

**Tacoma Permit Advisory Task Force**  
747 Market Street Tacoma, TMB 243  
Meeting #7 – October 11, 2018, 10:00am, Notes

**10:02 am: Call to order**

**10:03 am: Approval of minutes**

August 23, 2018, meeting minutes were approved.

**10:03 am: Scheduling future meetings**

November and December meetings are already set for second Thursday of each month, members agreed to change 2019 dates to second Thursday.

**10:05 am: Acknowledgement**

Chair Jim Dugan acknowledged the work of staff to create the products to be discussed at this meeting.

**10:05 am: Pre-application process examples: Wilde building**

Terry Forslund presented a recap of the past meeting and the selection of the Wilde Building as the example used to review the pre-application process. Noah Yacker provided three example Permit Review Comment Memos. Each memo was created through the standard PDS review process, responding to an example permit application for the Wilde building. Each example permit application provided a different level of detail, allowing PDS staff to show an example of the increasing depth of response depending on information provided by the applicant. Staff explained how information provided by the applicant would create memo enhancements and how a focus of the memo provided to the applicant included citing codes when leaving comments.

**10:29 am: Using pre-application to partner on determining feasibility**

Staff took questions from Task Force members about specifics of the proposals. Questions included: clarifying the difference between the initial memo responding to an applicant and the pre application process that the new fee proposal would cover and clarification of timeline. Task Force members also discussed the value of code citations and including frequently asked questions in the memo. Task Force members were asked to send any additional thoughts about what could be included in the pre-application memo to Task Force staff.

Task Force members asked if Tacoma Public Utilities participates in the creation of the pre application memo. PDS staff explained they're invited to participate but TPU is outside of PDS direction. Jim Dugan suggested there be a meeting with TPU to discuss what the Task Force is doing, where the work of the Task Force is headed, and openly talk about the value of information and how important it is to have more information upfront. Further discussion around TPU and PDS stated that the customer shouldn't experience having to interact with two different organizations with different processes, and that processes should coordinate.

Ben Ferguson moved and Layne Alfonso seconded a motion to formally request that TPU integrate its process for pre-application review with PDS's process. Motion passed unanimously.

Terry Forslund wrapped up the conversation with an overview of PDS' work towards continuous improvement.

**10:43 am: Presentation on pre-application fee structure proposal**

Peter Huffman presented on the proposed pre-application fee structure presented to the City Council as part of the 2019 – 2020 biennium budget and answered questions raised by Task Force members.

Jim Dugan moved and Justin Goroch seconded a motion to support the proposal brought forward in Peter's presentation. Motion passed unanimously.

**11:19 am: Initial Task Force Feedback/Final comments**

Task force members were asked to send additional feedback and comments to Task Force staff.

**11:19 am: Adjournment**