



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

RESIDENTIAL INFILL PILOT PROGRAM

Cover Photo: Third Street Cottages, Langley, WA.
Photo credit: Ross Chapin Architects.

FORWARD

Infill Housing is one of the most powerful ingredients toward providing vitality, quality, affordability, and compactness to a revitalized Tacoma's housing mix. The City of Tacoma's innovative program, the Infill Housing Pilot, will allow us to test best practices and learn how to better serve homeowners and developers as we try out new ideas and strategies.

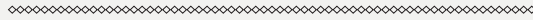
Our diverse citizens, from students to young professionals to families, are looking for quality places to live in established communities near to where they work, learn and enjoy Tacoma's considerable amenities. Forward-thinking in how we develop our housing stock provides more and better options for residents that integrate into our existing neighborhood fabric. Detached accessory dwelling units, townhouses, cottage housing and multifamily developments offer existing neighborhoods, developers and the City an opportunity to work together to create the type of new housing that complements Tacoma's growth, as well as the beauty of its existing neighborhoods.

We look forward to hearing from the community and to seeing high quality, exciting infill housing projects.



Peter Huffman
Planning and Development Services Director

ABOUT THIS MANUAL



The City of Tacoma has created this manual in support of an innovative program we are launching in 2017, the Infill Pilot Program. The first part of this manual describes the purpose, principles, and types of infill housing. The second half is focused on the details of the program and the process for participating, from associated code language to permitting.

We hope this document contains the answers to your questions about the program and provides guidance toward the development of many exciting projects.

CITY OF TACOMA

Elliott Barnett | Associate Planner

Lauren Flemister | Senior Planner

Brian Boudet | Planning and Development Services Division Manager

MAKERS AND MIG|SVR

John Owen, AIA, AICP | Architect and Planner

Sean McCormick, LEED AP BD+C | Architectural Designer

Amalia Leighton, PE, AICP | Civil Engineer and Planner

Amanda Bailey, PLA | Landscape Architect

Dave Rodgers, PE, LEED AP | Civil Engineer

November 2016

City of Tacoma
747 Market Street, Tacoma, WA 98402
<http://www.cityoftacoma.org>

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

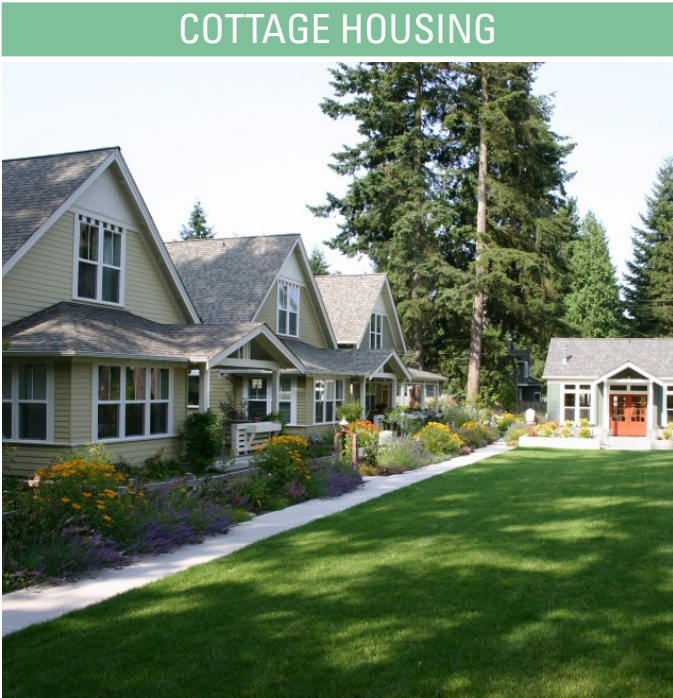
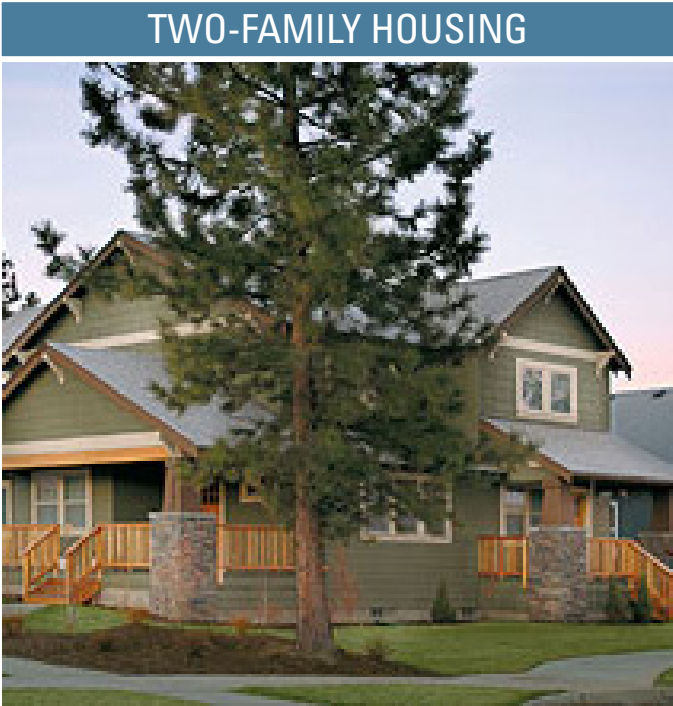
Ø4 PILOT PROGRAM PROCESS

- 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:







Ø1 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.

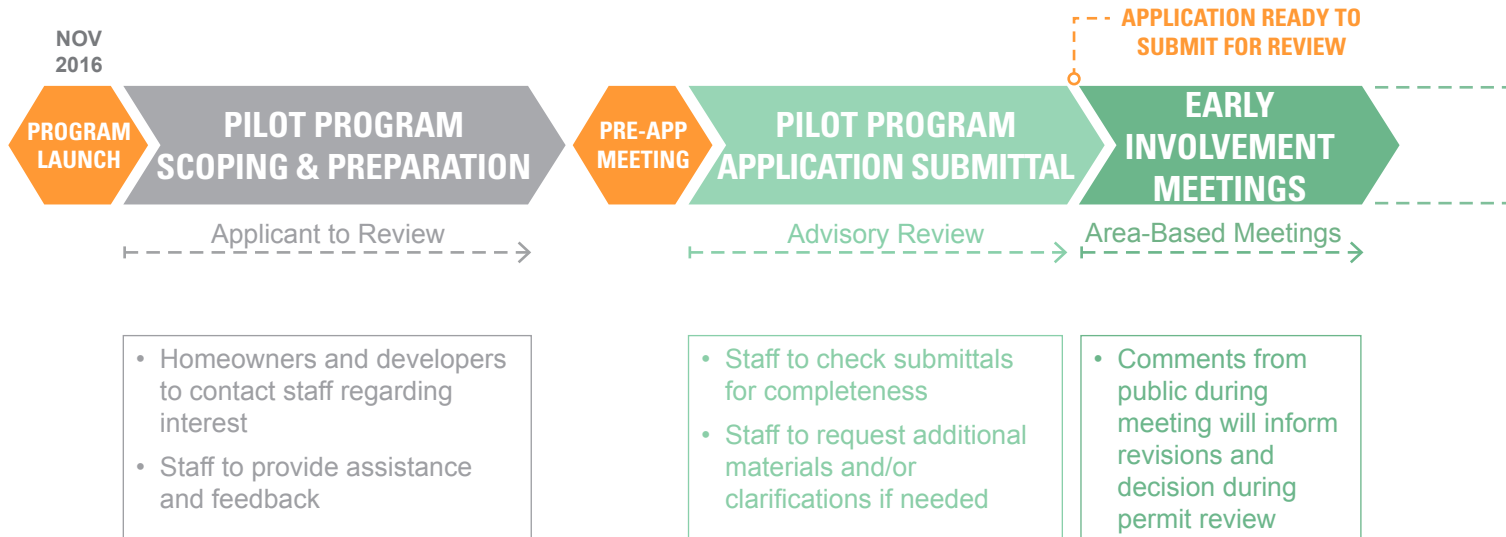
Infill Housing Types:

	DADU	TF	MF	COT
Maximum number of applications that will be selected for the Pilot Program*	1	1	1	1
	2	2	2	2
	3	3	3	3
	4	4	4	
	5		5	

*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.

PILOT PROGRAM PROCESS DIAGRAM



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

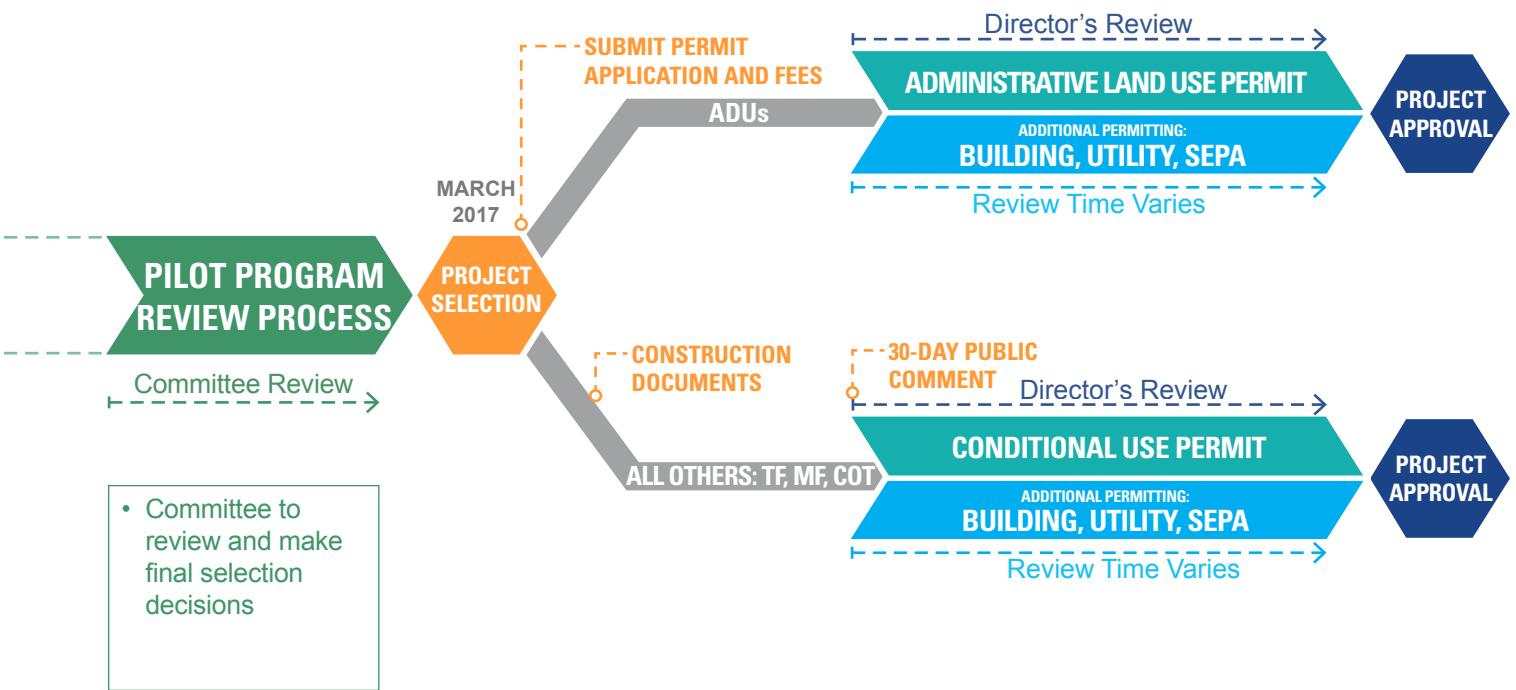
In order for public feedback to be heard and to provide comprehensive information to the review committee, meetings will be scheduled to hear public comment about potential residential infill pilot projects.

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.



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.

**Page Intentionally Left
Blank**

Ø2 TYPES OF INFILL

The Benefits of Residential Infill

The intent of the Pilot Program is to integrate new housing opportunities harmoniously into predominantly single-family areas. All the allowable developments in the Pilot Program - including DADUs, two-family housing, multi-family housing and cottage housing - are intended to provide the following benefits:

- Provide homeowners with a means of providing for companionship, security and income.
- Add affordable units to the existing housing supply.
- Make housing units within the City available to moderate income people.
- Provide an increased choice of housing that responds to changing needs, lifestyles (e.g., young families, retired, multi-generation, and family members with special needs), and modern development technology.
- Protect neighborhood stability, property values, and the single-family residential appearance.
- Increase density in order to better utilize existing infrastructure and community resources and to support public transit and neighborhood retail and commercial services.
- Two-family housing in single-family zoning creates opportunities for infill on corner lots that maintain the scale and character of single-family buildings while utilizing two public edges of the property as front yards and entries.
- Multi-family housing in two-family zoning increases density while preserving the neighborhood character through screened parking and massing.
- Cottage housing provides a transition between single family housing neighborhoods and higher density areas, creating a development pattern that maximizes land values, reduces infrastructure costs and typically provides housing next to services.

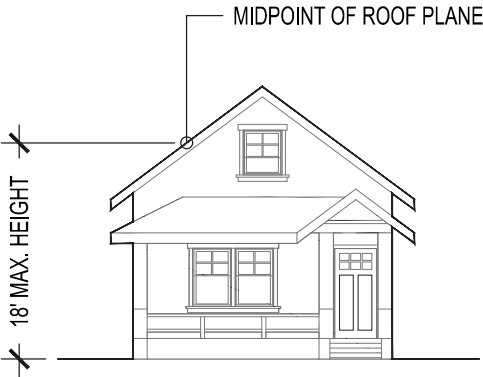
Benefits Specific to Each Infill Housing Type

Each type of development has specific benefits that explain why they are part of this Pilot Program.

- DADUs allow residential backyards to be utilized for infill, which maintains the scale of single-family development while increasing the number of small building footprints.



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



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



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

ADU REQUIREMENTS:



Maximum Units:

- One ADU allowed per residential lot

Floor Area Limits:

- 1,000 SF or 2/3 the SF of the main building (whichever is smaller)
- DADU + Other Accessory Buildings = 1,500 SF max.

Minimum Lot Size:

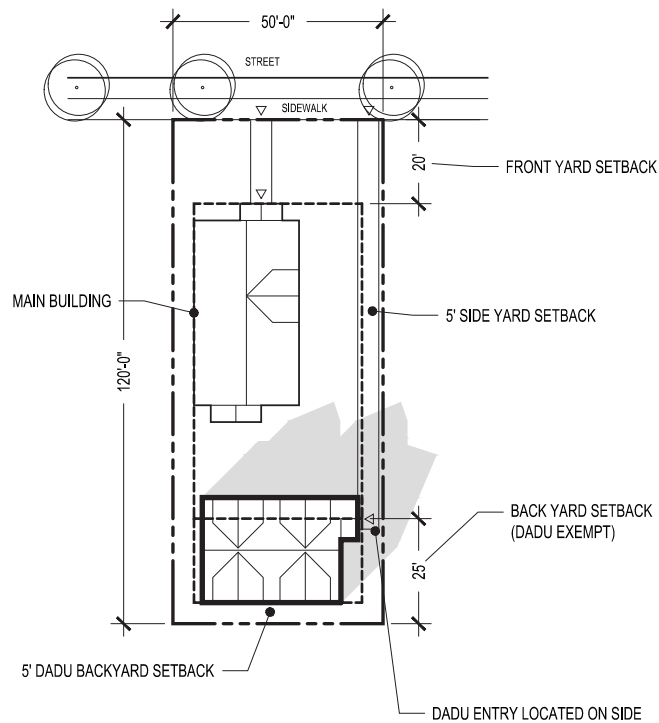
- 7,500 SF in R-1
- 5,000 SF in other R zones

Parking:

- No additional parking required

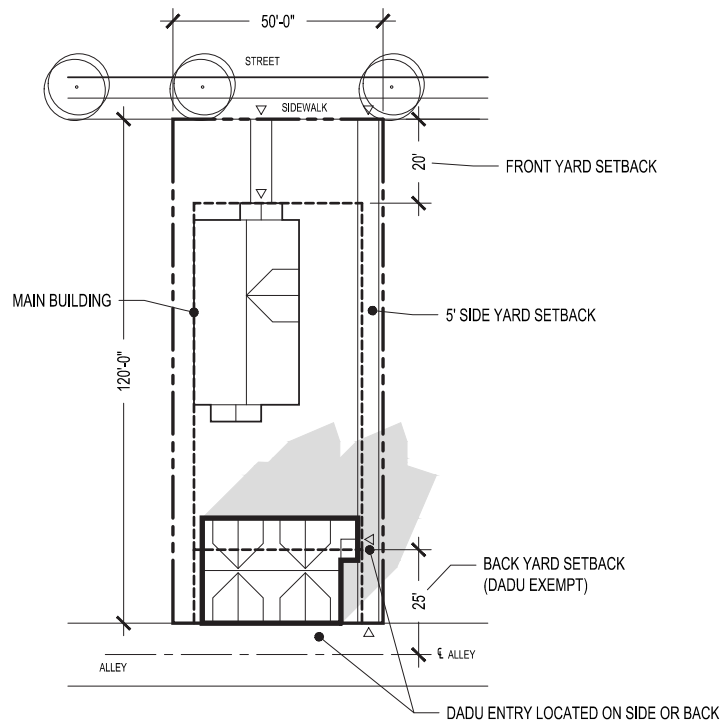
Design Criteria:

- No more than four occupants in ADU.
- Property owner must maintain occupancy in the main building or ADU.
- ADU shall include facilities for cooking, living, sanitation and sleeping.
- Home occupations allowed.
- DADU footprint must be less than 85% of main building footprint and less than 15% of the lot area.
- A 4-foot pedestrian walkway composed of distinct materials from adjacent vehicle driving or parking surfaces shall be provided between the ADU and the nearest public sidewalk or street right-of-way when no sidewalk exists.
- Minimum usable yard space shall be 10% of lot area



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



Capitol Hill ADU in Seattle, WA. Photo Credit: microhouse.



ADU in Portland, OR. Photo Credit: Rainbow Valley Construction.



Ballard ADU in Seattle, WA. Photo Credit: Cast Architecture.



Two-family housing rendering with separate entrances on corner lot with alley access.



Two-family housing rendering with separate entrances on corner lot with alley access.

TWO-FAMILY HOUSING

Definitions

Two-Family Housing: One residential building or attached buildings with two separate dwelling units (also called apartments or townhouses).

Zoning

Under the Pilot Program, two-family or townhouse development will be reviewed in single-family zoning district R-2. See *Locating Infill Projects* in Chapter 4 of this document for allowable locations for this type of development.

Permitting

Two-family development on corner lots require a conditional use permit in R-2 Districts and must meet the criteria presented in this section.

Submittal Requirements

In addition to the submittal requirements under the provisions of the Pilot Program and the Conditional Use Permit application, the applicant shall submit information on building materials. See checklists in Chapter 4 for complete submittal information.

References

- TMC 13.06.640.G Conditional Use - Two-Family Development on Corner Lots in the R-2 District
- TMC 13.05.115 - Residential Infill Pilot Program
- TacomaPermits.org - Conditional Use Permit Application

TWO-FAMILY REQUIREMENTS:



Maximum Units:

- Two dwelling units

Minimum Lot Size:

- 6,000 SF

Location:

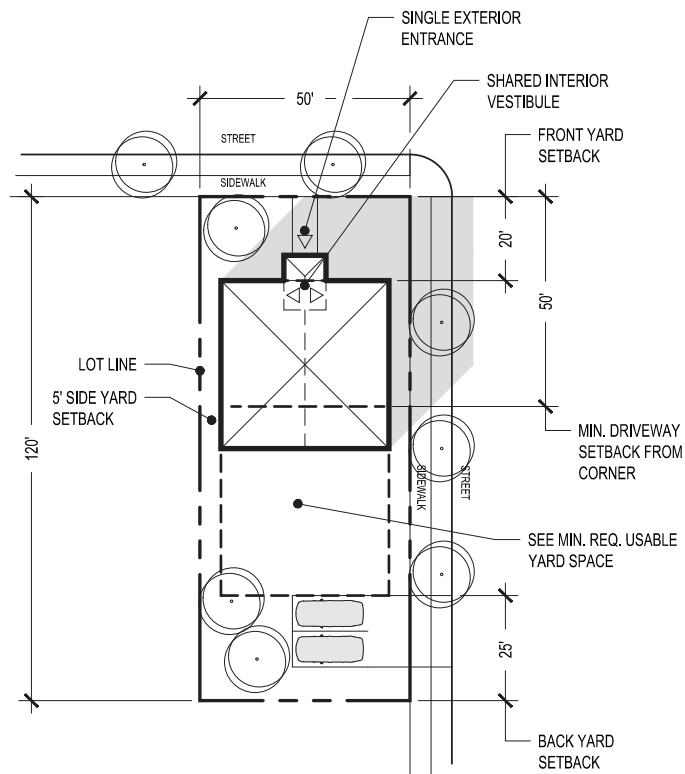
- Corner lot

Parking:

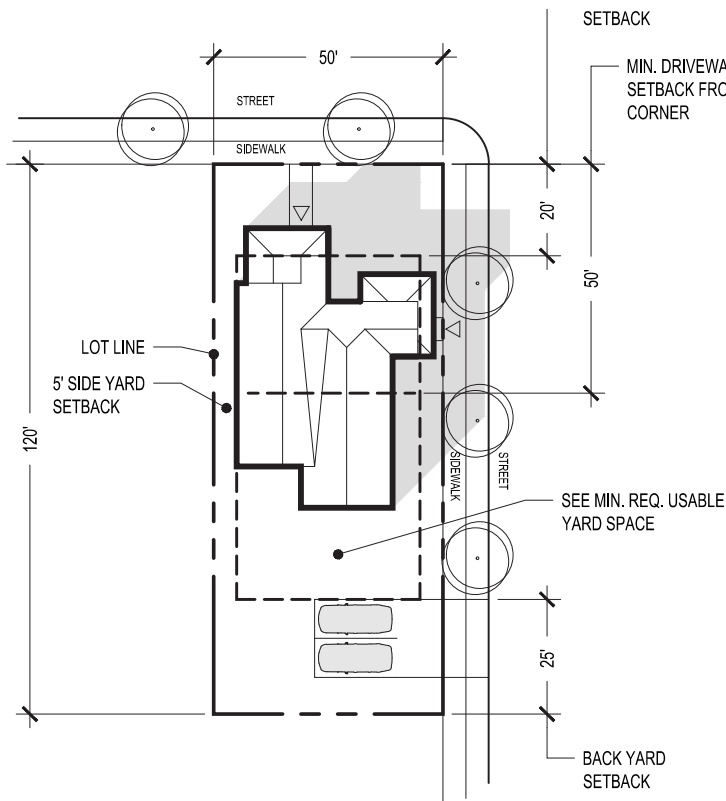
- Each unit shall provide no more than 1 off-street parking space.
- Locate parking in a designated rear yard.

Design Criteria:

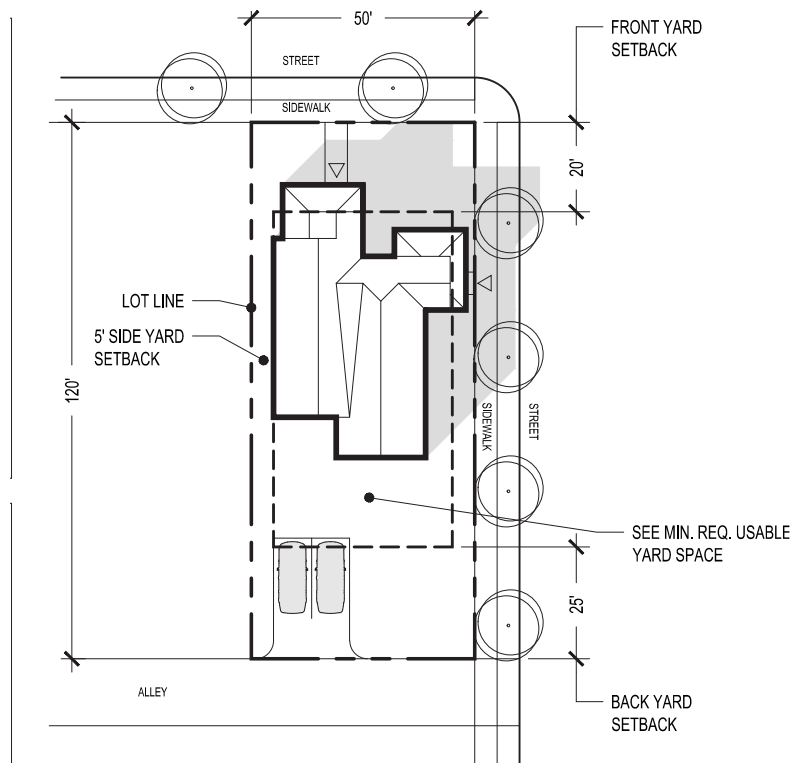
- Development must present general appearance of detached single-family dwelling in terms of architecture, bulk and front and rear setbacks.
- Must comply with one of two approaches:
 1. Each unit is oriented onto a different street frontage, or
 2. Each unit is accessed through a shared entrance.
- Minimum usable yard space shall be 10% of lot area with no dimension less than 15 feet.



Example 1: Corner Lot Two-Family R2 Zone Single Entry with No Alley



Example 2: Corner Lot Two-Family R2 Zone with No Alley



Example 3: R2 Zone Corner Lot Duplex with Alley



Two-entry duplex in Bend, OR. Photo credit: West Bend Property Co.



Corner lot duplex in Tacoma, WA. Photo credit: Lauren Flemister



Multi-family housing in Tacoma, WA. Photo credit: Elliott Barnett.



Multi-family residences in Tacoma, WA. Photo credit: Lauren Flemister.

MULTI-FAMILY HOUSING

Definitions

Multi-Family Housing: a residential building or several buildings within one complex with multiple dwelling units (also called apartments or townhouses).

Only multi-family housing up to maximum six dwelling units will be considered under this Pilot Program.

Zoning

Under the Pilot Program, multi-family development will be reviewed in two-family dwelling zoning district R-3. See *Locating Infill Projects* in Chapter 4 of this document for allowable locations for this type of development.

Permitting

Multi-family developments require a conditional use permit in R-3 Districts and must meet the criteria presented in this section.

Submittal Requirements

In addition to the submittal requirements under the provisions of the Pilot Program and the Conditional Use Permit application, the applicant shall submit information on building materials. See checklists in Chapter 4 for complete submittal information.

References

- TMC 13.06.640.H Conditional Use - Multi-Family Development in the R-3 District
- TMC 13.05.115 - Residential Infill Pilot Program
- TacomaPermits.org - Conditional Use Permit Application

MULTI-FAMILY REQUIREMENTS:



Maximum Units:

- Six dwelling units

Minimum Lot Size:

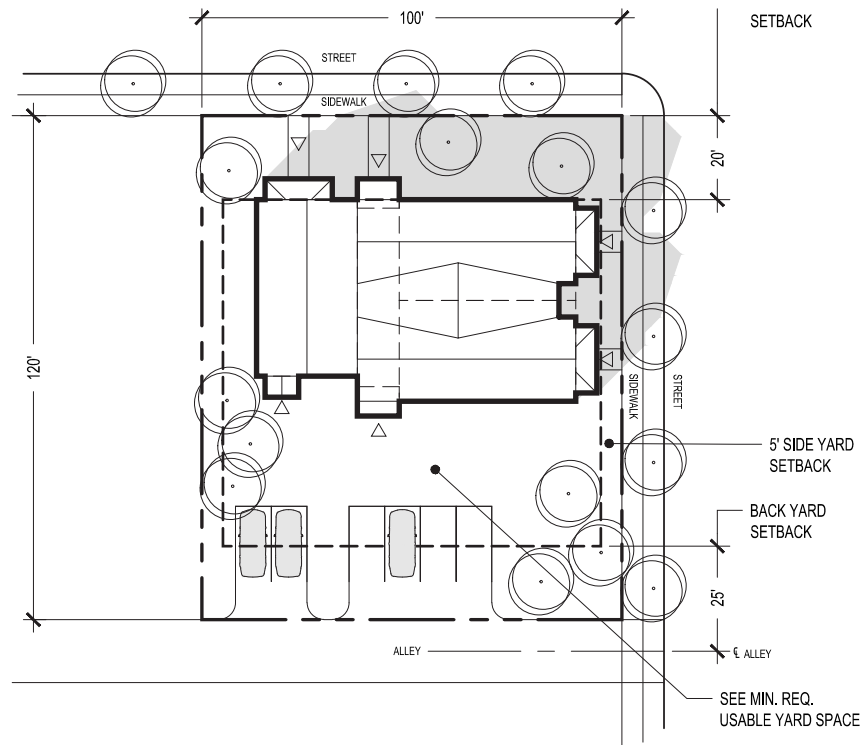
- 9,000 SF

Parking:

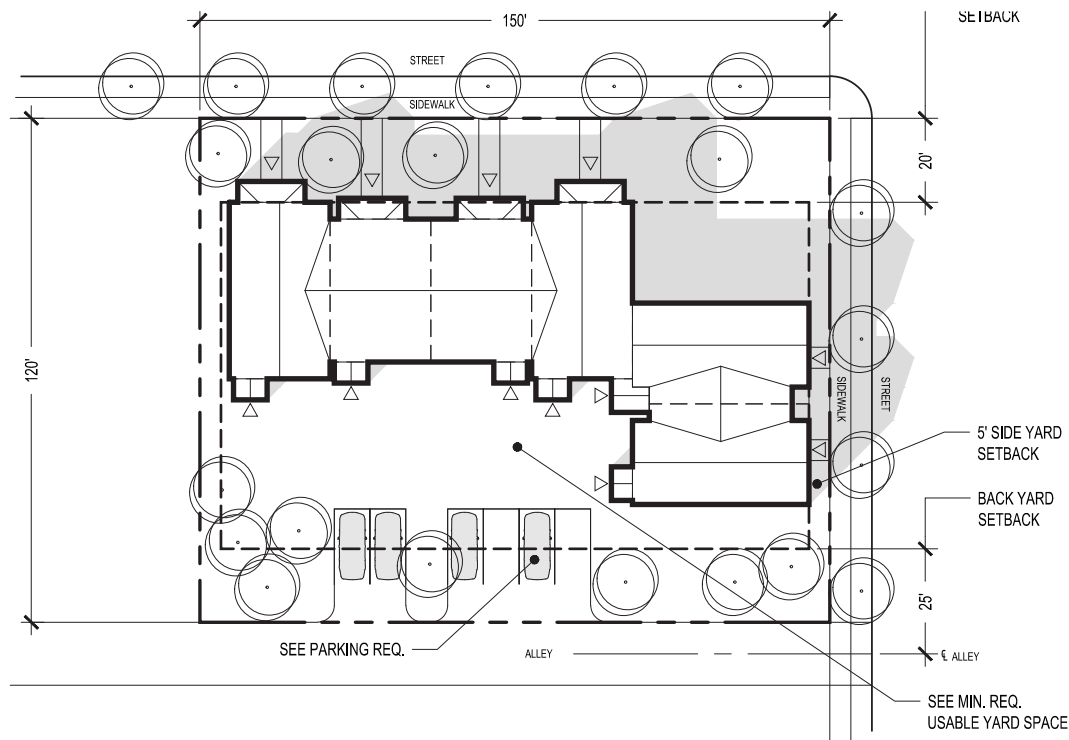
- Limited to one space per unit
- Located in rear of the site, obscured from street frontage view

Design Criteria:

- Minimize overall impression of density and bulk.
- Fit with established neighborhood patterns.
- Access to dwellings shall be through a shared primary entrance.
- Minimum usable yard space shall be 10% of lot area with no dimension less than 15 feet (no less than 12 feet for parcels smaller than 3,500 sf). This area cannot include structures, driveways or parking and must be located in the rear or side yard.
- 35% of usable open space must be 'common' space.



Example 1: R-3 Zone Multi-Family Development on Corner with Alley



Example 2: R-3 Zone Multi-Family Development on Corner with Alley (larger site)



Multi-family development in Seattle, WA. Photo credit: Seattle Department of Construction and Inspections.

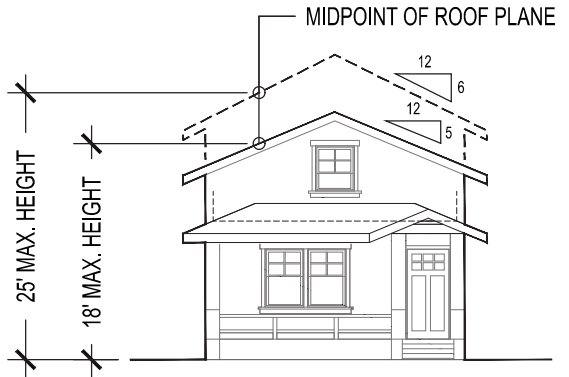
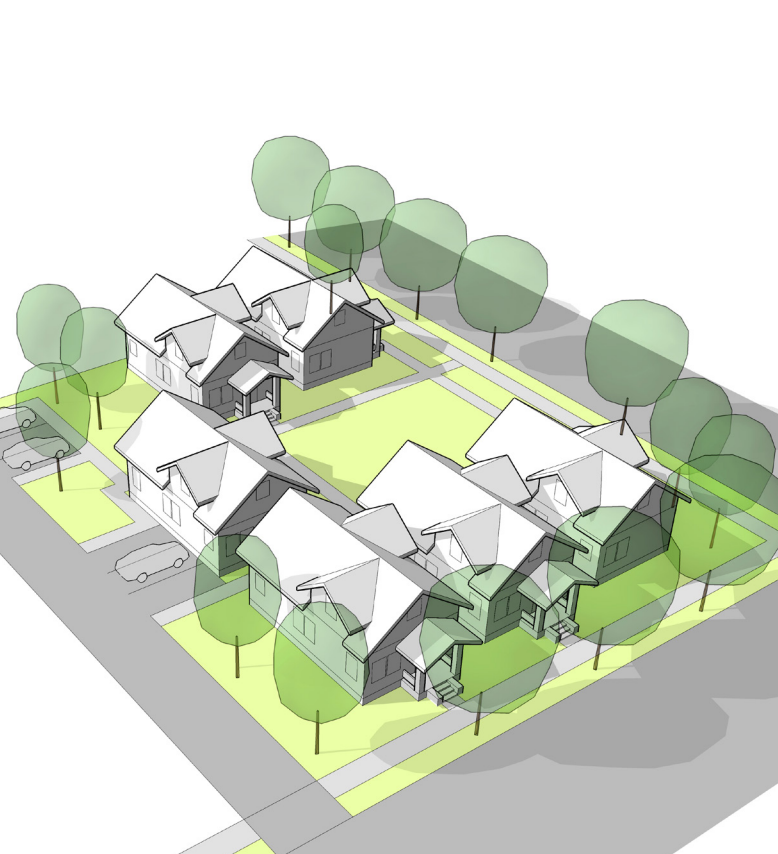


High Point multi-family and low-income development in Seattle, WA. Photo credit: Juan Hernandez.

RESIDENTIAL INFILL PILOT PROGRAM



Chico Beach Cottages, Silverdale, WA. Photo credit: Charlie Wenzlau.



Height Limit Requirements for new cottage housing.

COTTAGE HOUSING

Definitions

Cottage Housing: A grouping of single family housing clustered around common open space with a coherent plan for the entire site.

Cottage Housing Types:

- **Cottage** – A detached, single-family dwelling unit containing no more than 1,200 sf of gross floor area with no more than 800 sf of ground floor.
- **Carriage** – A single-family dwelling unit, not to exceed 800 sf in gross floor area, located above a garage structure in a cottage housing development.
- **Two/Three-dwelling Buildings** – A structure containing two or three dwelling units, not to exceed 1,000 sf per unit on average, designed to look like a detached single-family house. Two/three-dwelling cottage buildings are not permitted in the R-1 or R-2 Districts.

Zoning

Under the Pilot Program, all cottage housing types between 4 - 24 dwelling units will be reviewed in any residential zoning districts except HMR-SRD. See *Locating Infill Projects* in Chapter 4 of this document for allowable locations for this type of development.

Permitting

All cottage housing requires a conditional use permit and must meet the criteria presented in this section.

Submittal Requirements

In addition to the submittal requirements under the provisions of the Pilot Program and the Conditional Use Permit application, the applicant shall submit the following:

- A completed Preliminary Plat application, if applicable.
- A completed environmental checklist, if applicable.
- A completed application for a site plan approval.
- Documentation of the proposed ownership.
- Property management approach, such as condominium or homeowners association.

See checklists in Chapter 4 for complete submittal information.

References

- TMC 13.06.160 - Cottage Housing
- TMC 13.05.115 - Residential Infill Pilot Program
- TacomaPermits.org - Conditional Use Permit Application

COTTAGE HOUSING REQUIREMENTS:



Maximum Units:

- Four to twenty-four dwellings;
Maximum 12 cottages per cluster

Floor Area Limits:

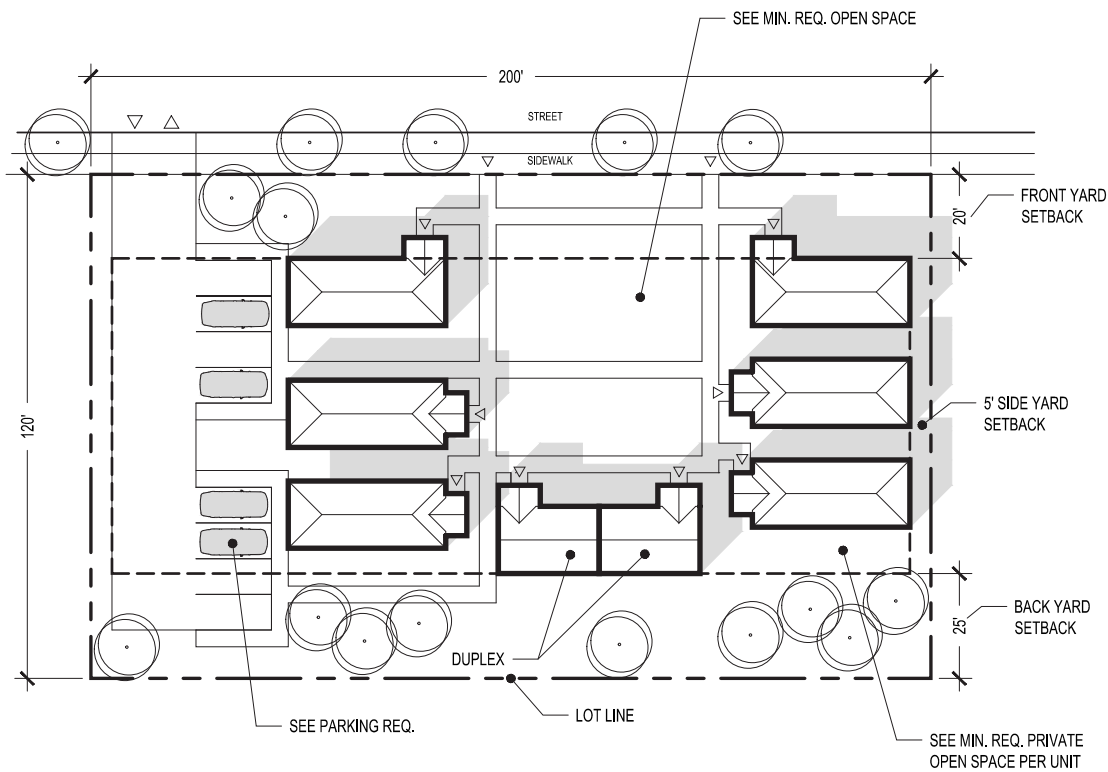
- Maximum 0.5 FAR required for overall site.

Minimum Lot Size:

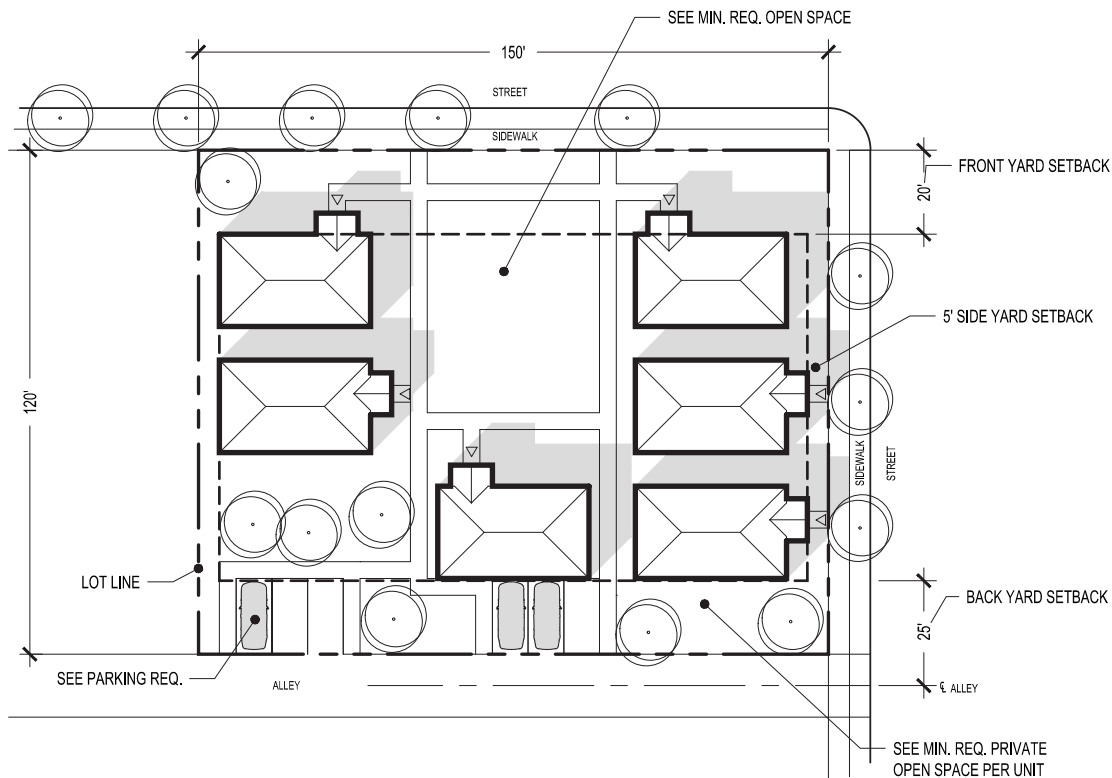
- 10,000 SF

Parking:

- One off-street parking space per unit.
- Detached garage floor area limit of 250 SF. Shared garages floor area limit of 1,200 SF. Clustered parking areas limit of four spaces.



Example 1: Cottage Housing Mid-Block Lot with No Alley



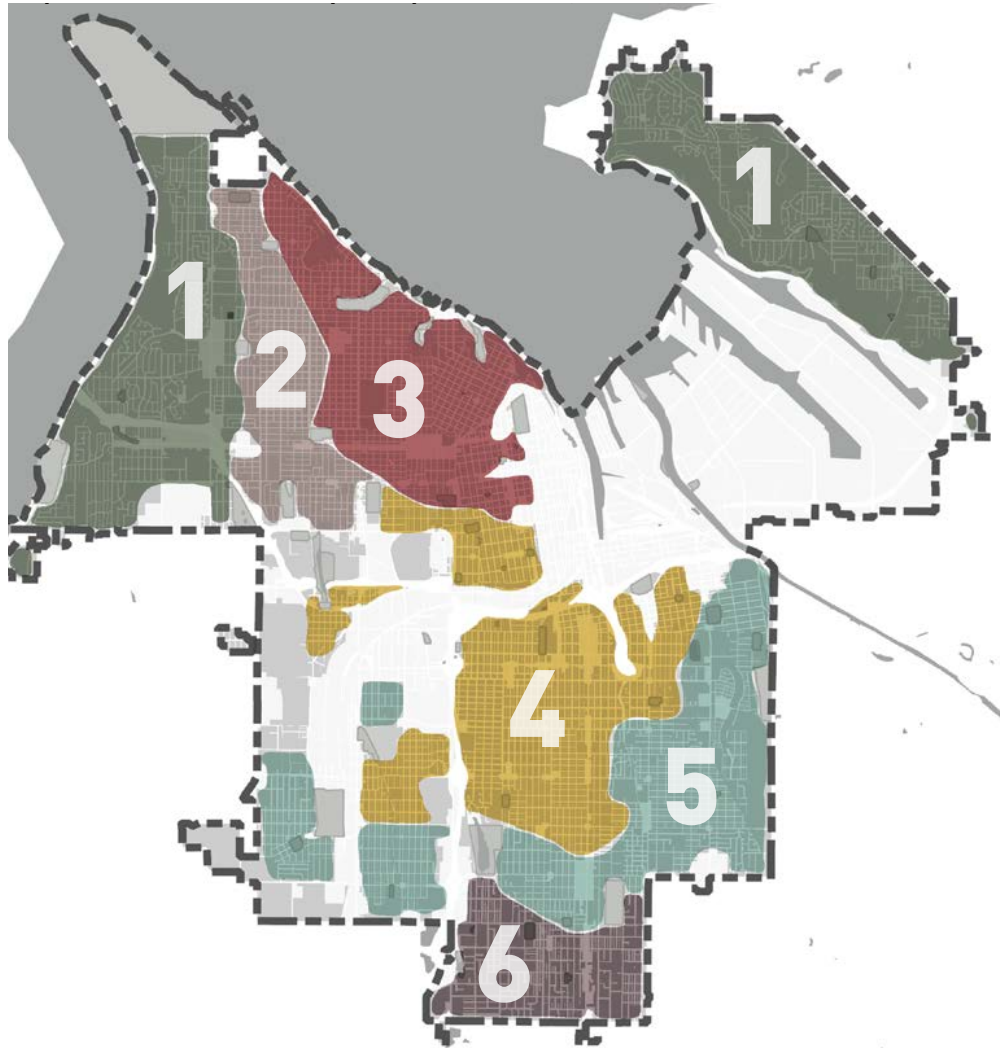
Example 2: Cottage Housing on Corner Lot with Alley

COTTAGE HOUSING REQUIREMENTS CONTINUED:



Design Criteria:

- Number of developments permitted = 1.5 times the maximum number of dwelling units in the applicable zoning district.
- The external setbacks of the underlying zoning district shall apply.
- Minimum 8 feet between structures containing dwelling units.
- Covered porch required per building; minimum 50 SF with no dimension less than 5 feet.
- Each carriage unit shall have a deck or balcony oriented toward the common open space.
- Buildings must orient entrances toward the public right-of-way where adjacent, provide a minimum of 15% façade transparency, and modulate the façade, vary the roofline or other design features.
- Vehicular access shall be from the rear of the site whenever suitable access is available or feasible. If not feasible, then driveway or private roads shall be minimized to the maximum extent feasible. Driveways to individual units shall consist of paved runner strips or pervious surfacing.
- All cottage housing and landscaping shall be designed in an attractive way and according to a coherent design concept that allows for variation in style, features, materials and colors.
- A variety of unit sizes, building/ site design, building styles, features, colors and site design elements are required.
- Shall be stick-built.
- Minimum 400 SF common open space with no dimension less than 20 feet.
- Common open space shall be located in a central area that is easily accessible and visible to all dwellings within the cottage cluster. No sight-obscuring fences are permitted within common open spaces. The common open space shall be surrounded by cottage or common buildings on at least three sides, unless topography precludes this. Common open space shall be improved with gathering space, gardening, walkways or recreational features.
- Minimum 300 SF private open space per unit. Not allowed in front setback.
- Community buildings in common ownership are permitted within cottage housing developments, and shall be incidental in use and size to the cottage dwellings.
- All dwelling units shall be directly connected to the public sidewalk.
- Provide required street trees per TMC 13.06.502.
- Parking areas shall be softened or screened with landscaping.
- Internal landscaping shall be determined through the Residential Infill Pilot Program review process.
- ADUs are not permitted.



1 POST-WAR SLOPES

- Topography: Sloped
- Block Structure: Curvilinear
- Intersection Density: Disconnected
- Land Use: Low Intensity

2 MIXED-ERA TRANSITION

- Topography: Flat
- Block Structure: Mixed
- Intersection Density: Connected
- Land Use: Medium Intensity

3 PRE-WAR COMPACT

- Topography: Sloped
- Block Structure: Straight
- Intersection Density: Connected
- Land Use: High Intensity

4 PRE-WAR EXPANSION

- Topography: Flat
- Block Structure: Straight
- Intersection Density: Mixed
- Land Use: Medium Intensity

5 MID-CENTURY EXPANSION

- Topography: Mixed
- Block Structure: Straight
- Intersection Density: Mixed
- Land Use: Low Intensity

6 SUBURBAN FRINGE

- Topography: Flat
- Block Structure: Straight
- Intersection Density: Disconnected
- Land Use: Low Intensity

Ø3 DESIGN ELEMENTS

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

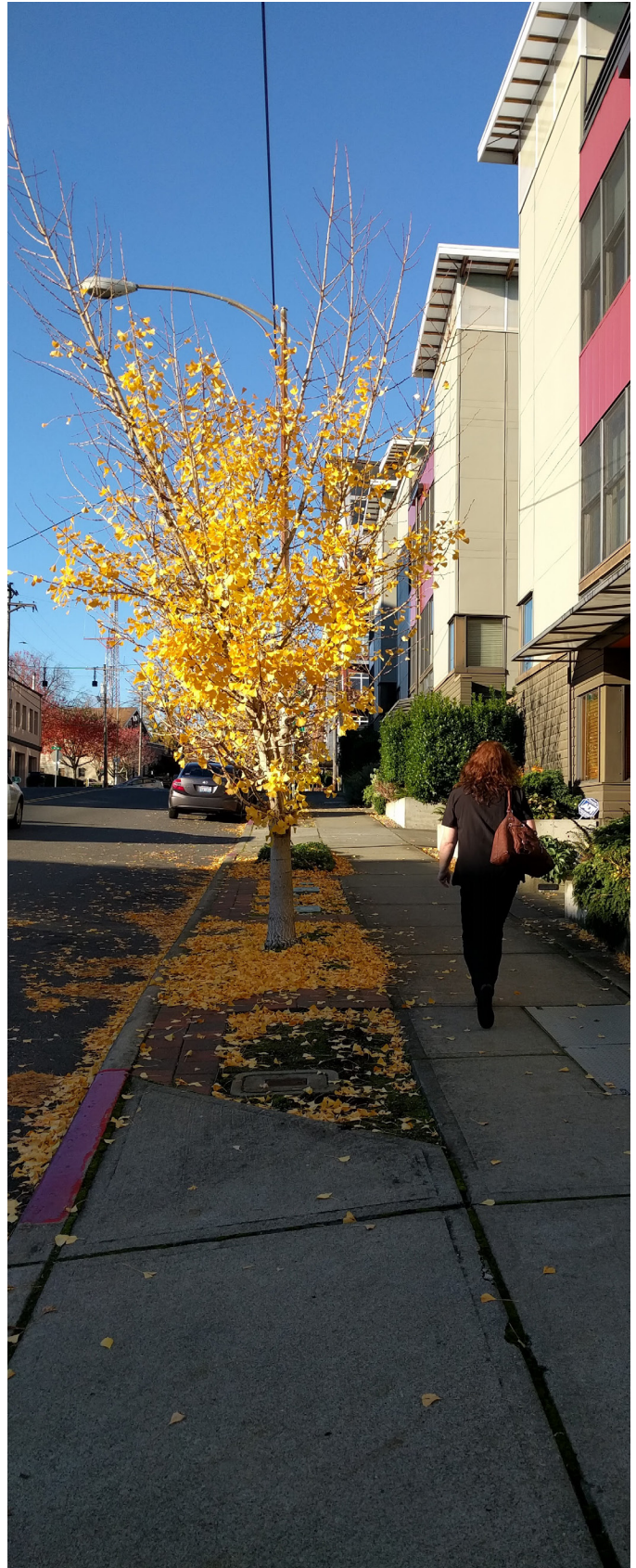
Walkability and connectivity are core principles in the City's Comprehensive Plan. Walkable neighborhoods promote health and wellness and create an accessible environment with more ways to engage citizens. Pedestrian-friendly design will be a key component of any proposed project or development. Each 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.



Walkable Street in Tacoma, WA.
Photo credit: Lauren Flemister

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 FocusFire

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 sprinkler 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.

RESIDENTIAL INFILL PILOT PROGRAM



Danielson Grove, Kirkland, WA. Photo credit: Triad.



Multi-family housing in Tacoma, WA. Photo Credits: Lauren Flemister.



Ø4 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

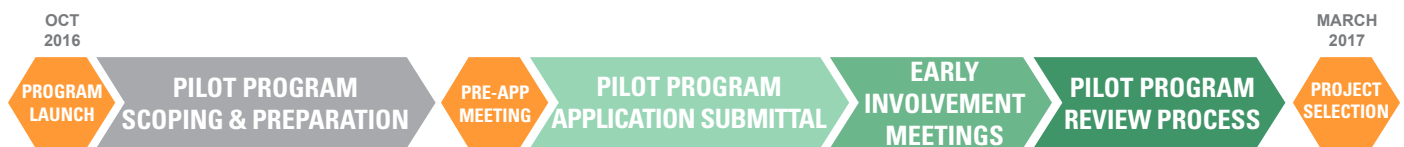
TIMELINE

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



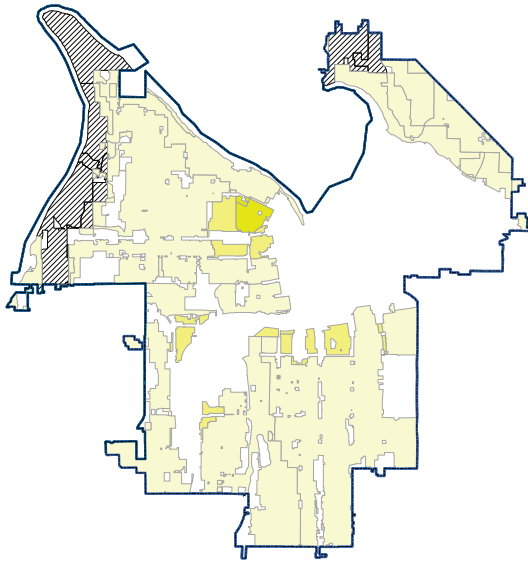
PART 2. PERMIT REVIEW PROCESS



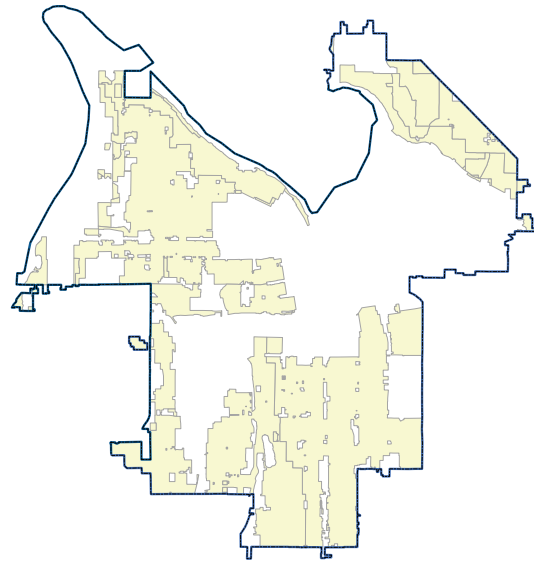
See pages 2-3 for more details on the Pilot Program and permit process.

ZONING FOR ALLOWABLE HOUSING TYPES:

1. Detached Accessory Dwelling Units



2. Two-Family Housing



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.

KEY

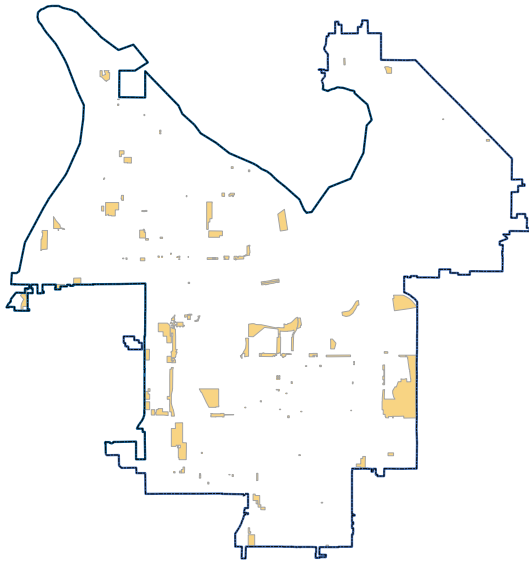
	R2-SRD : One Family Dwelling - Special Review District
	HMR-SRD : Historic Mixed Use Special Review District
	R-1 : One Family Dwelling
	R-2 : One Family Dwelling
	R-3 : Two-Family Dwelling
	R-4L : Low-Density Multi-Family Dwelling
	R-4 : Multi-Family Dwelling
	R-5 : Multi-Family Dwelling

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.

3. Multi-Family Housing



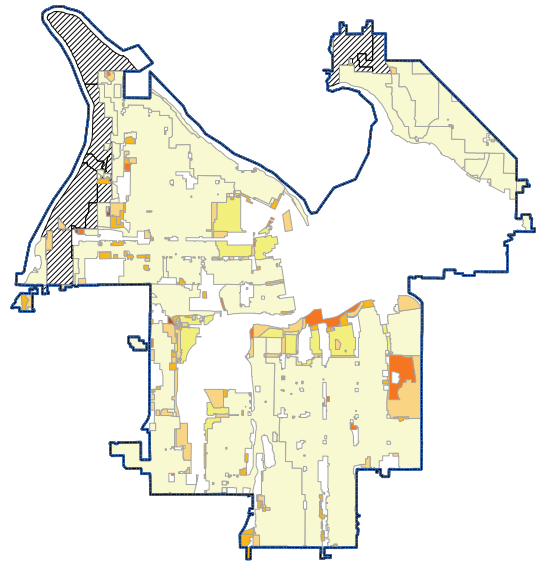
R-2: Single-Family Dwelling District. The R-2 District is the most common residential zoning district in the City. This district is similar to the R-1 District; however its density is slightly higher than the R-1 District. It generally abuts more intense residential and commercial districts.

R2-SRD: Residential Special Review District. The R2-SRD District is very similar to the R-2 District. However, it allows for a limited number of two and three-family dwellings, subject to an approved conditional use permit. Some pre-existing multifamily dwellings may also exist in this district.

HMR-SRD: Historic Mixed Residential Special Review District. The HMR-SRD District is designed to apply to existing, predominately single family neighborhood areas or portions of existing neighborhood areas which have been designated as a Historic Special Review District because the buildings within reflect significant aspects of Tacoma's early history, architecture and culture.

R-3: Two-Family Dwelling District. The R-3 District is intended for one-, two-, and three-family dwellings. Some lodging and boarding homes are

4. Cottage Housing



also appropriate. The R-3 District is characterized by low residential traffic volumes and generally abuts more intense residential and commercial districts.

R-4L: Low Density Multiple-Family Dwelling District. The R-4L District is intended for low-density multiple-family housing, retirement homes, and group living facilities. The R-4L district is very similar to the R-4 District, but has more restrictive site development standards.

R-4: Multiple-Family Dwelling District. The R-4 District is intended for medium-density multiple-family housing. Other appropriate uses may include day care centers, and certain types of special needs housing. The R-4 District is located generally along major transportation corridors and between higher and lower intensity uses.

R-5: Multiple-Family Dwelling District. The R-5 District is intended for high-density multiple-family housing and also permits residential hotels, retirement homes, and limited mixed-use buildings. The district is generally located in close proximity to employment centers, services, major transportation corridors, and public transportation facilities.

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.

PROCEDURES & FEES

No fees will be assessed for the statements of interest to participate in the Infill Pilot Program. If selected to submit a full permit application, applicants will be assessed based on the type of infill project and if an administrative land use or conditional use permit is required.

For two-family, multi-family and cottage housing, a conditional use permit will be required. ADUs do not require a conditional use permit unless taller than 18' to midpoint of the roof. Typical ADU applications require an administrative land use permit and shall adhere to the following procedures.

ADU Procedures

Any property owner seeking to establish an ADU

in the City of Tacoma shall apply for approval in accordance with the following procedures:

- **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 below.
- **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.
- **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

The screenshot shows the TacomaPermits.org website. At the top is the City of Tacoma logo and name. Below the header, there are navigation links: Home, Permits, and an Advanced Search dropdown. A notification box for supported web browsers is visible. The main content area is divided into two columns. The left column contains a welcome message, a partnership announcement with Accela, Inc., and a list of services available on the site. The right column contains a login form with fields for User Name or E-mail and Password, a Remember me checkbox, and links for forgotten passwords and new users.

City of Tacoma
WASHINGTON

Announcements(1) ☐ Accessibility Support Register for an Account Login

Supported Web Browsers: Please be aware that TacomaPermits supports IE10, IE11, Firefox 37, Safari 8, Chrome 42, and Opera 29 for the submission of permits. For full feature functionality, please use ... [more](#)

Home Permits

Advanced Search ▼

Mark as Read

Welcome to the Tacoma Permits!
We are pleased to offer our citizens, businesses, and visitors access to government services online, 24 hours a day, 7 days a week.

In partnership with [Accela, Inc.](#), we are fulfilling our promise to deliver powerful e-government services and provide valuable information about the community while making your interactions with us more efficient, convenient, and interactive.

What would you like to do today?
To get started, select one of the services listed below:

TacomaPermits.org

- Electronic File Standards
- Submittal Checklists
- Tip Sheets
- Staff Directory

Login

User Name or E-mail:

Password:

☐ Remember me on this computer

[I've forgotten my password](#)
[New Users: Register for an Account](#)

Login »

Snapshot of Tacoma's Accela system for submitting infill applications.

INFILL PILOT PROGRAM SPECIAL ADVISORY REVIEW COMMITTEE

Advisory Review Committee consists of:

- The Director or designee
- Long-Range Planning Manager or designee
- City staff member with residential building and site development expertise
- Designee representing area Neighborhood Council (from Community Council)
- Architect or urban designer (Tacoma resident)
- Representative of Landmarks Presentation Commission
- Planning Commissioner

Final approval is given by the Director or Hearing Examiner and the Landmarks Presentation Commission.

For more information, see TMC 13.05.115.

PILOT PROGRAM DESIGN CRITERIA

- Responsiveness to existing neighborhood development patterns in the area
- Pedestrian-friendly design including access and connectivity
- De-emphasize parking (must meet parking requirements of TMC 13.06.510)
- Minimize scale contrasts, shading and privacy impacts
- Create usable and functional outdoor/yard spaces
- Incorporation of sustainable features. (Multi-Family and Cottage Housing must document sustainability features through a certification program such as Built Green 3 stars, LEED Bronze or Greenroads Bronze)
- Consistency with code requirements (see TMC 13.06)

For more information, see TMC 13.05.115.

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.

- **Permit.** An ADU permit shall be issued upon receipt of a complete application, associated fees, proof of recorded notice on title and approval of any necessary building or other construction permits.
- **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

BUILDING PERMIT SUBMITTAL CHECKLIST

- ✓ Site plan to scale
- ✓ Building elevations to scale
- △ Floor plans to scale
- △ Framing plans to scale
- △ Roof plans to scale
- △ Section plans and connection details
- △ Foundation details
- △ Energy code forms
- △ Stormwater site plan
- △ Stormwater pollution prevention plan
- △ Other items identified by City staff

Check marks (✓) identify completed Pilot Program application requirements. They may need to be modified throughout the application process.

For more information, see <http://tacomapermits.org/permitting-library> and select Residential New Building Submittal Checklist

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

systems), education, police and fire facilities, and social and health services.

- The adequacy of landscaping, screening, yard setbacks, open spaces, or other development characteristics necessary to mitigate the impact of the use upon neighboring properties.
- An application for a CUP shall be processed in accordance with the provisions of Chapter 13.05.

CUP SUBMITTAL CHECKLIST

- ✓ Administrative land use application and permit fee
- ✓ Site plan to scale
- ✓ Building elevations (exterior view of all sides)
- ✓ Floor plans to scale
- △ SEPA environmental checklist
- △ Written response to criteria
- △ Building materials information
- △ Landscape plan
- △ Demonstrate property's inadequacy for single-family development

Checkmarks (✓) identify completed Pilot Program application requirements. They may need to be modified throughout the application process.

For more information, see <http://tacomapermits.org/wp-content/uploads/2014/08/L-640-Conditional-Use-Permit-CUP.pdf>

Ø5 RESOURCES

TACOMA PROJECTS

- Affordable Housing Work Program Phase 3 - October 1, 2014 (PDF)
- Affordable Housing Policy Advisory Group Recommendations Report - December, 2010
- APHAG Memo - October 13, 2011
- 2014 Affordable Housing Policy Phase 2 Packet as adopted by council

OTHER CITIES' EXAMPLES

- The Ins and the Outs: A Policy Guide to Inclusionary and Bonus Housing Programs in Washington - The Housing Partnership, 2007 (PDF)
- City of Portland, OR - Infill Design
- PSRC Housing Innovations Website

PLANNING COMMISSION

Amended Ordinance Number 28336 can be found [here](#).

Posted below are materials reviewed by the Planning Commission (PC). They are also posted on the 2015 Annual Amendment web page, under "2015-08 Affordable Housing Planning Work Program."

2015-08 PC Draft Code (July 1, 2015)

2015-08 PC Review Packet (July 1, 2015)

2015-08 PC Review Packet (June 17, 2015)

2015-08 PC Presentation (May 6, 2015)

2015-08 PC Review Packet (May 6, 2015)

2015-08 PC Review Packet (March 4, 2015)

2015-08 PC Review Packet (October 1, 2014)

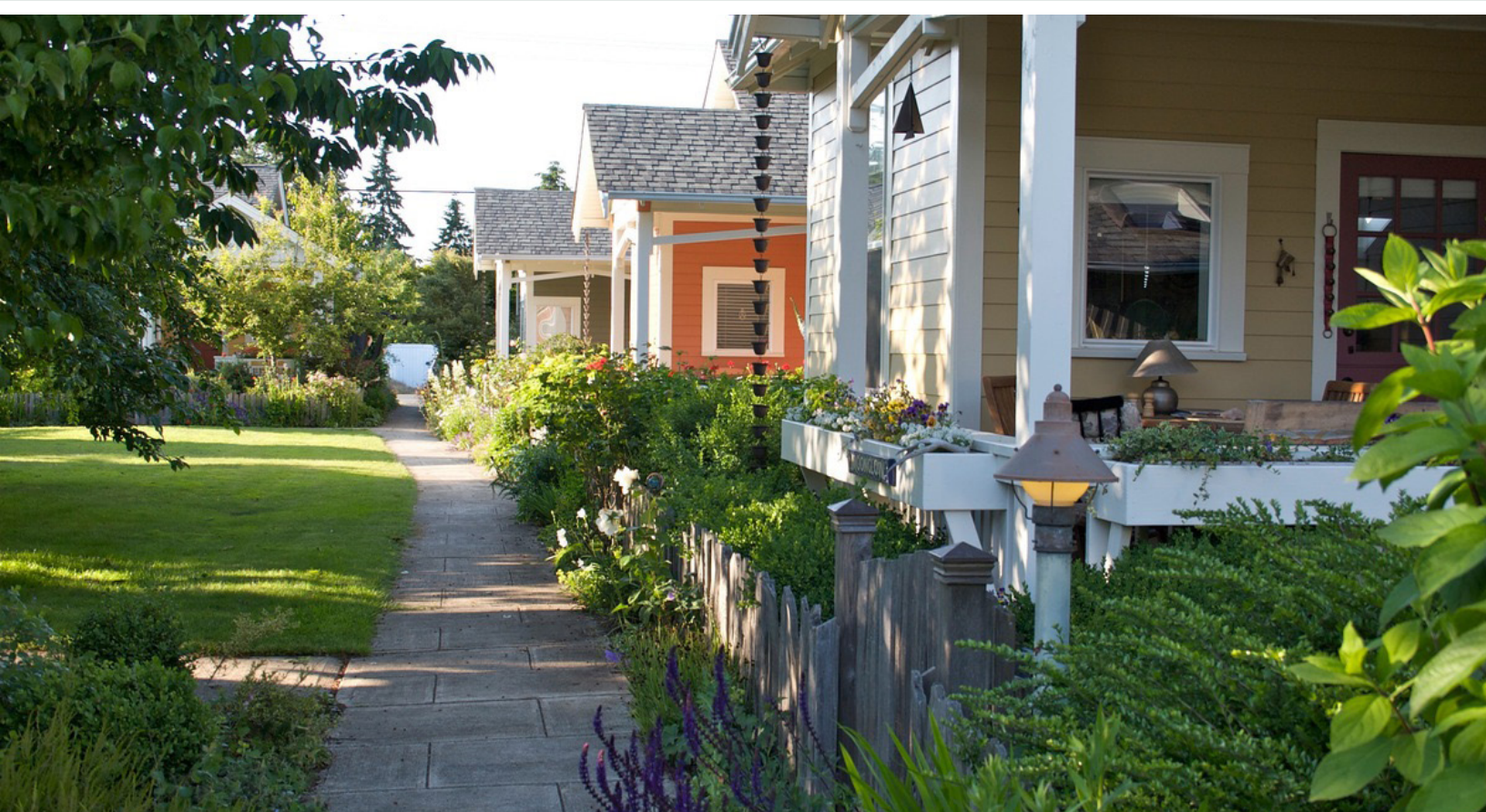
2015-08 PC Presentation (October 1, 2014)

The Infill Design Toolkit: Medium-Density Residential Development



A Guide to Integrating Infill Development
into Portland's Neighborhoods

December 2008



October 2016

City of Tacoma
747 Market Street, Tacoma, WA 98402
<http://www.cityoftacoma.org>