AGENDA

MEETING: Regular Meeting
TIME: Wednesday, August 1, 2018, 5:00 p.m.
LOCATION: Room 16, Tacoma Municipal Building North
733 Market Street, Tacoma, WA 98402

A. Call to Order and Quorum Call

B. Approval of Agenda and Minutes
   • Minutes – June 20, 2018

C. Public Comments
   • Comments are accepted on all discussion items, and are limited to 3 minutes per person.

D. Discussion Items

1. Detached Accessory Dwelling Unit (DADU) Regulations
   • Description: Continue to review the proposed code amendments pertaining to DADUs.
   • Action: Guidance
   • Staff Contact: Lauren Flemister, 253-591-5660, lflemister@cityoftacoma.org

2. Planning Commission’s Rules and Regulations (“Bylaws”)
   • Description: Consider amending the “Absences” provision of the Bylaws.
   • Action: Approval
   • Staff Contact: Lihuang Wung, 253-591-5682, lwung@cityoftacoma.org

E. Communication Items

(1) The next meeting of the Planning Commission is scheduled for Wednesday, August 15, 2018, at 5:00 p.m., in Room 16; tentative agenda (subject to change) includes: Detached Accessory Dwelling Unit (DADU) Regulations.

(2) The next meeting of the Infrastructure, Planning and Sustainability Committee is scheduled for Wednesday, August 8, 2018, 4:30 p.m., in Room 16; tentative agenda (subject to change) includes: Transportation Commission Interviews; Transportation Commission Work Plan; and Traffic Light Synchronization Part 2.

F. Adjournment
TIME: Wednesday, June 20, 2018, 5:30 p.m.
PLACE: Council Chambers, Tacoma, Municipal Building, 1st floor
747 Market Street, Tacoma, WA 98402
PRESENT: Stephen Wamback (Chair), Anna Petersen (Vice-Chair), Ryan Givens, David Horne, Jeff McInnis, Brett Santhuff, Andrew Strobel, Dorian Waller
ABSENT: Carolyn Edmonds

A. CALL TO ORDER AND QUORUM CALL
Chair Wamback called the special meeting (due to changes in starting time and location) to order at 5:30 p.m. A quorum was declared.

Susan Haigh, City Clerk’s Office, conducted the swearing-in of Commissioner Horne (appointed on June 12, 2018, to the District No. 5 position) and Commissioners Waller and Santhuff (reappointed on June 12, 2018, to the District No. 2 and No. 3 positions, respectively).

B. APPROVAL OF AGENDA AND MINUTES
The agenda was approved. The minutes for the June 6, 2018 meeting were approved as submitted.

C. PUBLIC COMMENTS
There was none.

D. DISCUSSION ITEMS
Chair Wamback called the public hearing to order. He gave background information regarding the Planning Commission, and had the Commissioners introduce themselves. He then reviewed the procedures for the hearing.

Christina Curran, Office of Management and Budget, provided a briefing on the subject of the hearing – the proposed 2019-2024 Capital Facilities Program (CFP). She reviewed the legislative framework and requirements for the CFP, its relationship with the City’s budget process, and the prioritization tiers for capital projects (Tiers 1, 2 and 3 representing high, medium and low priorities). Ms. Curran also reviewed that there are 174 proposed projects in the 2019-2024 CFP, 55 being new projects, and 119 carried over. Of the new projects, 47% are recommended for Tier 1, 33% Tier 2, and 20% Tier 3. In addition, there are 31 removed projects, 12 completed projects, and 12 future projects. Ms. Curran completed her presentation with a note on the public notification and outreach efforts for the public hearing.

Chair Wamback called for testimony. The following citizen testified:

- Greg Duras – Mr. Duras stated that as far as capital facilities are concerned he’d like to see more money dedicated toward open spaces and preservation towards the green belt area. He lives near Ruston Way. He says it’s a shame to see the land that’s so pretty over there being developed. He’d like to see money from the city, county, or state for the purchase of more of that green belt and keeping it from being developed.
Chair Wamback closed the public hearing and announced that the hearing record would remain open and written comments would be accepted through Friday, June 29th at 5 PM. He also asked if there were any comments or requests from the Commissioners for Ms. Curran to respond now or at the next meeting on July 18th. Commissioner Givens asked that if a project is not included in the CFP, would it have to wait for six years before it is eventually included. Ms. Curran responded that the CFP provided certain opportunities and levels of funding for projects, but the City can still fund projects not listed in the CFP through other appropriate means or can amend the CFP to add projects that are urgently needed and warranted (such as the case of the amendment to the CFP last year to add a project in response to the Homelessness crisis).

2. 2019 Amendment to the Comprehensive Plan and Land Use Regulatory Code – Scope of Work

3. Planning Commissioner Annual Report for 2017 - 2018

Stephen Atkinson, Planning Services Division, suggested that the Commission modify the agenda to combine discussion items D-2 and D-3 into one, since the scope of work for the 2019 Amendment is a part of the Commission’s annual report for 2017-2018. The Commission concurred.

Lihuang Wung, Planning Services Division, presented the draft Planning Commission Annual Report for 2017-2018, which included the Commission’s accomplishments from July 2017 through June 2018, and the proposed work program for 2018-2020. He highlighted the accomplishments, such as completing the 2018 Amendment, conducting an early scoping for the 2019 Amendment, processing four sets of interim regulations, completing the Tacoma Mall Neighborhood Subarea Plan, conducting nine public hearings, and actively participating in various regional and local planning projects and community functions. On behalf of staff, Mr. Wung expressed his appreciation for the Commissioners’ hard work, dedication, and advice over the year.

Mr. Atkinson reviewed Part II of the annual report, i.e., the proposed Planning Commission Work Program for 2018-2020, which included the docket for the 2019 Amendment and other items slated for completion in 2018, 2019 and 2020. He indicated that the goal was for the Commission to finalize the docket for the 2019 Amendment and to acknowledge and approve other work items.

Regarding the 2019 Amendment docket, for which the Commission had conducted a Public Scoping Hearing on June 6, 2018, Mr. Atkinson reviewed the seven applications contained therein and facilitated the Commission’s discussion.

1. Future Land Use Map (FLUM) Implementation and Area-wide Rezone – This project would reconcile the land use designations and the specific zoning within the city through area-wide rezones. This has been a multiphase process to achieve consistency between the FLUM of the One Tacoma Comprehensive Plan and applicable zoning districts. Over 30,000 tax payers that would be directly affected by the rezoning have been notified of the project. Comments received from the Public Scoping Hearing on this application encompassed such issues as non-conforming uses, historic and cultural resources, transitions between higher density/intensity areas and residential areas, offsite impacts, design and quality, and areas specific concerns for Stadium, Narrows and Wapato Lake. Mr. Atkinson stated that based on public comments received, the large scale of these rezones, the relationship between this and the application of “Commercial Zoning Update”, the depth of engagement and outreach needed, the analysis required, and staff’s workload, staff would recommend the following changes to the scope of work for this application: (a) take a phased approach by conducting residential review in 2019 and postponing the commercial rezones until 2020; (b) remove the Pacific Avenue Corridor rezones from the scope of work as a separate project to be a part of the Bus Rapid Transit System and Transit Oriented Development Study currently undertaken by Pierce Transit, the City and others; and (c) make additional modifications to the scope of work to ensure responsiveness to public concerns.

2. Commercial Zoning Update – The project would revise the design and development standards for the Neighborhood and General Commercial zoning districts and bring these districts into alignment with the One Tacoma Plan to promote more context-sensitive commercial zoning standards. Public comments included a suggestion for a historic resources survey and concerns about non-
conforming uses. Mr. Atkinson noted that this project is somewhat tied into the demolition review and the landmark designation processes (see Application #6). The recommendation from staff would be to: (a) develop the zoning framework in 2019 and apply the framework in 2020 with rezones and development standard amendments; and (b) modify the scope to bolster the review of how any commercial zoning changes could affect any non-conforming uses in those districts.

The Commissioners provided the following comments regarding the applications of FLUM Implementation and Commercial Zoning Update:

• Commissioner Givens commented that the area-wide rezones should be handled geographically, instead of, for example, working on the residential aspect and missing something important. He also wondered if the commercial zoning update was a map change or text change. Mr. Atkinson answered that it’s a mixture of both changes; it could be amendments to what uses are allowed and potentially of what types of development standards could be applied.

• Commissioner McInnis felt that most people are more concerned with the end result than the process. He suggested that throughout all of these changes, we make sure that the character of the areas is maintained.

• Chair Wamback suggested we should emphasize the commercial zoning update and put off the residential review to 2020 or 2021. He felt that what’s lacking in the South Sound is well-paying family wage jobs, not housing, since there is plenty of buildable land for housing under the current development standards and current map. He’s concerned if we don’t densify our commercial real estate and set the table for more commercial development and jobs we’re going to continue losing jobs to Seattle and King County and relegate our public to commuting (25% of our residents are commuting out of the city now, and that number should be a lot less). Mr. Atkinson noted that people have been notified twice of the proposed residential review and that there are some concerns about postponing this, which could lead to the perception that the city is leaving it to each individual property to potentially go through site-specific rezones and develop. He wanted to be cognizant of the multifamily rezones. Brian Boudet, Planning Services Manager, added that the Chair’s point about jobs is very much true, but most of the heat that has been heard from both the Council and community members is on the residential side. Mr. Atkinson also stated that the proposed approach is to take more time to really understand how we can be more effective with that zoning and not rush through both rezones and update development standards at the same time.

• Chair Wamback asked if either of the residential and commercial rezones would impact the boundaries and definitions of mixed-use centers. Mr. Atkinson responded that the intent is to maintain this as a separate update process, since the mixed-use centers have gone through periodic review while other districts (such as C-1 and C-2 commercial districts) have not had that kind of overall review in about 15 years.

• Commissioner McInnis expressed that he agrees with Chair Wamback. He noted that it takes a lot of time to get people to understand about what’s going on, and he is concerned that the team is moving too fast. Mr. Boudet acknowledged that when the project was brought about, the hope was to get it all done in one package in one year; that the proposed phasing is a recognition of limited resources on both staff and the Commission’s resources; and that the phasing is also a reflection of the Commission’s astute comments about how many significant items there are in the Commission’s Work Program that are to be accomplished.

• Commissioner Horne assumed that there may be more people affected by the residential rezones than the commercial rezones, and wondered if the commercial rezones were conducted first would there be any concern that it may affect any residential zones. Mr. Atkinson responded that the reviews of either project may cross paths, i.e., the commercial zoning update may necessitate the revisions to some of the areas of multifamily.
• Commissioner Givens reiterated his comment about being careful during this process and doing this neighborhood by neighborhood in an equitable, fair and respectful manner. Mr. Atkinson said that was a great point and there should be time to look at that.

• Vice-Chair Petersen expressed she’s not either way when it comes to completing the residential or commercial first, but urged everyone to keep in mind the big picture (i.e. the FLUM) and how the city should look in the future.

• Chair Wamback suggested an approach that would establish framework first and implement it by geographical areas. Mr. Boudet commented that the sense of breaking things down from a communication standpoint is a really great concept, but the approach might raise concerns of people in the waiting list areas. Chair Wamback suggested another approach which would establish criteria first and identify areas to address based on the criteria. Mr. Boudet commented that it would be fairly easy to identify “discrepancy areas.”

• Commissioner Santhuff expressed his concurrence with staff’s recommended approach.

• Commissioner Strobel commented that when dealing with future land use, one should look at the population and job demand as the foundation of the methodology for analysis. He also concurred with staff’s approach, but thought the commercial and residential reviews could go together, and not separated. He thought geographical considerations throughout this process are fine but cautioned against getting into the neighborhood subarea plan type of micro zoning.

• Commissioner Waller concurred with Commissioner Strobel and would like to keep the project moving along.

• Chair Wamback asked if the project could result in changes to the FLUM. Vice-Chair Petersen added that we keep talking about changing the zoning, but we really need to recognize that both the zoning and the FLUM can possibly be changed.

• Commissioner McInnis stated that he liked Commissioner Givens’s and Vice-Chair Petersen’s comments, and that he is comfortable moving forward with the staff’s recommendation.

• Chair Wamback noted that this scoping process was a new step and that the Commission and city staff wasted a lot of tax payer money and time on trophy projects last year, e.g., potentially rezoning for one private developer for their car washing facility. We spent time focusing on one specific type of business, and neither of those have positive benefit for the broader community. So the whole effort to amend the annual amendment process to pay more attention to the scoping is great. There should be more meetings for these types of conversations in order to have a solid scope, as this one meeting is not enough. He then asked staff to proceed with the presentation on additional applications.

3. Shoreline Master Program (SMP) – Pursuant to the State Shoreline Management Act, staff would conduct a periodic review of the SMP and make appropriate amendments to reflect changing local circumstances, new information or improved data. Mr. Atkinson stated that staff’s recommendations are to: (a) modify the scope to include the issues raised by Salmon Beach residents; (b) consolidate the Tideflats related issues in the subarea plan; and (c) evaluate standards for Geohazards.

4. Joint Land Use Study (JLUS) Accident Potential Zone (APZ) Overlay – The project would evaluate the findings and recommendations of the JLUS and develop strategies for addressing compatibility with the Joint Base Lewis-McChord, with specific focus on the APZ. There were no public comments received. Staff recommended that the project be withdrawn from the 2019 Amendment docket and conducted off-cycle, due to staffing resources, scheduling and reprioritization.

5. Open Space Corridors: Geologically Hazardous Areas – The project focuses on critical areas standards for development and disturbance within and around erosion and landslide hazard areas – types of Geographically Hazardous Areas associated with steep slope. There was public support for the application. Staff’s recommendation was to withdraw it from the 2019 Amendment docket due to limited staffing resources and reprioritization and to incorporate the analysis in the SMP periodic review.
6. Historic Preservation Code Improvements – This proposal seeks to improve the effectiveness of the Historic Preservation Program through a series of code amendments, including: enhancement of demolition/cultural resources impact review; clarification of the nomination and designation process and project review; and updates to the Historic Conditional Use Permit process. Public comments received included support for the demolition review, both support and opposition to the historic conditional use permit, and considering adjacency review. Staff’s recommendation was to accept the scope as proposed.

Vice-Chair Petersen commented that she would like to see a table or a map that identifies those properties that this applies to. Mr. Atkinson responded that staff can make sure that is explicitly amended into the scope of work.

7. Minor Amendments – The project would amend the One Tacoma Plan and the Land Use Regulatory Code to keep the information current, address inconsistencies, correct errors, and clarify plan and code provisions. There were no public comments received. Staff’s recommendation is to incorporate comments from the Commission regarding the clarity of some of our permitting/zoning procedures.

Upon completing the review of the 7 applications, Mr. Atkinson summarized that 5 applications would remain in the 2019 Amendment docket, with the respective scopes modified as recommended by staff; that the JLUS-APZ application would be removed from the docket and shifted to off-cycle analysis; and that the Open Space/Geohazards application would be removed from the docket and sifted to off-cycle analysis, with appropriate components incorporated in the SMP periodic review. Mr. Atkinson added that a new application regarding the Manitou Annexation is proposed to be included in the docket, as staff believed that it would entail amendments to both the Comprehensive Plan and the Zoning Code. Chair Wamback asked if the Commission would need to be making a recommendation on whether the Manitou area should be annexed. Mr. Boudet clarified that the Commission would make a recommendation on zoning and maps and things associated with that, upon the area’s annexation, and that the Commission can, if so desired to, make a recommendation on whether the area should be annexed, but it’s not necessary. Chair Wamback also stated that because of his employment with Pierce County, he does not feel comfortable being a part of the conversation about the annexation and will turn the gavel to Vice-Chair Petersen whenever this item is on the agenda.

Mr. Boudet provided the last part of the staff presentation by reviewing the remainder of the proposed Work Program, which included projects slated for completion in 2018, 2019 and 2020; on-going planning issues; regional and cross-jurisdictional issues; and emerging and deferred issues. He wanted to highlight the infill pilot program, recognizing there is so much conversation regarding affordable housing. There may be changes big enough to necessitate Comprehensive Plan changes. If that’s the case, then it may shift into the amendment package as well. Chair Wamback noted that “Commercial Zoning Review Phase 2” would now be added to the category of projects slated for completion in 2020.

Vice-Chair Petersen moved to recommend the Planning Commission Annual Report for 2017-2018, including the Planning Commission Work Program for 2018-2020 and the final docket for the 2019 Amendment as discussed and modified, to the City Council’s Infrastructure, Planning and Sustainability (IPS) Committee for review and concurrence. Commissioner Waller seconded the motion. The motion passed unanimously.

E. Communication Items

Mr. Boudet stated that the approved Annual Report and Work Program will be presented to the IPS Committee on July 11, 2018, and asked if the Chair would be attending. Chair Wamback confirmed.

Mr. Boudet reported that the 2018 Amendment package is expected to be adopted by the City Council on June 26, 2018, with certain amendments. The Council is considering remanding to the Commission the View Sensitive District Height Methodology item, which the Commission had put forward with “no recommendation for adoption.” Upon Council’s action, that piece will be put back somewhere into the Planning Commission’s Work Program with timeline to be determined. There also has been some testimony about the Tire Storage item, and specifically concerns about whether or not the new standards would put
the existing operations out of business. There might be some modifications coming to that, Mr. Boudet indicated.

Mr. Boudet reported that regarding Fire Station No. 5 that was talked about at the Community Vitality and Safety Committee meeting last week, there was conversation about whether or not there are other alternative to tearing that historic fire station down.

Chair Wamback noted that both himself and Vice-Chair Petersen would be absent from the next meeting on July 18, 2018, and suggested that Commissioner McInnis be the acting chair for the meeting. The Commissioners concurred.

F. ADJOURNMENT

The meeting adjourned at 7:33 p.m.

*These minutes are not a direct transcription of the meeting, but rather a brief capture. For full-length audio recording of the meeting, please visit:
http://www.cityoftacoma.org/government/committees_boards_commissions/planning_commission/agendas_and_minutes/
To: Planning Commission
From: Lauren Flemister, Senior Planner, Planning Services Division
Subject: Detached Accessory Dwelling Unit (DADU) Regulations
Meeting Date: August 1, 2018
Memo Date: July 26, 2018

Action Requested:
Guidance and Concurrence.

Discussion:
At the next meeting on August 1, 2018, the Planning Commission will discuss issue areas for the project of “Detached Accessory Dwelling Unit (DADU) Regulations.” The discussion will focus on a variety of issues, such as design review, parking, and size. Staff hopes to have clear direction from Planning Commission on these key issues, in order to draft code that targets desired policy outcomes. Attached to facilitate the Commission’s review and discussion is the Discussion Outline.

Project Summary:
The Residential Infill Pilot Program was initiated as a part of the City’s 2015 Annual Amendment to the Comprehensive Plan and Land Use Regulatory Code. The program aims to promote innovative residential infill pilot development types that are underutilized or expanding the areas in the Tacoma where certain development types are permitted.

As the needs of residents and market conditions shift, the urgency to implement learnings from the program increases. Modifications to public outreach and education, the path to codification with design standards and appropriate processes, and the allowance of detached accessory dwelling units outright in certain zoning districts should be reviewed and implemented.

Prior Actions:
- 7/18/2018 – Review of Scope for DADU Codification
- 5/16/2018 – Review of the Scope of Residential Infill Pilot Program Phase II
- 3/1/2017 – Review of Round 1 Application of the Pilot Program and Lessons Learned

Staff Contact:
- Lauren Flemister, Senior Planner, lflemister@cityoftacoma.org, 253-591-5660

Attachments:
- Detached Accessory Dwelling Unit Permanent Regulations Discussion Outline
- Exhibit “A” – TMC 13.05.115 Residential Infill Pilot Program
- Exhibit “B” – TMC 13.06.150 Accessory Dwelling Units
- Exhibit “C” – Residential Infill Pilot Program Handbook Excerpts

c: Peter Huffman, Director
Objectives

- Create detached accessory dwelling unit (DADU) permanent regulations before the end of 2018.
- Create permanent regulations for DADUs that are responsive to the needs of various populations and implement the learnings from the Residential Infill Pilot Program (hereinafter referred to as the Pilot Program) and best practices in the region, while creating a high quality standard and an easily navigable process.

Summary

While all provisions of the Pilot Program code (TMC 13.05.115; see Exhibit “A”) and portions of the ADU code (TMC 13.05.150; see Exhibit “B”) will be reviewed, staff recommends focusing on those provisions that will help increase the potential for high quality projects that positively impact both the homeowner and neighborhood.

Additional areas of study that will impact the scope of review are based on information from the Pilot Program, best practices and benchmarking in the region regarding DADUs and design review, and information from Public Works and Environmental Services. The following issues have been identified for elevated review:

- **Occupancy** – Currently, TMC 13.05.120 states that a maximum of 4 persons shall occupy an ADU. However, Title 2 – Minimum Building and Structures addresses occupancy based on life safety and health issues. Staff will review necessity in defining number of residents in this code section.

- **Ownership** – Both the Pilot Program and ADU code sections state that a property owner must maintain occupancy in either the main building or ADU. Staff will review language for desired outcomes.

- **Parking** – Both code sections do not require off-street parking. Staff will review parking demand in neighborhoods adjacent to mixed-use centers and will review code language to better account for varied site conditions. Staff will also provide a recommendation on the need for a parking plan or statement of parking as a requirement.
- **Home Occupations** – Code review will be conducted between the ADU and home occupation code sections to ensure no conflicts and desired outcomes.

- **Legalization of Nonconforming DADUs** – Code currently covers an amnesty period that sunsetted in 1996. Staff will assess if a new amnesty period should be offered to property owners to bring nonconforming ADUs under permit and which requirements must be met to come into compliance.

- **Size** – As currently defined in the ADU code, the size of an ADU must not exceed 1,000 square feet and cannot exceed 40 percent of the total square footage of the house and ADU or 2/3 of the main building, as well as the ADU and other accessory buildings not exceeding 1,500 square feet. These size requirements will be looked at based on both the relative size of the DADU to the main house, as well as the size of the lot.

- **Design** – The Pilot Program and the ADU codes both lay out some design criteria. The Pilot Program defines 8 elements that must be followed to meet design intent. However, specific design standards were not developed due to the nature of a pilot program and because a review committee made determinations on individual projects. Staff will develop draft design standards that take quality and an appropriate level of compatibility into consideration without creating undue process. Staff will also research and present benchmarking of other City’s standards and processes as it relates to design of DADUs.

- **Site Improvements** – Staff will work with the Site Development group to determine appropriate criteria for walkway size, location, and materiality, as well as ensuring that site improvements meet issues of nexus and proportionality

**Area of Applicability**

City-wide, in all single family residential zoning districts. DADUs are already permitted, as of right, in many higher density zoning districts. The zoning districts that will be impacted by this code amendment include: R-1 (Single-Family Dwelling District), R-2 (Single-Family Dwelling District), R-2SRD (Residential Special Review District), and HMR-SRD (Historic Mixed Residential Special Review District). Parcels must have a main home with one DADU permitted.
Background

In December 2015, the City Council adopted code enacting the Pilot Program, as part of a package of Affordable/Infill Housing code updates. The following infill housing types were reviewed under the Pilot Program:

- Detached Accessory Dwelling Units in single-family zoning districts
- Two-family development on corner lots in the R-2 Single-family District
- Small-scale multifamily development in the R-3 District
- Cottage Housing in most residential districts

The intent of the program was to promote innovative residential infill while ensuring that such infill demonstrates high quality building and site design that is responsive to and harmonious with neighborhood patterns and character.

The Pilot Program was designed for a maximum of three of each infill housing types to be developed (potentially up to 12 in total) through the Pilot Program. (See Exhibit “C”)

Through the application process in early 2017, which has been called Round 1A, the City received 16 project applications, involving three housing types: Detached Accessory Dwelling Units, Cottage Housing, and Two-family Development on Corner Lots. The Project Review Committee comprised of staff and citizen volunteers met on April 27, 2017 to evaluate the applications and recommend up to three projects of each type to move forward to the permitting process. The public was invited to observe the deliberations and offered the opportunity to comment prior to the meeting. During the first part of the Round 1A Selection of Projects, the three available Detached Accessory Dwelling Units in single-family zoned districts were all selected. One space was filled in the Cottage Housing category.

After the initial interest produced by public outreach, a rolling deadline was established. In that time, a two-family housing project was approved. The review committee met on April 30, 2018. Currently, the program spaces are as follows:

Available

Two Two-family Developments on corner lots in the R-2 Single-family District are open.
All three Small-scale Multifamily developments are open.
Two Cottage housing developments (in most residential districts) are open.

Currently Closed

All three Detached Accessory Dwelling Units positions are filled.

As of April 2017, no DADU spaces have been open. Robust community interest in applying for DADUs has continued unabated during the time since the first review
committee meeting. Based on the acute housing need in the City and the level of community interest, City Council passed Resolution No. 39886 in December of 2017 requesting the Planning Commission to modify TMC 13.05.115 to increase the number of DADUs allowed and to review design standards and review processes for the entire Pilot Program.

Subsequent conversations with the Infrastructure, Planning, and Sustainability Committee, as well the Planning Commission have redirected efforts toward increasing capacity by allowing DADUs outright in single family zoning districts and addressing other areas of the Pilot Program as part of the implementation strategy for the Affordable Housing Action Strategy, as part of the 2018-2019 Planning Work Program.

**Options Analysis**

The Planning Commission could choose to create permanent regulations that strongly align with existing code sections. However, the desire to provide clear standards that result in quality with ease of entry and navigation through processes will likely require further analysis and significant modifications to the structure and content of the code.

All options will require the elimination of detached accessory dwelling units from the Pilot Program code section (TMC 13.05.115).

**Outreach Summary**

A comprehensive outreach plan is being developed by PDS and MCO staff. The initial outreach effort will seek to spread awareness of DADUs being removed from the Pilot Program and being allowed outright before the end of the year. A second part of the outreach will seek to publicize the changes to the code and allowance of DADUs in single family zones.

August 2018 – November 2018 – Awareness and information sharing around legislative process

December 2018 – Quarter One of 2019 – Promotion of DADU Program

**Key Stakeholders**

- Neighborhood Councils
- Community Organizations
- Homeowners
- PDS-held List of Interested Parties
- Master Builders’ Association of Pierce County and American Association of Architects
Outreach Tools

- Planning Commission mailing list

- Ongoing
  - Social Media
  - Website Updates
  - Printed Collateral to hand out at meetings, front counter

- Before Code Amendment Process Completion
  - News Release for public hearing, comment, and general program information
  - Tacoma Report
  - City Line
  - Scala Page
  - Workshop with Community Members to discuss potential community utilization
  - Neighborhood Council meeting attendance

- After Code Amendment Process Completion
  - On-hold messaging
  - “How-to” Workshop/Panel with DADU Infill Pilot Program applicants

Staff will provide a completed outreach plan at the Planning Commission meeting on August 1st.

Exhibits

- “A” – TMC 13.05.115 Residential Infill Pilot Program
- “B” – TMC 13.06.150 Accessory Dwelling Units
- “C” – Excerpts from Residential Infill Pilot Program Handbook
13.05.115 Residential Infill Pilot Program

A. Purpose. To promote innovative residential infill development types, while ensuring that such development demonstrates high quality building and site design that is responsive to and harmonious with neighborhood patterns and character. In addition, the Pilot Program is intended to develop a body of successful, well-regarded examples of innovative residential infill in order to inform a later Council decision whether to finalize development regulations and design standards for some or all of these infill housing types.

B. Term. The Pilot Program will commence when infill design guidelines illustrating in graphic format the intent and requirements of this section have been developed, with input from the Planning Commission, and authorized by the Director. The Pilot Program will be reassessed as directed by the City Council or by the Director. Once three of any of the categories has been completed, no additional applications will be accepted for that category until further Council action has been taken.

C. Applicability. The provisions of this section apply to the following categories of residential infill:

1. Detached Accessory Dwelling Units within the R-1, R-2, R-2SRD and HMR-SRD Districts,
2. Two-family or townhouse development within the R-2 District,
3. Multifamily development within the R-3 District, and
4. Cottage Housing development within any residential district except the HMR-SRD District.

D. The pertinent provisions of TMC 13.06 regarding residential districts, the development and permitting requirements described therein, as well as any other pertinent section of the TMC shall apply.

E. There shall be a minimum distance of 1,000 feet separating pilot program housing developments within the same category.

F. Only one Detached Accessory Dwelling Unit may be developed within designated Historic Districts under the Pilot Program.

G. Submittals. Proponents of any of the above innovative residential infill development types shall submit the following:

1. A site plan.
2. Building elevations from all four sides.
3. A massing study.
4. Photographs of any existing structures that will be altered or demolished in association with the proposal, as well as photographs of the structures on adjacent parcels.
5. A narrative and any supporting exhibits demonstrating how the project will be consistent with the Pilot Program intent and the provisions of this section.
6. Demonstration that the proposal would meet all pertinent TMC requirements, including those contained in TMC 13.06.100.
7. A complete application, along with applicable fees, for any required land use permits, including conditional use and Accessory Dwelling Unit permits. Such processes may require public notification or meetings.
8. The Director reserves the right to request additional information and documentation prior to beginning the City’s review.

H. Review process. The Director will convene a special advisory review body which shall function in an advisory capacity to provide input prior to the Director or Hearing Examiner’s decision and conditions of approval.

1. This body will include the following representatives:
   a. The Director or designee;
   b. The Long Range Planning Manager or designee;
   c. A City staff member with residential building and site development expertise;
d. A designee representing the area Neighborhood Council where the project is proposed;
e. An architect or urban design professional; and,
f. A representative of the Landmarks Preservation Commission, if the project is within an Historic or Conservation District or would affect or be adjacent to historically significant properties.

2. The Historic Preservation Officer shall be consulted to assess potential adverse impacts to historically designated properties or properties eligible for historic designation. To mitigate or avoid adverse impacts, conditions recommended by the Historic Preservation Officer may include:

a. Designation of the historically significant property to the Tacoma Register of Historic Places.
b. Avoidance of the historically significant property or minimizing exterior changes to the property.
c. Documentation and architectural salvage of the historically significant property, if demolition cannot be avoided.

3. The special advisory review body will assess the consistency of the proposal with the following criteria. All proposals submitted under the provisions of this section must demonstrate the following:

a. Responsiveness to the following basic neighborhood patterns established by existing development in the area.
   (1) Street frontage characteristics.
   (2) Rhythm of development along the street.
   (3) Building orientation on the site and in relation to the street.
   (4) Front setback patterns.
   (5) Landscaping and trees.
   (6) Backyard patterns and topography.
   (7) Architectural features.
   (8) Historic character, if located within a designated Historic District.
   (9) Whether adverse impacts to properties that are eligible for listing on a historic register can be mitigated.

b. Pedestrian-friendly design. The proposed development must provide direct and convenient pedestrian access from each dwelling to abutting sidewalks and public pathways and must emphasize pedestrian connectivity. The quality of the pedestrian experience within the site and in the abutting public right-of-way shall be high.

c. De-emphasize parking. The proposal must meet the parking requirements of TMC 13.06.510 in a manner that de-emphasizes parking in terms of its prominence on the site and its visibility from the public right-of-way.

d. Minimize scale contrasts, shading and privacy impacts. The proposal must demonstrate that it will limit abrupt changes in scale between the proposed development and existing buildings on adjacent parcels. Privacy and shading impacts on abutting parcels must be prevented or reduced to a reasonable extent.

e. Create usable outdoor (or yard) spaces. The proposal must provide usable and functional outdoor or yard space that will be an amenity to its residents.

f. Sustainable features. In the case of multifamily development in the R-3 District, and cottage housing, the proposal must provide documentation of the incorporation of sustainability features through one of the following certification programs:
   1. Built Green 3 Stars or LEED Bronze; or,
   2. Greenroads Bronze rating if full new roadway sections are constructed as part of the project;

g. Consistency with code requirements. The proposal must be consistent with the applicable provisions of TMC 13.06 and other applicable requirements. The Director has discretion to increase, decrease or modify development standards including setbacks, height and parking in order to ensure the proposal is fully consistent with the intent of the Pilot Program.
I. Decision. As part of the associated land use decision, the Director or Hearing Examiner shall determine whether the proposal meets the intent of this section and incorporate conditions as appropriate into the land use and building permit approvals. In the case of projects in historic or conservation districts, or individually designated landmarks, Landmarks Preservation Commission approval will be required pursuant to TMC 13.05.045.

(Ord. 28336 Ex. B; passed Dec. 1, 2015)
13.06.150 Accessory dwelling units.

A. Intent. Accessory dwelling units (hereinafter referred to as “ADUs”) are intended to:

1. Provide homeowners with a means of providing for companionship and security.
2. Add affordable units to the existing housing supply.
3. Make housing units within the City available to moderate income people.
4. Provide an increased choice of housing that responds to changing needs, lifestyles (e.g., young families, retired), and modern development technology.
5. Protect neighborhood stability, property values, and the single-family residential appearance by ensuring that ADUs are installed in a compatible manner under the conditions of this section.
6. Increase density in order to better utilize existing infrastructure and community resources and to support public transit and neighborhood retail and commercial services.

B. Procedures. Any property owner seeking to establish an ADU in the City of Tacoma shall apply for approval in accordance with the following procedures:

1. Application. Prior to installation of an ADU, the property owner shall apply for an ADU permit with Planning and Development Services. A complete application shall include a properly completed application form, floor and structural plans for modification, and fees as prescribed in subsection B.2 below.
2. Fees. Fees shall be required in accordance with Section 2.09.020. Upon sale of the property, a new owner shall be required to sign a new affidavit and to register the ADU, paying the applicable fee in accordance with Section 2.09.020.
3. Notice on title. The owner of any property containing an ADU shall record with the Pierce County Auditor a notice on title of the ADU. Such notice shall be in a form as specified by Planning and Development Services, and shall include as a minimum: (a) the legal description of the property which has been permitted for the ADU; (b) affirmation that the owner shall occupy either the main building or the ADU, and agrees to all requirements provided in subsection C.; and (c) the conditions necessary to apply the restrictions and limitations contained in this section. The property owner shall submit proof that the notice on title has been recorded prior to issuance of an ADU permit by Planning and Development Services. The notice on title shall run with the land as long as the ADU is maintained on the property. The property owner may, at any time, apply to Planning and Development Services for a termination of the notice on title. Such termination shall be granted upon proof that the ADU no longer exists on the property.
4. Permit. Upon receipt of a complete application, application fees, proof of recorded notice on title, and approval of any necessary building or other construction permits, an ADU permit shall be issued.
5. Inspection. The City shall inspect the property to confirm that minimum and maximum size limits, required parking and design standards, and all applicable building, health, safety, energy, and electrical code standards are met.
6. Violations. A violation of this section regarding provision of ownership shall be governed by subsection C.4, and a violation of provision of legalization of nonconforming ADUs shall be governed by subsection C.7. Violations of any other provisions shall be governed by Section 13.05.100.
7. Detached ADUs in the R-1, R-2, R2-SRD and HMR-SRD Districts are reviewed under the provisions of the Residential Infill Pilot Program per TMC 13.05.115. Such applications shall provide for notification of property owners within 100 feet.

C. Requirements. The creation of an ADU shall be subject to the following requirements, which shall not be subject to variance.

1. Number. One ADU shall be allowed per residential lot as a subordinate use in conjunction with any new or existing single-family detached dwelling in the City of Tacoma.
2. Occupancy. The maximum number of occupants in an ADU shall be 4 persons. Maximum occupancy may be further limited by the Minimum Building and Structures Code in Title 2.
3. Composition. The ADU shall include facilities for cooking, living, sanitation, and sleeping.

4. Ownership. The property owner (i.e., title holder or contract purchaser) must maintain his or her occupancy in the main building or the ADU. Owners shall record a notice on title which attests to their occupancy and attests that, at no time, shall they receive rent for the owner-occupied unit. Falsely attesting owner-residency shall be a misdemeanor subject to a fine not to exceed $5,000, including all statutory costs, assessments, and fees. In addition, ADUs shall not be subdivided or otherwise segregated in ownership from the main building.

5. Parking. No off-street parking is required for the ADU. If additional ADU parking is provided, such parking shall be located in the rear portion of the lot and shall not be accessed from the front if suitable access to the rear is available, such as an abutting right-of-way that is or can practically be developed. If access is not practically available to the rear yard, subject to determination by the City Engineer, then vehicular access to the front may be developed subject to the limitations in Section 13.06.510.A.6.

6. Home occupations. Home occupations shall be allowed, subject to existing regulations. However, if both the main building and the ADU contain home occupations, only one of the two is permitted to receive customers on the premises.

7. Legalization of Nonconforming ADUs. Nonconforming ADUs existing prior to the enactment of these requirements may be found to be legal if the property owner applied for an ADU permit prior to December 31, 1995, and brings the unit up to Minimum Housing Code standards. After January 1, 1996, owners of illegal ADUs shall be guilty of a misdemeanor and, upon conviction thereof, subject to a fine not to exceed $1,000, including all statutory costs, assessments, and fees, plus $75 per day after notice of the violation has been made. All owners of illegal ADUs shall also be required to either legalize the unit or remove it.

D. Bulk, Location and Design Requirements. The creation of an ADU shall be subject to the following requirements:

1. Size. The ADU, excluding any garage area and other non-living areas, such as workshops or greenhouses, shall not exceed 40 percent of the total square footage of the main building and the ADU combined, after modification or construction. An ADU shall not contain more than 1,000 square feet. In addition, detached ADUs shall meet the standards of 13.06.100.F. Accessory building standards.

2. Height. The maximum height for detached ADUs shall be 18 feet, measured per the Building Code. Detached ADUs shall be no taller than the main house. The conversion of an existing accessory structure taller than 18 feet may be authorized through issuance of a Conditional Use Permit. In such cases, the structure shall not intercept a 45-degree daylight plane inclined into the ADU site from a height of 15 feet above existing grade, measured from the required 5 foot setback line; and, second story windows facing abutting properties, and within 10 feet of the property line, shall be constructed in a manner to prevent direct views into the neighboring property, through such methods as clerestory windows, or semi-translucent glass.

4. Location. The ADU shall be permitted as a second dwelling unit added to or created within the main building or, when allowed, permitted as a detached structure located in the rear yard.

5. Setbacks. Detached ADUs shall be setback a minimum of 5 feet from the side and rear property lines, excepting that no setback from the alley shall be required.

6. Design - Attached ADUs. An attached ADU shall be designed to maintain the architectural design, style, appearance, and character of the main building as a single-family residence. If an attached ADU extends beyond the current footprint or existing height of the main building, such an addition must be consistent with the existing façade, roof pitch, siding, and windows. Only one entrance is permitted to be located in the front façade of the dwelling. If a separate outside entrance is necessary for an attached ADU, it must be located either off the rear or
side of the main building. Such entrance must not be visible from the same view of the building which encompasses the main entrance to the building and must provide a measure of visual privacy.

7. Design - Detached ADUs. A detached ADU shall be designed to complement the architectural design, style, appearance, and character of the main building by utilizing complementary colors and finish materials, window styles, and roof design to the main building. The entrance door to a detached ADU shall not face the same property line as the entrance door to the main building except when the entrance door to the ADU is located behind the rear wall of the main building. The Detached ADU structure shall be the only accessory structure allowed on the parcel, though it can be integrated into a structure that includes a garage or other non-habitable space.

8. Walkways. For ADUs with a separate exterior entrance, a pedestrian walkway shall be provided between the ADU and the nearest public sidewalk, or where no sidewalk exists, the nearest public street right-of-way. The walkway shall be at least 4 feet wide and composed of materials that are distinct from any adjacent vehicle driving or parking surfaces. The walkway may function as a shared pedestrian/vehicle space provided that it is constructed of distinct materials, is located along an exterior edge of a driving surface, and vehicles are not permitted to park on the walkway.
CITY OF TACOMA

RESIDENTIAL INFILL PILOT PROGRAM

A handbook for building new housing on existing residential properties

TMC 13.05.115 Residential Infill Pilot Program
November 2016
CONTENTS

Ø1 INTRODUCTION
   Purpose ............................................. 1
   Background ....................................... 1
   Conditional Use Permits ...................... 2

Ø2 TYPES OF INFILL
   ACCESSORY DWELLING UNITS .............. 5
   TWO-FAMILY HOUSING ....................... 9
   MULTI-FAMILY HOUSING ..................... 13
   COTTAGE HOUSING ......................... 19

Ø3 DESIGN ELEMENTS
   Elements .......................................... 23
   Development Areas of Focus ............... 25

Ø4 PILOT PROGRAM PROCESS
   Code Language ................................. 27
   Timeline ......................................... 27
   Locating Infill Projects .................... 28
   Statements of Interest ...................... 31
   Submittal Application ....................... 31
   Review Process ............................... 31
   Selection ....................................... 32
   Procedures and Fees ....................... 32

Ø5 RESOURCES
   Tacoma Projects ............................... 35
   Other Cities’ Examples .................... 35
   Planning Commission ..................... 35
TYPES OF INFILL:

- ACCESSORY DWELLING UNITS
- TWO-FAMILY HOUSING
- MULTI-FAMILY HOUSING
- COTTAGE HOUSING
INTRODUCTION

PURPOSE

The purpose of the Residential Infill Pilot Program (referred to as the Pilot Program throughout the remainder of this document) is to promote innovative residential infill development types and housing choice, while ensuring that such development demonstrates high quality building and site design that is responsive to and harmonious with neighborhood patterns and character. In addition, the Pilot Program is intended to develop a body of successful, well-regarded examples of innovative residential infill in order to inform a future Council decision on development regulations and design standards for some or all of these infill housing types.

BACKGROUND

In December 2015, the City Council adopted code language enacting the Pilot Program as part of a package of Affordable/Infill Housing code updates. The following infill housing types will be reviewed under the Pilot Program:

- Detached Accessory Dwelling Units (DADU) in single-family zoning districts (R-1, R-2, R2-SRD, HMR-SRD)
- Two-family or townhouse (TF) development within the R-2 Single-Family District
- Small-scale multifamily (MF) development within the R-3 District
- Cottage Housing (COT) development within any residential district except HMR-SRD District

A maximum of three of each housing type may be developed for a maximum of twelve projects through the Pilot Program.

Infill Defined:

New development that is sited on vacant or undeveloped land within an existing community, and that is enclosed by other types of development.

Infill Housing Types:

<table>
<thead>
<tr>
<th>DADU</th>
<th>TF</th>
<th>MF</th>
<th>COT</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>4</td>
<td>4</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
</tr>
</tbody>
</table>

Maximum number of applications that will be selected for the Pilot Program

*The number of applicants (represented by colored hexagons per housing type) does not change the number of projects chosen to move forward under the Pilot Program.

The anticipated Pilot Program launch is October 2016. At that time, the City will begin more detailed discussions with applicants wishing to develop one of the infill housing options. The review committee of staff and Tacoman citizens formed by Planning and Development Services (PDS) will select up to three of each housing type based on how well they demonstrate the Pilot Program’s design principles and objectives, as well as meet related City requirements. Proponents of the projects selected will be invited to submit full permit applications.
**PROCESS TO APPLY**

**Scoping and Preparation**

Staff will be available to discuss project ideas with potential applicants. In addition, planning staff can put potential applicants in contact with staff in other departments and divisions to add with information gathering and necessary clarifications. This period is intended to help applicants determine if a project is well-suited to go through the Residential Infill Pilot Program process.

**Pre-Application Meeting**

As on all development projects, staff will be available to help individuals in the preliminary planning stage on your infill proposal. Any level of detail can be a basis for conversation and analyzing areas that need additional attention or correction.

**Pilot Program Application**

After working with staff to develop project particulars, applications will be accepted in a window from January to February. Precise dates will be announced at a later date.

**Public Early Involvement Meetings**

In order for public feedback to be heard and to provide comprehensive information to the review committee, meetings will be scheduled to hear public comment about potential residential infill pilot projects.

**Project Program Review Committee Meeting**

The committee will meet to review the merits of all eligible projects that have been submitted via application to staff. A scoring rubric, which will be made available in advance of the application window, will be used to rank projects.

**Permitting Process**

All projects are subject to typical regulations and fees associated with project type and size. If the applicant is ready, the project may be submitted after notification of project acceptance. Otherwise, more time should be taken to develop the project for permit submittal.
INTRODUCTION

CONDITIONAL USE PERMITS

In many zones, there are uses that may be compatible, but because of their size, operating characteristics, potential off-site impacts, and/or other similar reasons, these uses warrant special review on a case-by-case basis. The purpose of the conditional use permit review process is to determine if such a use is appropriate at the proposed location and, if appropriate, to identify any additional conditions of approval necessary to mitigate potential adverse impacts and ensure compatibility between the conditional use and other existing and allowed uses in the same zoning district and in the vicinity of the subject property.

A conditional use permit will be required for two-family development within the R-2 district, multi-family development within the R-3 district, and cottage housing development within any residential district except HMR-SRD. DADUs do not require a conditional use permit unless taller than 18’ to midpoint of the roof. All DADUs must be developed in the R-1, R-2, R2-SRD and HMR-SRD districts and require an administrative land use permit.

See Locating Infill Projects in Chapter 4 of this document which provides more detail on the zoning for allowable housing types and defines the residential zoning districts. Also, see TMC 13.06.100, -.200, -.300, and -.400 which identifies which uses require a conditional use permit. These uses may be authorized by the Director or Hearing Examiner in accordance with the procedures established in TMC 13.05 and the applicable criteria outlined under Procedures and Fees in Chapter 4 of this document.
RESIDENTIAL INFILL PILOT PROGRAM

Height Limit Requirements for new DADU. CUP is required only for buildings taller than 18’ to midpoint of roof plane.

ADU in Tacoma, WA. Photo Credit: Lauren Flemister.

DADU in Seattle, WA. Photo Credit: Seattle Department of Construction and Inspections.
ACCESSORY DWELLING UNITS

Definitions

Accessory Dwelling Units (ADUs): A self-contained living space within a house or on the same lot as an existing single-family home that is established through a permit process.

A legally permitted unit in the home is called an attached accessory dwelling unit. A legally permitted unit on the property (but not within the home) is called a detached accessory dwelling unit (DADU) sometimes called a backyard cottage or mother-in-law apartment.

Only DADUs will be considered under this Pilot Program.

Zoning

Under the Pilot Program, DADUs will be reviewed in single-family zoning districts: R-1, R-2, R2-SRD and HMR-SRD. See Locating Infill Projects in Chapter 4 of this document for allowable locations for this type of development.

Permitting

ADUs do not need to go through a conditional use permit process as long as they meet the criteria presented in this section.

Submittal Requirements

See checklists in Chapter 4 for complete submittal requirements under the provisions of the Pilot Program.

References

• TMC 13.06.150 - Accessory Dwelling Units
• TMC 13.05.115 - Residential Infill Pilot Program
Example 1: DADU with No Alley
DADUs also need to meet standards in TMC 13.06.100.F building standards

Example 2: DADU with Alley
DADUs also need to meet standards in TMC 13.06.100.F building standards
Criteria

The success of the pilot program will be based on the production of exemplary projects; once staff and Council know the best of what is possible, we will be able to create code and design guidelines that will encourage consistent, good-quality projects of these types. Some of the principles in the Comprehensive Plan and the Strategic Plan and requirements found in portions of municipal code provide guidance to shape the design elements of the projects we hope will arise from the pilot program. The following elements provide a design framework to help applicants design site plans and buildings that will match the vision of pilot program.

Element One

In the City of Tacoma, there are distinct residential patterns in various areas of the city. Many of the neighborhoods are well-designed and possess a character beloved by residents, so many cues can be taken from the existing style of the neighborhood. Successful projects will be compatible with the following patterns established by existing neighborhood development:

1. Street frontage characteristics
   - consider the entries (pedestrian and vehicular), location of exterior temporary and permanent fixtures, walkways, etc.

2. Rhythm of development along the street
   - consider scale of building(s), size of openings (doors and windows), amount of and location of lot coverage

3. Building orientation on the site and in relation to the street
   - consider location and direction of building, entries, walkways, and driveways

4. Front setback patterns
   - consider and follow setback requirements set out in code and present in your neighborhood

5. Landscaping and trees
   - site development associated with any proposed projects should either follow or improve upon existing vegetation patterns

6. Backyard patterns and topography
   - site development associated with any proposed projects should be consistent with neighborhood characteristics and properly and safely accommodate the new or modified structure(s)

7. Architectural features
   - building details may be consistent with those of any other buildings on the site and/or other buildings in the neighborhood. An updated or modernized style will be considered provided the quality and design are considered to be appropriate for the project and neighborhood

8. Historic character, if located within a designated Historic District.
   - if the proposed project is in a historic district or the house has special architectural features or is landmarked, the proposed design must be responsive to the main house and/or neighboring structures
Element Two

Walkability and connectivity are core principles in the City’s Comprehensive Plan. Walkable neighborhoods promote health and wellness and create an accessible environment with more ways to engage citizens. Pedestrian-friendly design will be a key component of any proposed project or development. Each structure must provide direct and convenient pedestrian access from each dwelling to abutting sidewalks and public pathways. Additionally, the proposed development must emphasize pedestrian connectivity. The quality of the pedestrian experience within the site and in the abutting public right-of-way will also be taken into consideration. Consider nice outdoor space and landscaping as an important component of your overall design.

Element Three

Parking, while very important, often detracts from good neighborhood design if it is too prominently located. Each proposal should consider ways to de-emphasize parking – every proposal must meet the parking requirements of TMC 13.06.510 in a manner that makes parking less visible and dominant, particularly from the public right-of-way.

Element Four

Proper scale and the protection of privacy help to maintain neighborhood character and harmony. Each proposal should minimize scale contrasts and privacy impacts – The proposal must demonstrate that it will limit abrupt changes in scale between the proposed development and existing buildings on adjacent parcels. Specific height and area requirements are provided in this handbook and in code. Privacy impacts, such as the orientation of doors, windows, and parking areas, should be considered as part of this analysis.
**Element Five**

Each of the housing types in the pilot program must have outdoor space for residents to enjoy. Create usable outdoor (or yard) spaces. The proposal must provide usable and functional outdoor or yard space that will be an amenity to its residents.

**Element Six**

Sustainable and environmentally-responsible design are strongly encouraged in each proposal. The use of environmentally-friendly materials, low-usage light and plumbing fixtures, as well as water and energy conservation should be addressed. The proposal must provide documentation of the incorporation of one of the following green building and site features as follows (Detached ADUs exempt from this requirement):

1. Built Green or LEED Bronze; or,

2. Greenroads Bronze rating;

**Element Seven**

As with all development projects in the City of Tacoma, there must be a consistency with all applicable code requirements. The proposal must be consistent with the provisions of TMC 13.06 and to other applicable requirements.

**Development Areas of Focus**

**Fire**

Please consider how City of Tacoma emergency personnel will access each housing unit, in the event of medical and fire emergencies. Determine how close your entrance is to the nearest fire hydrant; if the required distance is exceeded, you will need to sprinkle your building.

**Building**

New energy code may impact the conversion of existing buildings. If converting an existing structure, pay close attention to slab edge insulation, egress windows, and the sizes of rooms.

Fire separation must be 5 feet for each building, for a total of 10 feet.

**Site Development**

Be mindful of critical areas, such as wetlands, steep slopes, and any other geological hazards. Be prepared to discuss the number and location of water meters based on who you anticipate will be occupying the development (family, tenants, caretakers, etc.).

Consider how circulation, both vehicular and pedestrian, will occur on the project site and how any vehicles will be parked and stored. If applicable, have a plan for stormwater diversion, storage, and/or filtration.

**Utilities**

Since some projects are an increase in density in populated neighborhoods, please check the capacity of utilities at the outset of your project. Setbacks for access and maintenance of sewer lines in alleys must be addressed. If a multi-unit project is being pursued, consider optimization of side sewer design.

Consider how solid waste will be processed (try to avoid overuse of single containers) and design appropriate screening for containers.

Electrical will likely need to be separately metered. There are safety concerns for power lines in the alley ROW that may cause restrictions during construction and may result in a need to underground electrical wires.

If you have any questions, please reach out to staff; coordination with staff in Public Works and TPU will be coordinated.
PILOT PROGRAM PROCESS

CODE LANGUAGE

On December 1, 2015 the City Council adopted Amended Ordinance Number 28336, approving proposed amendments to the Tacoma Municipal Code concerning affordable and infill housing. This action adopts a range of affordable and infill housing code changes based on concepts initially recommended by the Affordable Housing Policy Advisory Group. Key changes include:

- Lot size flexibility and small lot design standards
- Creation of a Residential Infill Pilot Program for certain housing types
- Creation of affordable housing incentives and bonuses, and requirements for residential upzones

TIMELINE

The Pilot Program will launch in November 2016. Pre-application meetings and application submittal will occur during the first couple months of 2017 and application submittal and review will be completed by early to mid-spring. A primary goal is to have construction underway on smaller projects by the middle of 2017.

The permitting process for this program will move in tandem with the conditional use permit process as needed, sharing submittals, review meetings and State Environmental Permitting Act documentation and public notice.

At any point in the process, City of Tacoma staff are available to answer any questions about the timeline and schedule.

PART 1. PILOT PROGRAM

PART 2. PERMIT REVIEW PROCESS

See pages 2-3 for more details on the Pilot Program and permit process.
LOCATING INFILL PROJECTS

The Tacoma Residential Infill Program is limited to the following areas in City of Tacoma. The zoning maps above identify locations where the following infill is allowed.

1. Detached Accessory Dwelling Units within the R-1, R-2, R2-SRD and HMR-SRD Districts,
2. Two-family or townhouse development within the R-2 District,
3. Multifamily development within the R-3 District, and
4. Cottage Housing development within any residential district except the HMR-SRD District.

During the infill program there shall be a minimum distance of 1,000 feet separating pilot program housing developments within the same category.

For a more detailed map and to find what district your property is located in, visit: http://www.govme.org/Common/gMap/MGMain.aspx.

You may also call Planning and Development Services at (253) 591-5577 for more information.

Residential Zoning Districts Defined

The residential zoning district’s primary use is for single-family and multi-family housing. Community facilities such as parks, schools, daycares, golf courses, and religious facilities may also be appropriate in the residential districts. The specific purpose of the residential districts, as well as development standards, can be found in the Tacoma Municipal Code Section 13.06.100.

R-1: Single-Family Dwelling District. The R-1 District is intended for a typical single-family residential neighborhood.
STATEMENTS OF INTEREST
City will immediately begin accepting statements of interest from applicants wishing to develop one of the infill housing options. Please visit www.cityoftacoma.org/infill for instructions on how to notify Planning and Development Services of your interest in the program.

A review committee will select up to three of each housing type based on how well they demonstrate the Pilot Program’s design principles and objectives, meet community needs, and meet related City requirements. Proponents of the projects selected will be invited to submit full permit applications with a desired 2017 construction start time.

APPLICATION SUBMITTAL
The applications may be submitted through the City of Tacoma Accela system at https://aca.accela.com/tacoma (see image below). After you register for an account, log in and select Permits. Read/accept the disclaimer, then select Pre-Application Request. Fill out the request form as completely as possible and attach all items listed on the Pilot Program Application Checklist as PDF attachments.

REVIEW PROCESS
The Director of Planning and Development Services (Director) will convene a special advisory review body. This group will review complete applications in an advisory capacity and make recommendations to the Director or the Hearing Examiner. The Director or Hearing Examiner will review the recommendations and make final decision and identify conditions of approval.

SELECTION
Following the completion of the application submittal, the Infill Pilot Program Special Advisory Review Committee will make a recommendation to move forward with selected projects. As part of the associated land use decision, the Director shall determine whether the proposal meets the intent of this section and incorporate conditions as appropriate into the administrative land use and building permit approvals. In the case of projects in historic or conservation districts, or individually designated landmarks, Landmarks Preservation Commission approval will be required pursuant to TMC 13.05.045.

PILOT PROGRAM APPLICATION CHECKLIST

- Site plan to scale
- Building elevations (exterior view of all sides)
- Massing study
- Existing condition photos
- Narrative and supporting exhibits
- Demonstrate meeting TMC 13.06.100 and other pertinent requirements
- Any additional information or documentation requested by the Director prior to beginning the City’s review
- Application

Checkmarks (✓) throughout the remainder of this document identify completed Pilot Program application requirements above. These items overlap the Building Permit and CUP Submittal checklists, though they may need to be modified throughout the selection process to reflect City and public feedback.

For more information, see TMC 13.05.115.
electrical code standards are met.

- **Violations.** A violation of this section regarding provision of ownership shall be governed by subsection C.4, and a violation of provision of legalization of nonconforming ADUs shall be governed by subsection C.7. Violations of any other provisions shall be governed by Section 13.05.100.

- Detached ADUs in the R-1, R-2, R2-SRD and HMR-SRD Districts are reviewed under the provisions of the Residential Infill Pilot Program per TMC 13.05.115. Such applications shall provide for notification of property owners within 100 feet.

### Conditional Use Permit (CUP) General Criteria

A CUP shall be subject to the following criteria:

- There shall be a demonstrated need for the use within the community at large which shall not be contrary to the public interest.

- The use shall be consistent with the goals and policies of the Comprehensive Plan, any adopted neighborhood or community plan, and applicable ordinances of the City of Tacoma.

- For proposals that affect properties that are listed individually on the Tacoma Register of Historic Places, or are within historic special review or conservation districts, the use shall be compatible and consistent with applicable historic preservation standards, and goals, objectives and guidelines of the historic or conservation districts. Proposed actions or alterations inconsistent with historic standards or guidelines as determined by the Landmarks Commission are a basis for denial.

- The use shall be located, planned, and developed in such a manner that it is not inconsistent with the health, safety, convenience, or general welfare of persons residing or working in the community. The following should be considered:
  - The generation of noise, noxious or offensive emissions, light, glare, traffic, or other nuisances which may be injurious or to the detriment of a significant portion of the community.
  - Availability of public services which may be necessary or desirable for the support of the use. These may include, but shall not be limited to, availability of utilities, transportation systems (including vehicular, pedestrian, and public transportation pathways).
To: Planning Commission
From: Lihuang Wung, Planning Services Division
Subject: Planning Commission Rules and Regulations ("Bylaws")
Meeting Date: August 1, 2018
Memo Date: July 26, 2018

Action Requested:
Amend the Planning Commission’s Rules and Regulations ("Bylaws") concerning “Absences.”

Discussion:
At the meeting on August 1, 2018, the Commission will consider amending the “Absences” provision in Section IV.E of its Bylaws, to be in conformity with relevant provision as set forth in the Tacoma Municipal Code (TMC), Section 13.02.010.

Attached are a copy of TMC 13.02 and the tracked-change version of the Bylaws depicting the proposed modifications to Section IV.E. Note that the Commission may also amend any other sections of the Bylaws as deemed necessary and appropriate.

Project Summary and Prior Actions:
It has been the practice of the Commission to review the Bylaws on a periodic basis and seek opportunities for continuous improvement to the Commission’s operations.

On March 21, 2018, the Commission suggested that Section IV.E concerning “Absences” be revisited in order to improve the effectiveness of said provision and alleviate the impacts of absences to the Commission’s operations.

On April 4, 2018, the Commission reviewed the results of some benchmarking research provided by staff and contemplated potential changes to Section IV.E. The Commission also realized that since the “absences” provision in the Bylaws corresponds and conforms to that in TMC 13.02.010, changes to Section IV.E must be preceded by similar changes to TMC 13.02.010.

On May 2, 2018, the Commission developed proposed amendments to TMC 13.02.010, added such amendments to the “Code and Plan Cleanups” application of the Proposed Amendments to the Comprehensive Plan and Land Use Regulatory Code for 2018 (“2018 Amendment”), and forwarded the 2018 Amendment package to the City Council for consideration for adoption.

On June 26, 2018, the City Council adopted the 2018 Amendment package, with certain modifications, per Substitute Amended Ordinance No. 28518. The Council’s modifications did not include the amendments to TMC 13.02.010. The adopted 2018 Amendment package became effective on July 18, 2018.

Staff Contact:
Lihuang Wung, Senior Planner, (253) 591-5682, lwung@cityoftacoma.org

Attachments:
A. Tacoma Municipal Code 13.02 (as amended, June 26, 2018; effective, July 18, 2018)
B. Planning Commission’s Rules and Regulations (August 1, 2018 Review Draft)

c: Peter Huffman, Director
CHAPTER 13.02
PLANNING COMMISSION

Sections:
13.02.010 Creation – Appointment.
13.02.015 Establishment of advisory committees.
13.02.016 Repealed.
13.02.030 Expenditures – Budget.
13.02.040 Duties and responsibilities.
13.02.041 Quorum.
13.02.043 Definitions.
13.02.044 Comprehensive Plan.
13.02.045 Adoption and amendment procedures.
13.02.050 Repealed.
13.02.053 Area-wide zoning reclassifications.
13.02.055 Moratoria and interim zoning.
13.02.057 Notice for public hearings.
13.02.060 Repealed.

13.02.010 Creation – Appointment.

Pursuant to the authority conferred by Article II, Section 11, of the Constitution of the State of Washington, and Section 3.8 of the Tacoma City Charter, there is hereby created a City Planning Commission consisting of nine members, who shall be residents of Tacoma. The members shall be appointed and confirmed by a majority of the City Council. One member shall be appointed by the City Council for each of the five council districts. The Council shall appoint to the four remaining positions an individual from each of the following: (a) the development community; (b) the environmental community; (c) public transportation; and (d) a designee with background in architecture, historic preservation, and/or urban design.

At the expiration of each respective three-year term, a successor shall be appointed by the City Council. Each Commissioner may serve until appointment and qualification of a successor.

Vacancies occurring otherwise than through the expiration of term shall be filled for the unexpired terms. Members may be removed by a majority of the Council, after public hearing, for inefficiency, neglect of duty, or malfeasance in office. Members are expected to attend Commission meetings and to fully participate in and contribute to the work of the Commission. Any member who is absent from three consecutive meetings without being excused or six meetings in a calendar year, whether excused or unexcused, should be deemed to have forfeited the office and a new member may be appointed to fill the unexpired term. The members shall be selected without respect to political affiliations and they shall serve without compensation. The members shall abide by the City’s Code of Ethics as provided in TMC 1.46.


13.02.015 Establishment of advisory committees.

In order to carry out its duties and functions prescribed by this chapter, the Planning Commission may establish advisory committees as it deems appropriate. Advisory committees shall serve at the discretion of the Commission and their duties and scope of responsibilities shall be established by the Planning Commission. The members of such advisory committees shall be appointed and confirmed by a majority of the City Council, except that the Planning Commission, in such instances as it deems appropriate, may designate that the chairperson of an advisory committee be a regular appointed member of the Planning Commission and shall be selected by a majority vote of the Commission. Nothing in this section shall be construed to authorize members of such advisory committees to be members of the Planning Commission.

(Ord. 25318 § 2; passed Jun. 8, 1993: Ord. 20266 § 2; passed Dec. 17, 1974)


(Ord. 27172 § 3; passed Dec. 16, 2003: Ord. 27079 § 8; passed Apr. 29, 2003: Ord. 25850 § 2; passed Mar. 12, 1996)

The Commission shall elect its own chairperson and create and fill such other offices as it may determine it requires. All meetings of the Commission or its advisory committees shall be open to the public pursuant to Chapter 42.30 RCW, Open Public Meetings Act. The Commission shall adopt rules for transaction of business. Records of all official Commission proceedings shall be kept by the City Clerk and shall be open to public inspection. The City Manager shall assign to the Commission and its advisory committees a place of meeting in which to meet and transact business.


13.02.030 Expenditures – Budget.

The expenditures of the Commission shall be limited to appropriations made to the Planning and Development Services Department (“Department”) by the City Council for the planning function of the City. The services and facilities of the Department shall be utilized by the Commission in performing its duties.


13.02.040 Duties and responsibilities.

The Planning Commission is hereby vested with the following duties and responsibilities:

A. To prepare the Comprehensive Plan and its elements, pursuant to Revised Code of Washington Chapter 36.70A, that are concerned with protecting the health, welfare, safety, and quality of life of City residents.

B. To review and update the Comprehensive Plan and its elements, and recommend proposed amendments to the City Council.

C. To develop and prepare long- and short-range programs for implementation of the Comprehensive Plan.

D. To formulate effective and efficient land use and development regulations and processes that are consistent with and that implement RCW 36.70A and the goals and policies of the Comprehensive Plan.

E. To review and make recommendations on matters concerning land use and development, including area-wide zoning reclassifications, moratoria, and interim zoning.

F. To review the capital facilities program to ensure that the capital budgets and expenditures for public facilities and services are in conformity with the Comprehensive Plan.

G. To review the six-year transportation program for consistency with the Comprehensive Plan.

H. To ensure early and continuous public participation in the development, amendment, and implementation processes of the Comprehensive Plan and its elements, and in the development of land use and development regulations and amendments thereto.

I. To conduct periodic planning studies concerning land uses, demographics, infrastructure, critical areas, transportation corridors, housing, and other information useful in managing growth and augmenting the Comprehensive Plan, with an emphasis on doing this work through the use of land use and geographic information systems.

J. To work with the Landmarks Preservation Commission, pursuant to TMC 13.07, to designate historic special review districts and conservation districts within the City and to make recommendations to the City Council for establishment of such districts.

K. To conduct pre-annexation planning for areas which are within the City’s urban growth area and which may be reasonably expected to be annexed to the City. Planning for these areas may include, but not be limited to: land use; transportation; public facilities and services; capital facility needs; parks and open space; and zoning classifications and regulations. Areas not included in the Comprehensive Plan and annexed to the City will necessitate a plan amendment.

L. To develop the work program for the coming year in consultation with the City Council and provide an annual report to the City Council regarding accomplishments and the status of planning efforts undertaken in the previous year.

13.02.041 Quorum.

A simple majority of appointed, filled positions shall constitute a quorum for the transaction of official business.  

13.02.043 Definitions.

For the purpose of this chapter, certain words and terms used herein are defined as follows:

A. An “area-wide zoning reclassification” is a legislative action to change the zoning classification(s) on an area-wide basis in order to implement and maintain the consistency of the Comprehensive Plan. It is comprehensive in nature and deals with homogenous communities, distinctive geographic areas, and other types of districts having unified interests within the City, including those associated with annexation and overlay special review zoning districts. Area-wide zoning reclassifications, unlike parcel zoning reclassifications, are generally of area-wide significance, usually involving many separate properties under various ownerships, and often utilize several of the City’s zoning classifications to implement the City’s Comprehensive Plan. An area-wide zoning reclassification consisting of a single ownership but having a broader impact of significance on the community may be considered to be an area-wide reclassification if it is being undertaken in order to maintain consistency of the City’s Comprehensive Plan.

B. “Department,” as used in this chapter, refers to the Planning and Development Services Department.

C. “Development regulations” are any regulations and regulatory procedures placed on or involving development or land use activities of the City, including, but not limited to, zoning ordinances, critical area ordinances, shoreline master programs, official controls, planned unit development ordinances, subdivision ordinances, and binding site plan ordinances (RCW 36.70A).

D. An “emergency” situation is one in which human health or safety is jeopardized and/or public or private property is imminently endangered. For the purposes of this section, an “emergency” situation shall also include one demanding the immediate amendment of the Comprehensive Plan outside of the annual amendment cycle, without which capital facilities concurrency is likely to be compromised and/or levels of service are expected to drop below an acceptable level.

E. “Interim zoning” is an immediate change in existing zoning classifications or regulations where new zoning classifications or regulations are temporarily imposed. Such temporary zoning controls are designed to regulate specific types of development so that, when new plans and/or zoning are adopted, they will not have been rendered moot by intervening development; or are necessary to prevent harm or to preserve the status quo. Interim zoning can be an area-wide reclassification of a temporary nature or modification to specific requirements of a zoning classification.

F. “Comprehensive Plan land use designation” indicates the intended future land use pattern for all properties in the City, as depicted on the Future Land Use Map of the Comprehensive Plan. This land use pattern was a result of analysis of the urban form policies, existing land use and zoning, development trends, anticipated land use needs and desirable growth and development goals. The Future Land Use Map and the designations provide a basis for applying zoning districts and for making land use decisions. The map is to be used in conjunction with the adopted policies of the Comprehensive Plan for any land use decision.

G. “Moratorium” (or collectively, “moratoria”) is the suspension of accepting or processing new applications for building, zoning, subdivision (platting), or other types of development in order to preclude development from occurring for a specified period of time. A moratorium on development may be imposed on all development, on all permit applications, or on specific types of development or permit applications.

H. “Plan amendment” is a proposed change to the Comprehensive Plan that may include adoption of a new plan element; a change to an existing plan element, including goals, policies and narrative text; a change to the objectives, principles, or standards used to develop the Comprehensive Plan; a revision to the land use designation as shown on the Future Land Use Map; or a change to implementation strategies or programs adopted as part of the Comprehensive Plan, including updates to inventories and financial plans.


13.02.044 Comprehensive Plan.

A. The Comprehensive Plan is the City’s official statement concerning future growth and development. It sets forth goals, policies, and strategies to protect the health, welfare, safety, and quality of life of Tacoma’s residents. The Comprehensive Plan must be consistent with and advance the goals of RCW 36.70A (“Growth Management Act”), the Multicounty Planning Policies for the Puget Sound Region (“VISION 2040”), the Regional Transportation Plan for the Puget Sound Region
Tacoma Municipal Code

(“Transportation 2040”), the Countywide Planning Policies for Pierce County, and relevant Washington State statutes. The City shall carry out its programs, perform its activities, and make capital budget decisions in conformance with the Comprehensive Plan.

B. The Comprehensive Plan shall include the following planning elements:

1. A land use element, as required by RCW 36.70A.070, indicating the proposed generalized land use, including the suitability, capability, location, and number of acres of land devoted to such uses as residential, commercial, industrial, recreation, open space, and other uses.

2. A housing element, as required by RCW 36.70A.070, providing policies for the preservation, improvement, and development of housing, and including an inventory and analysis of existing and projected housing needs.

3. A capital facilities element, as required by RCW 36.70A.070, providing an inventory of the location and capacity of existing publicly-owned capital facilities, and a forecast of the future needs for such capital facilities, including the expansion of capital facilities, the construction of new facilities, and the maintenance requirements of existing facilities.

4. A utilities element, as required by RCW 36.70A.070, identifying the general location, proposed location, and capacity of all existing and proposed utilities, including, but not limited to, electrical lines, telecommunication lines, and natural gas lines.

5. A transportation element, as required by RCW 36.70A.070, that implements and is consistent with the land use element, is regionally coordinated, and identifies the need for future transportation facilities and services, including system expansion and management needs.

6. An economic element, as required by RCW 36.70A.070, establishing goals, policies, objectives, and provisions for economic growth and vitality and a high quality of life.

7. A recreation and open space element, as required by RCW 36.70A.070, that implements and is consistent with the capital facilities element as it relates to park and recreation facilities. This element should indicate the location and development of areas and public sites for recreation, natural conservations, parks, parkways, beaches, playgrounds, and other recreational and open space areas.

8. A process, pursuant to RCW 36.70A.200, for identifying and siting essential public facilities which are typically difficult to site.

9. A shoreline element, pursuant to RCW 90.58, setting forth policies concerning economic development; public access and circulation; recreation; urban design, conservation, restoration, and natural environment; and historical, cultural, scientific, and educational values.

10. A container port element developed collaboratively with the Port of Tacoma, as required by RCW 36.70A.085, establishing policies and programs that (a) define and protect the core areas of port and port-related industrial uses; (b) provide reasonably efficient access to the core area through freight corridors within the city limits; and (c) identify and resolve key land use conflicts along the edge of the core area, and minimize and mitigate, to the extent practicable, incompatible uses along the edge of the core area.

C. Subject to the provisions of Section 13.02.044, the Comprehensive Plan may include the following planning elements and any additional planning elements which the Commission or Council considers pertinent:

1. A community services and facilities element indicating the general location of all community services and facilities, and indicating the need and appropriate location for such services and facilities.

2. An environmental element indicating environmental conditions and natural processes, including climate, air quality, geology, hydrology, vegetation, wildlife, fisheries, critical areas, mineral resource lands, solar energy, and other natural factors and hazards that affect, or would be affected by, development.

3. A historic and conservation element identifying objects, areas, sites, or structures of historical, archaeological, architectural, or cultural significance.

4. An annexation element setting forth policies to guide orderly urban growth and designating areas for potential annexation for at least 20 years. The annexation element shall identify future land uses and consider development patterns, density, projected population growth, timing, and the provision of capital facilities and services, including capacity, financing, and expansion.

5. An urban design element addressing the design of development through the application of standards, guidelines, and recommendations for project review.

6. Sub-area elements setting forth policies concerning specific geographic areas of the City or concerning specific issues.
13.02.045 Adoption and amendment procedures.

A. Adoption and amendment. The Comprehensive Plan and its elements, as well as development regulations and regulatory procedures that implement the Comprehensive Plan shall be adopted and amended by ordinance of the City Council, following the procedures identified in this section. Adoption and amendment of the Comprehensive Plan and development regulations must be consistent with the procedural requirements of RCW 36.70A and in compliance with applicable case law.

B. Timing for proposed amendments. Amendments to the Comprehensive Plan shall be considered no more frequently than once each year except that amendments may be considered more frequently under the following circumstances:

1. An emergency exists;
2. The initial adoption of a sub-area plan;
3. The adoption or amendment of a shoreline master program under the procedures set forth in RCW 90.58;
4. The amendment of the Public Facilities and Services element and Capital Facilities Program of the Comprehensive Plan that occurs concurrently with the adoption or amendment of the City’s biennial budget; or
5. To resolve an appeal of the Comprehensive Plan decided by the Growth Management Hearings Board or a decision of the state or federal courts.

All proposed plan amendments shall be considered concurrently and, as appropriate, along with proposed amendments to development regulations, so that the cumulative effect of the various proposals can be ascertained. Proposed amendments may be considered annually, for which the annual amendment process shall begin in July of any given year and be completed, with appropriate actions taken by the City Council in accordance with Sections 13.02.045.G and H, by the end of June of the following year. Amendments proposed to comply with the update requirements of RCW 36.70.A.130 will occur according to the time frames established therein.

C. Applicants of proposed amendments. A proposed amendment to the Comprehensive Plan or development regulations may be submitted by any private individual, organization, corporation, partnership, or entity of any kind, including any member(s) of the City Council or the Planning Commission or other governmental Commission or Committee, the City Manager, any neighborhood or community council or other neighborhood or special purpose group, a department or office, agency, or official of the City of Tacoma, or of any other general or special purpose government.

D. Application for proposed amendments. Items initiated by the City Council, the Planning Commission, or the Department do not require an application. For all other items, the Department shall prescribe the form and content for applications for amendments to the Comprehensive Plan and development regulations. Application fees shall be as established by City Council action. The application deadline for any given annual amendment cycle shall be established by the Department no later than the last day of May. Those applications for amending the Comprehensive Plan received after the established deadline are less likely to be considered in the current annual amendment cycle and are more likely to be considered in a subsequent amendment cycle, unless determined otherwise by the Planning Commission. Applications for amending development regulations or area-wide zoning reclassifications that do not require an amendment to the Comprehensive Plan can be submitted at any time.

The application shall include, but not be limited to, the following:

1. Project summary:
   (a) A description of the proposed amendment;
   (b) The current and proposed Comprehensive Plan land use designation and zoning classification for the affected area;
   (c) A description, along with maps if applicable, of the area of applicability and the surrounding areas, including identification of affected parcels, ownership, current land uses, site characteristics, and natural features;
   (d) The proposed amendatory language, if applicable.
2. Background. Appropriate history and context for the proposed amendment, such as prior permits or rezones, concomitant zoning agreements, enforcement actions, or changes in use.
3. Policy review. Identify and cite any applicable policies of the Comprehensive Plan that provide support for the proposed amendment;
4. Objectives. Describe how the proposed amendment achieves the following objectives, where applicable:
   (a) Address inconsistencies or errors in the Comprehensive Plan or development regulations.
Tacoma Municipal Code

(b) Respond to changing circumstances, such as growth and development patterns, needs and desires of the community, and the City’s capacity to provide adequate services.
(c) Maintain or enhance compatibility with existing or planned land uses and the surrounding development pattern.
(d) Enhance the quality of the neighborhood.

5. Community outreach. A description of any community outreach and response to the proposed amendment;

6. Supplemental information. Supplemental information as requested by the Department, which may include, but is not limited to, completion of an environmental checklist, wetland delineation study, visual analysis, or other studies.

7. The applicant is responsible for providing complete and accurate information. A meeting between the Department staff and the applicant to discuss the application submittal requirements before submitting an application is strongly advised.

E. Assessment of proposed amendments. The Department shall docket all amendment requests upon submittal of a complete application, to ensure that all requests receive due consideration and are available for review by the public.

1. The Department will provide the Planning Commission with an Assessment Report for the proposed amendment applications that includes, at a minimum:
(a) Whether the amendment request is legislative and properly subject to Planning Commission review, or quasi-judicial and not properly subject to Commission review;
(b) Whether there have been recent studies of the same area or issue, which may be cause for the Commission to decline further review, or if there are active or planned projects that the amendment request can be incorporated into; and
(c) A preliminary staff review of the application submittal;
(d) Identification of other amendment options the Planning Commission could consider in addition to the amendment as proposed by the applicant; and
(e) Whether the amount of analysis necessary is reasonably manageable given the workloads and resources of the Department and the Commission, or if a large-scale study is required, the amendment request may be scaled down, studied in phases, delayed until a future amendment cycle, or declined.

2. The Planning Commission will review this assessment and make its decision as to:
(a) whether or not the application is complete, and if not, what information is needed to make it complete;
(b) whether or not the scope of the application should be modified, and if so, what alternatives should be considered; and
(c) whether or not the application will be considered, and if so, in which amendment cycle.

3. The Planning Commission shall make determinations concerning proposed Comprehensive Plan amendments within 120 days of the close of the application period as set forth under 13.02.045.D.

4. The Planning Commission shall make determinations concerning proposed zoning and regulatory code amendments that do not require concurrent Comprehensive Plan amendments within 120 days of receiving an application.

F. Analysis of proposed amendments.

1. Upon completing the assessment and receiving an affirmative determination from the Planning Commission to accept the application, the proposed amendment will be analyzed by the Department.

2. The Department shall provide the Commission with a staff analysis report, which will include, as appropriate:
(a) A staff analysis of the application in accordance with the elements described in 13.02.045.D;
(b) An analysis of the consistency of the proposed amendment with State, regional and local planning mandates and guidelines;
(c) An analysis of the amendment options identified in the assessment report; and
(d) An assessment of the anticipated impacts of the proposal, including, but not limited to: economic impacts, noise, odor, shading, light and glare impacts, aesthetic impacts, historic impacts, visual impacts, and impacts to environmental health, equity and quality.

G. Review of proposed amendments.

1. The Department will present the proposed amendment along with analysis conducted pursuant to Section 13.02.045.F to the Planning Commission for review and direction. The Commission will conduct public meetings and hearings, and solicit
comments from the general public, organizations and agencies, other governmental departments and agencies, and adjacent jurisdictions as appropriate.

2. For land use designation changes, area-wide zoning reclassifications, and interim zoning of an area-wide nature, the Department shall ensure that a special notice of the acceptance of the application by the Planning Commission for consideration in the current amendment cycle is mailed to all property taxpayers, as indicated in the records of the Pierce County Assessor, within, and within 400 feet of, the subject area. This special notice will inform property taxpayers that an application has been filed, identify where the application and background information may be reviewed, describe in general terms the review and public comment process, establish a time and place for an informational meeting with City staff, and solicit preliminary comments.

3. After a public hearing, the Department will prepare a report summarizing the public hearing comments, provide a response to comments and make further recommendations, if appropriate, and forward the report and all comments to the Planning Commission for consideration.

H. Findings and recommendations.

1. Upon completion of the public comment period and review of the public testimony, the Planning Commission will make a determination as to whether the proposed amendments are consistent with the following criteria:

(a) Whether the proposed amendment will benefit the City as a whole, will not adversely affect the City’s public facilities and services, and bears a reasonable relationship to the public health, safety, and welfare; and

(b) Whether the proposed amendment conforms to applicable provisions of State statutes, case law, regional policies, and the Comprehensive Plan.

2. The Commission will prepare a recommendation and supportive findings to forward to the City Council for consideration.

I. Public hearing and action.

1. In formulating its recommendations to the City Council concerning adoption or amendment of the Comprehensive Plan, or adoption or amendment of development regulations or regulatory procedures that implement the Comprehensive Plan, the Planning Commission shall provide public notice and conduct at least one public hearing. Advisory committees established in accordance with Section 13.02.015 may also conduct one or more public hearings prior to making recommendations to the Planning Commission. Planning Commission public hearings for adoption or amendment of development regulations and processes, moratoria, or interim zoning may be, but are not required to be, held at the same time as and in conjunction with the public hearing(s) for adoption or amendment of the Comprehensive Plan.

2. At least one City Council public hearing on adoption or amendment of the Comprehensive Plan or development regulations shall be held prior to final action by the City Council; prior to making a substantial change to the proposal recommended by the Planning Commission, the City Council shall hold an additional hearing or hearings, with the City Clerk giving notice pursuant to Section 13.02.057.

3. Consistent with RCW 36.70A, the Department must notify the Washington State Department of Commerce and other required state agencies of the City’s intention to adopt or amend the Comprehensive Plan or development regulations prior to adoption by the City Council, and must transmit copies of the adopted plan or development regulation and any amendment after City Council action.

J. Amendments considered under emergency situation. The Planning Commission and the City Council may consider amendments to the Comprehensive Plan at any time as a result of an emergency situation. Emergency situations include situations involving official, legal, or administrative actions, such as those to immediately avoid an imminent danger to public health and safety, prevent imminent danger to public or private property, prevent an imminent threat of serious environmental degradation, or address the absence of adequate and available public facilities or services as provided for in Chapter 13.16 of the Tacoma Municipal Code, decisions by the Growth Management Hearings Board or the State or Federal Courts, or actions of a State Agency or Office or the State Legislature, affecting Tacoma will be reviewed by the Planning Commission with advice from the City Attorney’s Office to determine if an appropriate “emergency” exists, necessitating an emergency Comprehensive Plan amendment.

Tacoma Municipal Code

13.02.050 Quorum. Repealed by Ord. 27172.


13.02.053 Area-wide zoning reclassifications.

The Planning Commission may also consider the need for area-wide zoning reclassifications, in association with or independently of Comprehensive Plan amendments, including those associated with an annexation or which are necessary to maintain the zoning classification’s consistency with the Comprehensive Plan. The procedures for consideration of area-wide zoning reclassifications shall be as follows:

1. The means of submitting a request for an area-wide zoning reclassification and those empowered to submit such a request shall be the same as in Section 13.02.045.

2. Analysis of area-wide zoning reclassifications shall be based on the criteria as contained in Section 13.02.045.F.

3. An area-wide zoning reclassification that brings the zoning classification into conformity with the Future Land Use Map as identified in Figure 2 of the Urban Form Chapter of the Comprehensive Plan will be conducted by the Planning Commission, consistent with RCW 42.36.010, with recommendation to the City Council. Area-wide zoning reclassifications which conform to the Future Land Use Map and do not require plan modification may be considered at any time.

4. Area-wide zoning reclassifications which are inconsistent with the Future Land Use Map as identified in Figure 2 of the Urban Form Chapter of the Comprehensive Plan shall be conducted by the Planning Commission in conjunction with the Future Land Use Map amendment. Area-wide zoning reclassifications that require a Future Land Use Map amendment shall be considered during the Comprehensive Plan amendment cycle as prescribed in Section 13.02.045.

5. The Planning Commission shall conduct a public hearing to consider an area-wide zoning reclassification and to determine the consistency of the reclassification with the Comprehensive Plan and its elements and RCW 36.70A. In making its recommendation to the City Council, the Planning Commission shall make findings and conclusions to demonstrate the manner in which the area-wide reclassification carries out and helps implement the goals and policies of the Comprehensive Plan.

6. At least one public hearing on a proposed area-wide zoning reclassification shall be held prior to final action by the City Council.

7. Area-wide reclassifications adopted by the City Council supersede any previous reclassifications and any conditions of approval associated with such previous reclassifications.


13.02.055 Moratoria and interim zoning.

A. Moratoria and/or interim zoning controls adopted by ordinance of the City Council may be considered either as a result of an emergency situation or as a temporary protective measure to prevent vesting of rights under existing zoning and development regulations. Those empowered to submit a request for a moratorium or interim zoning shall be the same as in Section 13.02.045.C. Those empowered may petition the City Council or Planning Commission, in writing, to request moratoria or interim zoning, including the specific geographic location and describing what circumstances contribute to an emergency situation or the need for protective measures.

B. Moratoria or interim zoning may be initiated by either the Planning Commission or the City Council by means of determination at a public meeting that such action may be warranted. Where an emergency exists, prior public notice may be limited to the information contained in the public meeting agenda. City Council-initiated moratoria or interim zoning shall be referred to the Planning Commission for findings of fact and a recommendation prior to action; provided, that where an emergency is found to exist by the City Council, it may act immediately and prior to the formulation of Planning Commission findings of fact and recommendation. The City Council shall hold a public hearing within at least 60 days of adopting any moratorium or interim zoning, as provided by RCW 36.70A.390. The City Council shall adopt findings of fact justifying the adoption of any moratorium or interim zoning before, or immediately after, the public hearing.

C. As part of its findings of fact and recommendation, the Planning Commission shall address the appropriate duration and scope for the moratorium or interim zoning controls and note if a study, either underway or proposed, is expected to develop a permanent solution and the time period by which that study would be concluded. Moratoria or interim zoning may be effective for a period of not longer than six months, but may be effective for up to one year if a work plan is developed for related studies requiring such longer period. Moratoria or interim zoning may be renewed for an unlimited number of six-month
intervals following their imposition; provided, that prior to each renewal, a public hearing is held by the City Council and findings of fact are made which support the renewal.


13.02.057 Notice for public hearings.

A. The Department shall give public/legal notice of the subject, time and place of the Planning Commission, or its advisory committee, public hearings in a newspaper of general circulation in the City of Tacoma prior to the hearing date. The Department shall provide notice of Commission public hearings on proposed amendments to the Comprehensive Plan and development regulations to adjacent jurisdictions, other local and state government agencies, Puyallup Tribal Nation, the applicable current neighborhood council board members pursuant to TMC 1.45, neighborhood business districts pursuant to TMC 1.47, and other individuals or organizations identified by the Department as either affected or likely to be interested.

B. For Comprehensive Plan land use designation changes, area-wide zoning reclassifications, and interim zoning of an area-wide nature, the Department shall ensure that a special notice of public hearing is mailed to all property taxpayers, as indicated in the records of the Pierce County Assessor, within 1000 feet of the subject area.

C. For a proposed amendment to the Comprehensive Plan land use designations or area-wide zoning classifications within a focused geographic area, the Department shall require that a public information sign(s), provided by the Department, is posted in the affected area at least 14 calendar days prior to the Planning Commission public hearing. The sign shall be erected at a location or locations as determined by the Department, and shall remain on site until final decision is made by the City Council on the proposed amendment. The applicant shall check the sign(s) periodically in order to make sure that the sign(s) remains up and in a readable condition. The sign shall contain, at a minimum, the name of the applicant, a description and location of the proposed amendment, and where additional information may be obtained.

D. The City Clerk shall give public notice of the subject, time and place of public hearings for actions by the City Council in a newspaper of general circulation in the City of Tacoma prior to the hearing date.


13.02.060 Reports. Repealed by Ord. 24942.

TACOMA PLANNING COMMISSION

RULES AND REGULATIONS (“BY-LAWS”)

The following Rules and Regulations of the Tacoma Planning Commission were originally adopted by the Commission on July 6, 1954, and subsequently amended on January 29, 1964; April 20, 1970, July 21, 1980; September 4, 1991; August 16, 1993; August 21, 1995; May 21, 1997; June 7, 2000; October 20, 2004; November 18, 2009; December 1, 2010; August 5, 2015; June 1, 2016; and December 6, 2017; and August 1, 2018. These Rules and Regulations conform to the statutory authority of the City Charter (Article III, Section 3.8 – City Planning Commission) and the Tacoma Municipal Code (TMC) (Title 13, Chapter 13.02 – Planning Commission).

The Rules and Regulations contain the following sections:

I. Officers
   A. The Commission shall elect its own Chair, Vice-Chair, and such other officers as from time to time it may determine it requires, all of whom shall be members of the Commission.

   B. Nominations and elections of officers shall be conducted at the first meeting in September of each year or on a different date set by the Commission. New officers will assume duties after the meeting following their election.

   C. Officer Qualification Considerations – The Officers should be interested in holding the position(s); be able to devote sufficient time to Commission business and attend as many Commission meetings as possible; be prepared to make presentations to the City Council, citizens, committees, neighborhood groups, and service clubs regarding Commission responsibilities, projects, plans and policies; and have sufficient experience on the Commission to understand its role and functions and to have a basic understanding of the City's Comprehensive Plan policies and development regulations.

   D. The term of office shall be for one (1) year or until the next scheduled election. In case of any vacancy in office, the vacancy shall be filled by an election at the first regular meeting after the occurrence of such vacancy.
E. Duties of Officers – The Chair shall preside over all meetings of the Commission. All resolutions adopted by the Commission and Commission correspondence shall be signed in his/her name as Chair of the Commission. In the event of the absence of the Chair or his/her inability to act, the Vice-Chair shall take his/her place and perform his/her duties. In the event of the absences or inability to act of both the Chair and the Vice-Chair, the remaining members of the Commission shall appoint one of their members to temporarily act as Chair.

II. Advisory Committees and Task Forces

A. Advisory Committees – The Commission may establish advisory committees as it deems appropriate, following the procedures set forth in TMC 13.02.015.

B. Task Forces – The Commission may also establish task forces as it deems appropriate to conduct extended and supplemental analyses of issues identified and defined by the Commission. Task forces are ad-hoc and issue-oriented in nature and shall not be construed to have the same organization and operation as those of “advisory committees.” A task force shall be comprised of up to four (4) members of the Commission designated by the Commission by a majority vote. Chairpersons of task forces may be designated by the Chair of the Commission. There shall not be more than two task forces operating at any given time. Task forces shall serve at the discretion of the Commission and their duties and responsibilities shall be established by the Commission. All task force meetings shall be open to the public and conducted in accordance with these rules. Task forces may not conduct public hearings.

III. Staffing

The Long-Range Planning Division Manager and/or his/her designee (hereinafter referred to as Staff) shall organize and supervise clerical details of the Commission’s business and shall be responsible to the Commission for the proper preparation and maintenance of records of meetings, hearings, official actions and all public records. Staff shall be responsible for providing such other services as may be required by the Commission within the limits of the budget for the Planning and Development Services Department as approved by the City Council.

IV. Meetings

A. Regular Meetings – Regular public meetings of the Commission shall be held on the first and third Wednesday of each month at 5:00 p.m. in Room 16 of the Tacoma Municipal Building North, or in another location designated by the Commission. If the regular meeting day falls on a legal holiday, the Chair of the Commission shall fix another day therefore and give notice of said meeting as hereinafter providing for “special meetings.” The notice for any regular public meeting shall indicate the date, time, place and business to be transacted, and be distributed prior to the meeting to those individuals and organizations listed on the mailing list that shall be maintained by Staff and may be subject to the Commission’s approval.

B. Public Hearings – Public hearings conducted by the Commission shall be held in the Council Chambers of the Tacoma Municipal Building or another location designated by the Commission and indicated in the notice of hearing. The date and time of the hearing shall be determined by the Commission and indicated on the notice of hearing.
Notices for public hearings shall be distributed in accordance with TMC 13.02.057. Notices shall also be mailed, prior to the hearing, to those on the mailing list as hereinabove provided, to those individuals or organizations which have indicated in writing to the Planning and Development Services Department an interest in the subject(s) of the hearing, and to other interested parties as deemed appropriate by the Commission. An additional notice shall be required for matters continued for further hearing and continued to a time, date, and place certain.

C. Special Meetings – Special meetings of the Commission set for a time different than regularly scheduled as hereinabove provided shall be held at such times as the Commission may determine, or may be called by the Chair for any time upon the written request of three members of the Commission. Special meetings shall be open to the public. Per RCW 42.30.080, special meetings require at least 24 hours’ written notice. Such notice shall indicate the date, time, place and business to be transacted. Notices of special meetings shall be distributed to the same recipients of notices for regular public meetings, to the recipients on the special press mailing list on file with the City Clerk’s Office, and to other interested parties as deemed appropriate by the Commission.

D. Quorum – A quorum for the transaction of official business shall consist of a simple majority of appointed, filled positions of the Commission, per TMC 13.02.041.

E. Absences – Members are expected to attend Commission meetings and to fully participate in and contribute to the work of the Commission. Requests by members to be excused shall be stated by the member at a Commission meeting or be submitted to the Commission or be directed through Staff who shall then present the request to the Commission. The Commission shall then approve or deny the request. Any member anticipating absence from a meeting should notify the Chair or Staff in advance, so that the absence may be excused by the Commission at the meeting. Upon a member’s missing any member who is absent from three (3) unexcused consecutive regular meetings without being excused or six meetings in a calendar year, whether excused or unexcused, the Commission shall afford such member a hearing to determine whether the absences are to be excused. If the Commission determines not to excuse such absences, then the Commission shall determine the question of whether the Commission shall recommend to the City Council that such member should be deemed to have forfeited his/her office and the Chair should recommend to the City Council that a new member be appointed to fill the unexpired term. When a member misses three meetings within a six-month period, the Chair should discuss with the member the implications of their lack of attendance and options for improvement. If the circumstances are expected to continue unimproved, the member may be asked to consider resigning from the Commission before reaching the above mentioned threshold of absences.

F. Every official act taken by the Commission shall be by resolution or by motion by an affirmative vote of a majority of the quorum. In the event that a member disqualifies themselves or passes, this is to be registered as "not voting". Notwithstanding Robert's Rules of Order, the Chair shall vote on all resolutions or motions.

G. Conduct of Meetings
1. Order of Business – The following order of business may be modified for any meeting by a suspension of the rules, concurred in by a majority of the voting members present, except that consideration of matters set for public hearing must occur at or following the time indicated on the hearing notice:
   a) Call to Order and Quorum Call
   b) Approval of Agenda
   c) Approval of Minutes
   d) Public Comment – The Chair shall decide whether this item will be included in the agenda, and if so, how much time will be allowed for each speaker. Public comments, if included in the agenda, must be limited to items on the agenda that are not the topic of a recent public hearing.
   e) Discussion Items – Matters set for public hearing shall be considered at such time as determined by the Commission and set forth in the hearing notice.
   f) Communication – This may include other business brought forward by Commissioners, comments by Commissioners, and comments and additional information provided by Staff.
   g) Adjournment

2. Conduct of Regular and Special Meetings:
   a) The Chair shall preside over all regular and special meetings of the Commission.
   b) The Chair introduces the agenda items.
   c) Staff and/or presenters invited by staff summarize the information prepared or received by the staff responsible for the agenda item.
   d) The Commission considers requests and may ask questions of the staff and/or other presenters. Comments by the public on the agenda item under consideration may be permitted, but only at the discretion of the Chair.
   e) The Chair asks for reports from advisory committees or task forces, if appropriate.
   f) The Commission takes appropriate action, if an action is required.

3. Conduct of Public Hearings:
   a) The Chair shall preside over all public hearings conducted by the Commission.
   b) The Chair calls the public hearing to order and announces the procedure for the public hearing as established by the Commission.
   c) Staff summarizes the staff report or other information prepared or received by the staff responsible for the hearing item.
   d) The Chair asks for reports from advisory committees or task forces, if appropriate.
   e) The Commission receives oral testimony.
   f) The Chair either closes the hearing and announces the date upon which the record of the hearing will remain open to receive additional written comments.
or continues the hearing to a later date if there is a finding by the Chair that all interested parties have not been afforded an adequate opportunity to testify before the Commission or if new information is to be considered on which the Commission feels additional public testimony to be appropriate.

g) At a meeting(s) subsequent to the public hearing, the Commission considers all oral and written testimony concerning the hearing item and acts to approve, disapprove, modify, or defer the decision-making until the completion of additional analyses.

H. Open Public Meetings Act and E-mail Exchanges

E-mail exchanges between members of the Commission can constitute a violation of the Washington State Open Public Meetings Act (OPMA), Chapter 42.30 RCW. Generally, if a majority of the members participate in an e-mail discussion of Commission business, the members are conducting a meeting in violation of the OPMA requirement that meetings must be “open to the public with prior notice.” It is suggested that Commission members observe the following guidelines to avoid OPMA problems with e-mail exchanges:

1. When possible, limit e-mail exchanges on issues related to Commission business to less than a majority of Commission members. Sending copies of an e-mail to less than a majority may not suffice if subsequent exchanges relay the content of the original exchange to a majority of members.

2. Never decide at an open meeting that a majority of the Commission will continue or complete discussion of an agenda item by e-mail.

3. One-sided (no response anticipated) informational e-mails to a majority or more of Commission members are probably consistent with the OPMA. In open meetings, the Commission members should verbally announce that they have sent this type of e-mail if it relates to the discussion at hand. Commission members are free to engage in e-mail exchanges with staff on one-sided e-mails, but not with each other.

4. E-mail exchanges on issues that the Commission will not address are consistent with the OPMA. However, if any reasonable chance exists that an issue relates to a vote that may or will come before the Commission, a majority of the Commission should not subject the issue to e-mail discussion.

V. Records

A. The Commission’s adopted summary minutes of the public meetings shall be the official records. The actual recording of each hearing item shall be the official record for such item.

B. Supplemental records pertaining to matters of public meetings and public hearings shall be kept on file in the Planning and Development Services Department as required by law. These supplemental records may include but not be limited to the following:

1. Description of agenda items, including all submitted information therewith.
2. Report of the Planning and Development Services Department, Commission
   Advisory Committees and Task Forces on the matter as presented to the
   Commission at a meeting thereof, including such material submitted in writing and
   in map form.

3. Written communications concerning the matter.

4. Facts concerning the matter.

5. Records of all actions taken by the Commission in the matter (resolutions, motions,
   setting of dates for hearings, etc.).

6. Record of actions taken by the City Council in the matter (ordinances, resolutions,
   results of hearings, etc.).

C. Recorded transcripts or summary minutes of all official Commission proceedings shall
   be filed with the City Clerk and shall be opened to public inspection.

VI. Annual Report

Pursuant to TMC 13.02.040, the Commission shall annually report to the City Council
regarding accomplishments and the status of planning efforts undertaken in the previous
year, and if applicable, the outlook of planning issues for the coming year. Said report is
typically prepared in July of each year and should, at the discretion of the Chair, take the
form of a letter, a memorandum, a summary report or a copy of relevant minutes of the
Commission’s meetings, and may be posted on the City’s website.

VII. Miscellaneous

A. Code of Ethics – Members of the Commission shall comply with the City of Tacoma’s
   Code of Ethics pursuant to TMC 1.46 while conducting Commission business.

B. Disclosure of Contacts – Individual members of the Commission may, but are not
   required to, participate in or initiate discussions with interested parties affected by
   issues under consideration by the Commission. Such meetings or contacts with
   citizens should be disclosed at the next scheduled meeting of the Commission. The
   intent of such disclosures in a public setting is to preserve the integrity of the
   Commission’s process and provide a record and notice to other individuals who may
   also be affected or interested. If a Commissioner receives a request to meet/discuss
   but prefers not to do so, he/she may suggest the requesting parties to express their
   comments and concerns through the normal procedures, i.e., providing testimony at
   public hearings and/or providing comments to staff.

C. Contact Information – The contact information of members of the Commission should
   be considered public information and made available for public access upon request.

D. Conferences – Members of the Commission may attend, at their own expense,
   conferences, meetings and training courses closely related to Commission business.

VIII. Rules and Regulations Amendments

The Rules and Regulations may be amended by the Commission by a majority of vote at
any meeting.