

## **Tacoma Permit Advisory Task Force**

733 Market Street, TMBN 16

Meeting # 4 – May 17, 2018, 10:00 am, Notes

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

Vice-chair Ben Ferguson called the meeting to order.

### **10:05 am: Approval of the April 26, 2018 meeting minutes**

Spelling corrections were made to the proposed minutes, then Michael Fast moved for approval, Layne Alfonso seconded the motion. Minutes unanimously approved.

### **10:06 am: Adaptive reuse permits**

Staff asked the Task Force members to more clearly define what was meant when discussing “adaptive reuse permits.” The Task force defined the types of Adaptive Reuse projects into three categories:

- Projects in old buildings with the same occupancy classification as the last permitted use with construction value <50% of ICC value (IEBC level 2)
- Project in old buildings with the same occupancy classification as the last permitted use with construction value >50% of ICC value (IEBC level 3)
- Projects in old buildings with a change of occupancy classification

Ben Ferguson led a group discussion to break down the permitting process step-by-step and identify what parts of the process were required, and where the sticking points were which disrupt the permitting process. The Task Force identified the following items to be considered for review:

- Reviewer approval vs inspector
- How complete should permit documents be? (including some information that should be decided in the field, and not in permit drawings before demo)
- Permit comment “Feedback Loop”
- Threshold requirements
  - Structural upgrades
  - Fire protection
  - ADA
  - Energy Code
  - Site development
- Undocumented requirements (Dark Code)
- Right of way
- Communication – Staff to Public and Staff to Staff
- Inconsistent reviews from different reviewers

The Task Force agreed on at least four filters that they would judge the topics by when reviewing items to make recommendations:

- Processes
- Interpretation
- Discretion
- Incremental Improvement vs Full Compliance / Proportionality

**10:18 am: Brainstorm priorities for work plan**

Each Task Force member was given three votes, with no topic getting more than one vote from an individual, on the eight brainstormed items to determine top priorities for review. Four groups separated as the biggest concern, with two in the minor concern, and two in not enough concern to vote for. The Task Force agreed to drill down on the top four priorities and to table the two minor concern items.

The Task Force agreed to drill down on the top four winners and to table the two minor concern items. City staff to provide their insight into the process for the top 3 vote getters for next meeting. The topics are:

- Communication – Staff to Public and Staff to Staff – 10 votes
- How complete should permit documents be? (including some information that should be decided in the field, and not in permit drawings before demo) – 7 votes
- Permit comment “Feedback Loop” (permit comments trigger drawing revisions that create new comments that require new revisions that create new revisions.....) – 7 votes

The final priority topic was thresholds (>50% ICC value & change of use) that require IBC conformance for structural, fire, ADA, energy code, site development. This was determined to be a large topic that would need to be covered at a later time than the next meeting.

**11:38 Adjournment**