

Tacoma Permit Advisory Task Force
747 Market Street, TMB 202A
Meeting # 1 - February 22, 2018, 10:00 am, Notes

10:02 am: Welcome and introductions

Council Member Conor McCarthy called the meeting to order. The attendees introduced themselves.

10:07 am: Overview of scope & purpose of the Task Force

Council Member Conor McCarthy shared the purpose of him sponsoring the creation of the Tacoma Permit Advisory Task Force and his goal to make a reputation for Tacoma's as a place where the permit process is easily navigated and it's a good place to invest money.

10:12 am: Open Public Meeting Overview

Martha Lantz, Deputy City Attorney, presented the Open Public meeting Overview. Martha answered clarifying questions about what triggers an open public meeting. The Task Force discussed the need to determine the amount of members it takes to reach quorum.

10:43 am: Conversation about the process of creating participating guidelines and guiding principles for the Task Force.

Topics brainstormed to be included in the guiding principles include:

- Incorporate the mission & vision of the permitting department
- Making the paramount responsibility safety
- Focus on accomplishments and outputs
- Bring a systemic lens and recommend systemic changes

11:07: Topics for upcoming meetings

The Task Force brainstormed how to use their meetings effectively. They reaffirmed they wanted meetings to be outputs-driven. Items to be added to the agenda include:

- Presentation from the permit department on their past, present and future & guiding principals
- Review of process flow for specific systems in the permitting department
- Determination of participating guideline and guiding principles

11:18 Adjournment