

**Tacoma Permit Advisory Task Force**  
747 Market Street, TMB 148  
Meeting # 2 - February 22, 2018, 10:00 am, Notes

**10:05 am: Call to Order**

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

**10:07 am: Approval of the February 22, 2018 meeting minutes**

Michael moved, Steward seconded, motion passed.

**10:11 am: Planning and Development Services Department's Past, Present and Future presentation**

Planning and Development Services Department Director Peter Huffman shared an organizational chart and PowerPoint presentation, and answered questions as needed, to provide a base line understanding of Tacoma's permit department and on-going improvements currently being implemented.

**10:30 am: Topics for upcoming meetings**

CM McCarthy acknowledged that the Task Force was out of time and suggested the remaining two agenda items of selecting a chair and vice chair and brainstorming items for a work plan be brought to the next meeting. The Task Force approved.

The Task Force discussed potential topics to be included in a work plan. Planning and Development Services Department staff were also asked what gaps they see that they think the Task Force could help with. High level suggestions included:

- Re-examining the pre-application process
- Tenant improvements and alterations
- Right of way permits
- Creating better partnerships with industry
- Enhanced permitting services

**11:18 Adjournment**