

## Tacoma Permit Advisory Task Force

### Guiding Principles

The decision to review Tacoma's permitting system should facilitate, support and contribute to the following principles:

- The City of Tacoma's permit department should bring a customer focus.
- The permit process should always ensure public safety.
- Do not make change for change's sake. Be intentional.
- The Task Force's work should be output focused. Clearly identify the final deliverable at the onset of the Work, what it looks like, what it will comprise, how it will be reviewed and approved and by whom and when.

### Participation guidelines

Show up & be on time

- Each Task Force member should take every reasonable and good faith effort to attend each scheduled meeting. This assures understanding of the Task Force's work and creates a representative group of stakeholders who have a high level of knowledge and previous Task Force decisions and debates.
- Meetings will begin promptly at the specified time and will conclude as scheduled. Please be on time.

Have an Open Mind and Collaborate

- Each member should bring to the Task Force an open mind, recognizing that the purposes of this Task Force is to insure that the City of Tacoma's permitting system works effectively for *all* stakeholders.

Be Courteous

- Each member brings a unique perspective to the table. State and explain your opinion or idea, but do not dominate the conversation.
- Pay attention to what others say and be an active participant in the conversation.
- Each Task Force member is responsible for actively contributing to a constructive group process that supports the Task Force's efforts to have productive debates and make decisions efficiently.
- Remember at all times that we represent all of Tacoma and not just one individual, or group, or company, or organization.

Be a Liaison

- Task Force members should serve as a conduit of information between the Task Force and their respective organizations or stakeholder groups
- Members should also gather feedback from their constituents and share with the Task Force

All Appointed Members Have a Vote

- All members of the Task Force appointed by the City Manager have one vote. A quorum of seven members is required for a vote to occur.