



# CITY OF TACOMA

## SUSTAINABLE TACOMA COMMISSION

### HYBRID MEETING

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**DRAFT AGENDA**  
THURSDAY, MAY 18TH, 2023  
5:00 PM TO 7:00 PM

This meeting will be held both virtually and in-person. In person location is the Tacoma Municipal Building, 747 Market St, room 248.

**Meeting phone line:** (253) 215-8782

**Meeting hyperlink:** <https://us02web.zoom.us/j/84328083947?pwd=YXo2N1dURXJhRkxpSHNMMnZhRTIGQT09>

**Meeting ID:** 843-2808-3947

**Meeting password:** 253253

Microphones will be muted and cameras turned off for all meeting participants, except for the Commissioners and staff presenters. Public comments will be accepted in meeting during the time set aside by the agenda. In addition, the Commission encourages community members to submit written comments prior to the meeting by 4:00 p.m. on April 20th. Please e-mail your comments to [bjarot@cityoftacoma.org](mailto:bjarot@cityoftacoma.org), put in the subject line "STC Meeting 4/20/2023", and clearly indicate which agenda item(s), if any, you are addressing.

- I. CALL TO ORDER & EXTENDED ROLL CALL
- II. APPROVE MAY 18<sup>TH</sup> AGENDA AND APRIL 20<sup>TH</sup> MINUTES
- III. PUBLIC COMMENTS
- IV. STAFF UPDATES
- V. HOME IN TACOMA PRESENTATION – PLANNING AND DEVELOPMENT SERVICE STAFF
- VI. CLIMATE ACTION COUNCIL RECOMMENDATIONS - DISCUSSION
- VII. PUBLIC COMMENTS
- VIII. OBJECTIVES FOR NEXT MEETING
- IX. ADJOURNMENT



## City of Tacoma Sustainable Tacoma Commission Meeting Minutes

**Date:** April 20, 2023

**Commission Members Present:**

Matthew Benedict, Lexi Brewer, Evlondo Cooper (Co-Chair), Tony Ivey, Casey McManus, Adam Reichenberger, Margaret Schwertner (Co-Chair), Laura Svancarek

**Commission Members Excused:**

**Commission Members Absent:** Kendra Stauffer

**Others Present:**

City of Tacoma Commission Support Staff: Kristin Lynett and Jim Parvey (Office of Environmental Policy & Sustainability),

Members of the Public: present

**Call to Order & Roll Call**

This meeting was called to order by Commission Co-Chairperson Margaret Schwertner, including an acknowledgement of the traditional indigenous lands this Commission conducts its business on. The Chair welcomed Commissioners, staff, and members of the public. Then, Margaret administered an extended roll call discussion, where Commissioners acknowledged their attendance.

**Unanimous Approval of April 20<sup>th</sup> 2023 Meeting Agenda**

**Unanimous Approval of March 16, 2023 Meeting Minutes**

**Public Comment**

No public comments were delivered verbally during this agenda item or in writing prior to the meeting.

**Staff Updates**

OEPS Staff, Kristi Lynett, gave updates on:

- Hiring process and timeline for new Climate Data and Grant Analyst (June)
- New Commissioner buddy/mentors
- Important Dates:
  - South Sound Sustainability Expo, April 22nd
  - STC Interviews with Infrastructure, Planning and Sustainability Committee, April 26<sup>th</sup>

**Commission Business Items**

**CAP Progress Report Review and Discussion-** Kristi

Kristi led discussion of the Progress Report indicators and actions, and answered Commission questions. A subcommittee will meet prior to the next meeting to synthesize Commission thoughts and draft priorities. Casey, Lexi, Evlondo and Margaret offered to assist with that effort.

**Public Comment**

No public comments were delivered verbally during this agenda item or in writing prior to the meeting.

**Objectives for the Next Meeting (May 18, 2023)**

- Welcome new Commissioners – extended roll call
- Home in Tacoma Phase 2 presentation
- Continue Council CAP priorities discussion and refinement

**Adjournment**

There being no further business, the Commission unanimous approved an adjourned at 6:50.

The next meeting of the Sustainable Tacoma Commission will be held hybrid on Thursday, May 18 2023, at 5:00pm, on zoom and at Tacoma Municipal Building, room 248

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Evlondo Cooper and Margaret Schwertner, Co-Chairs

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Kristin Lynett, Staff / Note Taker

# Sustainable Tacoma Commission (STC)

## 5/18/2023 Hybrid Public Meeting

### Welcome

Commissioners

Members of the public

Presenters and staff support:

**Beth Jarot & Leah Michaelsen**, City of Tacoma, Office of Environmental Policy & Sustainability

**Alyssa Torrez**, City of Tacoma, Planning & Development Services



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# Call to Order



## Land Acknowledgment

ʔuk'wədiid čət ʔuhigwəd txwəl tiit ʔa čət ʔal tə swatxwixwtxwəd ʔə tiit puyaləpabš. ʔa ti dxwʔa ti swatxwixwtxwəd ʔə tiit puyaləpabš ʔəstətətłil tul'al tudiʔ tuhaʔkw. didiʔt ʔa həlgwəʔ ʔal ti sləxłil. dxwəstətłils həlgwəʔ gwəl ʔ'uyayus həlgwəʔ gwəl ʔ'uʔ'axwəd həlgwəʔ tiit bədədəʔs gwəl tičdxw həlgwəʔ tiit ʔiisəds həlgwəʔ gwəl ʔ'uʔalalus həlgwəʔ gwəl ʔ'utxwəlšucidəb. xwəla ···b ʔə tiit tuyəl'yələbs.

We gratefully honor and acknowledge that we rest on the traditional lands of the Puyallup People. The Puyallup people have lived on this land since the beginning of time. They are still here today. They live, work, raise their children, take care of their community, practice their traditional ways and speak the Twulshootseed language – just as their ancestors did.



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# Extended Roll Call & New Commissioner Introductions

## Commission Members

Matthew Benedict

Lexi Brewer

Evlondo Cooper (Co-Chair)

Tony Ivey

Casey McManus

Adam Reichenberger (on parental leave)

Margaret Schwertner (Co-Chair)

Kendra Stauffer

Laura Svancarek

## New Commission Members

Jen Braveboy

Michael Chang

Sheena Hewett

Lowell Wyse

## Introduction Prompts

- Name, pronouns
- When & why you joined Commission
- Area of expertise, sustainability topic(s) of interest
- Commission-related goal for 2023-2024

# Agenda – 5/18/2023

- I. **CALL TO ORDER AND EXTENDED ROLL CALL WITH NEW COMMISSIONER INTRODUCTIONS**
- II. **APPROVE MAY 18TH AGENDA AND APRIL 20TH MINUTES (MOTION)**
- III. **PUBLIC COMMENTS**
- IV. **STAFF UPDATES**
- V. **HOME IN TACOMA – PRESENTATION BY PDS STAFF**
- VI. **CLIMATE ACTION COUNCIL RECOMMENDATIONS - DISCUSSION**
- VII. **PUBLIC COMMENTS**
- VIII. **CITY COUNCIL MEMBER MEETING SIGN-UP**
- IX. **OBJECTIVES FOR NEXT MEETING**
- X. **ADJOURNMENT**



# 4/20/2023 Meeting Minutes Approval

(Motion)



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# Public Comments



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# Staff Updates

- **CLIMATE DATA AND GRANT ANALYST (SUSTAINABILITY ANALYST) - NEW POSITION STARTS ON JUNE 5TH.**
- **TACOMA CLIMATE LEADERSHIP COHORT – APPLICATIONS DUE 5/22**
- **TACOMA MALL GREENING PROJECT FINAL REPORT NOW AVAILABLE**
- **SUSTAINABILITY SMALL GRANTS UPDATE**



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# Tacoma Climate Leadership Cohort



Passionate about the health of our environment and have a strong connection to the Tacoma-Pierce County Community? Then Tacoma Climate Leadership Cohort (TCLC) may be for you!

If selected to participate in TCLC, you will learn about various climate change topics directly impacting the Tacoma community and how civic engagement can drive community awareness and city policy.

We will focus on how affordable housing, transportation, public health, food, jobs, and city planning all come together to impact our community and climate change. We are bringing in local organizers to discuss how they are approaching each of these topics and how you can get involved!

Each participant will be given a \$595 stipend upon graduation.



Learn more and apply by May 22nd at:  
[tacomatreefoundation.org/climate-leaders](https://tacomatreefoundation.org/climate-leaders)

Connect with us at one of our open houses:  
Tuesday, May 2, 4pm-7pm at Union Club Tacoma  
Saturday, May 12, 3pm-5pm on Zoom



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# Home in Tacoma Presentation



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# Climate Action Council Recommendations

- **EXTREME HEAT & SMOKE**
- **WASTE GENERATION/WASTE PREVENTION**
- **CRITICAL STAFFING ROLES**
- **MATCH FUNDING/CAPITAL FUNDING**
- **NATURAL SPACES**



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# Public Comments



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# City Council Member Meetings (over Teams)

Date/time	CM	Commissioners (2 per slot)
Thursday 7/13, 10:00 AM	Mayor Blocker	
Monday 6/26, 3:00 PM	Bushnell	
Wednesday 6/28, 3:30 PM	Daniels	
Friday 6/30, 10:30 AM	Diaz	
Tuesday 6/27, at 10:30 AM	Hines	
Wednesday 6/21, 10:00 AM	Rumbaugh	
Wednesday 6/28, 2:30 PM	Ushka	
Tuesday 6/20, 9:30 AM	Walker	
Thursday 6/22, 2:00 PM	City Manager	



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# Objectives for Next Meeting (June 15th)

- ROW Tree Codes Presentation
- Home in Tacoma letter
- Finalize Council talking points and schedule



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# Adjournment

(Motion)



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# 2023 Zoning and Planning Bills

Bill #	Abbrev. Title	Short Description	Sponsor	Bill Description
<a href="#">ESHB 1042</a>	Use of existing buildings	Concerning the use of existing buildings for residential purposes.	Walen	<ul style="list-style-type: none"> <li>• Beginning no later than six months after its next periodic comprehensive plan update, a city is prohibited from imposing the following restrictions on an existing building that is zoned for commercial or mixed use:               <ul style="list-style-type: none"> <li>○ Restrictions on housing unit density at a density up to 50 percent more than what is allowed in the underlying zone if constructed entirely within an existing building envelope;</li> <li>○ Parking requirements due to the addition of housing units, with some exceptions;</li> <li>○ Permitting requirements beyond those requirements generally applicable to all residential development within the building's zone, unless used as emergency or transitional housing;</li> <li>○ Design standard requirements, including setbacks, lot coverage, and floor area ratio requirements beyond those requirements generally applicable to all residential development within the building's zone;</li> <li>○ Exterior design or architectural requirements beyond those necessary for health and safety of the use of the interior of the building or to preserve character-defining streetscapes, unless the building is a designated landmark or is within a historic district;</li> <li>○ Prohibitions on the addition of housing units in any specific part of a building except ground floor commercial or retail that is along a major pedestrian corridor;</li> <li>○ Current energy code requirements for unchanged portions of the building solely due to the addition of housing units; however, if any portion of an existing building is converted to new dwelling units, each of those new units must meet the requirements of the current energy code; or</li> <li>○ Transportation concurrency or State Environmental Policy Act (SEPA) study.</li> </ul> </li> <li>• In addition, a city may not deny a building permit application for new housing units in an existing building due to the nonconformity of the existing structure including parking, height, setbacks, elevator size for gurney transport, or modulation, unless the city official with decision-making authority makes written findings that the nonconformity is causing a significant detriment to the surrounding area.</li> </ul>

				<ul style="list-style-type: none"> <li>• A city must incorporate the standards required in the bill into the development and zoning regulations no later than six months after its next periodic comprehensive plan update.</li> </ul>
<a href="#">E2SHB 1110</a> (SSB 5190)	Middle housing	Increasing middle housing in areas traditionally dedicated to single-family detached housing.	Bateman	<p><b><u>Density Requirements</u></b></p> <ul style="list-style-type: none"> <li>• By six months after the city's next required comprehensive plan update, the city must provide by ordinance and incorporate into its development regulations, zoning regulations, and other official controls, authorization for the development of a minimum number of units on all lots zoned predominately for residential use</li> <li>• With some limited exceptions, a fully planning city with a population of at least 75,000 must include authorization for at least: four units per lot; six units per lot if at least two of the units are affordable housing; and six units per lot within one-quarter mile walking distance of a major transit stop.</li> <li>• A city with an affordable housing incentive program may vary from these affordable housing requirements and require any development to provide affordable housing, either onsite or through an in-lieu payment.</li> </ul> <p><b><u>Alternative Density Requirement</u></b></p> <ul style="list-style-type: none"> <li>• The bill creates an alternative density requirement to allow a city to implement the above density requirements for 75% of the lots in the city that are primarily dedicated to single-family detached housing. The remaining 25% of the lots must include areas that are at risk of displacement, have been granted an extension by the Department of Commerce due to a lack of infrastructure capacity; or are designated as critical areas or buffers.</li> </ul> <p><b><u>Middle Housing Requirements</u></b></p> <ul style="list-style-type: none"> <li>• Any city subject to the middle housing requirements: <ul style="list-style-type: none"> <li>○ Must allow zero lot line short subdivision where the number of lots created is equal to the unit density required;</li> <li>○ May only apply administrative design review for middle housing, except for a designated landmark or historic district established under a local preservation ordinance</li> <li>○ May not require standards for middle housing that are more restrictive than those required for detached single-family residences, but may apply objective development regulations that are required for detached single-family residences;</li> </ul> </li> </ul>

				<ul style="list-style-type: none"> <li>○ Must apply to middle housing the same development permit and environmental review processes regulations that apply to detached single-family residences;</li> <li>○ May not require off-street parking within one-half mile walking distance of a major transit stops or on lots smaller than 6000 square feet, or more than two off-street parking spaces on lots greater than 6000 square feet; and</li> <li>○ The requirements do not apply to lots after subdivision below 1000 square feet.</li> </ul> <ul style="list-style-type: none"> <li>● A categorical exemption from SEPA is established for development regulations that remove parking requirements for infill development.</li> </ul> <p><b><u>Department of Commerce</u></b></p> <ul style="list-style-type: none"> <li>● Commerce must develop and publish model middle housing ordinances within six months after the act takes effect.</li> <li>● Commerce must establish a process for cities to seek approval of alternative local actions to meet density requirements, and may approve actions for cities that have adopted the following by January 1, 2023: a comprehensive plan, and have adopted, or within one year of the effective date adopts, permanent development regulations that are substantially similar to the density and missing middle requirements; and a comprehensive plan or development regulations that significantly reduced or eliminated residentially zoned areas that are predominantly single family.</li> </ul> <p><b><u>Common Interest Communities</u></b></p> <ul style="list-style-type: none"> <li>● Governing documents and declarations of CICs, including those such as condominiums and HOAs, within cities subject to the middle housing and density requirements created after the act takes effect may not prohibit construction, development, or use of the additional housing units.</li> </ul>
<a href="#">ESHB 1293</a>	Development regulations	Streamlining development regulations.	Klicker	<ul style="list-style-type: none"> <li>● Beginning six months after its next required periodic comprehensive plan update, a fully planning city or county may apply only clear and objective regulations to the exterior design of new development, except for designated landmarks or historic districts established under a local preservation ordinance.</li> </ul>

				<ul style="list-style-type: none"> <li>Any design review process must be conducted concurrently, or otherwise logically integrated, with the consolidated review and decision process for project permits, and the design review process may not include more than one public meeting.</li> <li>During project review, counties and cities may only require preapplication conferences or a public meeting where otherwise required by state law.</li> </ul>
<a href="#">EHB 1337</a>	Accessory dwelling units	Expanding housing options by easing barriers to the construction and use of accessory dwelling units.	Gregerson	<ul style="list-style-type: none"> <li>The bill imposes numerous restrictions on the requirements a city or county may impose on ADUs and the city or county must adopt or amend by ordinance, and incorporate into their development regulations, zoning regulations, and other official controls policies that align with the restrictions that take effect six months after the jurisdiction's next periodic comprehensive plan update.</li> <li>A city or county may impose a limit of two accessory dwelling units, in addition to the principal unit, on a residential lot of 2000 square feet or less.</li> <li>In certain circumstances, a city or county may adopt ordinances, development regulations, and other official controls that waive or defer fees, including impact fees, defer the payment of taxes, or waive specific regulations.</li> </ul>
<a href="#">SB 5058</a>	Multiunit res. buildings	Exempting buildings with 12 or fewer units that are no more than two stories from the definition of multiunit residential building.	Padden	<ul style="list-style-type: none"> <li>The bill exempts a building with 12 or fewer units that is no more than two stories from requirements applicable to multi-unit residential buildings. This exempts a building from the following requirements: submit a building enclosure design document to the building authority before obtaining a building permit; obtain a building enclosure inspection by a qualified building inspector during construction or rehabilitative construction; and obtain a building enclosure inspection by a qualified building inspector before conveyance of a condominium unit.</li> </ul>
<a href="#">2SSB 5290</a> (HB 1296)	Local permit review	Concerning consolidating local permit review processes.	Mullet	<ul style="list-style-type: none"> <li>The bill makes several changes to the permit and project review processes including: <ul style="list-style-type: none"> <li>Changes to the determination of completeness requirements;</li> <li>Requiring local governments to establishes timeframes for processing project permit and sets out maximum time periods; and</li> <li>Sets out requirements for the calculation of the total number of days an application is in review.</li> </ul> </li> <li>Permits for interior alterations are excluded from site plan review except for specified alterations.</li> <li>Makes changes to reporting requirements.</li> </ul>

				<ul style="list-style-type: none"> <li>Commerce is required to develop two grant programs: 1) for local jurisdictions that commit to certain building permit review consolidation requirements to contract outside assistance to audit their development regulations to identify and correct barriers to housing development.; and 2) for local jurisdictions to update their systems from paper to software systems.</li> <li>Each local government is encouraged to adopt further project review and code provisions to provide prompt, coordinated review for project permit applications. The bill sets out provisions the local jurisdiction is encouraged to adopt.</li> </ul>
<a href="#">2SSB 5412</a>	Land use permitting/ local	Reducing local governments' land use permitting workloads.	Salomon	<ul style="list-style-type: none"> <li>The infill development categorical exemption is expanded to include housing development. All project actions that propose to develop one or more residential housing units within the incorporated areas in an urban growth area or middle housing within the unincorporated areas in an urban growth area, and that meet certain criteria are categorically exempt from SEPA. The bill also establishes criteria a jurisdiction must satisfy before adopting the categorical exemption.</li> </ul>
<a href="#">SSB 5491</a>	Residential building exits	Allowing for residential buildings of a certain height to be served by a single exit under certain conditions. (REVISED FOR PASSED LEGISLATURE: Concerning a technical advisory group to study single stairway residential buildings.)	Salomon	<ul style="list-style-type: none"> <li>The bill requires the State Building Code Council to convene a technical advisory group for the purpose of recommending modifications and limitations to the International Building Code (IBC) that would allow for a single exit stairway to serve multifamily residential structures up to six stories above grade plane.</li> </ul>

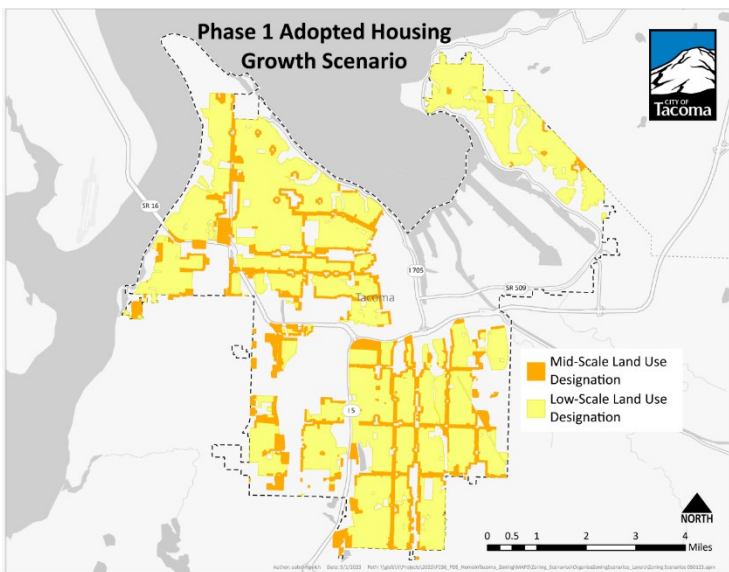


# Home In Tacoma – Phase 2: Actions and status

May 7, 2023

## HOME IN TACOMA - PHASE 1 POLICIES ADOPTED DECEMBER 2021 (part of AHAS)

- Enacted a new Middle Housing Growth Strategy citywide
- Promote housing supply, choice and affordability
- Ensure new housing is reasonably compatible and meet multiple goals
- Initiated HIT Phase 2 to work out the details with broad community engagement



### Examples of middle housing supported by Tacoma's growth strategy

#### Low-scale housing



House & ADU(s)

Duplex, triplex

Small lot house

Cottage housing

#### Low-scale housing (in some circumstances)



Fourplex

Small multifamily

#### Mid-scale housing



Rowhouses

Medium multifamily

## MIDDLE HOUSING ZONING FRAMEWORK

### Phase 1 Policy direction

- **Missing Middle Housing** – Single-family zoning to be replaced by form and scaled approach
- **Citywide approach** – Zoning changes will be citywide using a systematic approach
- **Housing growth scenario** – Low-scale and Mid-scale housing types, densities and scale set

### Phase 2 zoning actions (blue = primary focus to date)

- **Zoning framework:** Form-based system based on density, scale and housing types; optional bonuses
- **Middle Housing zoning districts:**
  - Low-scale 1: 3 dwellings (4 with bonus) on typical lot
  - Low-scale 2: 4 dwellings (6 with bonus)
  - Mid-scale: 6 dwellings (8 with bonus) on typical lot
- **Zoning map:** Directly implements Phase 1 map; higher density & scale near walkable features
- **Other areas zoned single-family (such as Parks and Open Space):** Zone to Low-scale 1; establish a Passive Open Space Overlay District to protect natural areas
- **View Sensitive Districts:** Potential East Tacoma Expansion (McKinley and Roosevelt Ave areas)
- **Land uses:** Simplify list; reflect middle housing types; allow limited non-residential in Mid-scale
- **Planned Residential Districts (PRDs):** Determine how adopted PRDs will fit in new zoning system
- **Actions for consistency with State law:** Reflect 2023 bills (ex: minimum densities)

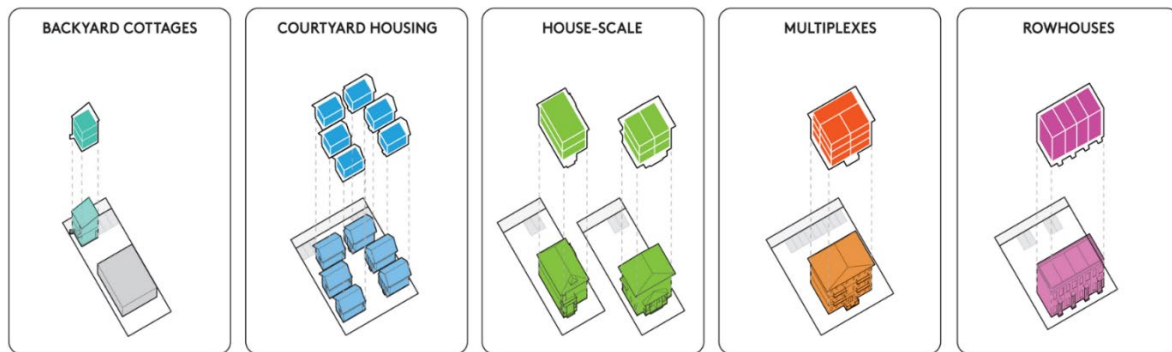
## MIDDLE HOUSING STANDARDS

### Phase 1 Policy direction

- **Compatible growth:** Promote and support infill that is reasonably compatible with residential patterns
- **Meet multiple goals:** Support housing affordability and choice, design, sustainability, accessibility, pedestrian-orientation, walkability, adaptive reuse of existing buildings

### Phase 2 standards actions (blue = primary focus to date)

- **Height:** 35 feet (potential 45 feet in Mid-scale); varies by housing type
- **Scale:** Floor Area Ratio (linked to number of units), building width/depth, yard requirements
- **Lot standards:** Allow lots down to 2,500 square feet; smaller “pocket” lots can be sold separately
- **Setbacks:** Front setbacks reduced from 20 to 15 feet in Low-scale, 10 in Mid-scale
- **Pedestrian and vehicular access:** Pedestrian-oriented features face street, cars in rear lot
- **Parking:** Reduced from 2 per dwelling to 1, with reductions for transportation choices
- **Trees/landscaping:** Street trees and onsite tree canopy required, evaluate options for flexibility
- **Housing types:** Backyard cottages, Courtyard housing, house-scale, multiplexes, rowhouses
- **Building orientation and design features:** Promote compatibility, pedestrian orientation
- **Adaptive reuse/historic preservation, Physical accessibility, Green building:** Promote with bonuses
- **Definitions, discretionary permits, Special Needs Housing, Short-term Rentals:** Integrate the new zoning framework, remove housing barriers
- **Tiny, modular and mobile homes:** Remove land use code barriers
- **Actions for consistency with State law:** Reflect 2023 bills (ex: parking)



## AFFORDABLE HOUSING REGULATORY TOOLS & BONUSSES

### Phase 1 Policy direction

- **Calibrate standards to promote affordability:** Don't drive up costs or suppress housing growth
- **Strengthen affordable housing regulatory tools:** Expand and target inclusionary housing provisions
- **Anti-displacement Strategy:** Develop an anti-displacement strategy that coordinates zoning, standards, regulatory affordability tools, AHAS actions, and other targeted actions

### Phase 2 affordability and bonus actions (blue = primary focus to date)

- **General guidance and objectives**
  1. Affordability is a top priority, but other public goals could be supported
  2. Value of bonuses must be commensurate with the cost of the public benefit: Revise fee in lieu; reduce “by-right” scale for detached single-family; target both non-profit and for-profit developers
  3. Use the Equity Index to target bonuses based on neighborhood priorities
- **What development bonuses to offer:** Density in combination with scale, potentially parking reductions
- **What public benefits could be promoted:** Affordable housing units; physically accessible (visitable) units; family-sized units; retention of existing structures while adding units; green features
- **Structure of bonus program:** Reduce “friction” for users; prepare for administrative burden; set parameters such as income targets, term of affordability, percentage of units, voluntary vs. mandatory
- **Relation to Multifamily Tax Exemption Program:** MFTE extending to Mid-scale, Neigh. Commercial
- **Actions for consistency with State law:** Reflect 2023 bills (ex: 4 to 6 units for affordability)