



AGENDA

MEETING: Regular Meeting

TIME: Wednesday, September 18, 2019, 5:00 p.m.

LOCATION: Council Chambers, 1st Floor, Tacoma Municipal Building
747 Market Street, Tacoma, WA 98402

A. Call to Order and Quorum Call

B. Approval of Agenda and Minutes (August 21, 2019)

C. Public Comments

- Comments are accepted on Discussion Items and are limited to 3 minutes per person.

D. Discussion Items

1. Urban Design Program

- Description: Review findings of the code audit and updates on the development of the project deliverables, as well as information on the project areas and thresholds that will determine which projects to be included in the first phase of design review.
- Action: Comment and Guidance
- Staff Contact: Mesa Sherriff, 253-591-5480, msherriff@cityoftacoma.org

2. Residential Infill Pilot Program 2.0

- Description: Review staff's recommendations on existing and new project types, and provide direction on which options to include in Phase 2.0 as well as next steps for implementation.
- Action: Comment and Guidance
- Staff Contact: Mesa Sherriff, 253-591-5480, msherriff@cityoftacoma.org

3. Elections of Officers for 2019-2020

- Description: Nominate candidates and elect Chair and Vice-Chair of the Planning Commission for the term of September 2019 through August 2020.
- Action: Nominations and elections
- Staff Contact: Lihuang Wung, 253-591-5682, lwung@cityoftacoma.org

E. Topics of the Upcoming Meetings:

- (1) October 2, 2019:
 - (a) Tideflats Subarea Plan Update
 - (b) Affordable Housing Action Strategies
- (2) October 16, 2019 – To be canceled potentially, to allow Commissioners and staff to attend the 2019 APA Washington Annual Conference (Oct. 16-17) and Short Courses on Local Planning (Oct. 10 and Oct. 16), in Tacoma

(Continued on the Back)



F. Communication Items

- (1) **Readings of the 2019 Amendment** – The City Council will conduct a meeting on Tuesday, September 17, 2019, at 5:00 p.m., in the Council Chambers to have the first reading of the 2019 Amendment; and a meeting on Tuesday, September 24, 2019, at the same time and location to have the final reading. For more information, please visit www.cityoftacoma.org/2019Amendments.
- (2) **Tideflats Interim Regulations Reauthorization Public Hearing** – The City Council will conduct a public hearing on Tuesday, October 1, 2019, at 5:00 p.m., in the Council Chambers, regarding the potential reauthorization and extension of the Tideflats Interim Regulations.
- (3) **Appointment of New Planning Commissioner** – The City Council appointed Christopher Karnes to the “Public Transportation” position of the Planning Commission on Tuesday, September 10, 2019.
- (4) **Historic Preservation Lecture Series** – The Historic Preservation Office is hosting a three-part series featuring experts in history, preservation, and sustainability. The lectures will take place on September 26, October 10, and November 14, 2019. For more information, please visit www.cityoftacoma.org/HPEvents.
- (5) The next meeting of the Infrastructure, Planning and Sustainability Committee is on Wednesday, September 18, 2019, at 4:30 p.m., in Room 248. Tentative agenda (subject to change) includes: Pacific Avenue Planning Update, Electric Vehicle Update, and Sidewalk Projects and Missing Links Updates and Progress.

A. Adjournment



MINUTES (DRAFT)

TIME: Wednesday, August 21, 5:00 p.m.
PLACE: Council Chambers, Tacoma Municipal Building, 1st Floor
747 Market Street, Tacoma, WA 98402
PRESENT: Anna Petersen (Chair), Ryan Givens, Jeff McInnis, Brett Santhuff, Andrew Strobel, Alyssa Torrez
ABSENT: Carolyn Edmonds, David Horne

A. CALL TO ORDER AND QUORUM CALL

The meeting was called to order at 5:02pm. A quorum was declared.

B. APPROVAL OF AGENDA AND MINUTES

The agenda was approved.

The minutes for the August 7, 2019 meeting was approved as amended. The amendment was on page 2, as follows:

- Commissioner McInnis ~~concurred with Commissioner Strobel on his “Distinctive Character” comment, as well as with Commissioner Givens and Edmonds with their view on fees.~~ followed up on Commissioner Strobel’s “Distinctive Character” comment, noting that “distinctive” did not necessarily mean “beautiful” or “fitting.” It would be valuable to have clarifying language to ensure the design fit with the setting. He also raised a concern about fees and wanted to ensure that the fee structure would not create an additional process on top of the design process and make it difficult for developers.

C. PUBLIC COMMENTS

None.

D. DISCUSSION ITEMS

1. Environmental Action Plan (EAP) – 2018 Progress Report

Kristin Lynett, Office of Environmental Policy and Sustainability, gave an overview of the Environmental Action Plan (EAP), which was adopted in 2016 and is similar to the 5-year Climate Action Plan passed in 2008. The EAP was based on the Tacoma 2025 and Comprehensive Plan, intended to be short but action-targeted. It is not an inclusive plan of actions that the City has taken or should take on environmental issues, but rather consists of areas that the City seeks to focus on. Ms. Lynett reported in detail targets and results of the six (6) sections of the EAP.

Questions from the Commission ensued. Commissioner Santhuff began by asking if the survival rate of trees planted was being tracked and if any irrigational support was provided. There are additional support and follow-up for city trees, but not for trees given to homeowners in the Tree Coupon Program due to limited staff resources. Chair Petersen commented that the report on tree planting could prove misleading and requested staff to make clear how the data was measured (i.e. tree canopy vs. number of trees).

Starting next spring, community engagement and discussion will take place to create an updated the EAP. While continuing to align with the Comprehensive Plan, the new EAP will be more aggressive to get closer to the City’s carbon reduction goal and climate change mitigation.

Commissioner McInnis would like more information on green stormwater infrastructure, specifically how it was maintained and how permeable pavement held up. Also questioned was the method in which data on

single occupancy vehicles was measured. The data came from surveys employers with more than 100 employees at each site are required to complete every 2 years. Commissioner Givens commended the presentation and report format. He also suggested that staff provide the Commission with a list of recommended actions to help reach the goals of the EAP. Furthermore, the Commission advised conducting more scientific studies and models, along with setting more comprehensive and meaningful targets, rather than easily quantifiable ones.

2. Planning Commission Rules and Regulations (“Bylaws”)

Lihuang Wung, Planning Services Division, continued the discussion from the last Planning Commission meeting (August 7, 2019) regarding the Bylaws. There are four (4) proposed changes:

- (1) Meeting location.
- (2) Electronic participation in meetings: No action was taken on the proposed “Telephonic Participation in Meetings” at the last meeting. Mr. Wung had revised the language of the proposal for the Commission’s consideration.
- (3) Absence: The Commission had asked for no changes to be made, however, Mr. Wung had prepared a provision to exclude special meetings from the absence count.
- (4) Official records: There was a confusion raised by Commissioner Edmonds at the last meeting.

Chair Petersen was not clear what the law was, regarding the official record. If the audio recording was not considered official record, it would help eliminate the need for the City to retain the files. Mr. Wung explained that the current practice followed the City Council’s procedure, and that both summarized minutes and audio recordings are considered part of official records. Staff had been advised to keep the record for as long as possible. Commissioner McInnis recommended adding “as long as they are retained” to the proposed language for the official records and “prior obligations” for the electronic participation.

Commissioner Strobel made a motion to approve the Bylaws as mended (as proposed by staff, with modifications suggested by Commissioner McInnis). The motion was seconded by Commissioner McInnis and passed unanimously.

E. TOPICS OF THE UPCOMING MEETING (SEPTEMBER 18, 2019)

- (1) Urban Design Program
- (2) Nominations and Elections of Chair and Vice-Chair for 2019-2020

F. COMMUNICATION ITEMS

The Commission acknowledged receipt of communication items on the agenda.

Mr. Wung reported that the City Council conducted a public hearing on August 20, 2019 regarding the 2019 Annual Amendments. Nine (9) people testified. One (1) talked about the Manitou Annexation and expressed disapproval over the Commission’s R3 zoning recommendation. The other eight (8) people commented on the Future Land Use Map Implementation in different areas of the City. Staff were preparing responses for those comments. The City Council expressed appreciation for the Commission’s work.

Mr. Wung indicated that staff is exploring alternative meeting locations for the Commission. There are only three (3) meeting rooms in the Tacoma Municipal Building and none is available at the time of the Commission’s meeting. Mr. Wung would provide updates to the Commission as they become available.

Commissioner McInnis commented that it was hard to hear speakers from the podium. There is volume control for microphones in the room; staff could adjust accordingly at future meetings.

G. ADJOURNMENT

The meeting was adjourned at 6:01pm.

**These minutes are not a direct transcription of the meeting, but rather a brief capture. For full-length audio recording of the meeting, please visit:*

http://www.cityoftacoma.org/government/committees_boards_commissions/planning_commission/agendas_and_minutes/



To: Planning Commission
From: Mesa Sherriff, Senior Planner, Planning Services Division
Subject: **Urban Design Studio**
Meeting Date: September 18, 2019
Memo Date: September 11, 2019

Action Requested

Comment and Guidance.

Discussion:

At the previous meeting on August 7, 2019, the Planning Commission received a briefing on the staffing and committee requirements to administer Design Review in the above areas. A summary of design review in other jurisdictions was provided as well as an update on the Operations Manual and Design Guidelines.

At the next meeting on September 18, 2019, the Planning Commission will receive a briefing on the findings from the code audit and an update on the project deliverables, program, and guidelines.

For more information, the website www.cityoftacoma.org/urbandesign will be regularly updated with information and documents related to the project.

Project Summary:

The City of Tacoma has studied the idea of developing a comprehensive design review program to enhance the quality of the built environment throughout the City. The City currently operates two narrowly focused design review systems, one for historic districts and buildings, and the other for the Foss Waterway redevelopment area. Over the last few years, the concept of a broader Urban Design Studio that would build and administer a citywide design review program, as well as visually communicate zoning and development to City staff and residents has evolved. Positions were created over the last two budget cycles and the Urban Design Studio was established in 2018.

The focus of The Urban Design Studio is to work with the community, development partners, and other departments and agencies to advance the design quality of places citywide. The program's mission is to build upon Tacoma's unique setting and history, our special character and our changing population, to elevate the quality of public and private spaces and create a more vibrant, livable, walkable, and sustainable city. The program will oversee a design review process and will work to translate visions and ideas into policy and objectives that result in guidelines and projects, with the intention of forwarding community-supported design.

Staff Contact:

- Mesa Sherriff, Senior Planner, msherriff@cityoftacoma.org, (253) 591-5480



Attachments:

1. Draft Organizational Framework + Intent Statements
2. Draft Urban Design Principles Revision2
3. Common Building Sizes Study

cc. Peter Huffman, Director

OVERVIEW

The purpose of this document is to provide a framework for the City of Tacoma Urban Design Guideline documentation. The Standards and Guidelines will address key aspects of development within the three focus areas: ***Neighborhood Mixed Use Centers, Downtown Mixed Use Centers and Pedestrian Corridors***. In each focus area, the guidelines will address public spaces, streets and built forms. The guidelines will help inform users of the vision and intent for new developments within the three focus areas while also responding to the City's district wide broader development vision and goals as set forth in the Comprehensive Plan.

A number of "***Universal Design Principles***" are developed that help shape the character and urban form of the three study areas. These principles are organized around key design topics wherein each topic is supported by an "***Intent Statement***", followed by a series of prescriptive standards and flexible design guidelines. The document structure establishes baseline development standards, as well as flexible guidance that help guide the project design toward the overall project vision and goals

DOCUMENT STRUCTURE

Standards

Development **Standards** establish a baseline for consistent quality of development and to help integrate the overall design aesthetic. The purpose of the **Standards** is to govern the urban form of and to ensure essential health, safety standards are met while integrating a variety of mixed-uses and built forms. **Standards** are prescriptive requirements that are codified and required and shall be adhered too in order to provide a comprehensive approach to site development, public realm and structures and to ensure the long-term viability of investments.

Guidelines

The **Guidelines** serve to inform the development of all structures and landscapes within the focus areas and are intended as a discretionary tool. The **Guidelines** are administered in concert with the City Codes and Development Standards to be applied by each applicant as required to ensure individual projects meet the design principles established for the three focus. The **Guidelines** address both the broader vision for the city while also describing a rationale for higher quality design regarding characteristics and features of buildings, streets and public spaces.

Chapter C: Urban Design Standards and Guidelines

2.0 CONTEXT AND SITE

INTENT:

2.1 Sustainability and Design

INTENT: The City of Tacoma values diverse, healthy and sustainable neighborhoods and business centers. The following highlights key sustainable design strategies that the City embraces as core community values.

2.2 Urban Pattern and Form

INTENT: Provide for an appropriate building massing and scale consistent with the vision for and in context with existing neighborhoods and uses in the area.

2.3 Natural Systems and Site Features

INTENT: Incorporate natural systems and site features into designs as amenities

2.4 Topography

INTENT: Design in concert with existing topography such that it is an asset to the community

2.5 Public Realm

INTENT: Create a variety of vibrant community spaces to enrich the quality of life for all residents and visitors.

2.6 Blocks and Streets

INTENT: Develop a well-connected neighborhood-scale grid of small blocks and narrow streets that accommodate all modes of travel.

2.7 Pedestrian Access and Connections

INTENT: Provide a safe, well-connected and enjoyable environment that includes sidewalks, pathways and alley ways throughout each district and corridor.

2.8 Street Edge and Side Yards and backyards

INTENT: Design all edges of properties as assets such that positive transitions occur with abutting properties and the public realm

2.9 Building Placement and Orientation

INTENT: Locate buildings and their entries to activate streets and amenity spaces

2.10 Secondary Structures (Accessory Dwelling Units)

INTENT: Accommodate accessory dwelling units in ways that are compatible with the vision for the focus area

2.11 Landscape Design

INTENT: Define and enhance the outdoor experience and environment through landscape materials and design.

2.12 Plant and Tree Selection

INTENT: Develop a planting plan that responds to the natural environments of surrounding areas.

2.13 Site Furnishing

INTENT: Provide a coordinated palette of site furnishings that invite use by occupants and visitors

2.14 Integration with Streetscape Design

INTENT: Coordinate on-site landscape designs to be compatible with streetscapes in the public realm

2.15 Site Lighting

INTENT: Create a safe and comfortable night time environment that also enhances the appeal and identity of the area

2.16 Transitions to Sensitive Uses

INTENT: Provide positive transitions to abutting land uses, particularly along sensitive edges

2.17 Low Impact Development (LID)

INTENT: Employ LID strategies that result in amenities that enhance the quality of development

3.0 BUILDING TYPOLOGY

INTENT: Provide a diverse range of building types that contribute to overall District character and enhance the experience of users. The three major focus areas may include the following building typology -

3.1 Mixed Use Commercial

3.2 Multi-Family / Townhouse

3.3 Office

3.4 Civic Institutional

4.0 ARCHITECTURE

INTENT:

4.1 Massing and Scale

INTENT: Provide for an appropriate building massing and scale consistent with the vision and in context with existing neighborhoods and uses in the area.

4.2 Modulation and Facade Articulation

INTENT: Provide building façades that establish a sense of human scale, provide visual interest, prevent monotonous walls and enhance access to light and views, and relate to the street, public space and the building context.

4.3 Stepbacks and Offsets

INTENT: Reduce the perceived mass of a building through ground level and upper level stepbacks and wall offsets.

4.4 Roof Form

INTENT: Provide a variety of roof forms to achieve a diversity of architectural expression; however, where neighborhood compatibility is important a roof form should complement the context.

4.5 Secondary Architectural Features

INTENT: Incorporate architectural design features to add visual interest, establish human scale and relate to the design context.

4.6 Repetitive Design

INTENT: Incorporate design diversity along a block so a building type doesn't become repetitive within a neighborhood or larger scale development.

4.7 Historic Resources

INTENT: Enhance the city's quality of life, economic vibrancy and environmental sustainability by preserving and adaptively reusing historic resources.

5.0 MATERIALS AND COLORS

INTENT:

5.1 Building Facade Materials and Color

INTENT: Use exterior building materials and colors that provide a sense of scale and texture, convey a high design quality, visual interest, and enhance the local context where compatibility is a priority.

6.0 WAYFINDING & SIGNAGE

INTENT: Provide signage that is placed, sized and designed for both pedestrian and auto-oriented contexts in a cohesive system.

INTENT: Provide signage that is coordinated with and complements the building design and project context without overwhelming it.

7.0 PARKING

INTENT: Provide for a right-sized balanced approach to parking. The three major focus areas may include the following parking typologies (plus a discussion of drive -thru areas)

7.1 Surface Parking

INTENT: The visual impact of parking should be minimized.

7.2 Structure Parking

INTENT: Provide a pedestrian-friendly experience and attractive design features on parking structures to enhance neighbourhood context.

7.3 Bicycle Parking

INTENT: Provide bike parking that is accessible, visible and enhances the pedestrian experience.

7.4 Drive-Thru Areas

INTENT: Provide drive-thru facilities that employ convenient access and safe circulation while minimizing the visual impact to the public realm.

8.0 LIGHTING DESIGN

INTENT: Create a safe and comfortable night-time public realm environment for districts and corridors.

INTENT: Provide building lighting that is minimized to its purpose and is subordinate to the building facade.

9.0 UTILITIES & SCREENING

INTENT: Screen utilities away from highly visible areas and incorporate these elements into the building architecture.

(Rev 2: DRAFT - for discussion purposes)

UNIVERSAL URBAN DESIGN PRINCIPLES

The following Universal Design Principles apply throughout the downtown, mixed-use centers and pedestrian corridors and form the basis for the urban design standards and guidelines that follow in this document.

Connectivity

A highly functional and [legible mobility network](#) provides a seamless 20-minute walk experience safe and enjoyable, connecting people of all ages and abilities to [access jobs](#) and [improve the quality of life](#) for community members living and working in Tacoma. Built forms are an integral part of the community. A logical pattern of blocks, streets, internal lanes, alleyways and urban pathways provide direct access to public transit, bicycle and pedestrian systems, linking neighborhoods to community services and places of employment.

Engaging Design

Each character area and pedestrian corridor is recognized for its [unique context and cultural value](#). The mix of uses and active streets embrace creative, flexible spaces. Pedestrian-level storefronts, engaging plazas, courtyards, stoops and porches, all support residential and live work uses. Individual structures, blocks and streets vary in scale, massing and character. A variety of amenities, finish materials and colors express individuality and a richness that is distinctive of each character area.

Healthy Community

The urban form and public spaces embrace a [healthy lifestyle](#). Land uses, built structures and open spaces embrace a human scale and [walkable community](#) design ethic. Tree-lined corridors, waterfronts, parks and open spaces provide safe places for people of all ages and backgrounds to sit, enjoy and engage with others. Built structures are designed around health and wellness and are built to last, with future generations in mind.

Sustainable Design

Designers, builders and developers consistently demonstrate integrated design solutions aimed at [long-term, sustainable best practices](#). [Designs](#) take into account ecological and environmental stewardship, social equity, indoor health, and economic development. High-quality, well--performing buildings and site designs occur throughout the community.

Cultural Heritage

The city of Tacoma is defined by its rich history and culture. Important community resources that define the [past, present](#) and [future](#) are representative of the values and placemaking attributes of the community. Protection and conservation of key resources is fundamental to the community's desire to look to the future.

Adaptability

The Tacoma downtown, mixed-use centers and pedestrian corridors will evolve over time. Development initiatives and design outcomes should respond accordingly to assure that places remain viable and respond to changing trends and community needs. [Flexibility in uses](#), materials and construction practices contribute to this objective.

Sense of Place

New development reflects progressive values and distinctive characteristics and styles of its time, while contributing to Tacoma's [unique identity](#). This helps set the community apart from other locations in the region.

Creativity

The community supports its [cultural and arts foundations](#). Residents of all ages and interests engage in innovative ideas and problem solving, embracing a diverse and creative population. The design of the city emulates a diversity of uses enriched with expressions of art incorporated into public and private spaces,

reinforcing and anchoring the community, its neighborhoods and the unique geography and context of Tacoma.

Variety

A mix of workplace, housing, retail, cultural and institutional uses and building typologies permeate each character district. Design guidelines encourage a [variety of architectural expressions](#) to accommodate; a mix of market, attainable and affordable housing, a diversity of creative workspaces and retail options, and local services and institutions.

Accessibility

Tacoma is [welcoming and family-friendly](#). Built urban forms and public spaces (streets, parks, natural open spaces and waterfronts) provide universal accessibility for people of all ages, abilities, and interests, particularly for those with restricted mobility or abilities, youth and the elderly.



MEMORANDUM

TO: Mesa Sherriff, City of Tacoma
FROM: Christopher Ball, Winter & Company
DATE: Sept. 10, 2019
RE: Tacoma Commercial Building Square Footage Case Study

The draft design operations manual suggests that a threshold of building sizes be used to manage the work load of projects that would be subject to review. In order to gain an understanding of the types of buildings that would not be reviewed, we gathered a sampling of buildings from various centers and corridors.

Provided is a set of aerial images that represent 5 case study sites for Tacoma, WA. Each of these case study sites highlight areas of the city along a corridor with primarily commercial use.

Following the selection of these case study areas, Four (4) to Seven (7) commercial buildings were selected to analyze their use and size in square feet. Each building is closely approximated in size and noted at the bottom of the page. A street view image of each building is provided as well.

The statistics for each building in the case study areas provide an general sense of size and use of commercial buildings in the potential design review areas.

Case Study 1: 6th Ave. & N. Pearl St.

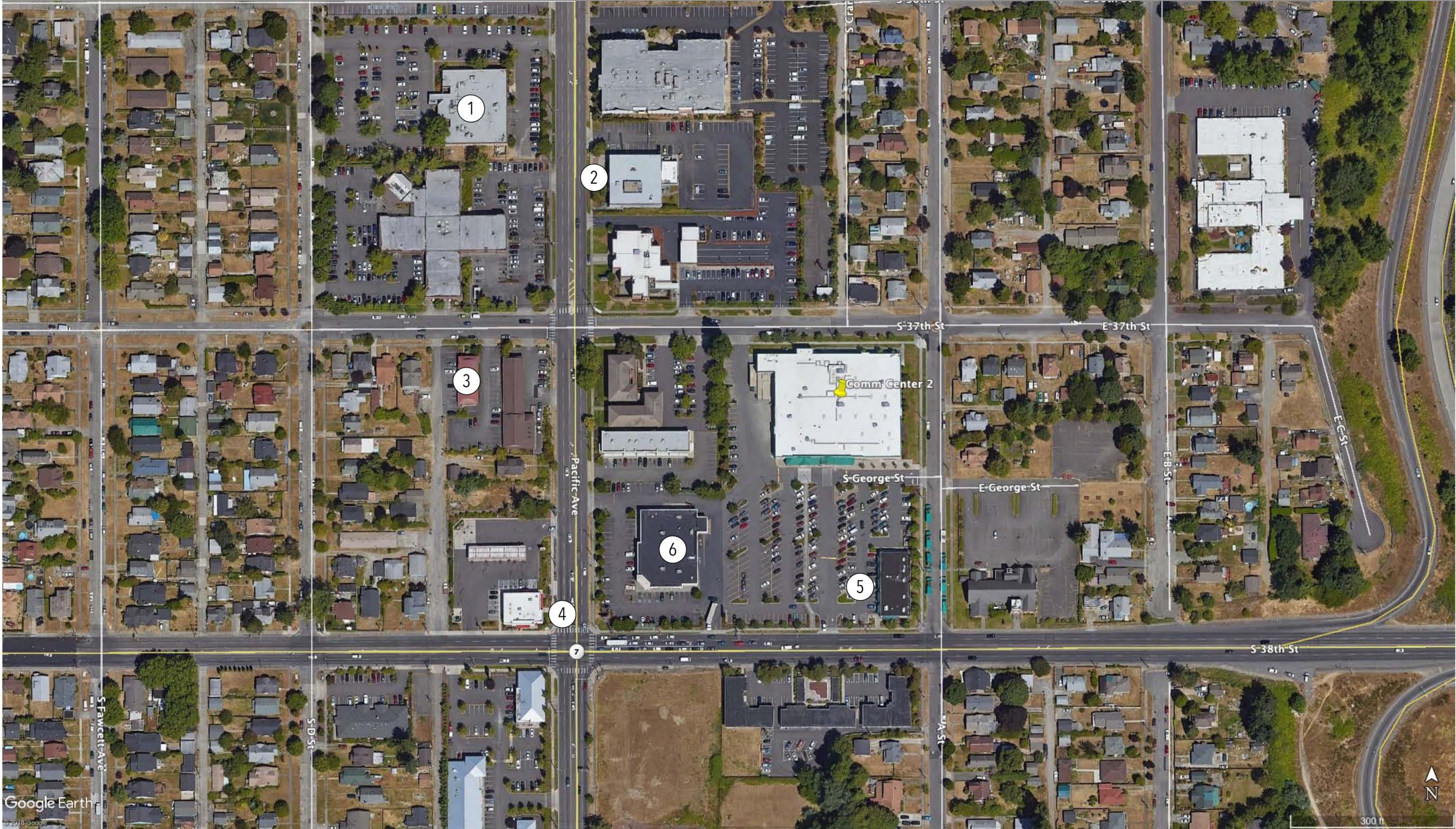


Building Sizes

- 1 = 36,000 sf
- 2 = 8,736 sf
- 3 = 3,520 sf
- 4 = 5,456 (2) sf
- 5 = 3,050 sf
- 6 =
- 7 =
- 8 =
- 9 =
- 10 =



Case Study 2: Pacific Ave. & S. 38th St.

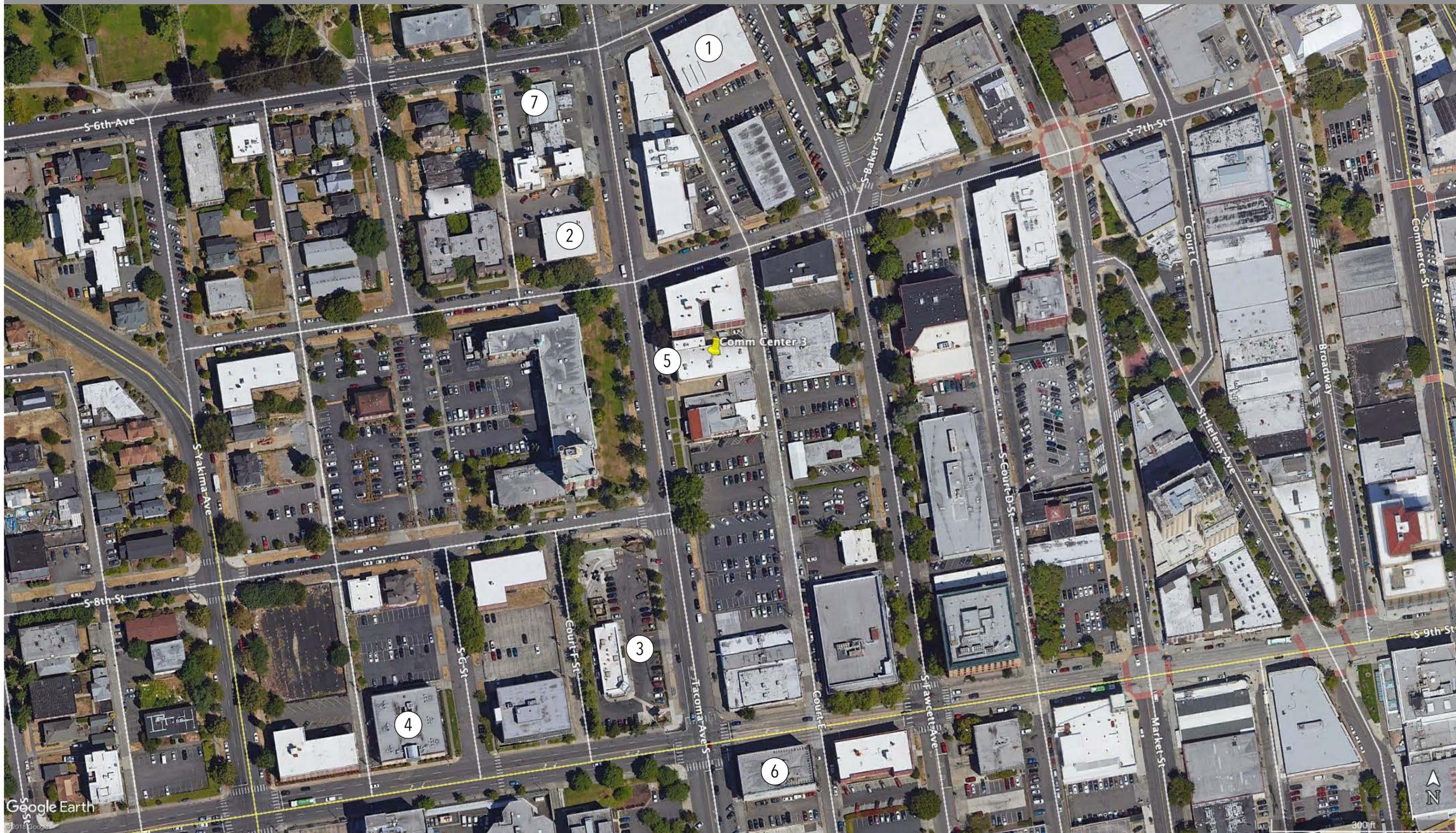


Building Sizes

- 1 = 30,624 (2) sf
- 2 = 16,920 (2) sf
- 3 = 6,438 (2) sf
- 4 = 3,996 sf
- 5 = 6,490 sf
- 6 = 14,560 sf
- 7 =
- 8 =
- 9 =
- 10 =



Case Study 3: Tacoma Ave. & S. 9th St.



Building Sizes

- 1 = 38,220 (3) sf
- 2 = 11,480 (2) sf
- 3 = 4,070 sf
- 4 = 34,992 (3) sf
- 5 = 6,800 sf
- 6 = 23,040 (3) sf
- 7 = 2,730 sf
- 8 =
- 9 =
- 10 =



Case Study 4: Tacoma Mall Blvd. & S. 50th St.



Building Sizes

- 1 = 18,125 sf
- 2 = 8,712 sf
- 3 = 4,047 sf
- 4 = 2,310 sf
- 5 = 6,020 sf
- 6 = 4,784 sf
- 7 =
- 8 =
- 9 =
- 10 =



Case Study 5: Pacific Ave. & S. 56th St.



Building Sizes

- 1 = 5,600 sf
- 2 = 1,920 sf
- 3 = 3,150 sf
- 4 = 2,322 sf
- 5 = 2,120 sf
- 6 = 5,440 sf
- 7 = 19,352 sf
- 8 = 3,400 (2) sf
- 9 =
- 10 =





To: Planning Commission
From: Mesa Sherriff, Senior Planner, Planning Services Division
Subject: **Residential Infill Pilot Program 2.0**
Date: September 11, 2019

For the Meeting of: September 18, 2019

Action Requested Comment and Guidance.

At the September 18, 2019 Planning Commission Meeting, staff will present an update on the development of the Residential Infill Pilot Program Phase 2.0 and request the following

- Approval of revisions from Phase 1.0 as presented at April 03, 2019 meeting
- Guidance on what new project types should be included.
- Confirmation of the increased quantities discussed at the April 03, 2019 meeting
- Guidance on the proposed streamlining of how projects are processed through the program

Project Summary:

The purpose of the Residential Infill Pilot Program 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.

At the April 3, 2019 meeting, the Planning Commission reviewed and provided feedback on the development of the next phase of the Residential Infill Pilot Program ("Phase 2.0"). The following key points were presented for Commission review:

- Findings from Phase 1.0 to inform 2.0
- Changes to the development landscape since Phase 1.0
- The scope and flexibility of the program
- Direction was provided on the follow 3 options
 - o Option 1: Open up new spaces in existing categories
 - o Option 2: Open up new spaces and add new categories
 - o Option 3: Open up new spaces and add flexible categories

04/03/19 Recommendations:

Allow three spots per type per Council District – 15 spots per type citywide

Allow broader staff review/Director approval

Allow flexibility in building type identified in option 3

Create hybrid of options 1 and 3

Director approval for existing typologies and committee review for flexible categories



Prior Actions:

- 5/16/2018 – Review to remove DADU's from Pilot Program
- 3/1/2017 – Round one Application Review, Lessons Learned
- 9/21/2016 – Review of the Handbook Design, Program Next Steps

Discussion:

Staff has reviewed findings from the existing program as well as conducted a review of infill programs as they are administered in other jurisdictions.

Updates from Phase 1.0: The following updates are proposed to respond to the findings from Phase 1.0

- Remove entrance restrictions on Two-Family dwellings
- Address parking through underlying zone for Two-Family
- Remove congregate entrance requirement for Multi-Family
- Expand Multi-Family beyond R-3
- Reduce Lot size requirement for Cottage Housing (9,000 SF)

New Project Types: Staff analyzed the options discussed last meeting and are seeking Commission guidance on which options to include in Phase 2.0. See attachment 1 for more information

Project Quantities: See attachment 2 for more information

Project Administration: Feedback from applicants, in addition to staff review, has indicated that the Infill Pilot as it is currently administered is time consuming and has redundancies with the Conditional Use Permit process. Staff have developed a more streamlined process and seek Commission approval. See attachment 3 for more information

Staff Contact:

- Mesa Sherriff, Senior Planner, msherriff@cityoftacoma.org, (253) 591-5480

Attachments:

1. New Project types
2. Project Quantities
3. Project Administration

cc. Peter Huffman, Director

Attachment 1 – New Project Types

At the April 03, 2019 meeting, the Commission discussed the potential of adding flexibility to the Infill Pilot Program based on the Target Density identified in the One Tacoma Comprehensive Plan:

Zone	R-1	R-2	R-2SRD	HMR-SRD	R-3
Target Density (dwelling units/net acre)	6-12	6-12	6-12	6-12	14-36

The density for a typical neighborhood with 1 dwelling per parcel (lot size = 5,500 square feet) is approximately 8 units per acre and, on a case by case basis, projects could be accepted through the Infill Pilot Program that would move the neighborhood closer to the target density. The questions raised by this are,

- How should the target density in the Comprehensive Plan be allocated?
- Are all dwelling units equal?

The following options are identified by staff for inclusion in Phase 2.0 of the Infill Pilot.

Flexible Option:

This option would only apply to larger lots (8,000SF+) and would not identify the unit type but instead would allocate the number of units allowed and leave the development mix up to the applicant

Unit equivalent:

Dwellings are given a unit equivalent related to impact such as,

- Primary Residence = 1 unit
- ADU = 0.5 unit
- Duplex = 1 units (for each unit)
- Triplex+ = 0.75 units (for each unit)

Density:

A density limit is determined by attributing a minimum lot area for each unit (3,000SF/Unit is used as an example)

An applicant can then determine based on their lot how many units they can apply for and choose to configure them as desired.

Examples:

8,000SF lot = 2.6 units = a duplex and an ADU or a triplex

12,000SF lot = 4 units = a four-plex and a primary residence, or two duplexes, or...

Affordable Options:

Staff identified the following options for providing affordable incentives:

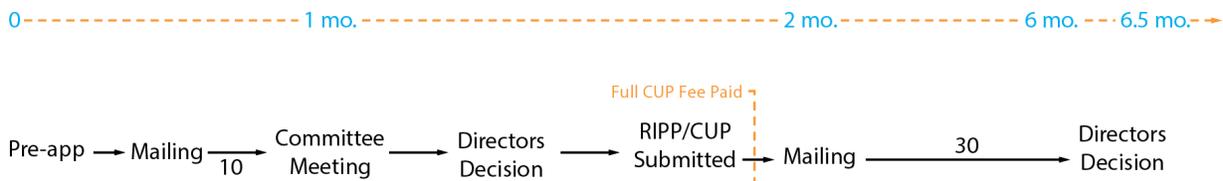
- Two DADU's
- Allow Two-Family dwellings in the midblock
- Allow Small Multi-Family in R-2
- Reduce lot size requirements

Attachment 3 – Administration

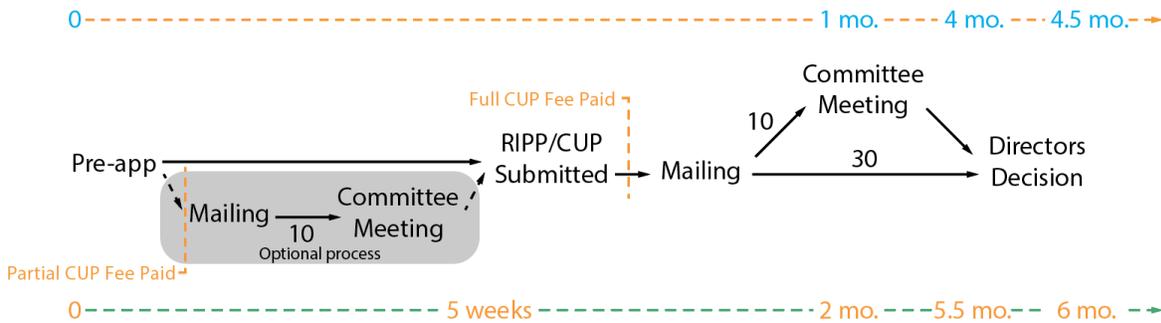
Staff has reviewed the process by which projects are reviewed and the following modifications are proposed.

- Combine the Conditional Use Permit (CUP) process and the Infill Pilot Application process to eliminate redundancy
- Require one Directors Decision for both processes
- Provide an optional Committee review prior to the CUP Application for a nominal fee that is applied to the cost of the CUP when the application is submitted.

Existing Process Diagram:



Proposed Process Diagram:



* Numbers next to arrows represent required notification periods.