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**MINUTES** (Approved on 9-5-18)

**TIME:** Wednesday, July 18, 2018, 5:00 p.m.  
**PLACE:** Room 16, Tacoma Municipal Building North 733 Market Street, Tacoma, WA 98402  
**PRESENT:** Jeff McInnis (Acting Chair), Carolyn Edmonds, Ryan Givens, David Horne, Brett Santhuff, Andrew Strobel, Dorian Waller  
**ABSENT:** Stephen Wamback (Chair), Anna Petersen (Vice-Chair)

**A. CALL TO ORDER AND QUORUM CALL**

Acting Chair McInnis called the meeting to order at 5:04 p.m. A quorum was declared.

**B. APPROVAL OF AGENDA AND MINUTES**

The agenda was approved. There were no minutes for approval.

**C. PUBLIC COMMENTS**

- Wilma Dagg – Ms. Dagg spoke on a detached accessory dwelling unit (DADU) project that was so beautiful, and would like it to be self-sustaining and reliant. She wanted to thank the commissioners.
- Al Ratcliffe – Mr. Ratcliffe commented that he was in support of expanding the residential infill pilot program. He noted that the program is in critical short supply. One of the unexpected outcomes is that many people built these decided to do the Air BnB. He wanted to encourage the Commission to look at Vancouver as an example. He hoped the Commission could refresh their outlook at the land use and zoning. He wanted to support the Commission and make more affordable housing available.
- Gary Knudson – Mr. Knudson spoke about the residential up-zoning in regards to DADUs and townhouse developments. He's concerned about the proposals which are neither good nor bad for particular plots. However, they are discussed along with affordability, but he believed that there are not parameters or tests in what affordability means, even within neighborhoods. He commented that affordability is relative. He does not believe the commissioners can speak under that action with a clear guise without a definition. He wanted to see a direct link between affordability and the outcome of any given proposal.
- Dan Cardwell – Mr. Cardwell, Pierce County Planning & Public Works, noted that the annexation of Manitou area is a priority as it is an unincorporated island that is surrounded by cities. It needs to be provided services by the neighboring city rather than the county. He is looking forward to the partnership of the annexation process with the City of Tacoma.
- Venus Dergan – Ms. Dergan wanted to listen to the proposed Manitou annexation. She stated that a lot of the Manitou residents are waiting for answers. She noted some areas of concerns: code enforcement, zoning – she'd like it to stay residential and let the existing businesses exist but keep the zoning residential. City services and public safety are concerns – they would like police enforcement from Tacoma as well.

## **D. DISCUSSION ITEMS**

### **1. 2019-2024 Capital Facilities Program Update**

Christina Curran, Office of Management and Budget, facilitated the Commission's continued review of the proposed 2019-2024 Capital Facilities Program (CFP). She noted that the Commission had received an oral testimony from the public hearing on June 20, 2018 and a few written comments. She requested the Commission to consider making a recommendation to the City Council to adopt the proposed CFP.

Commissioner Santhuff understood that there isn't a targeted open space fund included in the CFP and suggested that maybe that is something to have in the future to demonstrate that there is a need for open space funding if funding becomes available.

Commissioner Givens referred to the e-mail received from the Hilltop Library Planning Committee suggesting the Commission consider including a library in the CFP and noted that he couldn't find a placeholder in the CFP where a library project for the Hilltop could be listed. Ms. Curran responded that the City has been working to evaluate library services, however, at this time it didn't translate directly into a capital facility project request.

Acting Chair McInnis wondered if the Tacoma Housing Authority could accommodate the Hilltop library in the CFP, even though it's beyond the CFP 's scope. Ms. Curran was unsure of that specific scenario; she noted that there are ongoing conversations about the need for library services and potential solutions such as the People Center hosting library services, but nothing is concrete. Commissioner Givens remained concerned.

Lihuang Wung, Planning Services Division, noted that if the Commission is ready to consider making a recommendation to the City Council, he would bring up some notions provided by Chair Wamback who was absent. Acting Chair McInnis stated that we need to continue to work toward how we present information to the public so that it's digestible. Mr. Wung indicated that, to that effect, Chair Wamback had suggested adding a sentence to the Conclusions and Recommendations section of the draft Findings of Fact and Recommendations report that would say: "There is also room for improvement regarding the presentation of material so that it can be more easily understood and reviewed by the Planning Commission, City Council, and the public." Mr. Wung also mentioned that Chair Wamback had authorized Acting Chair McInnis to sign the Letter of Recommendation, subject to the approval of the Commission. The commissioners concurred with Chair Wamback's suggestions.

Acting Chair McInnis entertained a motion. Commissioner Santhuff stated: *"I move that we recommend adoption of the 2019–2024 Capital Facilities Program and forward our Findings of Fact and Recommendations report as well as our literary recommendations to the City Council incorporating our changes discussed in tonight's presentation."* Commissioner Strobel seconded the motion. The motion passed unanimously.

### **2. Manitou Neighborhood Potential Annexation**

Mr. Wung reviewed the preliminary scope of work for the planned annexation of the Manitou Potential Annexation Area. He noted on how Pierce County staff had approached City staff in January of this year to begin the collaborative planning process, how a community meeting on May 14<sup>th</sup> was conducted, and how the project was added to the docket of the 2019 Annual Amendment to the Comprehensive Plan and Land Use Regulatory Code. Mr. Wung stated that the subject area is one of the four Urban Growth Areas (effectively the Potential Annexation Areas) as designated in Tacoma's Comprehensive Plan pursuant to the State Growth Management Act. He then reviewed the fact sheet of the subject area and issues and concerns associated with the planned annexation.

Commissioner Givens asked if there are sewer hook-ups in that area, and what the conditions of the roads are. Mr. Wung answered that there is a sewer main that comes down from University Place area, and a sewer main that comes from City of Tacoma along 66<sup>th</sup> and may have a hook-up to the gas station. He also noted that the road conditions are similar to those in the adjacent South Tacoma neighborhood. Commissioner Strobel asked whether the mobile home park is on septic or not. Mr. Wung responded that he would need to do some research on that.

Mr. Wung reviewed land use and zoning related issue. He described the current County zoning designation for the area, the existing land uses, and the “menu” of City’s land use designations and corresponding zoning districts that could be applicable to the area. In terms of the land use and zoning schemes for the area upon annexation to the City, Mr. Wung proposed two options: (A) Mixed-Use Center approach, and (B) Residential+Commercial approach.

Commissioner Edmonds commented that staff had provided an excellent way to work on an annexation and from her experience with working on annexation in a different jurisdiction this makes an infinite amount of sense to move forward. She noted that the two things that are most problematic from a residents point of view is the zoning and their addresses. In terms of the zoning scheme, she preferred Option B.

Commissioner Waller asked what kind of feedback have been received from the citizens at the community meeting on May 14<sup>th</sup>. Mr. Wung briefly summarized the comments from the community and indicated that such information has been included in the Commission’s agenda packet.

Commissioner Santhuff noted that it may be of value to add the history of the zoning for this area and why it had not been incorporated. He asked what the future of the Meadow Park golf course may be. He also noted Option B seemed like a better choice.

Commissioner Strobel asked what preempted the move for the annexation of this area, if the residents didn’t come forward with a ballot initiative, and what promoted this annexation versus the other three Potential Annexation Areas.

Dan Cardwell, Pierce County Planning & Public Works, answered that there is no easy annexation. He stated this really came about in the 2015 update of the County’s Comprehensive Plan when annexation of unincorporated “islands” was set as a high priority. Mr. Cardwell indicated that it is also with the support from the County Council member representing the area that the County is moving forward with the Manitou annexation.

Commissioner Strobel commented that the County has a more permissive zoning than the City, making it difficult to annex and rezone the area; that the Manitou annexation would make an interesting case for the other potential annexation areas; and that he hoped that the City will continue to work with the County on finding the right time when services should be incorporated into the area.

Commissioner Givens commented that he echoed for Option B.

Acting Chair McInnis commented that some of the auto-base uses in that area is concerning. He concluded that Option B is where the commissioners are leaning toward.

### **3. Detached Accessory Dwelling Unit (DADU) Regulations**

Lauren Flemister, Planning Services Division, reviewed the background and status of the Residential Infill Pilot Program, focusing on the Detached Accessory Dwelling Units (DADUs). Based on lessons learned, DADUs have far exceeded the other types of infill uses. Ms. Flemister then reviewed the preliminary scope of work for allowing DADUs outright through code amendment. The scope of work included the issues to be addressed, the options for the proposed regulations, the project timeline, and the outreach strategy. Ms. Flemister asked for feedback and guidance on issues to be addressed. Commissioners provided the following questions and comments:

- Commissioner Givens wondered if detached garages are in subject for review today. He also noted that there is conflict in the height of structures allowed in the zoning code, and it should be decided early on if a two story structure arrangement should be allowed. Ms. Flemister answered that garages are in subject for review, and that the first project of the pilot program was a cottage house style that had a garage on the first level and a living unit on top. It would be allowed, depending on the height.
- Commissioner Santhuff suggested that in future meetings Ms. Flemister elaborate on how staff envisioned the process going forward with properties that are either individually landmarked or in a historic district, and where the purview of design would fall, and where the landmarks have control.

- Commissioner Edmonds commented that in future meetings she would like some exploration into the parking issue. Regarding quality or conformance, she noted that she tends to fall on the side of conforming to the neighborhood, but if there is a more flexible language she would like to hear that too. She doesn't want to see a modern ADU next to an old craftsman, unless there is good reason for it.
- Commissioner Strobel commented that are there constraints versus less dense types of zoning for parking requirements. He leaned more toward removing parking requirements with the understanding that in denser parts of the city there is more demand in those areas. He doesn't know if the Transportation Master Plan or another type of guiding document would shed some light on parking occupancy rates for street parking. He also wondered about the minimum ADA requirements for a structure and the minimum quality for a structure. He noted that subservience does not matter as much to him – if the ADU is larger than the main unit why should it matter. He would like to not go through a full blown EIS process.
- Acting Chair McInnis commented that he would like to find the time to focus specifically on affordability outside of the DADUs. He also asked if a single family proposal comes up, and as off site development happens, how that would look with the addition of DADUs. Ms. Flemister answered that it's something that staff will be meeting with the Site Development staff to help define what will and won't be triggered by doing this, and that staff is keeping in mind to not create too many barriers for citizens. Acting Chair McInnis commented that this is a very specific use. He thinks that commissioners and staff need to be really careful about not to over apply code on what the DADUs really do. If we get into the weeds too much we may be undercutting people who are trying to build for a very specific use and resident. In terms of design review committee versus administrative review, Acting Chair McInnis was in favor of the administrative review.
- Commissioner Givens commented that he couldn't find language in the city code that specifically exempts accessory units from density standards. He suggested that be added to the list for consideration. He also offered a great case study to look into regarding this matter, which was in St. Petersburg, Florida.

## E. Communication Items

Brian Boudet, Planning Services Manager, informed the commissioners of the Infrastructure, Planning and Sustainability (IPS) Committee's review of the Planning Commission Work Program for 2018-2020 on July 11, 2018, and noted that the IPS did express mixed concerns about DADUs and finding the delicate balance with design quality. They're thinking in the lens of what is the minimum necessary to get the compatibility of quality and affordability, and needing to be careful about quality, but not so much that it detracts the process. He stated that will be a continuing policy discussion.

Mr. Boudet stated that the other thing from the work program perspective that the IPS expressed a lot of interest in is proactively planning around high capacity transit. Pierce Transit is working with Sound Transit and the city to acquire additional funding for the Bus Rapid Transit (BRT) planning. There is also a budget request of planning dollars to capitalize the BRT project along the Pacific Avenue corridor.

Commissioner Edmonds asked if Federal Way put in 6 lanes, what happens when two of those lanes, if indeed they are BRT, reached Pierce County. Commissioner Strobel provided that most of King County Metro Transit's connections to Pierce County primarily go through I-5 so there won't likely be a connection on SR-99 from Metro. They are just widening the road.

Commissioner Strobel invited everyone to the Power Paddle to Puyallup 2018 Tribal Canoe Journey Event, beginning on July 28, 2018.

## F. ADJOURNMENT

The meeting adjourned at 7:30 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:*

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