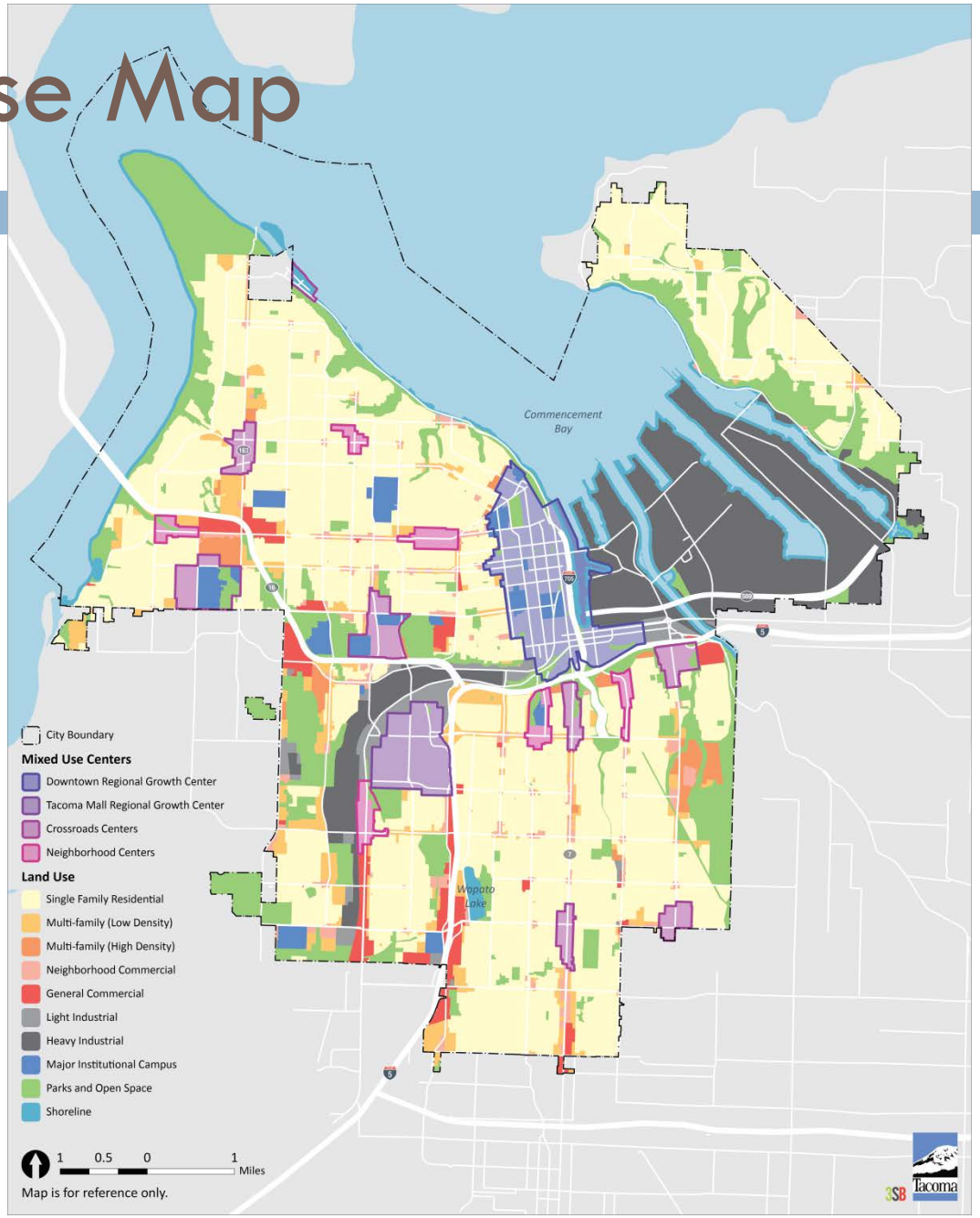
Planning Commission
August 17, 2016

FUTURE LAND USE IMPLEMENTATION

Planning Commission 8-17-16

Future Land Use Map

- 20 minute neighborhoods
- Access to nature
- Accommodating growth
- Transit orientation
- Broad integration



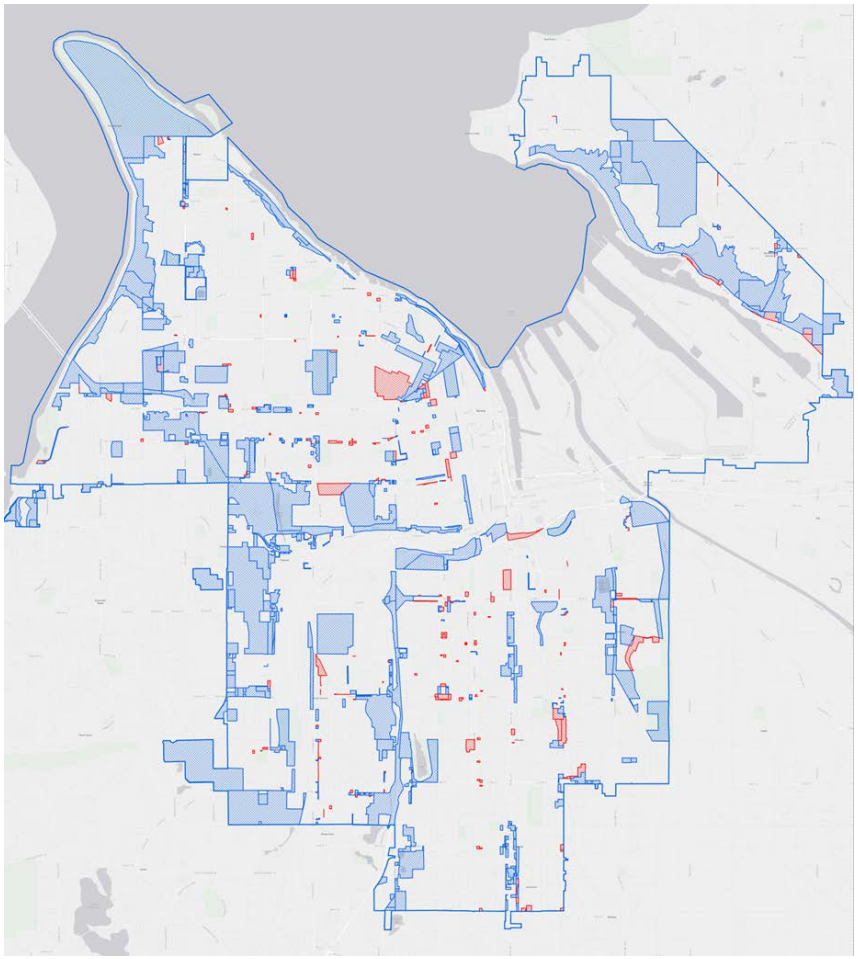
Four Overall Components

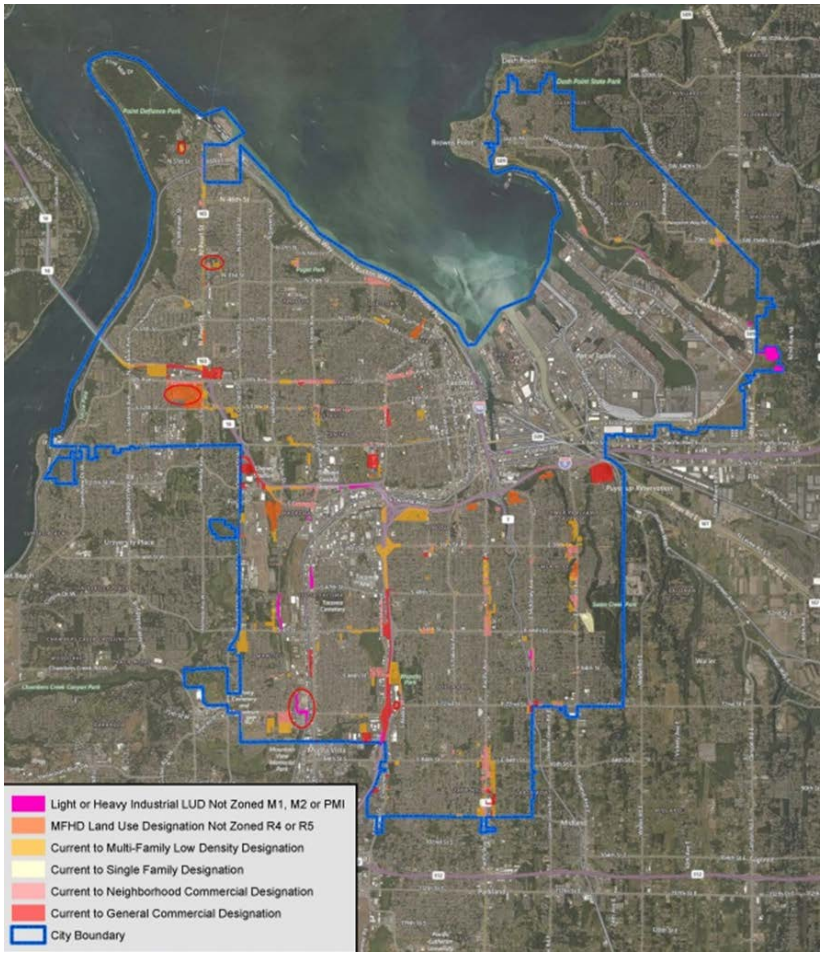
- Area-wide Rezones
- Open Space Corridors Project
- Major Institutional Campus

- Commercial Pattern Areas Project

1. Area-wide Rezones

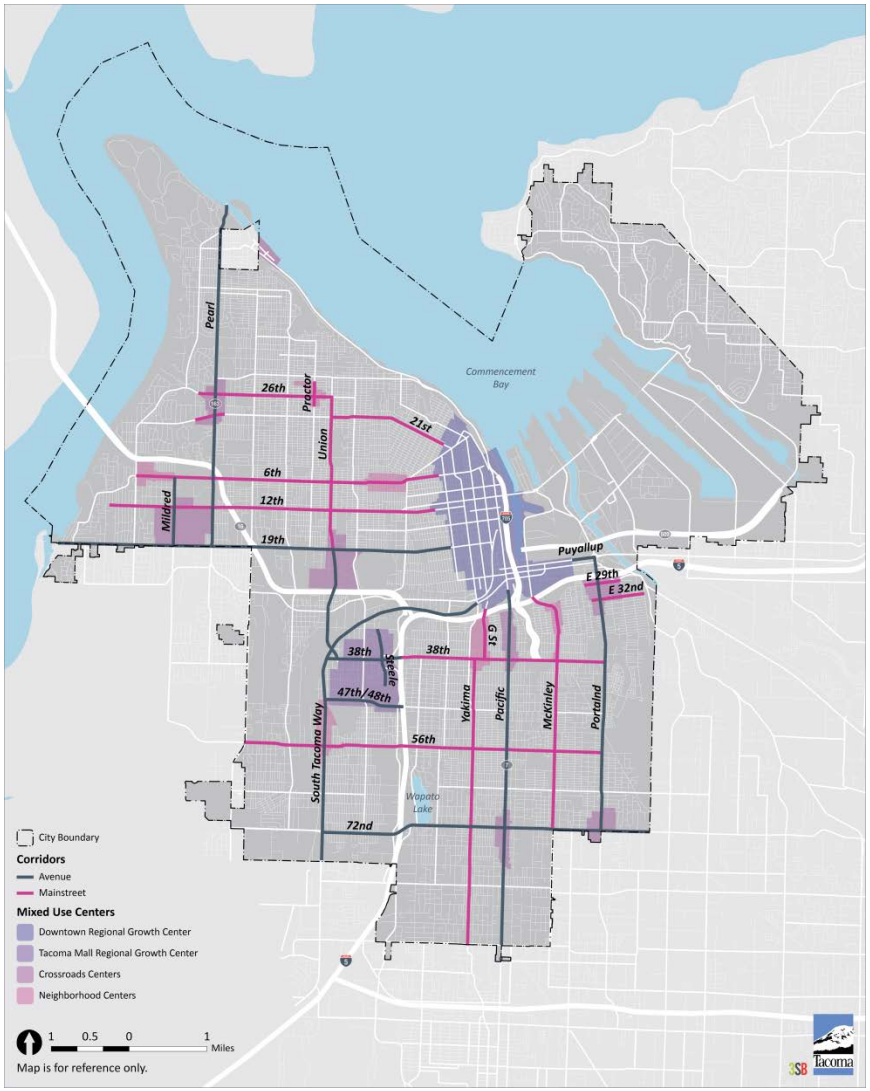
- Rectifying inconsistencies between Plan and Code





Approach

- Corridors
- Districts
- Nodes
- Minor Cleanups



Why is this Important?

- Internal consistency
- Following through on the vision
- Cost/predictability
- Getting things right the first time
- Public awareness

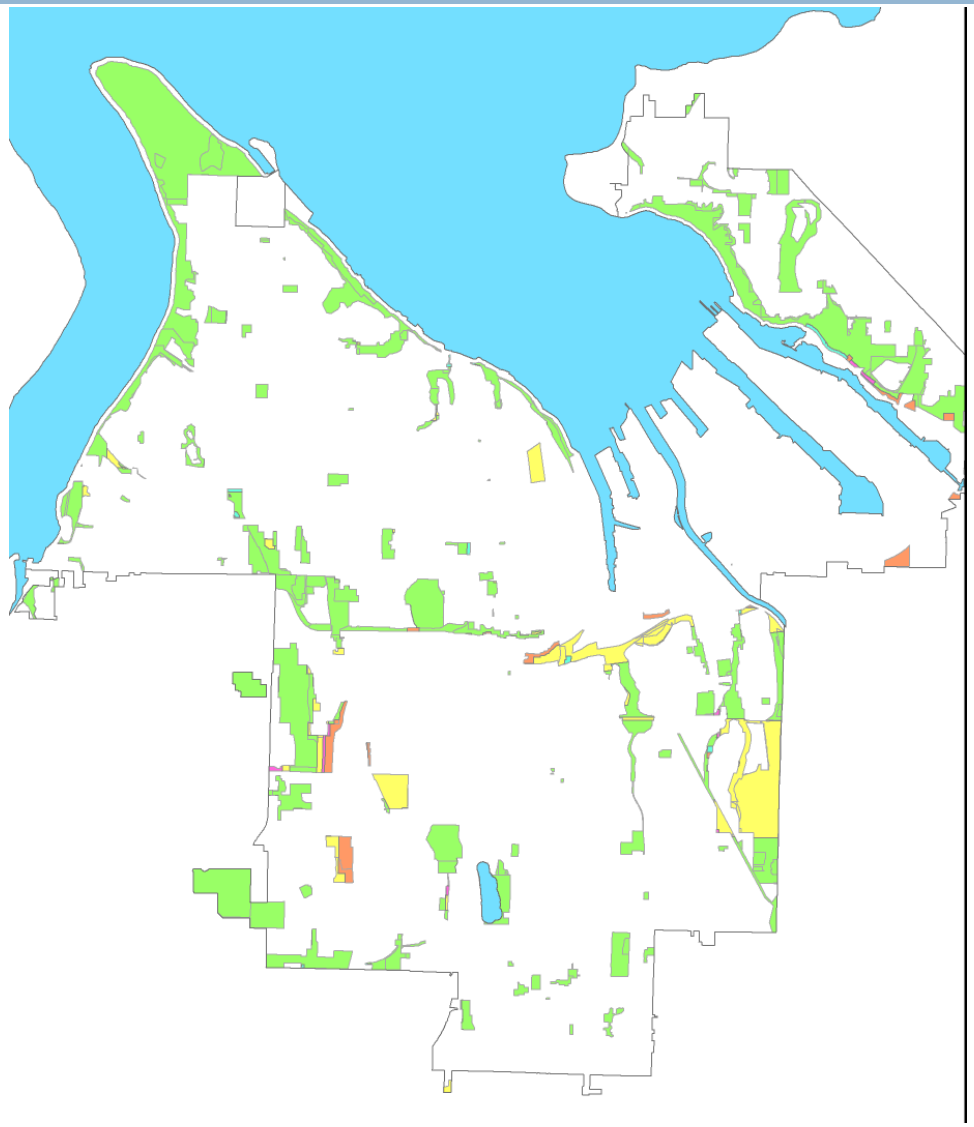
2. Open Space Corridors

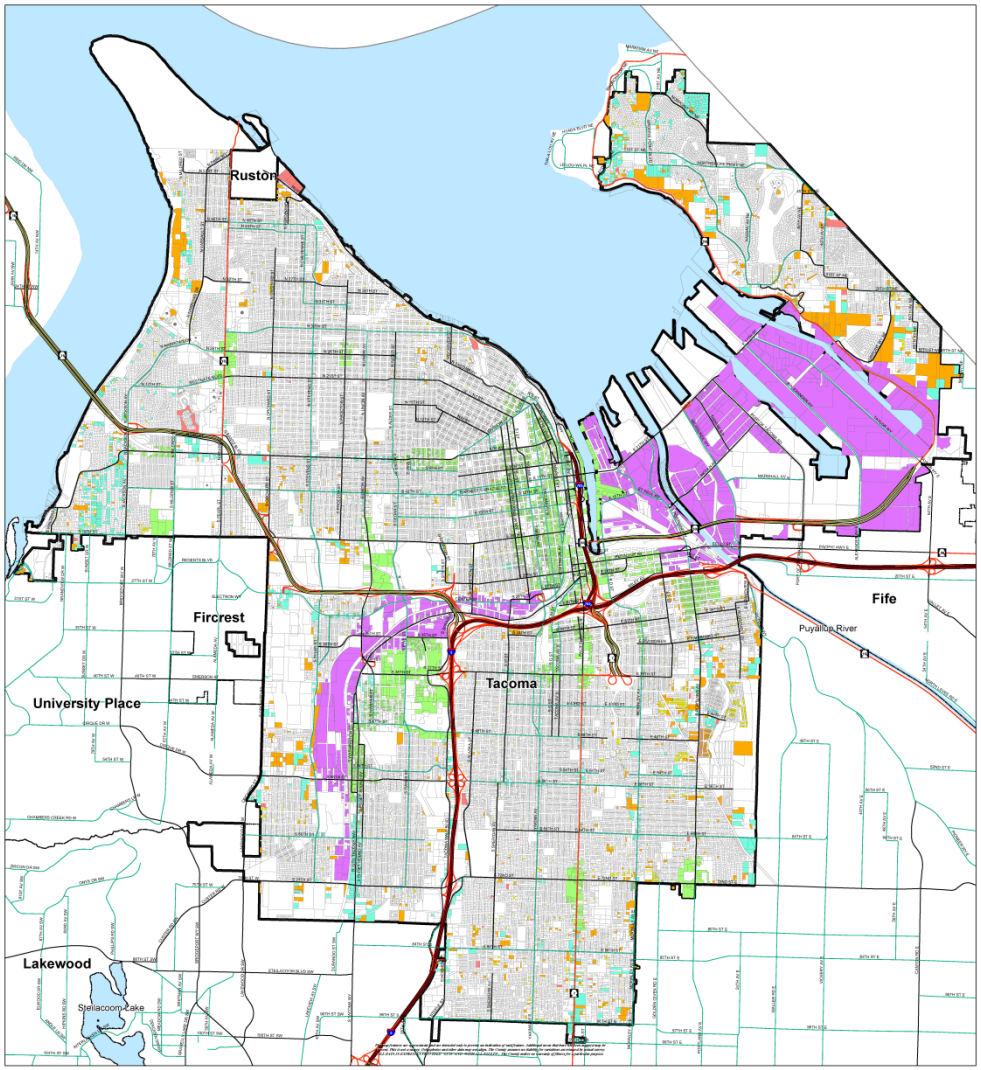
This designation is intended to conserve and enhance open, natural and improved areas valuable for their environmental, recreational, green infrastructure, and scenic character, and the benefits they provide.

Open Space Corridors

Existing Zoning:

- Green = Single family
- Yellow = Multi-family
- Violet = Neighborhood Commercial
- Blue = General Commercial
- Orange = Industrial





City of Tacoma
Inventory of Vacant and Underutilized Land

- Underutilized
- Vacant
- Vacant Single Unit
- Pipeline
- Built Out/Undevelopable
- Municipal Boundary

Mixed Use Centers

- Developable
- Undevelopable

Manufacturing/Industrial Centers

- Developable
- Undevelopable

DRAFT

Pierce County, Washington

0 0.75 1.5 3 Miles

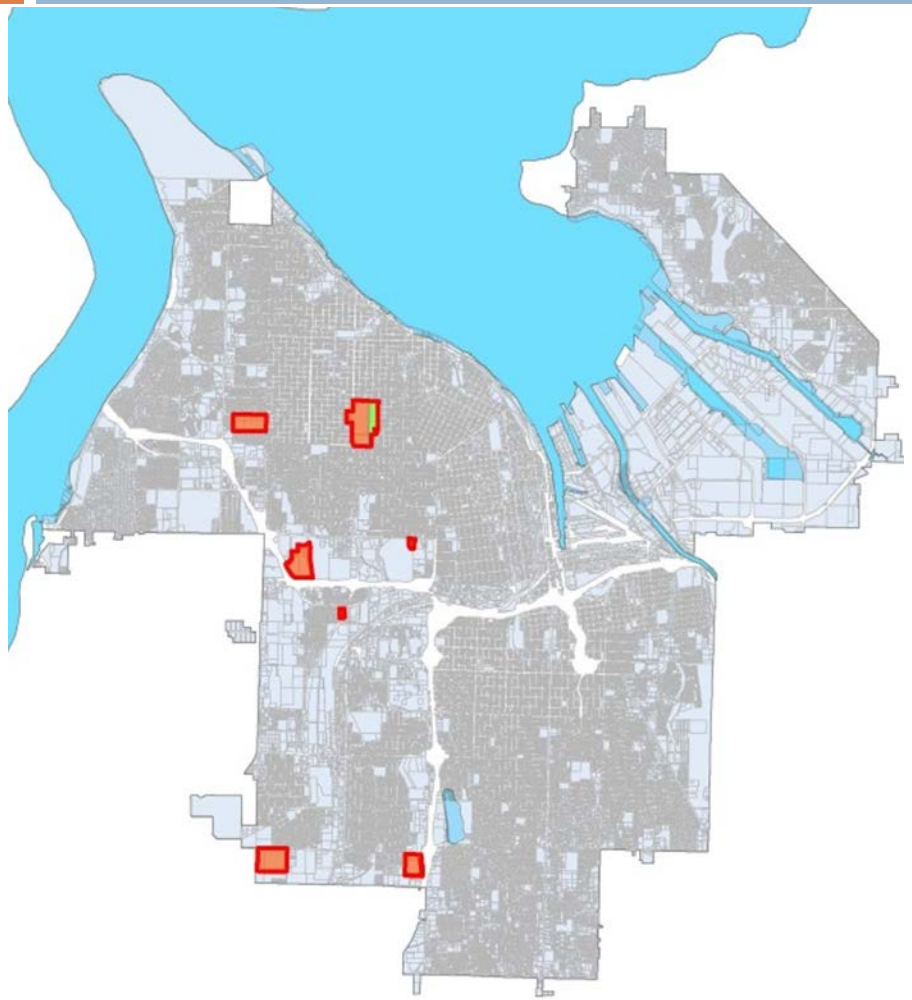
Pierce County

Buildable Lands Report

N W E S

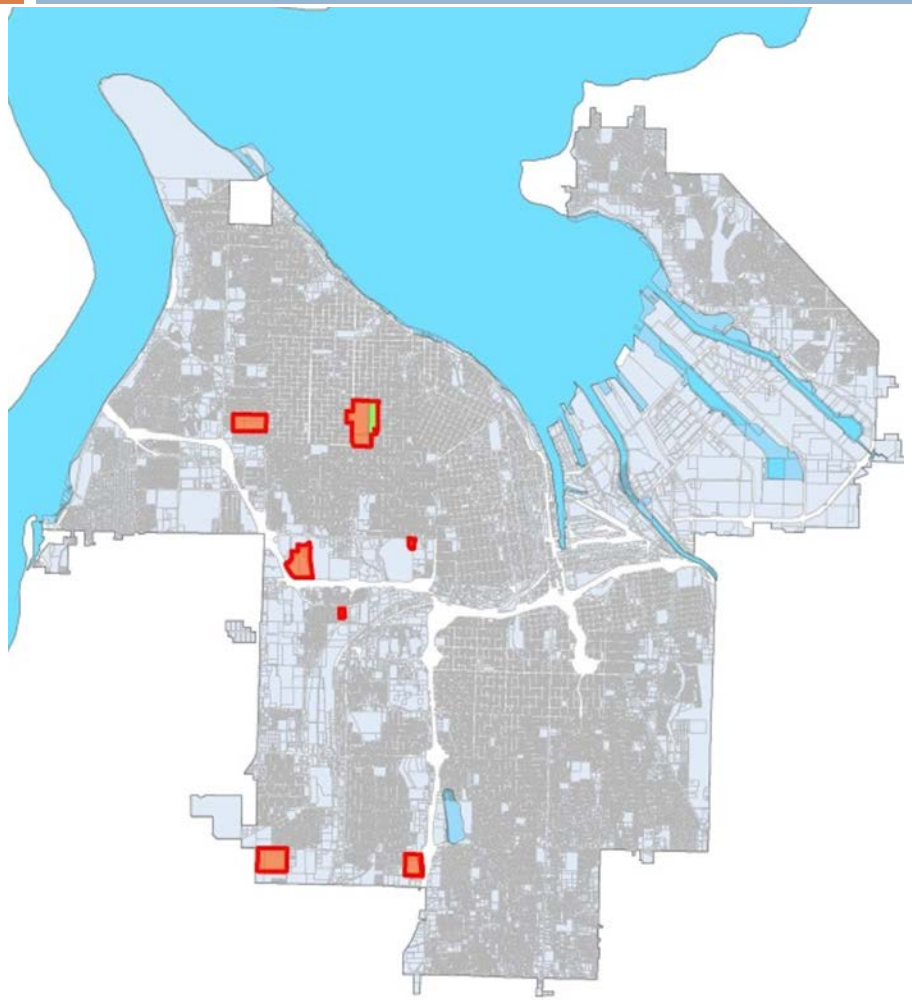
Map Document: \\tacfiler8\Q2015 Comp Plan\Buildable Lands\Maps\MXD\Tacoma_BL1_2014.mxd

3. Major Institutional Campus



- This designation is intended for large institutional campuses that are centers of employment and that service a broader population than that of the neighborhood in which it is located. This designation includes hospitals, medical centers, colleges, universities, and high schools typically greater than 10 acres in size.

Major Institutional Campus



- University of Puget Sound
- Wilson High School
- Cheney Stadium/Foss High School
- Mt. Tahoma High School
- Oakland High School
- Bates Technical College

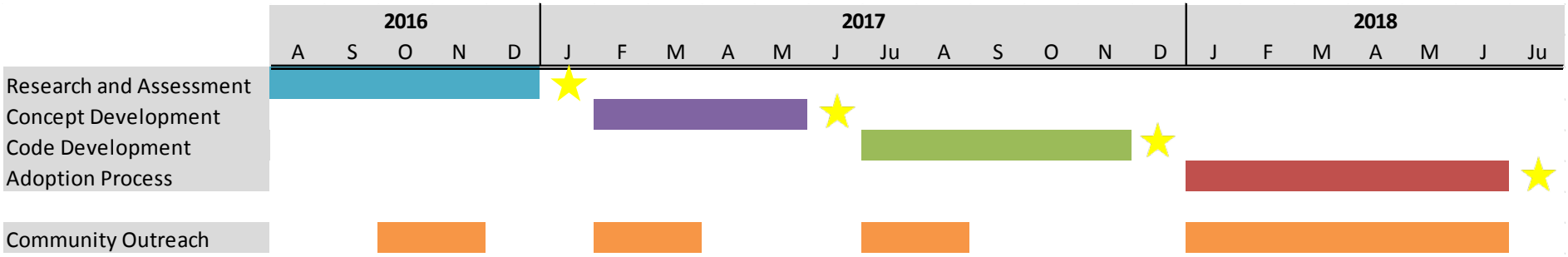
4. Commercial Pattern Areas

- Evaluate the distinct characteristics of the City's existing commercial areas
  - Lot size
  - Building coverage
  - FAR
  - Setbacks
  - Heights
  - Parking location
  - Intersection density
- Create typology of commercial districts
- Align commercial zoning districts with typology's

Process

- Research and Assessment
- Concept Development
- Code Development
- Adoption/Legislative Process

Schedule


2016
2017
2018
A S O N D J F M A M J Ju A S O N D J F M A M J Ju
Research and Assessment
Concept Development
Code Development
Adoption Process
Community Outreach