

Tacoma Permit Advisory Task Force
747 Market Street Tacoma, TMB 243
Meeting #8 – November 8, 2018, 10:00am, Notes

10:06 am: Call to order

10:06 am: Approval of minutes

October 11, 2018 meeting minutes were approved.

10:07 am: Ice breaker question

10:19 am: Review set priorities from May 17 meeting

Jim Dugan reviewed the priorities set by the Task Force at the May 17 meeting:

- Communication
- How complete should permit documents be?
- Permit comment “feedback loop”
- Threshold requirements

The Task Force agreed this is still what should be worked on.

10:21 am: Selecting next conversation for Task Force

The Task Force discussed what conversation should come next, and if they should focus on a product or a process. The Task Force recapped the discussions had thus far, including the topics of the new pre application process compared to the prior one. They debated continuing to discuss adaptive reuse through the entire permit process, or continue on with the pre-application discussion, reviewing a new item of offsite improvements and work order permits.

The Task Force decided to jump into offsite improvements and work orders.

Ben Ferguson requested if people from Public Works (PW) could be present for future conversations. Staff clarified that a PW staff member was present, and in the future they would work to include staff from PW, Environmental Services (ES), and Tacoma Public Utilities (TPU) for these discussions.

A high level overview was provided of what a work order permit is, the difference between the three types of permits (building, onsite, and offsite), and how sequencing works when applying for permits and the need for all three to move forward quickly.

The Task Force did a brainstorming exercise to identify challenges they face when seeking offsite improvements and work orders. They brainstormed a list of items and consolidated it into five topics:

1. Predictability (cost/timing)
2. Consistency (Communication between departments, who is the decision maker?)
3. Proportionality, offsite requirements being so high they kill small projects
4. Funding mechanism
5. Policing culture, culture of gouging

Next steps: Invite City of Tacoma Staff to a future meeting to create a base understanding of how their team works through permit applications, with these concerns in mind.

11:29 am: Scheduling & agenda for future meetings

Staff reviewed process for scheduling meetings, the difference between agendas set for regular meetings and special meetings, and the change of date for meetings in 2019 to the second Thursday of each month.

11:32 am: Final Comments

Jim Dugan thanked everyone for their engagement, and shared how he used this Task Force as an example of how different organizations and municipalities can accomplish continuous improvement.

11:34 am: Adjournment