

**Tacoma Permit Advisory Task Force**  
747 Market Street Tacoma, TMB 243  
Meeting #12 – April 11, 2019, 10:00am

**10:05 am: Call to order**

**10:05 am: Approval of the Minutes**

Justin Goroch moved, Mandy McGill seconded approval of March 14, 2019 meeting minutes. Motion passed.

**10:06 am: Icebreaker**

**10:10 am: Expedited Review Recap and what's in the Works Now**

PDS staff presented to Task Force (PowerPoint) recapping the City's expedited review process. Staff reviewed the slides and had the following additional discussion:

*Slides 4 and 5: LOS Review: Finding Level of Service Info & LOS Review: Calculate Level of Service*

The Task Force asked how the City sets the level of service timeline goals. Staff explained that they balance goal setting by reviewing industry norms, budget capacity, and what can reasonably be expected of staff. Goals are also changed in coordination with stakeholders, such as the recent collaboration with the Master Builders Association.

*Slide 7: Feedback from 3/14 MTG*

The Task Force and staff discussed the process for over the counter (OTC) permitting at the City. Positive feedback was given about the expansion of OTC permit options and their value. Other Task Force members asked for clarity around the process. Task Force members explained the process as an applicant submitting their application like a real permit, but instead of waiting for a response they can contact the right City staff person to ask if the permit is simple enough to be given OTC. It was recommended that the process be clarified and made more public so that everyone knows how it works.

*Slide 8: Goals*

It was asked what "Civic Engagement" meant as a goal. Staff explained that one of the goals was for all of their work and key decisions to be transparent and engaged with direct permit customers and indirect customers such as citizens and business owners. This is more of a long-range planning perspective and policy development perspective. Engagement efforts include: the PDS website, planning forums, attend neighborhood meetings, use various tools to demystify coding for the public, public education on how to get involved and influence code changes, equity tools to broaden access to these discussions, and stake holder groups like the TPATF.

*Slide 10/11: Timeframe Irons in the Fire & Other Timeframe Ideas*

Staff shared the projects they are currently working on and asked the Committee to share additional ideas not previously captured. The total list of items was:

- Completeness Review Improvements – including Site and Land Use, Permit Specialists, Application Services
- Expedited Review to include Pre-Development Review and Completeness Review
- Temporary Shoring Permitting Improvements
- Off-Cycle Reviews
- Review of performance data

- Restaurant and TI Programs
- Temporary Certificate of Occupancy (TCO) and Certificate of Occupancy (CO) process
- Better understanding of the data in the reports, transforming into meaningful information
- An approach to help predictability when outside factors impact permitting capacity (seasonal construction)
- Provide information to applicants that describes what can constitute an OTC permit
- Explore how to share liability between the City and the Developers
- Make Accela work on a Mobile Device

**11:27 am: Prioritize Improvements**

Jim Dugan directed Task Force members to share thought on recommended prioritization with Lynda Foster for future consideration.

**11:30 am: Adjourned**