

## AGENDA

**MEETING:** Regular Meeting (Virtual)

**DATE/TIME:** Wednesday, September 21, 2022, 5:00 p.m.

**ZOOM INFO:** Link: <https://www.zoom.us/j/81358095104>  
Dial-in: +1 253 215 8782  
ID: 813 5809 5104

### **A. Call to Order**

- Quorum Call
- Land Acknowledgement

### **B. Approval of Agenda**

### **C. Approval of Minutes**

- There are no meeting minutes to approve.

### **D. Public Comments**

- Written comments on Discussion Items are accepted via e-mail and must be submitted by 12:00 noon on the meeting day; e-mail to [planning@cityoftacoma.org](mailto:planning@cityoftacoma.org).

### **E. Disclosure of Contacts**

### **F. Discussion Items**

#### **1. Urban Design Review Program – Workshop**

- Description: Through workshop exercises along with the Project Advisory Group, review the draft Urban Design Guidelines and associated design objectives and deliberate on their applicability and applications.
- Action: Feedback and Direction.
- Staff Contact: Stephen Antupit ([SAntupit@cityoftacoma.org](mailto:SAntupit@cityoftacoma.org)); Carl Metz ([CMetz@cityoftacoma.org](mailto:CMetz@cityoftacoma.org))

#### **2. Home In Tacoma Phase 2**

- Description: Review and discuss initial zoning alternatives, evaluation criteria and growth estimates approach that will structure the next stage of policy development and public engagement.
- Action: Feedback and Direction.
- Staff Contact: Elliott Barnett ([EBarnett@cityoftacoma.org](mailto:EBarnett@cityoftacoma.org))



### 3. Planning Commission’s Rules and Regulations (“Bylaws”)

- Description: Consider amending the Bylaws’ provision of Electronic Participation in Meetings to better align with the current situation of virtual and hybrid meetings.
- Action: Review and Approval.
- Staff Contact: Lihuang Wung ([LWung@cityoftacoma.org](mailto:LWung@cityoftacoma.org))

### G. Upcoming Meetings (Tentative Agendas)

(1) October 5, 2022 (Hybrid)

- College Park Historic Special Review District

(2) October 19, 2022 (Hybrid)

- South Tacoma Groundwater Protection District – Moratorium and Code Amendments
- Tidelands Subarea Plan & EIS

(3) November 2, 2022 (Hybrid)

- College Park Historic Special Review District
- 2023 Amendment – “Mor Furniture”
- Pacific Avenue Corridor Subarea Plan & EIS (“Picture Pac Ave”)

(4) November 16, 2022 (Hybrid)

- South Tacoma Groundwater Protection District – Moratorium and Code Amendments
- Urban Design Review Program
- 2023 Amendment – “Electric Fences”
- 2023 Amendment – “Shipping Containers”

### H. Communication Items

- (1) **Proctor Plan-A-Thon** – Kicking off the Proctor Neighborhood Planning Project, Thursday, September 29, 2022, 5:30-7 p.m. on Zoom (visit [cityoftacoma.org/neighborhoodplanning](http://cityoftacoma.org/neighborhoodplanning)).
- (2) **Status Reports by Commissioners** – TOD Advisory Group, Housing Equity Taskforce.
- (3) **IPS Agenda** – The Infrastructure, Planning, and Sustainability Committee’s next meeting is scheduled for Wednesday, September 28, 2022, at 4:30 p.m.; the agenda (tentatively) includes presentations on Sustainable Tacoma Commission’s Annual Report, Climate Action Plan budget proposal, and ADUs. (Webinar Link: <http://www.zoom.us/j/86227234162>, Passcode: 614650)

### I. Adjournment



**To:** Planning Commission  
**From:** Stephen Antupit & Carl Metz, Planning Services Division  
**Subject:** **Urban Design Review Program**  
**Memo Date:** September 14, 2022  
**Meeting Date:** September 21, 2022

**Action Requested:**

Input and feedback on the draft of the guidelines and the Urban Design Review project generally.

**Discussion:**

Urban Design Review Workshop

At the next meeting on September 21, 2022, the Planning Commission will receive a briefing that presents a working draft of the Urban Design Guidelines and participate in a workshop exercise. The draft Urban Design Guidelines consist of seven (7) Design Objectives for each of the seven (7) urban design subject areas. Each of the Design Objectives are supported by Guidelines and several associated Design Approaches to Consider. While every Design Objective must be met, some will be more important than others and certain Guidelines will be more relevant depending on the characteristics and contexts of a given site. The Design Approaches illustrate the flexible nature of Urban Design Review while also communicating the functional aspects and levels of quality that are expected.

The workshop exercise will demonstrate how the Urban Design Guidelines and early Urban Design Review assistance can guide the development of two hypothetical development sites. The Urban Design Review program is expected to be limited to the City's Mixed-Use Centers (Downtown, Tacoma Mall, Neighborhood, and Crossroads) initially and the hypothetical development sites are reflective of these geographies. This workshop will illustrate how the Urban Design Review will prioritize the most pertinent Design Objectives and relevant Guidelines based on a development's unique site conditions and surroundings.

This exercise will engage the Planning Commission as well as members of the Project Advisory Group (PAG), facilitated by Urban Design Studio staff and consultants. PAG members, including current and recent Planning Commissioners, have been closely engaged in the crafting of the program proposal and this working draft.

Online Community Engagement

An online open house/survey was launched early last month to introduce fundamental urban design concepts, present the scope of the proposed Urban Design Review program, and solicit input on the priorities of the draft proposal. To date, over 270 community responses to the survey's 18 questions have been received. Select response data will be presented at this Commission meeting, with a full report transmitted after the close of the survey response period.

The open house/survey will run through the end of September and can be found [here](#).



### **Project Summary:**

The City of Tacoma initiated the development of a comprehensive Urban Design Review Program to enhance the quality of the built environment throughout the City. This initiative is led by Urban Design Studio staff who continue to develop an Urban Design Review Program that will work to ensure new development is consistent with the visions and adopted design-related policies established for the City's urban neighborhoods.

The proposed Urban Design Review Program's goals include:

- Provide flexibility and support creative design solutions for larger, new developments;
- Provide a transparent, efficient, and predictable path for development proposals to seek departures from certain prescriptive Design Standards in the Land Use Regulatory Code;
- Establish an Urban Design Review process to ensure larger developments contribute to a more walkable, resilient, and equitable urban form; and
- Develop a set of urban design guidance documents consisting of Urban Design Objectives, Design Guidelines, Design Approaches, and other related information that forms a common vocabulary for all program participants, including the general public.

The Urban Design Studio works with the community, development partners, and other departments and agencies to advance the design quality of places citywide. Information on the work of the Urban Design Studio can be found on the [Program website here](#).

### **Prior Actions:**

- April through July 2022— Three (3) project briefings discussing key Urban Design priorities, the role of Design Guidelines, program scope and administrative functions, and progress updates.
- March 2nd, 2022—Introduction of Urban Design Studio staff and review of proposed project schedule.
- September 18, 2019 through December 16, 2020 — Periodic project updates and workshops.

### **Staff Contacts:**

- Stephen Antupit [santupit@cityoftacoma.org](mailto:santupit@cityoftacoma.org)
- Carl Metz [cmetz@cityoftacoma.org](mailto:cmetz@cityoftacoma.org)

### **Attachment:**

- Tacoma Urban Design Guidelines – *DRAFT* (9/14/2022)

c. Peter Huffman, Director

# TACOMA URBAN DESIGN STUDIO URBAN DESIGN GUIDELINES

**For Planning Commission Review**

**21<sup>st</sup> September, 2022**



**City of Tacoma**  
WASHINGTON

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DRAFT

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The following is a full list of guidelines included in this document

## **SITE PLANNING**

**G1-** The arrangement of buildings, infrastructure, and open space is appropriate to its context and is supportive of other Urban Design goals and objectives.

**G2-** Building placement and site design leverage topography and enhance unique site features.

## **CONNECTIVITY**

**G3-** Entrances and points of access provide equitable and efficient access appropriate to the site's context.

**G4-** New streets and connections appropriately respond to existing block and desired mobility patterns.

**G5-** Internal connections are appropriately located, designed, and scaled for their use, and provide comfortable, safe access.

## **ARCHITECTURAL COMPOSITION**

**G6-** Architectural design is cohesive, provides visual interest, and enriches its context.

**G7-** Design creates a positive relationship with the surrounding area consistent with planned Urban Form.

**G8-** Building design balances immediate goals and long-term resiliency with respect to use of material and building programming.

## **PUBLIC REALM**

**G9-** Design buildings to have a context appropriate relationship with the pedestrian environment.

**G10-** Building entrances are legible and located appropriately and provide suitable public-private transitions.

**G11-** Provide wayfinding, signage, and lighting that is functional and complements the development's overall design.

## **OPEN SPACE**

**G12-** Open space design demonstrates functional arrangements of site features and incorporates furnishings appropriate to level of activity, location, and local climate factors.

**G13-** Open space is designed and sited to be welcoming, accessible, and safe.

## **CHARACTER, CULTURE AND HERITAGE**

**G14-** Appropriately respond to notable structures and landscapes located on site and/or nearby.

**G15-** Take advantage of opportunities to respectfully engage the local community character, culture, and heritage.

## **CLIMATE RESPONSIVENESS**

**G16-** Utilize methods, technologies, and materials that enhance building performance and reduce carbon emissions.

**G17-** The development responds to site conditions and natural processes in a way that reduces energy and water usage and minimizes on and off-site impacts.

**G18-** Implement strategies to reduce dependency on automobiles and promote use of active transportation.

**HEADLINE SKETCH:**  
Sketch expressing the design intent of the chapter.



**SECTION STATEMENT & DESIGN OBEJECTIVE:**  
This describes the Section area of focus and the Section's Design Objective, which serves as an approval criterion.

**RESOURCES:**  
This section summarizes relevant background information and includes links to other City of Tacoma Resources.  
The section also lists opportunities and challenges within the focus area, including assets, design attributes and amenities.

**GUIDELINE:**  
Provides guidance toward demonstrating consistency with the Section Design Objective. Not every guideline will be applicable to every development site but should be considered whenever appropriate



**DESIGN APPROACHES:**  
This section lists planning approaches that could effectively satisfy the guideline. The list is not exhaustive and should not be used as a checklist for meeting the guideline. Rather, the examples provide a window into how the design leverages the attributes and amenities summarized in the urban design context.

**PRECEDENT IMAGERY:**  
Photographic examples and descriptions of elements that successfully meet the guideline are offered in this section. The photographs support design approaches and correspond to the examples listed in the DESIGN APPROACHES.

# 01 SITE PLANNING



## City of Tacoma Urban Design Context & Resources

\* PLACEHOLDER \*

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**Site planning** describes the arrangement of built structures, points of access, and related infrastructure including paths, open spaces, streets, parking, and utilities on a site.

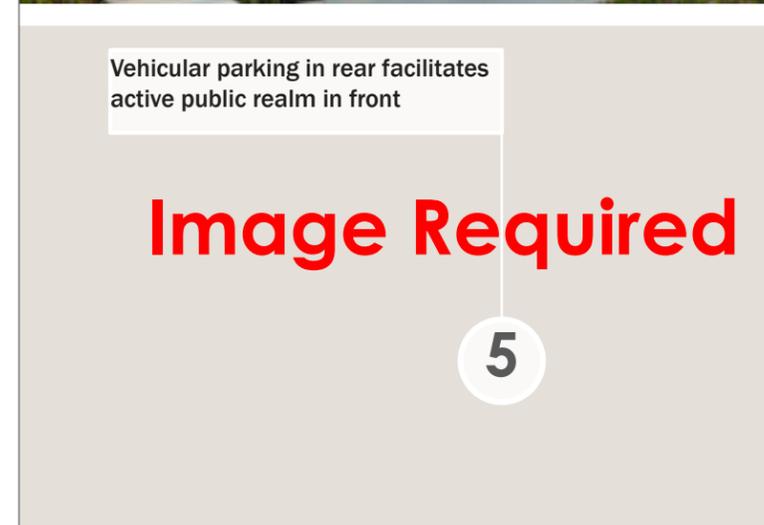
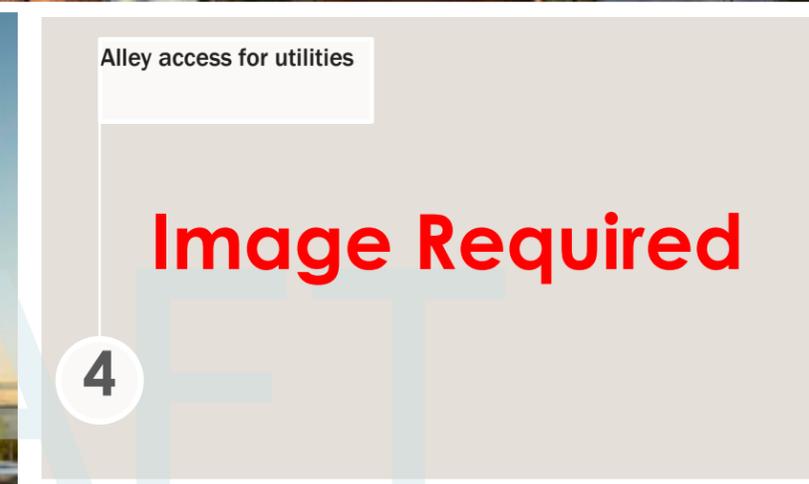
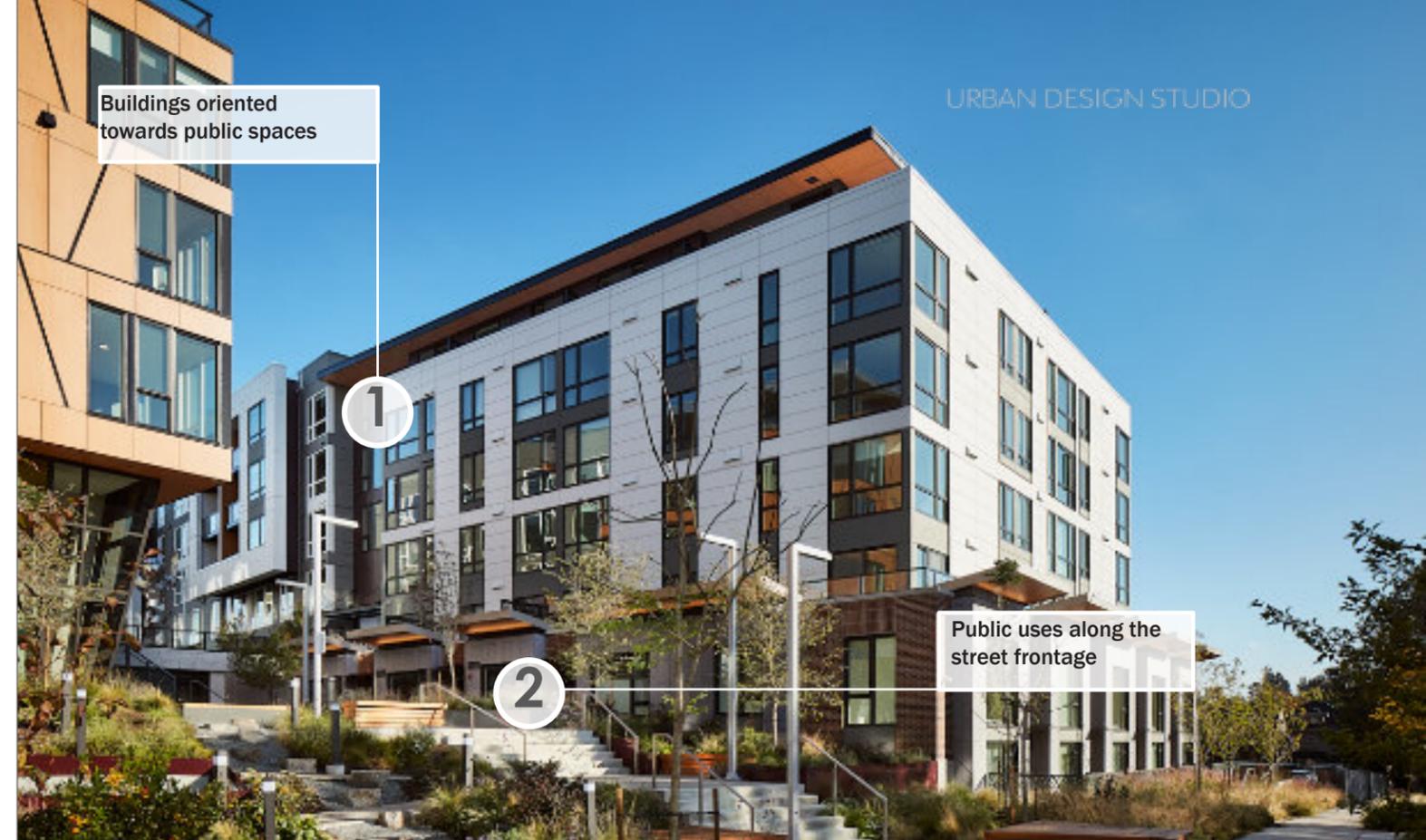
**Design Objective:** Development presents a unified site plan that is responsive to context and achieves desirable urban forms.

# SITE PLANNING

**G-1 : The arrangement of buildings, infrastructure, and open space is appropriate to its context and is supportive of other Urban Design goals and objectives.**

## Design Approaches To Consider:

01. Orient buildings toward streets, internal connections, and open space.
02. Provide minimal setbacks, prominent entrances, and active ground floor uses for buildings abutting Arterial and Pedestrian streets.
03. Provide more generous setbacks, emphasized public-private transitions, and private or less active ground floor uses for buildings abutting Residential streets.
04. Locate utilities and access for support services, such as refuse, loading, and deliveries, along the alley or secondary street frontage where alley access is not available.
05. Locate motor vehicular parking at the rear of the site and limit access to the alley or secondary street frontage where alley access is not possible or practical.
06. Situate surface parking in a way that allows for flexible programming and future development.

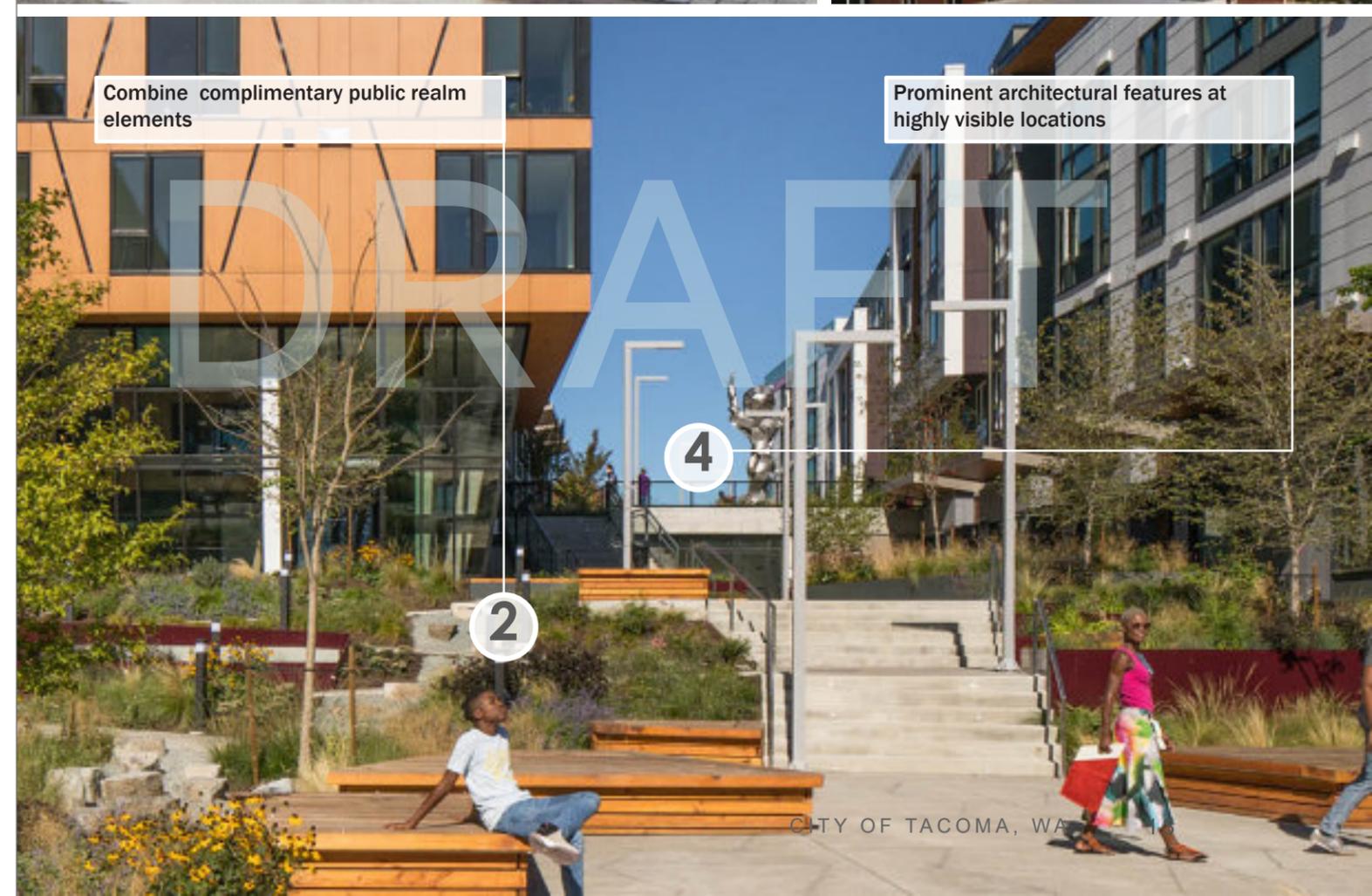


# SITE PLANNING

**G-2 : Building placement and site design leverage topography and enhance unique site features.**

## Design Approaches To Consider:

- 01.** Site buildings in a manner that minimizes the amount of ground disturbance/mass grading and reduces height of retaining walls.
- 02.** Combine complementary site features such as outdoor seating, stair climbs, and open space with any terracing.
- 03.** Feature views of built and natural landmarks from public and private vantage points.
- 04.** Incorporate prominent architectural features at highly visible locations such as street corners, grid shifts, and/or view termini.



# 02 CONNECTIVITY



Sketch in progress

## City of Tacoma Urban Design Context & Resources

\* PLACEHOLDER \*

DRAFT

**Connectivity** describes the way one moves to and through a site. This chapter describes how the buildings and site components relate to mobility patterns as well as the character of any internal connections.

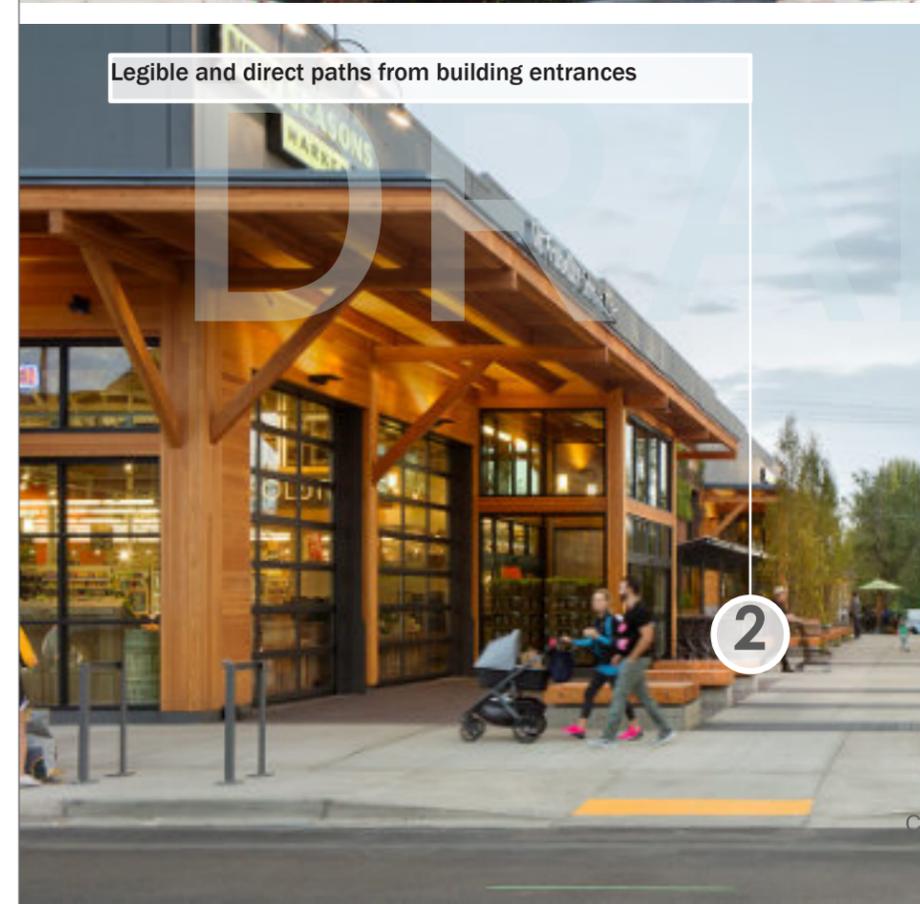
**Design Objective:** Development provides equitable and efficient access with an emphasis on active transportation and supports a coherent network of connections appropriate to its size.

# CONNECTIVITY

**G-3: Entrances and points of access provide equitable and efficient access appropriate to the site's context.**

## Design Approaches To Consider:

- 01.** Locate and orient buildings in close proximity to abutting streets and internal connections.
- 02.** Provide efficient, legible, and direct paths from building entrances to abutting streets, paths, connections, and other mobility facilities.
- 03.** Thoughtfully integrate accessible paths for all users into the site's design.

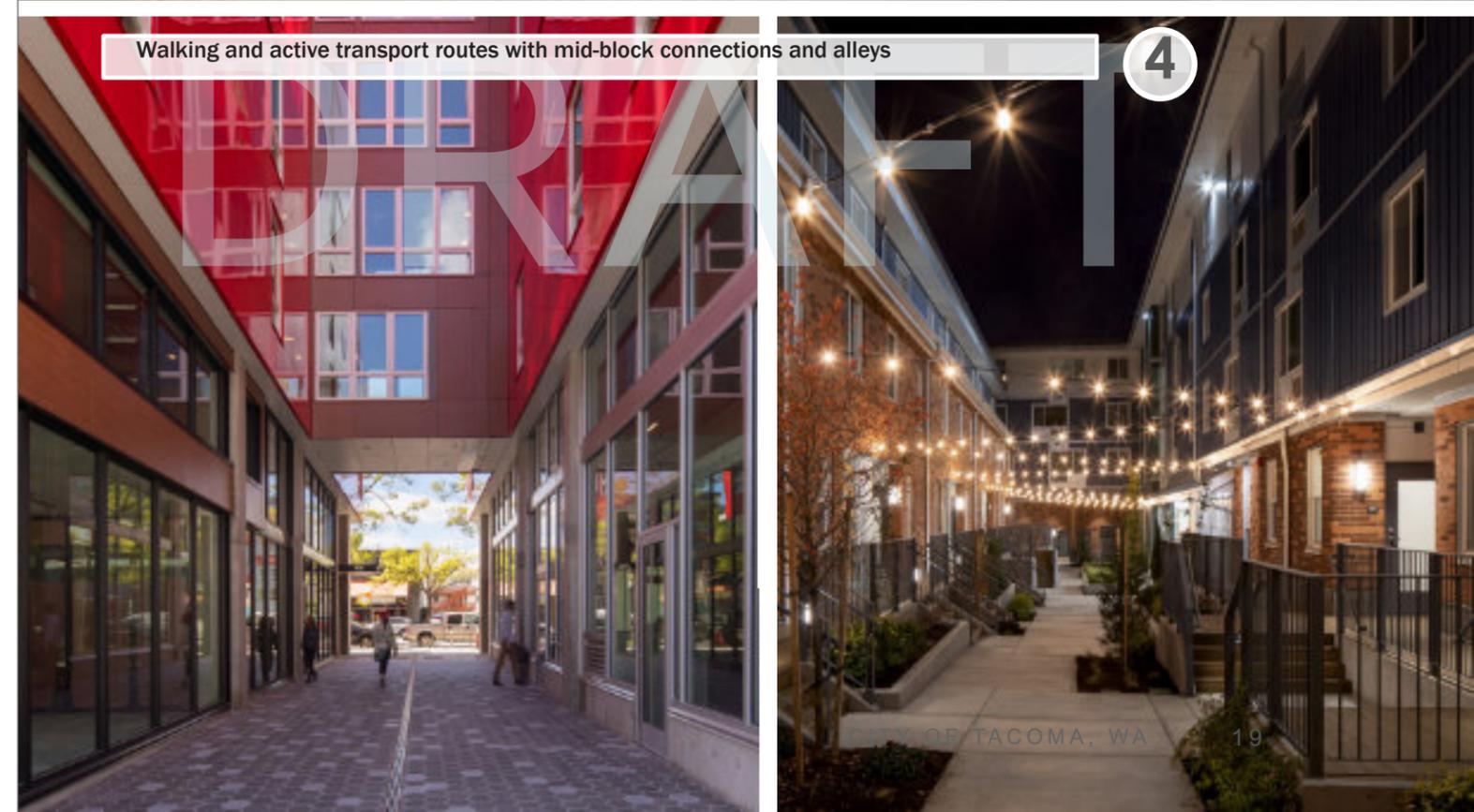
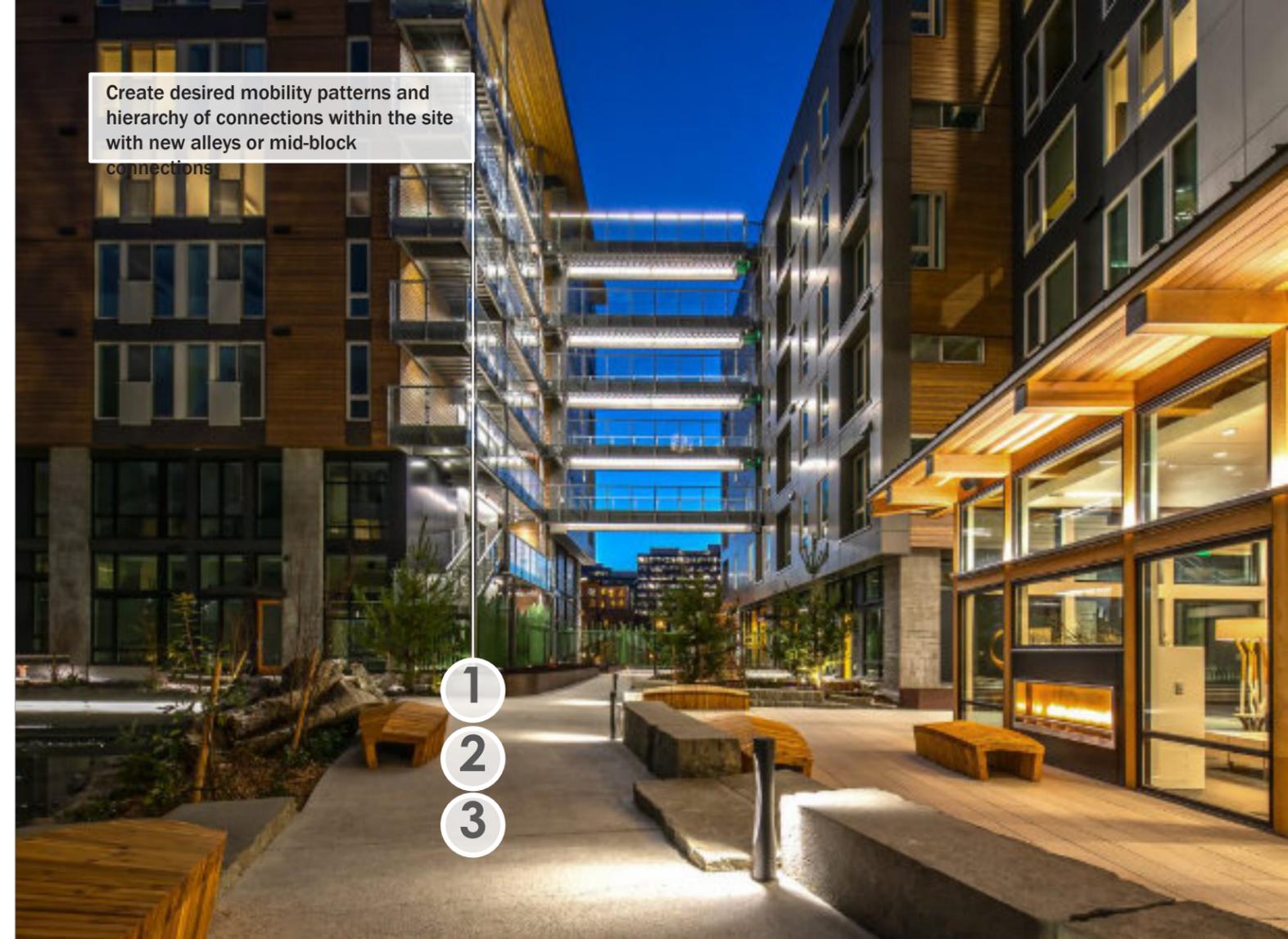


# CONNECTIVITY

**G-4: New streets and connections appropriately respond to existing block and desired mobility patterns.**

## Design Approaches To Consider:

- 01.** Extend desired access patterns and urban fabric with new streets, alleys, and on-site connections.
- 02.** Establish new block and mobility patterns to implement the land use and development vision for the location.
- 03.** Create a hierarchy of connections as it relates to modes, function, and volume of use.
- 04.** Provide walking and active transport route choices through long block faces with mid-block connections where new streets are not appropriate.



# CONNECTIVITY

**G-5: Internal connections are appropriately located, designed, and scaled for their use, and provide comfortable, safe access.**

## Design Approaches To Consider:

- 01.** Incorporate a network of paseos, mews, and pathways to provide pleasant, engaging routes for users of all abilities on larger sites.
- 02.** Efficiently and safely connect new streets and internal connections to adjacent destinations and facilities.
- 03.** Create a functional network of internal connections that provide a comfortably proportioned public realm relative to scale of abutting buildings.
- 04.** Design facilities to accommodate a wide range of modes and abilities safely and inclusively.
- 05.** Account for elements within the pedestrian environment that are appropriate to the level of activity and/or volume of users.
- 06.** Design alleys and service drives to safely support and invite a mix of desired activity in addition to motorized vehicles and service providers.

Network of pathways provide engaging routes to all users and efficient internal connectivity

1

2

Comfortably proportioned public realm relative to abutting buildings

3

Pedestrian amenities appropriate to the level of activity

5

Accommodate wide range of modes and abilities

4

Alleys and service drives designed for a mix of desired activities

6

**Image  
Required**

# 03 ARCHITECTURAL COMPOSITION



## City of Tacoma Urban Design Context & Resources

\* PLACEHOLDER \*

DRAFT

**Architectural Composition** addresses the design and organization of buildings. This includes consideration of building bulk, form, and scale and choice of materials to establish a coherent and consistent whole and that is responsive to context.

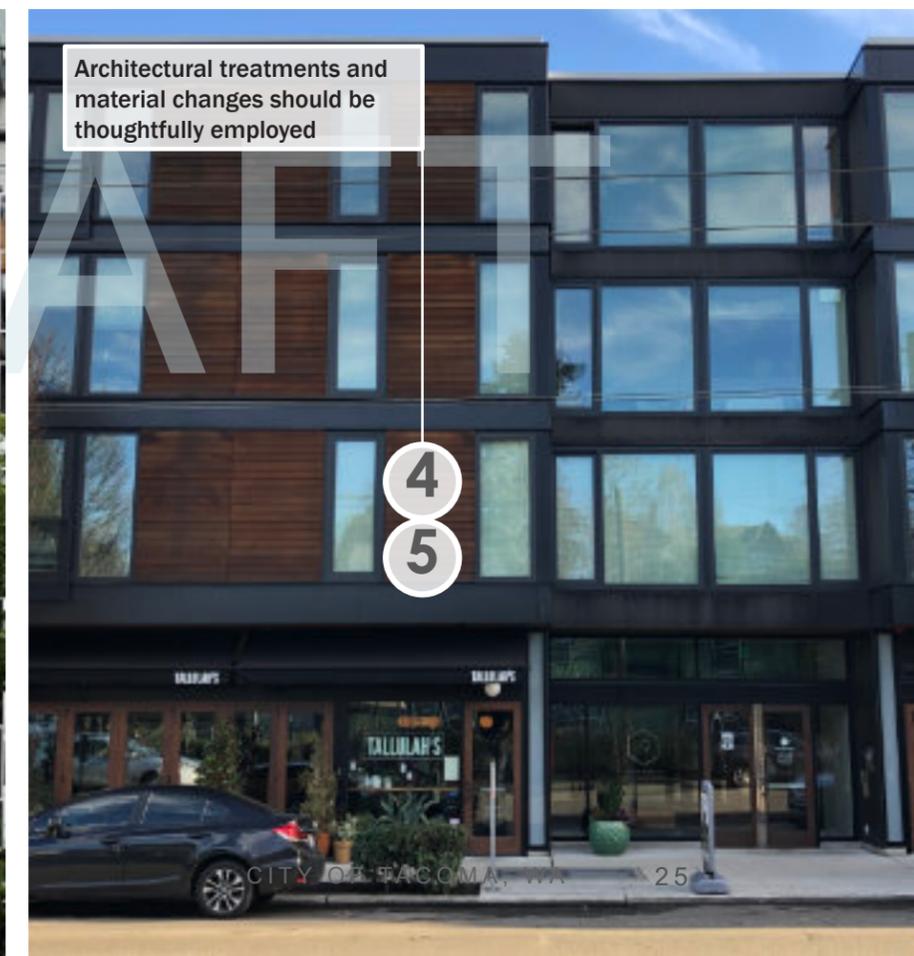
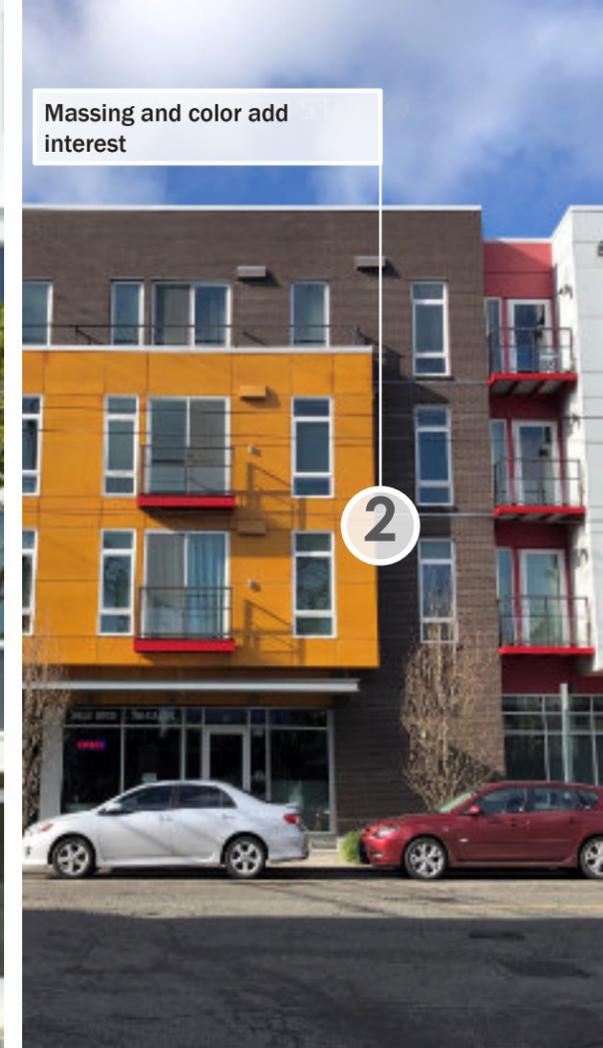
**Design Objective:** Buildings are complementary to their immediate context in terms of bulk, form, scale, and overall design, and positively contribute to a neighborhood's character and vision.

# ARCHITECTURAL COMPOSITION

**G-6: Architectural design is cohesive, provides visual interest, and enriches its context.**

## Design Approaches To Consider:

- 01.** Articulate facades at intervals that relate to overall to building design and limit large spans of blank walls.
- 02.** Include massing and architectural features that add interest, depth, texture, color.
- 03.** Frame primary building entrances with distinguishing architectural elements.
- 04.** Thoughtfully employ architectural treatments and material selections throughout the development, reflecting a unified design.
- 05.** Logically introduce material changes that are cohesive within the architectural concept and relate to shifts in massing or building modulation that wrap corners and resolve transitions.



# ARCHITECTURAL COMPOSITION

**G-7 : Design creates a positive relationship with the surrounding area consistent with planned Urban Form.**

## Design Approaches To Consider:

- 01.** Arrange building volumes to be respectful to adjacent uses at development scale transitions, and future vision for the area.
- 02.** Arrange building elements to be human scaled with taller components located to minimize looming or shading impacts.
- 03.** Incorporate vertical and horizontal massing breaks, particularly along street-facing facades, to reduce perceived mass of larger structures and/or improve solar access.
- 04.** Use fencing, landscaping, or other site features to mitigate impacts to sensitive uses or lower-intensity zones.
- 05.** Maximize visual contact to outdoor environments to provide “eyes on street.”
- 06.** Offset windows and balconies to minimize impacts to privacy.
- 07.** Design nighttime lighting to avoid glare and light over-spill.

Building volume recognises the adjacent uses at varying development scales

1

Massing breaks along street-facing facades reduce perceived mass and make building elements more human scaled

**Image Required**

2

3

Maximized visual contact provides ‘eyes on street’.

Landscaping helps maintain privacy on ground floors as required.

5

4

Offset balconies minimize impacts to privacy

6

Indirect night-time lighting helps to avoid glare

**Image Required**

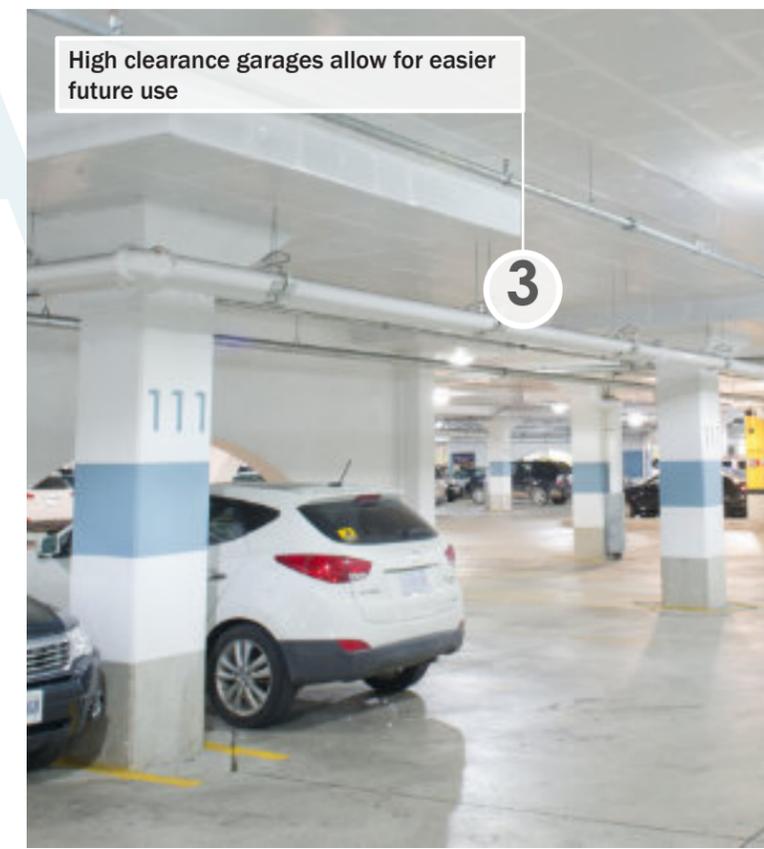
7

# ARCHITECTURAL COMPOSITION

**G-8 : Building design balances immediate goals and long-term resiliency with respect to use of material and building programming.**

## Design Approaches To Consider:

- 01.** Employ primary materials that emphasizes long-term durability and minimizes maintenance needs accounting for the building's location and Tacoma's climate.
- 02.** Design buildings to be adaptable to shifts in market demand and community needs such as live/work units or office-to-residential conversion.
- 03.** Design structured parking with level floors, higher floor-to-floor heights, and other features to allow for easier future re-use.



# 04 PUBLIC REALM



Sketch to be updated



## City of Tacoma Urban Design Context & Resources

\* PLACEHOLDER \*

DRAFT

**Public Realm** describes how developments address public and semi-public areas such as sidewalks, streets, and publicly accessible spaces like paths, courtyards, plazas, and parks.

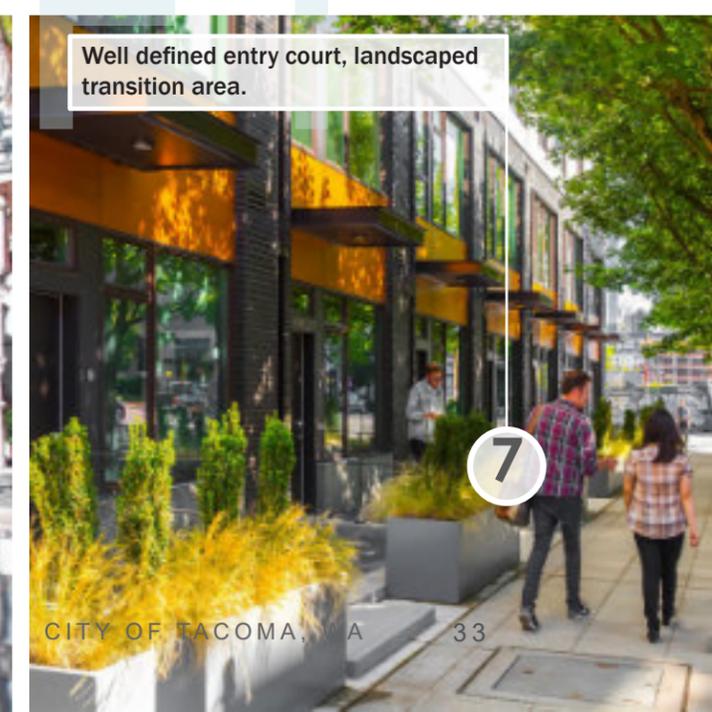
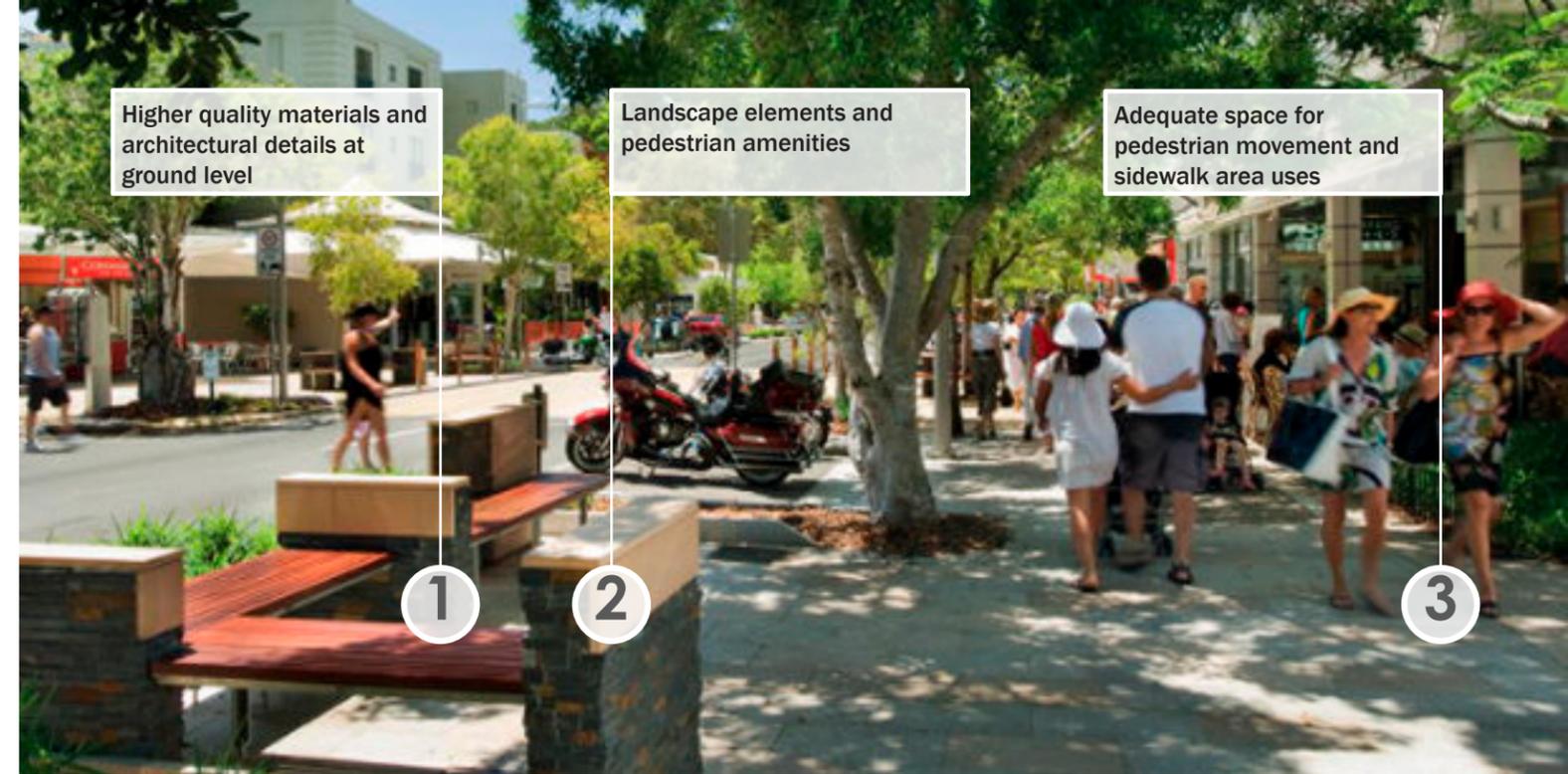
**Design Objective:** The development addresses the public realm in a manner that is appropriate to its context, safe, and supportive of community goals related to connectivity, active transportation, open space, and pedestrian orientation and activation.

# PUBLIC REALM

**G-9 : Design buildings to have a context appropriate relationship with the pedestrian environment.**

## Design Approaches To Consider:

- 01.** Emphasize higher quality materials and architectural details at ground-level.
- 02.** Include landscape elements and pedestrian amenities to enhance the urban environment.
- 03.** Set buildings back to provide space for adequate pedestrian movement and sidewalk area uses.
- 04.** Orient private or semi-public spaces toward adjacent streets and internal connections providing “eyes on the street.”
- 05.** Include ground-floor uses to support an engaging pedestrian experience along Arterial and Pedestrian Streets.
- 06.** Design buildings to provide a well-defined street wall along active Arterial and Pedestrian streets
- 07.** Incorporate well-defined entry courts, stoops, landscaped public-private transition areas along Residential streets.

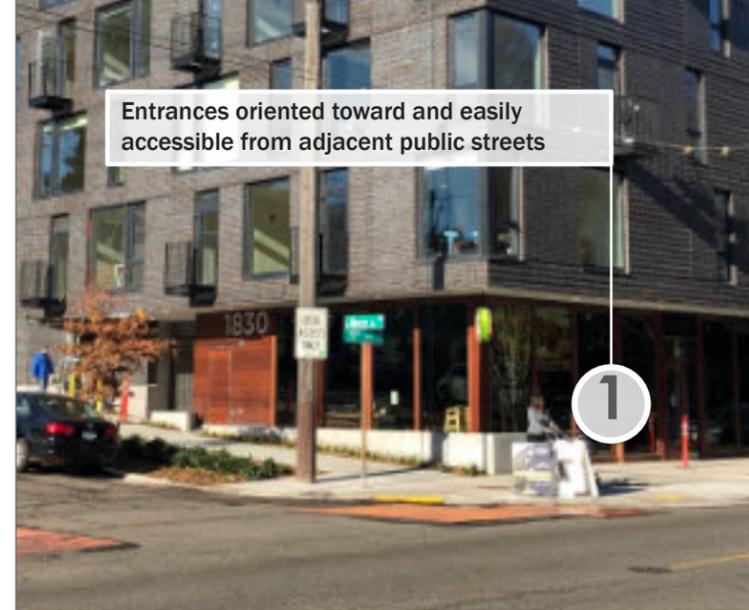


# PUBLIC REALM

**G-10 : Building entrances are legible and located appropriately and provide suitable public-private transitions.**

## Design Approaches To Consider:

- 01.** Locate entrances to be oriented toward and easily accessed from adjacent public streets.
- 02.** Design entrance canopies, weather protection, awnings, or similar architectural features to enhance the public realm and provide ample protection from sun and/or rain.
- 03.** Appropriately articulate entrances serving multiple tenants or uses in terms of scale, transparency, lighting, wayfinding, signage, landscaping, and other design features.
- 04.** Incorporate sensitive, well-defined transitions to residential units with direct access from a street or public area through landscape, screening, step-backs, or grade change separation.
- 05.** Include an appropriate frequency, size, and arrangement of storefronts and entrances to contribute to an active streetscape along Arterial and Pedestrian streets.



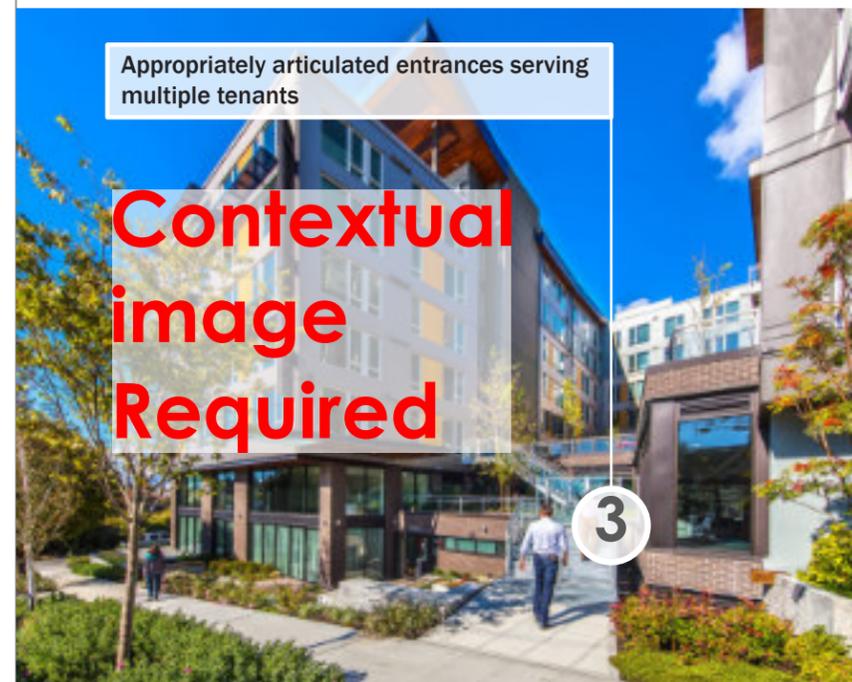
Entrances oriented toward and easily accessible from adjacent public streets

1



Entrance canopies enhance the public realm and provide protection from Sun/rain

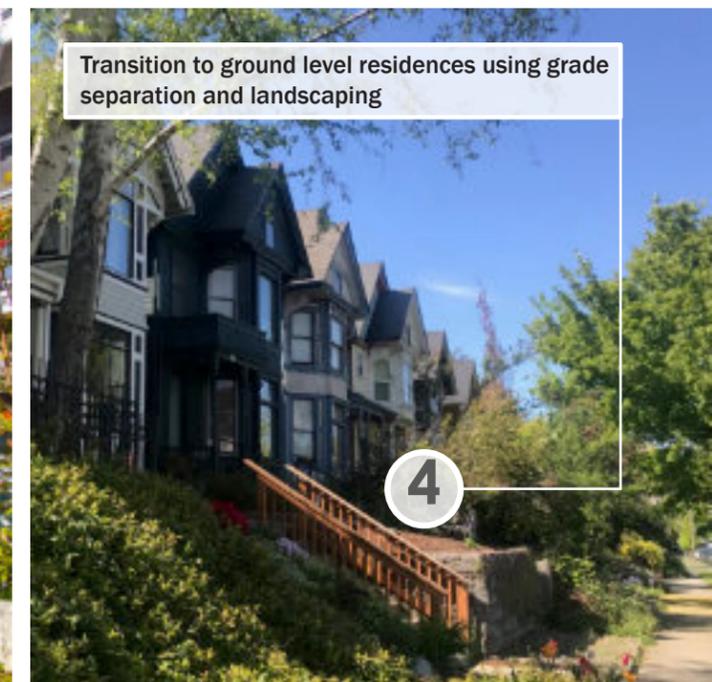
2



Appropriately articulated entrances serving multiple tenants

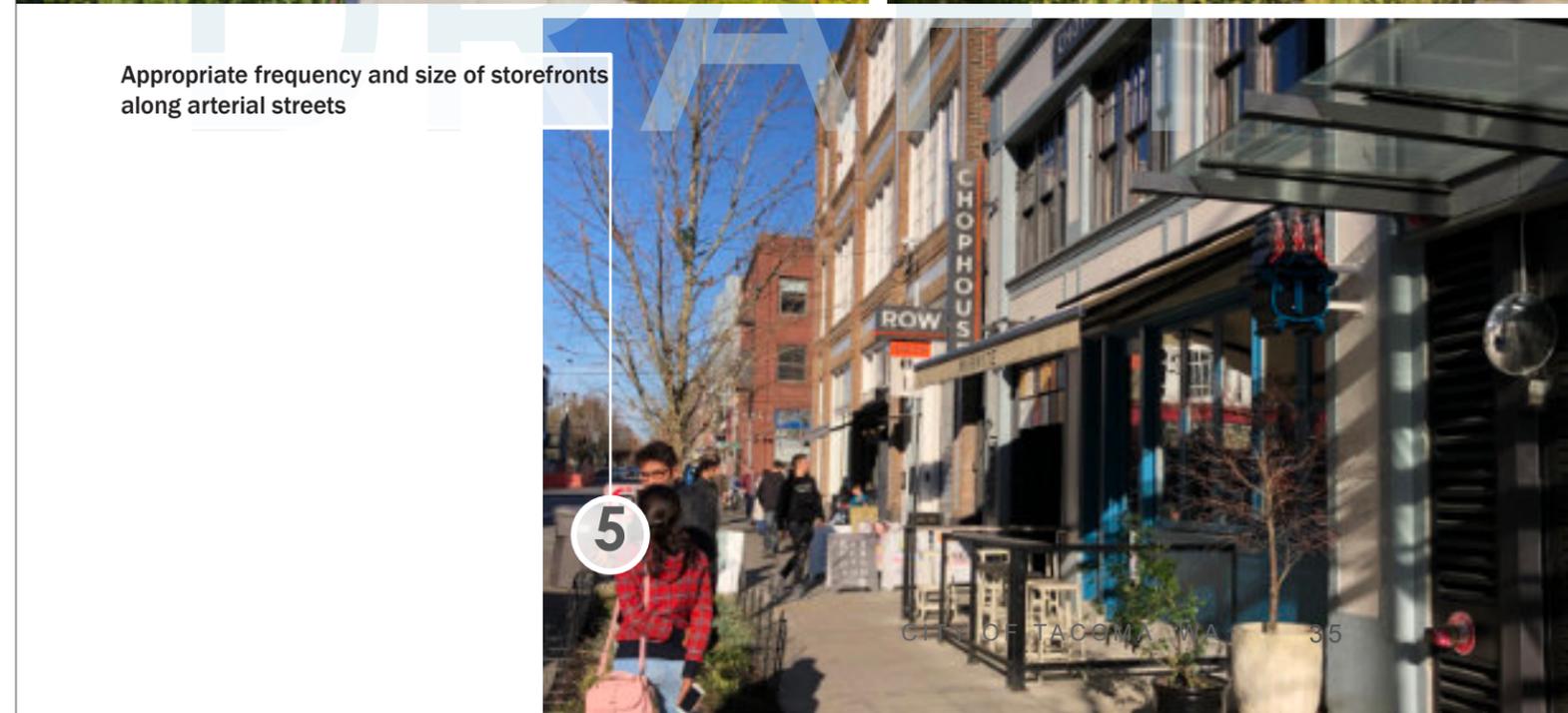
3

**Contextual image Required**



Transition to ground level residences using grade separation and landscaping

4



Appropriate frequency and size of storefronts along arterial streets

5

# PUBLIC REALM

**G-11 : Provide wayfinding, signage, and lighting that is functional and complements the development's overall design**

## Design Approaches To Consider:

01. Include wayfinding, signs, and lighting that are designed, scaled, and placed appropriate to the location and intended purpose.
02. Design signage proportionate to the street type and building concept.
03. Integrate signage with overhead canopies, weather protection, landscaping, and lighting.
04. Develop a master sign program that complements the development's overall design palette and vocabulary.
05. Include lighting that enhances building and site features and provides real and perceived safety.



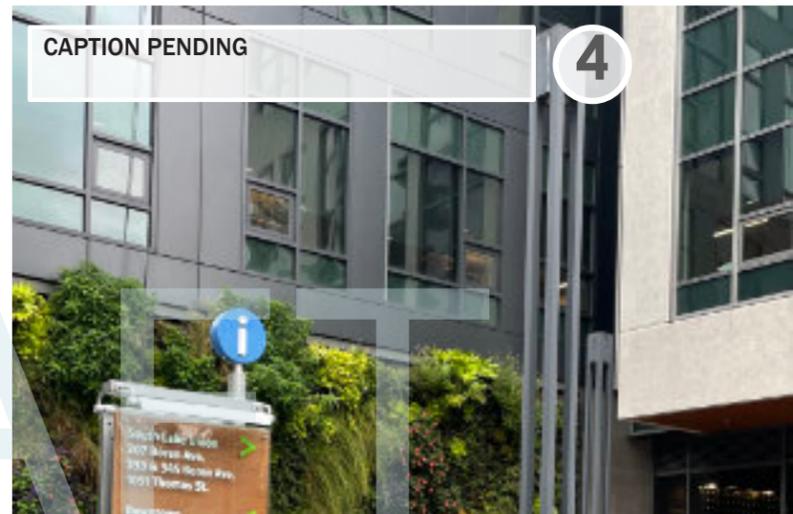
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1 2



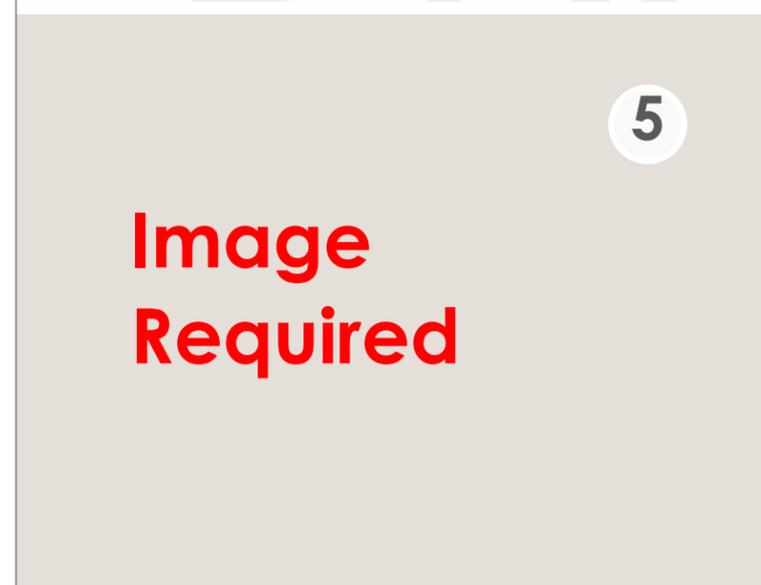
CAPTION PENDING

3



CAPTION PENDING

4



5

**Image Required**

# 05 OPEN SPACE



## City of Tacoma Urban Design Context & Resources

\* PLACEHOLDER \*

DRAFT

**Open Space** describes how open space elements are sited and designed within a development. Open space includes public and other outdoor areas that provide a variety of experiences, from lively play to calming respite and passive transitions between intensity of activity and/or uses.

**Design Objective:** Open space is situated in a manner that is consistent with related Urban Design objectives, and designed to be inclusive, functional, and welcoming,

# OPEN SPACE

**G-12 : Open space design demonstrates functional arrangements of site features and incorporates furnishings appropriate to level of activity, location, and local climate factors.**

## Design Approaches To Consider:

- 01.** Employ a cohesive palette of materials, color, texture, and site furniture.
- 02.** Incorporate elements such as outdoor seating, water features, play spaces, shelters, public art, permanent or mobile vending, and community gardens within active open space.
- 03.** Locate active spaces in visible areas, such as near entries or along the street.
- 04.** Create semi-private spaces intended to be primarily used by residents or commercial tenants that emphasize privacy and safety through location and design elements.
- 05.** Locate and design open space to leverage proximity to public gathering places, destinations, and settings for activities such as outdoor markets, parade routes, or cultural events.
- 06.** Site open spaces to connect to and enhance any surrounding natural areas and/or parks.
- 07.** Incorporate existing significant vegetation, native plants, and pollinator and habitat-supportive plantings within landscaping.

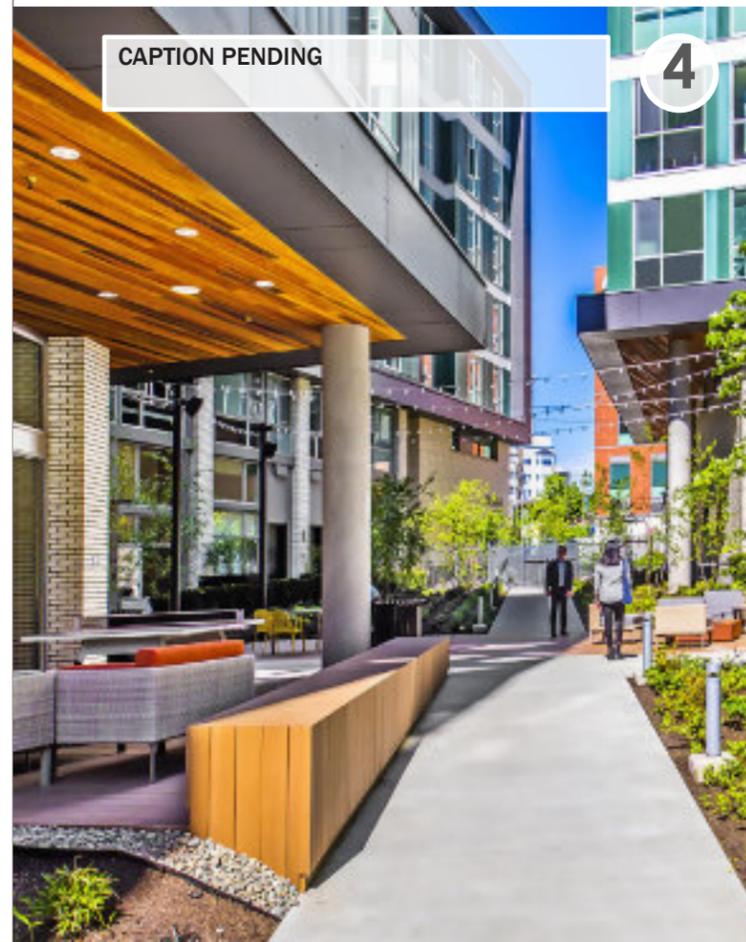
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1 2 3



CAPTION PENDING

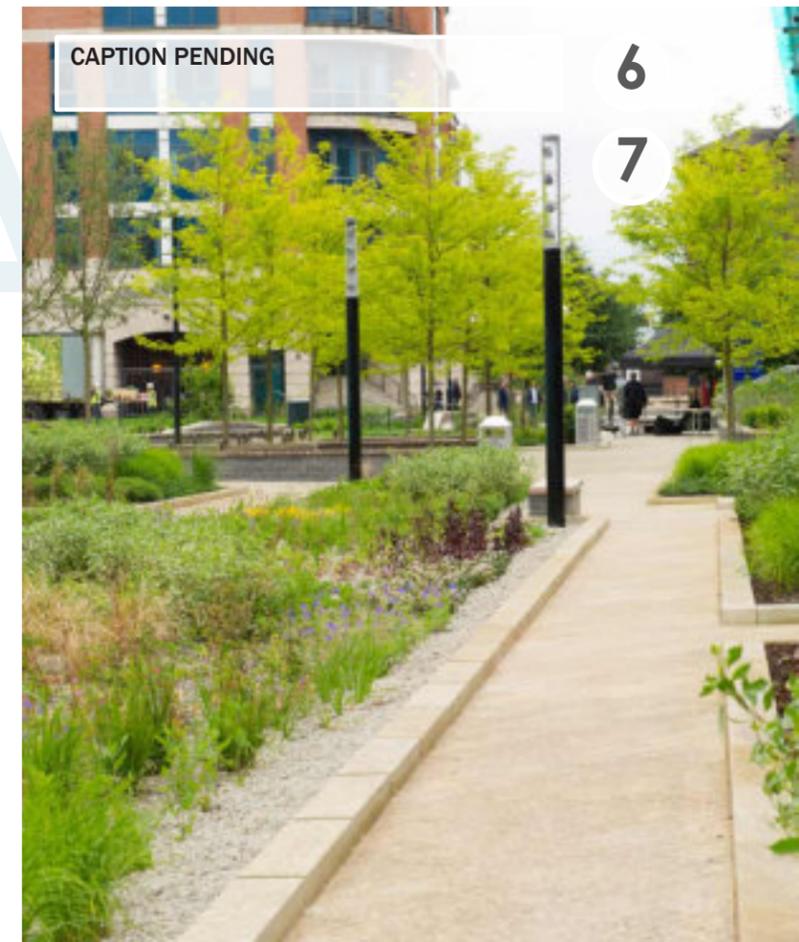
4



CAPTION PENDING

6

7



# OPEN SPACE

**G-13 : Open space is designed and sited to be welcoming, accessible, and safe.**

## Design Approaches To Consider:

- 01.** Include spaces that are situated at visible locations, provide an inclusive and welcoming environment, and do not communicate exclusivity to residents, employees, or patrons.
- 02.** Incorporate structures to provide shelter from the sun, rain, and wind.
- 03.** Provide accessible routes that are well-integrated and prioritized in site design.
- 04.** Integrate sensible safety-minded design approaches and “eyes on the street”.

CAPTION PENDING



CAPTION PENDING



# 06 CHARACTER, CULTURE AND HERITAGE



## City of Tacoma Urban Design Context & Resources

\* PLACEHOLDER \*

DRAFT

**Character, Culture, and Heritage** considerations how new development can address the distinct geographic, cultural and architectural character of each of Tacoma's neighborhoods. This includes built and social histories as well as the natural environment – some still evident today, some lost to time, and some rediscovered.

**Design Objective:** Development takes advantage of opportunities to reflect local character, culture, and history in a manner that is respectful and appropriate.

# CHARACTER, CULTURE AND HERITAGE

**G-14 : Appropriately respond to notable structures and landscapes located on site and/or nearby.**

## Design Approaches To Consider:

- 01.** Take cues from neighboring historic landmarks and other notable buildings through massing, form, window patterns, architectural features, or relationship to the street.
- 02.** Preserve and reuse existing structures or remnants of the built environment present on the site.
- 03.** Include materials and site furniture that complement historic elements on the site and/or in the vicinity.
- 04.** Incorporate on-site natural features, such as significant trees or topography, into the site's design.

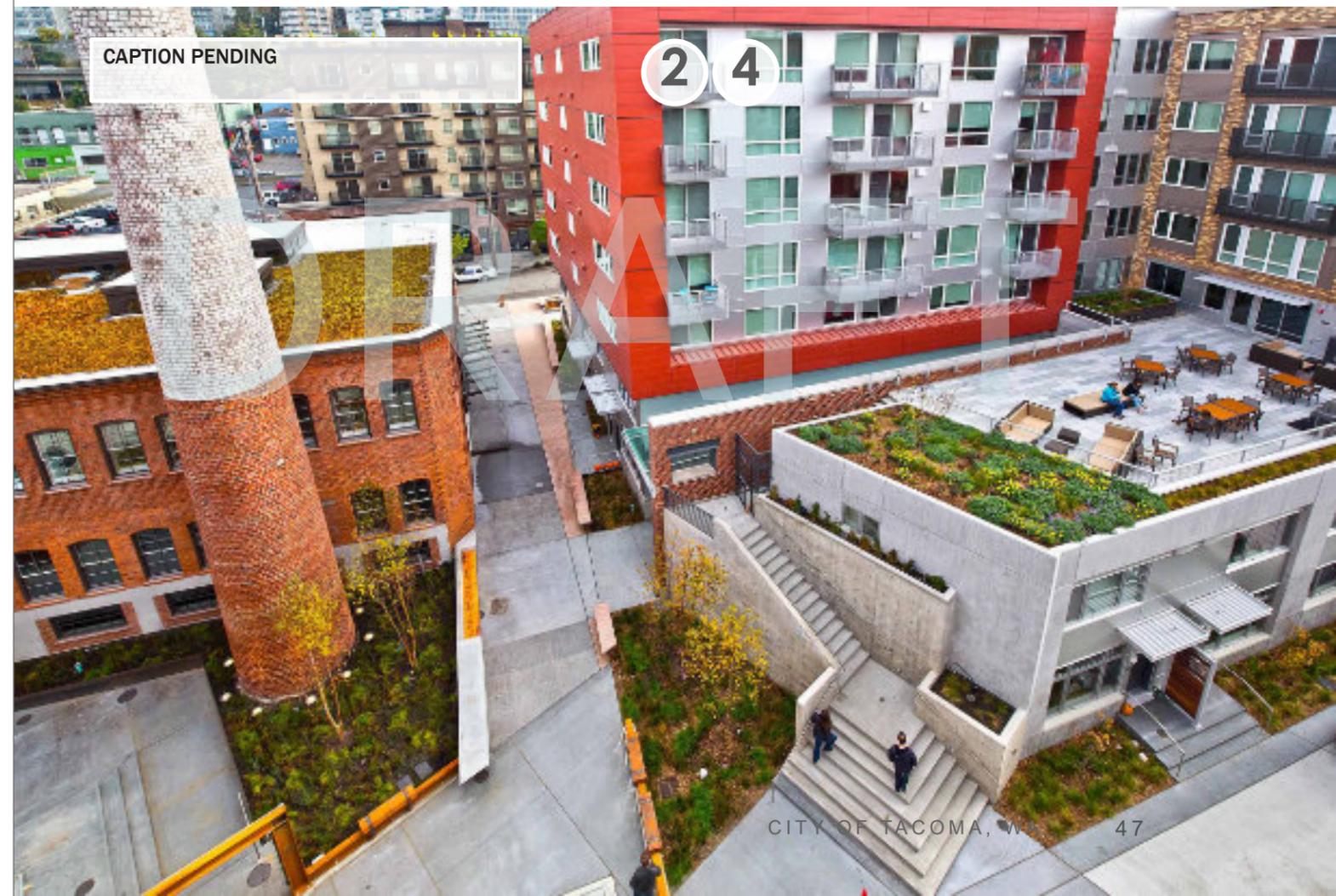
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# CHARACTER, CULTURE AND HERITAGE

**G-15 :Take advantage of opportunities to respectfully engage the local community character, culture, and heritage.**

## Design Approaches To Consider:

- 01.** Incorporate architectural features or building materials that are reflective of the neighborhood's character are incorporated.
- 02.** Set aside permanent space for community use.
- 03.** Memorialize notable sites or events through public art or other interpretive methods.
- 04.** Incorporate public art that meaningfully engages the community in its creation and is reflective of the neighborhood.
- 05.** Follow regional best practices in the public artist selection process.

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Required**

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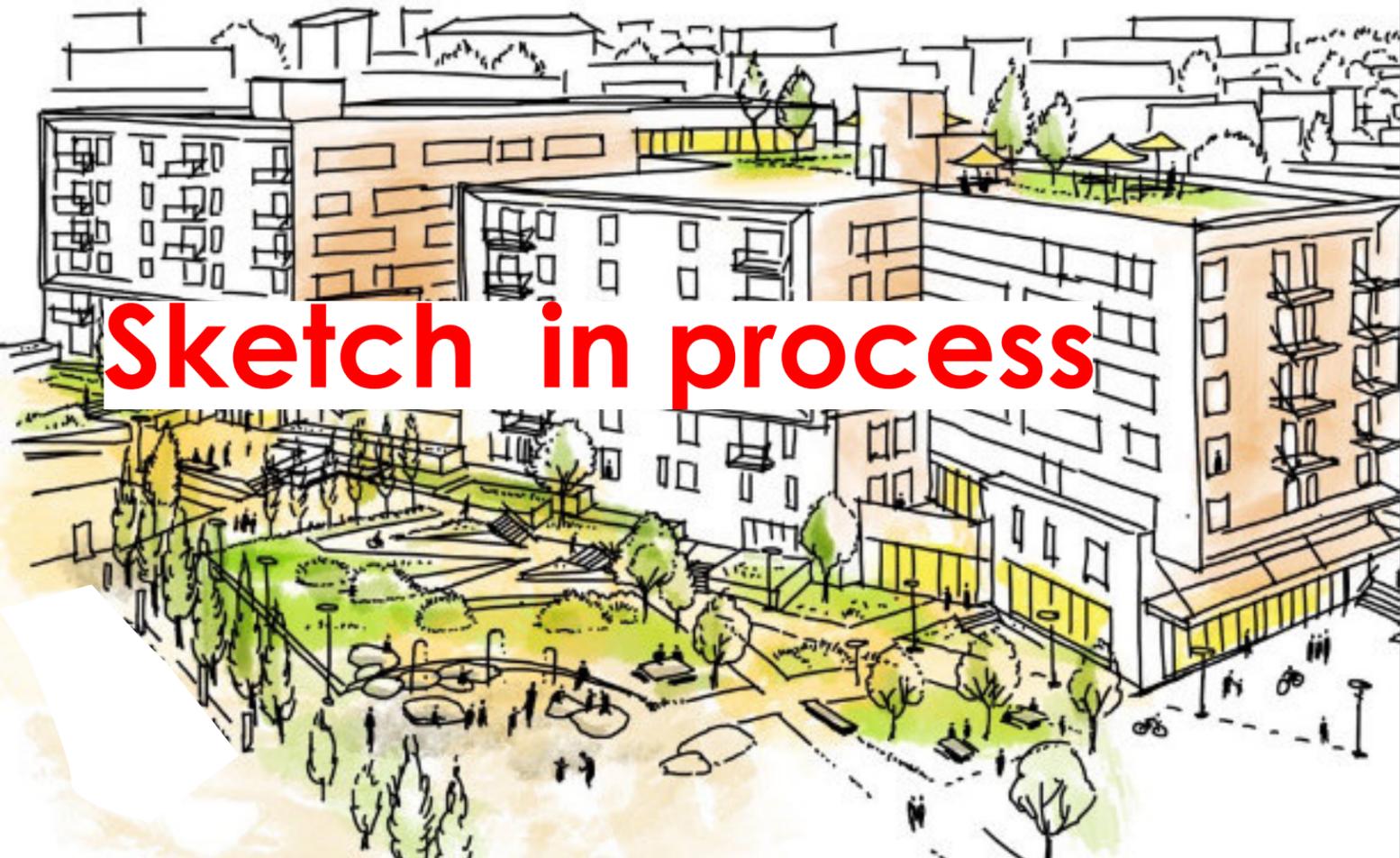
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# 07 CLIMATE RESPONSIVENESS



Sketch in process

## City of Tacoma Urban Design Context & Resources

\* PLACEHOLDER \*

DRAFT

**Climate Responsiveness** as function of Urban Design demonstrates integrated design solutions aimed at long-term, sustainable best practices within the built environment. The approach considers ecological function, social equity, indoor health, and long-term resiliency.

**Design Objective:** Development demonstrates a climate responsive approach in its site planning and building design and supports Tacoma's Climate Action goals and strategies.

# CLIMATE RESPONSIVENESS

**G-16 : Utilize methods, technologies, and materials that enhance building performance and reduce carbon emissions.**

## Design Approaches To Consider:

- 01.** Implement sustainable construction methods and use local building materials.
- 02.** Incorporate operable windows and solar shading to allow for cross ventilation and passive cooling.
- 03.** Employ solar, wind, geothermal, heat recovery systems, district energy, or other methods and technologies as a means to reduce reliance of off-site energy sources.
- 04.** Provide infrastructure to support electric vehicle (EV) storage and charging.

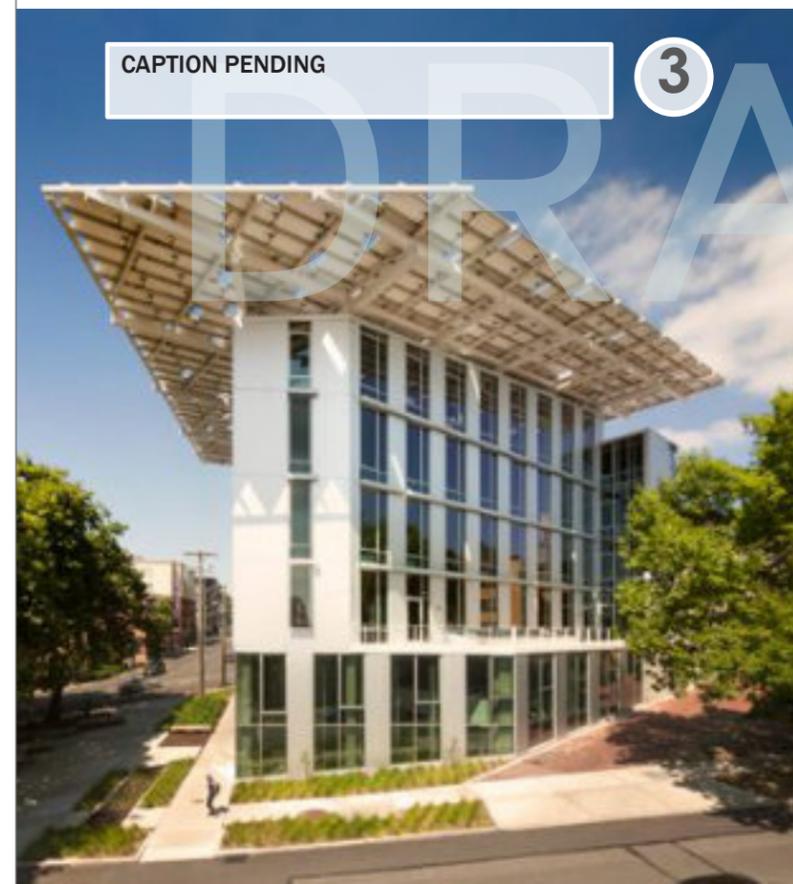
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# CLIMATE RESPONSIVENESS

**G-17 : The development responds to site conditions and natural processes in a way that reduces energy and water usage and minimizes on and off-site impacts.**

## Design Approaches To Consider:

- 01.** Respond to site conditions and take advantage of natural processes that maximizes energy efficiencies through building form, siting, and orientation.
- 02.** Provide for solar PV, green roofs and/or living walls.
- 03.** Maximize landscaping with an emphasis on tree canopy and minimize paved surfaces to reduce heat island effect.
- 04.** Design and configure planted areas to provide habitat for native species and/or pollinators.
- 05.** Incorporate green storm water infrastructure that makes visible storm water functions and processes.
- 06.** Design exterior lighting to limit light pollution following dark sky best practices.



6

**Image  
Required**

# CLIMATE RESPONSIVENESS

**G-18 : Implement strategies to reduce dependency on automobiles and promote use of active transportation.**

## Design Approaches To Consider:

- 01.** Minimize the amount of on-site parking and maximize the efficient use of any parking through shared facilities and management strategies.
- 02.** Orient all aspects of the development around active transportation and support users of all ages and abilities.
- 03.** Integrate bicycle facilities such as bike storage, bike share docks, e-bike charging stations, shower facilities, and lockers into the development to maximize convenience, security, and safety.
- 04.** Provide dedicated space for on-demand and shared mobility options such as ride hailing services, car sharing, bike/e-bike sharing, e-scooter, carpooling, and shuttles.
- 05.** Provide space for small scale commercial in the development.



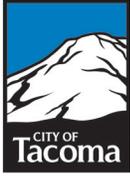
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# APPENDIX

DRAFT

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**To:** Planning Commission  
**From:** Elliott Barnett, Planning Services Division  
**Subject:** Home In Tacoma Project – Phase 2  
**Memo Date:** September 14, 2022  
**Meeting Date:** September 21, 2022

**Action Requested:**

Direction on initial zoning alternatives, evaluation criteria and growth estimates approach.

**Discussion:**

This meeting on September 21, 2022 marks the beginning of substantive work on Home In Tacoma – Phase 2. The City has now engaged a multi-disciplinary consultant team lead by Mithun, Inc. to support the planning effort. On June 15, 2022, the Planning Commission finalized the project scope of work, integrating changes to reflect issues raised through comments, consultations, and initial City Council direction. A key outcome from the scoping effort was to clarify how Phase 2 will faithfully reflect the City Council's adoption of Phase 1 and move forward to develop the full package of zoning and standards to implement that policy direction.

At this meeting, staff and consultants will request Commission's input on key decisions that will structure the next stage of policy development and public engagement. We are seeking the Commission's input on initial recommendations outlined in the attached memo. The purpose of this early direction is to help structure the analysis and policy development efforts moving forward. Nothing in the materials provided are intended to be the final or specific zoning and standards package. However, these early decisions will be significant in shaping the project moving forward. In addition, the project team will share an update on upcoming engagement themes and approaches.

**Background:**

Tacoma residents face increasing challenges in accessing housing they can afford that meets their needs. For many years, Tacoma's housing rules for most neighborhoods have primarily allowed just one housing type—detached houses. On December 7, 2021, the City Council adopted Amended Ordinance No. 28793 approving the Home In Tacoma Project – Phase 1 package. The Council's action established a new housing growth vision for Tacoma supporting Missing Middle Housing options, designated Low-scale and Mid-scale Residential areas, and strengthened policies on infill design, affordability, anti-displacement, and other goals. The action also initiated Home In Tacoma – Phase 2. Phase 2 will be a high-profile public process to implement the new policies through changes to residential zoning and standards, along with actions to promote affordability and ensure that housing supports multiple community goals.

The complete package is available at [www.cityoftacoma.org/homeintacoma](http://www.cityoftacoma.org/homeintacoma).



**Prior Council, Commission and Taskforce Actions:**

- Planning Commission finalize Phase 2 Scope of Work (06/15/22)
- City Council Infrastructure, Planning and Sustainability Committee (04/13/22, 05/25/22)
- Planning Commission comments debrief (06/01/22)
- Planning Commission Public Hearing (04/20/22)
- Housing Equity Taskforce meetings (02/10/22, 03/10/22)
- City Council Study Session (02/22/22)
- Planning Commission initial discussion (02/02/22)
- City Council review and action (Ordinance 28793 adopted on 12/07/21)
- Planning Commission Phase 1 recommendations (Jan. 2020 to May 2021)
- Housing Equity Taskforce process (2021)
- City Council acceptance of the AHAS (September 2018)

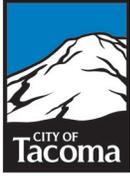
**Project Information:**

- Brian Boudet, Planning Manager, [bboudet@cityoftacoma.org](mailto:bboudet@cityoftacoma.org), (253) 573-2389
- Elliott Barnett, Senior Planner, [ebarnett@cityoftacoma.org](mailto:ebarnett@cityoftacoma.org), (253) 312-4909
- Webpage: [www.cityoftacoma.org/homeintacoma](http://www.cityoftacoma.org/homeintacoma) - *sign up for email updates!*
- *Project email:* [homeintacoma@cityoftacoma.org](mailto:homeintacoma@cityoftacoma.org)

**Attachment:**

- Preliminary zoning alternatives, evaluation criteria and impacts assessment approach

c. Peter Huffman, Director



## Early decisions to structure the Phase 2 analysis

As the City gets started with the substantive work for Home In Tacoma – Phase 2, early decisions regarding how to structure the analysis are needed. This memo summarizes staff and consultant recommendations for an initial zoning district framework, growth estimates approach and evaluation criteria for use in the next round of planning and analysis. These concepts build on the Planning Commission’s work in developing the Phase Two Scope of Work (finalized on June 15, 2022).

### Project Overview

Home in Tacoma is a project to address the housing crisis in our community. On December 7, 2021, the City Council adopted a new Housing Growth Vision to support inclusive neighborhoods and allow for more housing growth throughout the city. They also adopted changes to Tacoma’s Future Land Use Map with new residential land use designations that allow more housing choices including Missing Middle housing in residential areas. Now that the City has made the decision to welcome more neighbors and help ensure people can afford to stay in their neighborhoods, the next phase of the Home in Tacoma project will evaluate HOW Tacoma can best retain and welcome more neighbors into existing neighborhoods. Phase Two will evaluate how housing growth can help meet and be balanced with other community goals. This includes the best approach to infill design standards, actions to reduce demolitions of viable structures, steps to ensure that housing growth is supported by infrastructure and services, and to support green, community responsive housing.

During Phase Two, the City will decide on changes to zoning, policies, and standards that will influence the future of neighborhoods across the city and ultimately how the benefits and challenges of this growth will feel to people in their daily life. During this phase, the City will consider how many zoning districts are required, which zoning scenario feels most appropriate to the growth needs of Tacoma, and how to ensure that infrastructure needs, affordability, anti-displacement and other key goals that affect quality of life are met. The project will result in changes to the zoning code across the city in low-rise and mid-rise residential zones, as well as changes to Development Standards, expansion of regulatory tools to promote affordable housing and combat displacement risk, and potential changes to administrative procedures.

The project scope identifies Zoning as one of three policy “tracks” and calls out several significant questions to be addressed in this effort. An important component within Phase 2 is understanding the potential tradeoffs that could accompany specific zoning actions. To begin that process, staff and the consultant team have developed the following proposed elements:

- Growth estimates
- Zoning framework and scenarios
- Evaluation criteria
- Engagement strategies

Below is a description of each, as well as key questions for Planning Commission.



## Growth Estimates

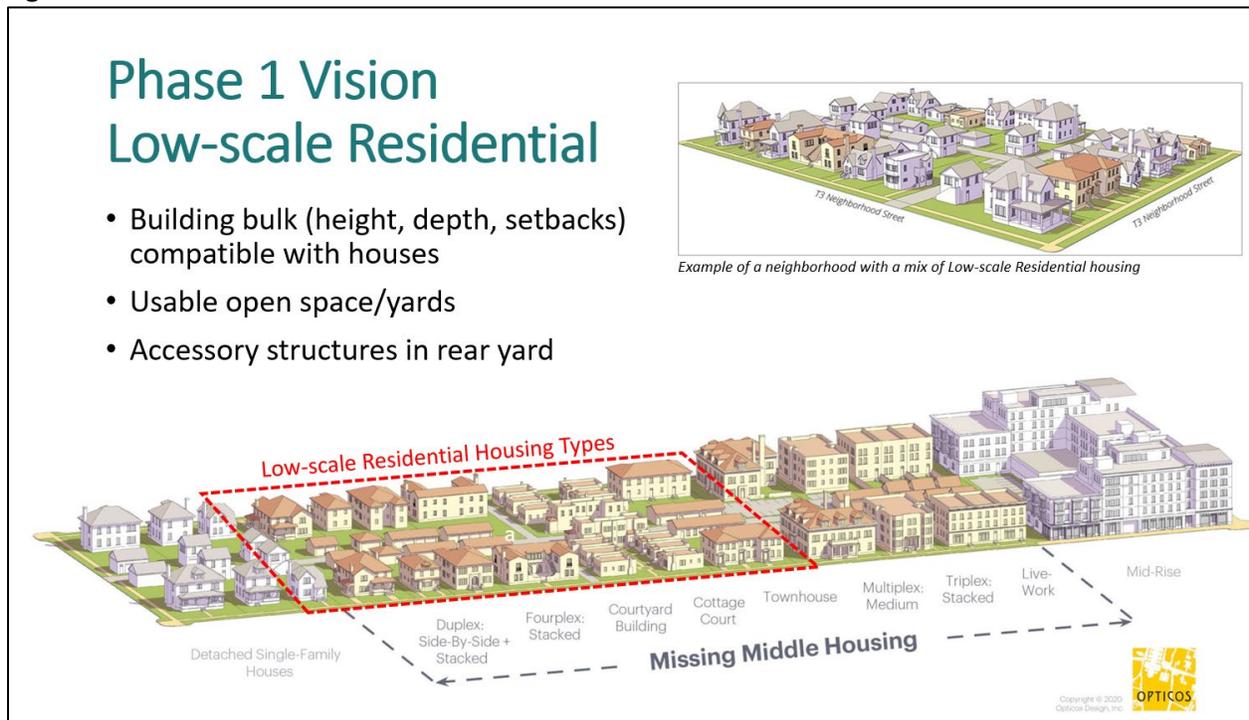
The EIS analysis will rely heavily on an understanding of the benefits and impacts that may be associated with additional housing growth enabled by future zoning changes. Growth estimates will be prepared that take into account allowed densities, redevelopment rates, and other information to create estimates of the growth associated with each zoning scenario.

## Zoning Framework and Scenarios

Zoning is one of the primary tools the City uses to guide residential development. Zoning districts establish what land uses are allowed, lot sizes and dimensions. Coming to an initial decision on the number of zoning districts and their mix of housing types and densities is key to moving the analysis forward. These initial zoning concepts are not intended to be final or specific, but instead are intended to structure the analysis of likely growth estimates and serve as a springboard for public discussion.

In order to develop growth estimates, two zoning scenarios have been prepared. These scenarios build on the areas designated as Low-scale Residential (Missing Middle infill housing compatible with existing neighborhood scale), and as Medium-scale Residential (moderate urban scale, walkable and transit-served housing serving as transitions from Centers/Corridors). This vision from Phase 1 is summarized in Figure 1.

**Figure 1: Phase 1 Residential Vision**



## Phase 1 Vision Mid-Scale Residential

- Moderate building height and scale
- Smaller/shared yards/open space
- Serves as transition from higher-scale to lower-scale areas



Example of a neighborhood with a mix of Mid-scale Residential housing



### Guiding principles for the zoning framework

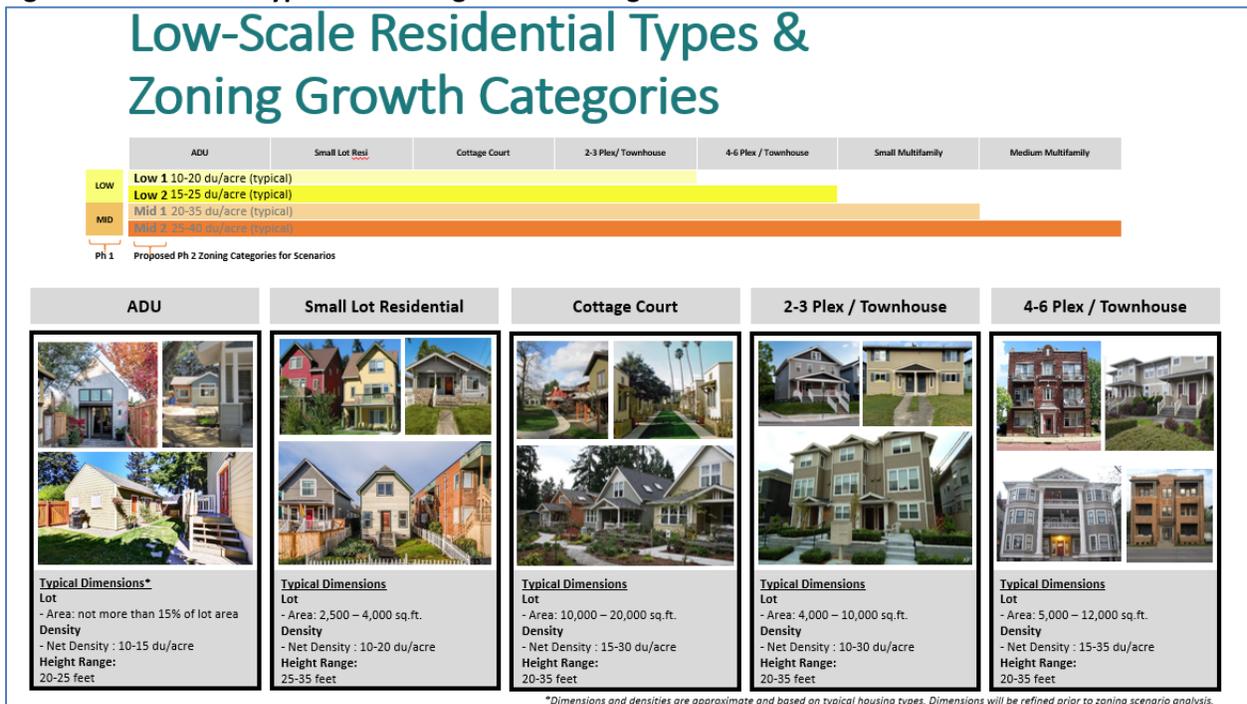
Moving forward, the City will consider how to revise or refine this initial zoning concept. The following are some of the guiding principles proposed to inform that effort:

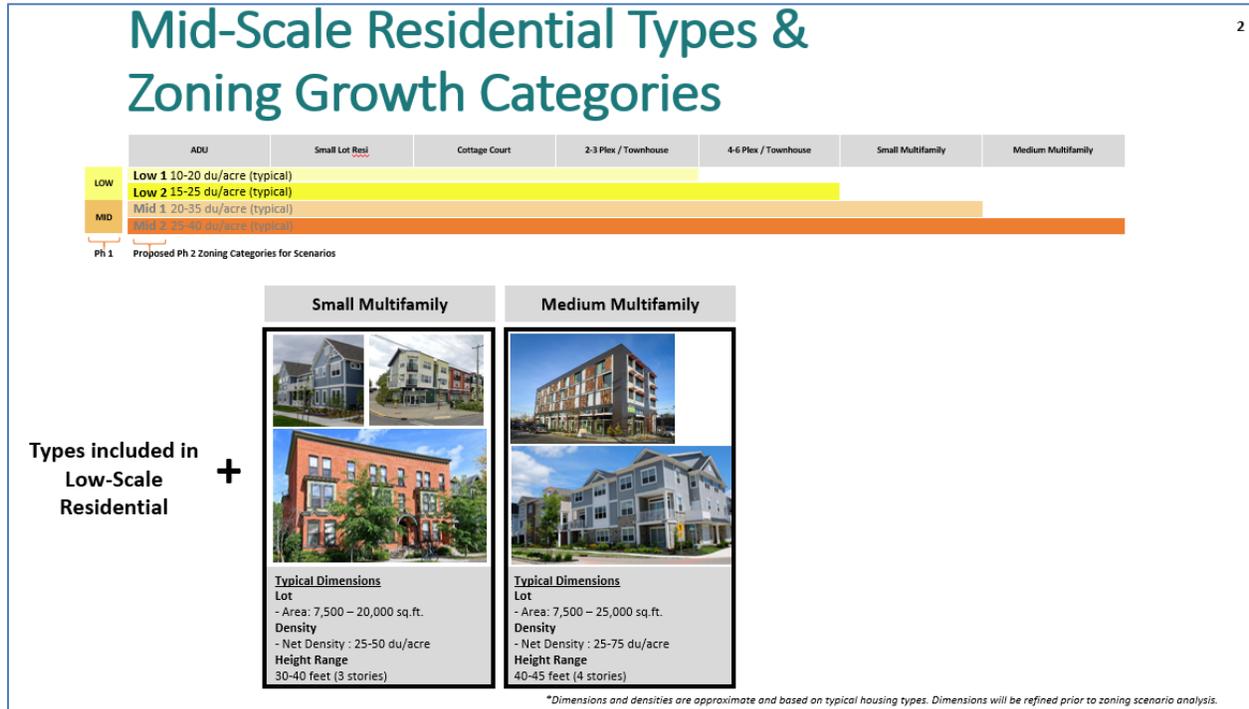
- Use development scale as organizing characteristic
  - Development density/intensity and scale transition upwards with proximity to walkable, transit-ready areas
  - Avoid out-of-scale, jarring scale transitions
  - Focus on future zoning envelope to allow for change over time
  - Differentiate based on infill vs large site for Mid-scale (mid-scale infill to have limited maximum street frontage)
- Continue to prioritize "complete neighborhoods" and walkability
  - More housing capacity nearest to walkable/transit ready areas
  - Has associated affordability benefits as well as reduced costs for households
  - Supports our 20-minute neighborhood growth vision, equity and access to opportunity, sustainability, transportation choices
- Reflect neighborhood patterns such as yards, building scale, height
  - Height and scale already allowed under zoning (typ. Up to 3 stories)
  - Street layout – alley vs front loaded, grid vs curvilinear
  - Lot sizes and widths
  - Era of development
- Promote predictability and logical property divisions and ownership opportunities, and provision of infrastructure, access
  - Don't create too many zones for clarity and predictability
  - Determine access requirements
  - Retain the use of critical areas standards, view/historic overlays to address govern specific features (as opposed to many different zoning districts)

*Approach and Methodology*

To study the potential housing growth that would be allowed under each scenario, the two designations from Phase 1 (Low-scale Residential and Mid-scale Residential) were further subdivided into a total of 4 zoning growth categories. Each zoning growth category allows specific missing middle housing types, as seen in Figure 2. Again, these decisions are preliminary in order to aid in the analysis and planning efforts.

**Figure 2. Residential Types and Zoning Growth Categories**





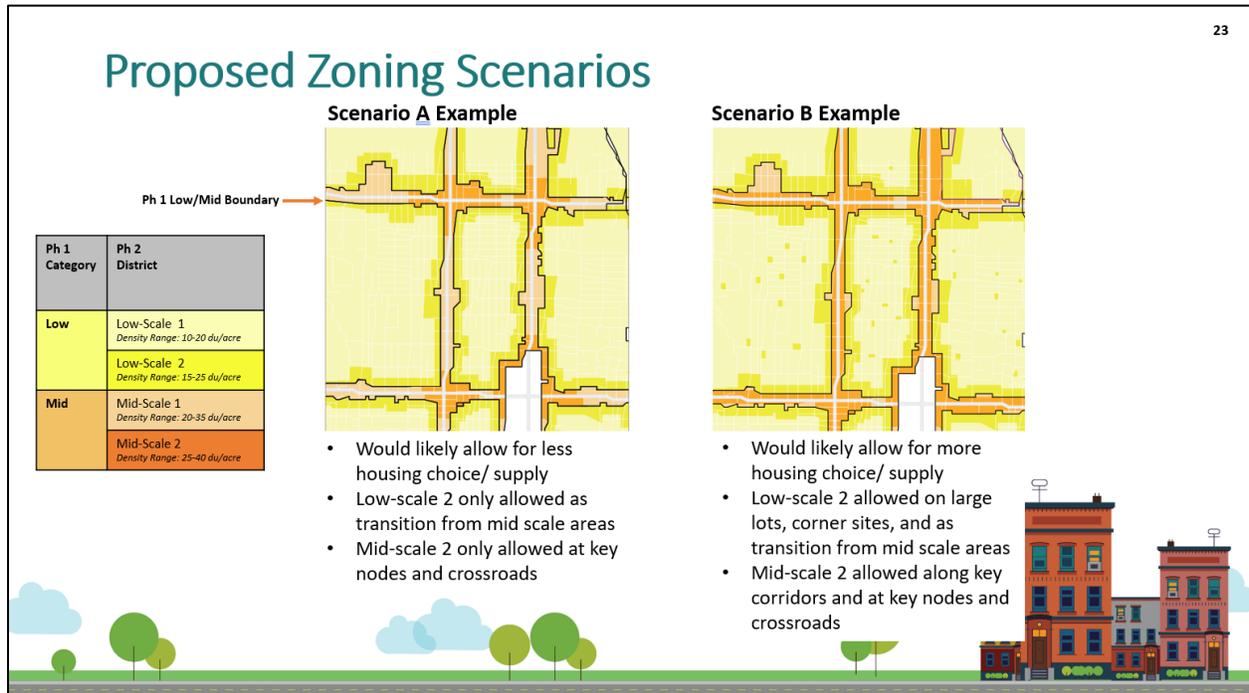
The specific characteristics associated with these missing middle housing types defines the zoning characteristics for each category, including maximum building height, Floor Area Ratio (FAR), parking, and a typical density range that can be used to generate housing growth estimates. Note that these do not yet represent proposed zoning districts or standards for regulatory purposes; they are intended to support analysis of the potential growth and EIS findings that can then inform the creation of specific standards and zoning districts.

### Description of Scenarios

A summary of the scenarios is shown in Figure 3. Zoning Scenario A would focus housing growth along the areas identified for Mid-scale Residential in Phase 1. This scenario would focus Mid-scale 2 (the higher density in the Mid-scale designation) at key nodes, with Mid-scale 1 (the lower density in the Mid-scale designation) allowed in all other areas identified for Mid-scale Residential designation from Phase 1. Low-scale 2 (the higher density in the Low-scale designation) would be allowed as a transition from Mid-scale. Low scale 1 (the lower density in the Low-scale designation) would be allowed on all other parcels designated Low-scale Residential in Phase 1.

Zoning Scenario B would allow for more housing growth overall. Mid-scale 2 would be allowed along parcels with frontage along major corridors identified in Phase 1, and Mid-scale 1 would be allowed in any other parcels that fall within the Phase 1 Mid-scale Residential designation. Low-scale 2 would be allowed in more areas than in Scenario A, including large lots, corner parcels, as well as a transition from Mid-scale Residential areas. Low-scale 1 would be allowed on all other parcels designated Low-scale Residential in Phase 1.

**Figure 3. Zoning Scenarios (for use in structuring the planning and EIS process)**



**Key Questions for Planning Commission**

1. Do these scenarios capture the issues and tradeoffs that were identified as priorities in Phase 1?
2. Are there specific changes to the scenarios we should consider to better align with the goals and policies from Phase 1?

### Evaluation Criteria

Once zoning scenarios are developed, a set of evaluation criteria will be used to compare how each scenario relates to the key goals from Phase 1. Housing is related to multiple goals, from sustainability and transportation to historic preservation and social equity. The proposed evaluation criteria topics are intended to balance the importance of reflecting these co-benefits with the need to focus this effort on the primary activities of developing residential zoning districts and framework, residential development standard, and affordable housing regulatory incentives and requirements.

Each zoning scenario will be evaluated against the set of criteria to support an “apples to apples” comparison of tradeoffs. Some of these criteria will come directly from the EIS analysis, while others will require additional analysis by Staff and consultant team. The proposed topics below would each include a specific measure that would be evaluated quantitatively where possible. Specific measures for each evaluation criteria will be developed once Planning Commission has provided guidance on the overall set of topics.

**Figure 4. Evaluation Criteria Topics**

	Housing & Land Use						Environment					Infrastructure & Mobility			
	Affordability	Supply	Choice	Equity & Displacement	Access to Amenities	Historic Preservation /Design Character	Critical Area Conservation	Tree Protection	Water Quality	Air Quality	Public Health	Access to Transit	Traffic Congestion	Public Services/ Utilities	Parking
Baseline Zoning															
Zoning Scenario A															
Zoning Scenario B															

The proposed topics for Evaluation Criteria are:

- **Housing & Land Use**
  - Housing Affordability
  - Housing Supply
  - Housing Choice
  - Housing Equity & Displacement
  - Access to Amenities & Needs
  - Design Quality & Historic Preservation
- **Environment**
  - Critical Conservation Areas
  - Tree Protection
  - Water Quality
  - Air Quality
  - Public Health

- Infrastructure and Mobility
  - Transit Access
  - Traffic Congestion
  - Public Services/Utilities
  - Parking

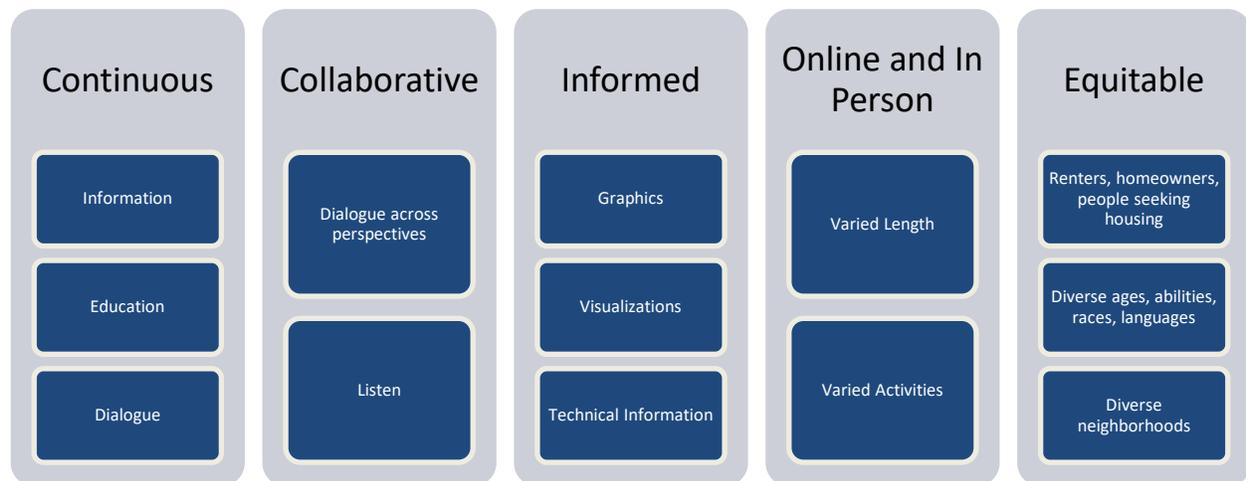
**Key Questions for Planning Commission**

1. Are there goals or issue areas that we should consider adding or removing from these evaluation criteria topics?
2. Are there specific measures that come to mind for consideration for any of these evaluation criteria topics?

**Engagement Strategy**

The goal of this upcoming phase of engagement is to conduct meaningful exchange where people can both receive information and share their interests and experiences. Listening for ideas and personal experiences from residents will inform zoning, policy, and land use decisions to shape how Tacoma grows over time in ways that are relevant and bring benefits to residents.

**Figure 5: City goals for engagement**



**Project Decision Milestones and Engagement**

There will be three main decision milestones in Home In Tacoma Phase Two:

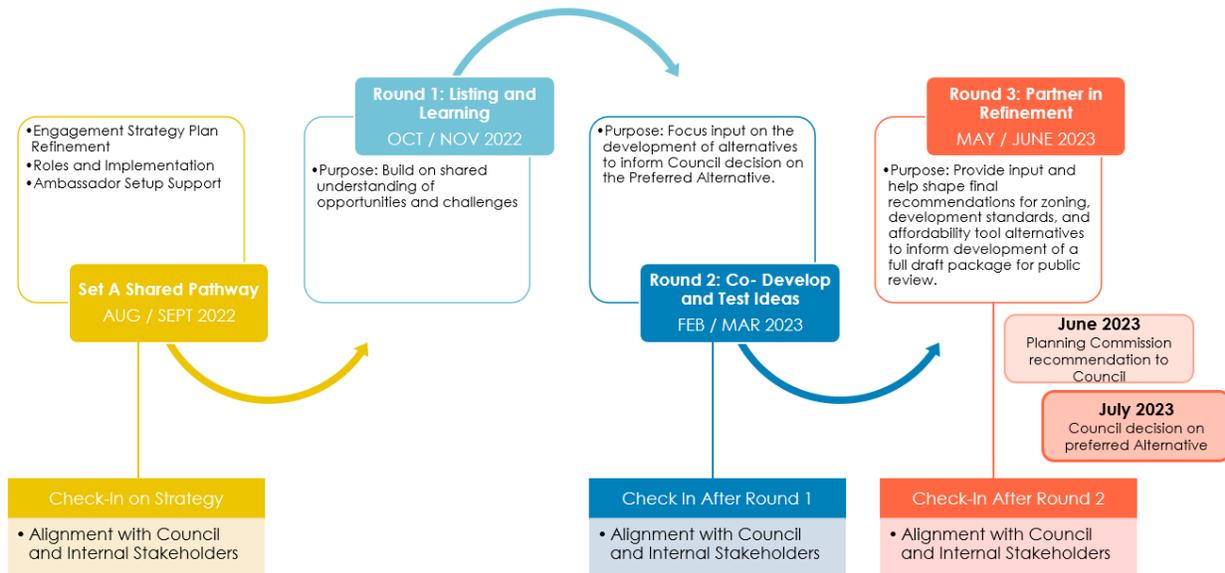
- Scoping the zoning scenarios and topics to be analyzed.
- Development of three Alternatives for consideration; and
- Selecting a Preferred Alternative.

The three rounds of Engagement will inform these main decision milestones:

- Engagement Round 1: Listening and Learning
- Engagement Round 2: Co-Develop and Test Ideas

## Engagement Round 3: Partner in Refinement

**Figure 6: Engagement Process**



### Primary Questions

Throughout the engagement we will be asking key focused questions to help us achieve are milestones, a sampling of some of those questions are outlined below:

#### Round 1:

- What would make infill in your neighborhood positive to you? Or – what are your concerns about infill in your neighborhood?
- What benefits are there to having people be able to stay in their homes and afford to move into this neighborhood?
- Are there other direct benefits that would support the community interests and needs? I.e. units in new buildings that are designed to support childcare services; shared food production and delivery functions in common rooms to support home businesses;

#### Round 2:

Infrastructure and Services:

- What is missing from your neighborhood that could be prioritized when existing housing is upgraded or new housing is added?

Affordability and Anti-Displacement:

- Focus differences on three alternatives, what do you like? What is not making sense?
- Do the Incentives and bonuses make sense to you? (Provide key examples) What other changes would make it more affordable to live in this neighborhood?

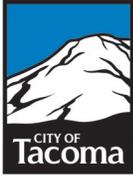
Round 3:

- Did we get the number and geography of zoning districts right?
- Is the level of detail appropriate for the code?
- What attributes most stand out to improve your neighborhood?
- Do the affordability incentives balance growth?

Potential Types of Engagement:

- Focus Groups
- Survey
- Interviews with Developers
- On your activities such as walk shops or housing scavenger hunt
- City led Housing Café's
- City led Interactive Mapping
- Citywide Notice
- Public Hearings in Round 3

Throughout the engagement process we plan to have alignment with Council and internal stakeholders with check-ins and reflection on the previous round of engagement.



**To:** Planning Commission  
**From:** Lihuang Wung, Planning Services Division  
**Subject:** **Planning Commission Rules and Regulations (“Bylaws”)**  
**Memo Date:** September 14, 2022  
**Meeting Date:** September 21, 2022

**Action Requested:**  
Review and Approval of Amendments.

**Discussion:**  
Staff suggests that the Planning Commission consider amending its Rules and Regulations (“Bylaws”), Section IV.E – Electronic Participation in Meetings, at the next meeting on September 21, 2022.

This section was added to the Bylaws in August 2019, modeled after the City Council’s rules that were intended to accommodate the increasing demand from Council Members for telephonic participation in meetings. The section, however, includes a clause that discourages frequent use of telephonic participation. At that time, the Commission was concerned that frequent use of such measures may somewhat compromise the visual of the Commission, the presentation of materials, the interaction of Commissioners with staff and among themselves, and the public reception of the meetings.

Now that virtual or hybrid meetings have become the “new normal” during and post-COVID-19 pandemic, the clause and its discouraging and negative connotations may seem obsolete. Staff proposes that this clause be removed, which would not diminish the intent and integrity of the section. Attached is the current version of the Commission’s Bylaws, with the clause in question shown on page 3.

**Project Summary:**  
The “Rules and Regulations of the Tacoma Planning Commission” (“Bylaws”) were originally established on July 6, 1954, as the operating guidelines for the Commission. The Bylaws have been reviewed and amended on a periodic, as-needed basis to keep information current, comply with latest legal requirements, respond to needs of the community, and improve the Commission’s operations. The Bylaws were last amended on August 21, 2019.

**Staff Contact:**

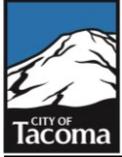
- Lihuang Wung, [lwung@cityoftacoma.org](mailto:lwung@cityoftacoma.org)

**Attachment:**

- Planning Commission’s Rules and Regulations (with proposed amendment, September 21, 2022)

c. Peter Huffman, Director





**TACOMA PLANNING COMMISSION**  
**RULES AND REGULATIONS (“BY-LAWS”)**

The following Rules and Regulations of the Tacoma Planning Commission were originally adopted by the Commission on July 6, 1954, and subsequently amended on January 29, 1964; April 20, 1970, July 21, 1980; September 4, 1991; August 16, 1993; August 21, 1995; May 21, 1997; June 7, 2000; October 20, 2004; November 18, 2009; December 1, 2010; August 5, 2015; June 1, 2016; December 6, 2017; August 1, 2018; ~~and~~ August 21, 2019; and September 21, 2022. These Rules and Regulations conform to the statutory authority of the City Charter (Article III, Section 3.8 – City Planning Commission) and the Tacoma Municipal Code (TMC) (Title 13, Chapter 13.02 – Planning Commission).

The Rules and Regulations contain the following sections:

- I. Officers
- II. Advisory Committees and Task Forces
- III. Staffing
- IV. Meetings
- V. Records
- VI. Annual Report
- VII. Miscellaneous
- VIII. Rules and Regulations Amendments

**Section I. Officers**

- A. The Commission shall elect its own Chair, Vice-Chair, and such other officers as from time to time it may determine it requires, all of whom shall be members of the Commission.
- B. Nominations and elections of officers shall be conducted at the first meeting in September of each year or on a different date set by the Commission. New officers will assume duties after the meeting following their election.
- C. Officer Qualification Considerations – The Officers should be interested in holding the position(s); be able to devote sufficient time to Commission business and attend as many Commission meetings as possible; be prepared to make presentations to the City Council, citizens, committees, neighborhood groups, and service clubs regarding Commission responsibilities, projects, plans and policies; and have sufficient experience on the Commission to understand its role and functions and to have a basic understanding of the City’s Comprehensive Plan policies and development regulations.
- D. The term of office shall be for one (1) year or until the next scheduled election. In case of any vacancy in office, the vacancy shall be filled by an election at the first regular meeting after the occurrence of such vacancy.
- E. Duties of Officers – The Chair shall preside over all meetings of the Commission. All resolutions adopted by the Commission and Commission correspondence shall be signed in his/her name as Chair of the Commission. In the event of the absence of the Chair or his/her inability to act, the Vice-Chair shall take his/her place and perform his/her duties. In the event

of the absences or inability to act of both the Chair and the Vice-Chair, the remaining members of the Commission shall appoint one of their members to temporarily act as Chair.

## **Section II. Advisory Committees and Task Forces**

- A. Advisory Committees – The Commission may establish advisory committees as it deems appropriate, following the procedures set forth in TMC 13.02.015.
- B. Task Forces – The Commission may also establish task forces as it deems appropriate to conduct extended and supplemental analyses of issues identified and defined by the Commission. Task forces are ad-hoc and issue-oriented in nature and shall not be construed to have the same organization and operation as those of “advisory committees.” A task force shall be comprised of up to four (4) members of the Commission designated by the Commission by a majority vote. Chairpersons of task forces may be designated by the Chair of the Commission. There shall not be more than two task forces operating at any given time. Task forces shall serve at the discretion of the Commission and their duties and responsibilities shall be established by the Commission. All task force meetings shall be open to the public and conducted in accordance with these rules. Task forces may not conduct public hearings.

## **Section III. Staffing**

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

## **Section IV. Meetings**

- A. Regular Meetings – Regular public meetings of the Commission shall be held on the first and third Wednesday of each month at 5:00 p.m. in the Council Chambers of the Tacoma Municipal Building, or in another location designated by the Commission. If the regular meeting day falls on a legal holiday, the Chair of the Commission shall fix another day therefore and give notice of said meeting as hereinafter providing for “special meetings.” The notice for any regular public meeting shall indicate the date, time, place and business to be transacted, and be distributed prior to the meeting to those individuals and organizations listed on the mailing list that shall be maintained by Staff and may be subject to the Commission's approval.
- B. Public Hearings – Public hearings conducted by the Commission shall be held in the Council Chambers of the Tacoma Municipal Building or another location designated by the Commission and indicated in the notice of hearing. The date and time of the hearing shall be determined by the Commission and indicated on the notice of hearing. Notices for public hearings shall be distributed in accordance with TMC 13.02.057. Notices shall also be mailed, prior to the hearing, to those on the mailing list as hereinabove provided, to those individuals or organizations which have indicated in writing to the Planning and Development Services Department an interest in the subject(s) of the hearing, and to other interested parties as deemed appropriate by the Commission. An additional notice shall be required for matters continued for further hearing and continued to a time, date, and place certain.

- C. Special Meetings – Special meetings of the Commission set for a time different than regularly scheduled as hereinabove provided shall be held at such times as the Commission may determine, or may be called by the Chair for any time upon the written request of three members of the Commission. Special meetings shall be open to the public. Per RCW 42.30.080, special meetings require at least 24 hours' written notice. Such notice shall indicate the date, time, place and business to be transacted. Notices of special meetings shall be distributed to the same recipients of notices for regular public meetings, to the recipients on the special press mailing list on file with the City Clerk's Office, and to other interested parties as deemed appropriate by the Commission.
- D. Quorum – A quorum for the transaction of official business shall consist of a simple majority of appointed, filled positions of the Commission, per TMC 13.02.041.
- E. Electronic Participation in Meetings – Members of the Commission may participate in a meeting through electronic communications, teleconferencing, videoconferencing, or other appropriate technology available at the meeting location that enables all persons participating in the meeting to communicate with each other simultaneously and instantaneously. Members who wish to participate in such a meeting must notify Staff before the scheduled start time for the meeting, allowing adequate time for Staff to make necessary preparations. Participation in such a meeting shall constitute presence in person at such meeting, and that presence shall count toward a quorum of the Commission for all purposes. ~~Electronic participation in meetings shall not be used on a regular basis; it should be used to accommodate special needs of the Commission as may be determined by the Chair or to accommodate members whose physical presence at the meeting is prevented due to prior obligations, personal illness or disability, a family or other emergency, or unforeseen circumstances.~~
- F. Absences – Members are expected to attend Commission meetings and to fully participate in and contribute to the work of the Commission. Any member anticipating absence from a meeting should notify the Chair or Staff in advance, so that the absence may be excused by the Commission at the meeting. Any member who is absent from three consecutive meetings without being excused or six meetings in a calendar year, whether excused or unexcused, should be deemed to have forfeited the office and the Chair should recommend to the City Council that a new member be appointed to fill the unexpired term. When a member misses three meetings within a six-month period, the Chair should discuss with the member the implications of their lack of attendance and options for improvement. If the circumstances are expected to continue unimproved, the member may be asked to consider resigning from the Commission before reaching the above mentioned threshold of absences. For the purpose of this provision, "meetings" shall mean "regular meetings" as defined in Section IV.A above.
- G. Every official act taken by the Commission shall be by resolution or by motion by an affirmative vote of a majority of the quorum. In the event that a member disqualifies themselves or passes, this is to be registered as "not voting". Notwithstanding Robert's Rules of Order, the Chair shall vote on all resolutions or motions.
- H. Conduct of Meetings
  - 1. Order of Business – The following order of business may be modified for any meeting by a suspension of the rules, concurred in by a majority of the voting members present, except that consideration of matters set for public hearing must occur at or following the time indicated on the hearing notice:
    - (a) Call to Order and Quorum Call
    - (b) Approval of Agenda

- (c) Approval of Minutes
  - (d) Public Comment – The Chair shall decide whether this item will be included in the agenda, and if so, how much time will be allowed for each speaker. Public comments, if included in the agenda, must be limited to items on the agenda that are not the topic of a recent public hearing.
  - (e) Discussion Items – Matters set for public hearing shall be considered at such time as determined by the Commission and set forth in the hearing notice.
  - (f) Communication – This may include other business brought forward by Commissioners, comments by Commissioners, and comments and additional information provided by Staff.
  - (g) Adjournment
2. Conduct of Regular and Special Meetings:
- (a) The Chair shall preside over all regular and special meetings of the Commission.
  - (b) The Chair introduces the agenda items.
  - (c) Staff and/or presenters invited by staff summarize the information prepared or received by the staff responsible for the agenda item.
  - (d) The Commission considers requests and may ask questions of the staff and/or other presenters. Comments by the public on the agenda item under consideration may be permitted, but only at the discretion of the Chair.
  - (e) The Chair asks for reports from advisory committees or task forces, if appropriate.
  - (f) The Commission takes appropriate action, if an action is required.
3. Conduct of Public Hearings:
- (a) The Chair shall preside over all public hearings conducted by the Commission.
  - (b) The Chair calls the public hearing to order and announces the procedure for the public hearing as established by the Commission.
  - (c) Staff summarizes the staff report or other information prepared or received by the staff responsible for the hearing item.
  - (d) The Chair asks for reports from advisory committees or task forces, if appropriate.
  - (e) The Commission receives oral testimony.
  - (f) The Chair either closes the hearing and announces the date upon which the record of the hearing will remain open to receive additional written comments, or continues the hearing to a later date if there is a finding by the Chair that all interested parties have not been afforded an adequate opportunity to testify before the Commission or if new information is to be considered on which the Commission feels additional public testimony to be appropriate.
  - (g) At a meeting(s) subsequent to the public hearing, the Commission considers all oral and written testimony concerning the hearing item and acts to approve, disapprove, modify, or defer the decision-making until the completion of additional analyses.
- I. Open Public Meetings Act and E-mail Exchanges – E-mail exchanges between members of the Commission can constitute a violation of the Washington State Open Public Meetings Act

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

1. When possible, limit e-mail exchanges on issues related to Commission business to less than a majority of Commission members. Sending copies of an e-mail to less than a majority may not suffice if subsequent exchanges relay the content of the original exchange to a majority of members.
2. Never decide at an open meeting that a majority of the Commission will continue or complete discussion of an agenda item by e-mail.
3. One-sided (no response anticipated) informational e-mails to a majority or more of Commission members are probably consistent with the OPMA. In open meetings, the Commission members should verbally announce that they have sent this type of e-mail if it relates to the discussion at hand. Commission members are free to engage in e-mail exchanges with staff on one-sided e-mails, but not with each other.
4. E-mail exchanges on issues that the Commission will not address are consistent with the OPMA. However, if any reasonable chance exists that an issue relates to a vote that may or will come before the Commission, a majority of the Commission should not subject the issue to e-mail discussion.

## **Section V. Records**

- A. The Commission's adopted summary minutes of the public meetings and public hearings, as well as the audio recordings of these meetings and hearings as long as they are retained, shall be the official records of proceedings and be maintained by Staff consistent with state law, RCW 40.14.
- B. Supplemental records pertaining to matters of public meetings and public hearings shall be kept on file in the Planning and Development Services Department as required by law. These supplemental records may include but not be limited to the following:
  1. Description of agenda items, including all submitted information therewith.
  2. Report of the Planning and Development Services Department, Commission Advisory Committees and Task Forces on the matter as presented to the Commission at a meeting thereof, including such material submitted in writing and in map form.
  3. Written communications concerning the matter.
  4. Facts concerning the matter.
  5. Records of all actions taken by the Commission in the matter (resolutions, motions, setting of dates for hearings, etc.).
  6. Record of actions taken by the City Council in the matter (ordinances, resolutions, results of hearings, etc.).
- C. Recorded transcripts or summary minutes of all official Commission proceedings shall be filed with the City Clerk and shall be opened to public inspection.

## **Section VI. Annual Report**

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

## **Section VII. Miscellaneous**

- A. Code of Ethics – Members of the Commission shall comply with the City of Tacoma's Code of Ethics pursuant to TMC 1.46 while conducting Commission business.
- B. Disclosure of Contacts – Individual members of the Commission may, but are not required to, participate in or initiate discussions with interested parties affected by issues under consideration by the Commission. Such meetings or contacts with citizens should be disclosed at the next scheduled meeting of the Commission. The intent of such disclosures in a public setting is to preserve the integrity of the Commission's process and provide a record and notice to other individuals who may also be affected or interested. If a Commissioner receives a request to meet/discuss but prefers not to do so, he/she may suggest the requesting parties to express their comments and concerns through the normal procedures, i.e., providing testimony at public hearings and/or providing comments to staff.
- C. Contact Information – The contact information of members of the Commission should be considered public information and made available for public access upon request.
- D. Conferences – Members of the Commission may attend, at their own expense, conferences, meetings and training courses closely related to Commission business.

## **Section VIII. Rules and Regulations Amendments**

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

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