November 26, 2019

NOTICE

CHANGE OF LOCATION

City of Tacoma Planning Commission

Please be advised the City of Tacoma Planning Commission meeting on Wednesday, December 4, 2019, at 5:00 p.m., has been moved for one meeting only to Room 243 of the Tacoma Municipal Building, located at 747 Market Street.

The City of Tacoma does not discriminate on the basis of disability in any of its programs, activities, or services. To request this information in an alternative format or to request a reasonable accommodation, please contact the City Clerk's Office at (253) 591-5505. TTY or speech to speech users please dial 711 to connect to Washington Relay Services.
AGENDA

MEETING: Regular Meeting

TIME: Wednesday, December 4, 2019, 5:00 p.m.

LOCATION: Room 243, 2nd Floor, Tacoma Municipal Building
747 Market Street, Tacoma, WA 98402

A. Call to Order and Quorum Call

B. Approval of Agenda and Minutes (November 20, 2019)

C. Public Comments
   • Comments are accepted on Discussion Item and are limited to 3 minutes per person.

D. Discussion Items
   1. Joint Session with the Human Rights Commission on Housing Justice Policy
      • Description: Opening of a dialog between the City of Tacoma Human Rights Commission and the Planning Commission on upcoming housing initiatives.
      • Action: Discussion
      • Staff Contact: Elliott Barnett, 253-591-5389, elliott.barnett@cityoftacoma.org
   2. Transportation Master Plan (TMP) Amendments
      • Description: Review of the Transportation Master Plan Amendments which are currently in development and will be released for public review in January 2020.
      • Action: Comment and Guidance
      • Staff Contact: Lihuang Wung, 253-591-5682, lwung@cityoftacoma.org
   3. Residential Infill Pilot Program 2.0
      • Description: Review draft code language and program modifications for the Residential Infill Pilot 2.0.
      • Action: Comment and Guidance
      • Staff Contact: Mesa Sherriff, 253-591-5480, msherriff@cityoftacoma.org

E. Topics of the Upcoming Meeting (December 18, 2019):
   (1) Residential Infill Pilot Program 2.0
   (2) Links to Opportunity
   (3) VISION 2050
   (4) Year-End Review

(Continued on the next page)
F. Communication Items

(1) The Planning Commission’s meeting on January 1, 2020 will be canceled.

(2) The Infrastructure, Planning and Sustainability Committee is meeting on Wednesday, December 4, 2019, at 4:30 p.m., in Room 248. Tentative agenda (subject to change) includes: Sustainable Tacoma Commission Interviews; and Healthy Homes, Healthy Neighborhoods.

A. Adjournment
MINUTES (DRAFT)

TIME: Wednesday, October 2, 2019, 5:00 p.m.
PLACE: Council Chambers, Tacoma Municipal Building, 1st Floor
474 Market Street, Tacoma, WA 98402
PRESENT: Anna Petersen (Chair), Jeff McInnis (Vice-Chair), Carolyn Edmonds, Ryan Givens, David
Horne, Christopher Karnes, Brett Santhuff, Andrew Strobel, Alyssa Torrez
ABSENT: N/A

A. CALL TO ORDER AND QUORUM CALL
Chair Petersen called the meeting to order at 5:02 p.m. A quorum was declared.

B. APPROVAL OF AGENDA AND MINUTES
The agenda for the meeting was approved; and the minutes for the November 6, 2019 meeting was
approved as submitted.

C. PUBLIC COMMENTS
None.

D. DISCUSSION ITEMS
1. Tacoma Dome Link Extension (TDLE) Update
Curvie Hawkins, Sound Transit, began by providing a recap of the TDLE project and its timeline. This
meeting would focus on the station designs and locations for alternatives that Sound Transit was
considering. Mr. Hawkins presented a map of the alternatives in the Tacoma Dome and Portland Avenue
area, noting that these were only two of the four stations in the entire TDLE project and that the other two
stations were in Fife and South Federal Way. He also reviewed the design guiding principles, which
consisted of development capacity, comfortable urban environment, and great multi-modal transit hub.

Tim Bates, Sound Transit, provided an overview of visualization for the alternatives, noting that these were
simply initial ideas, which would translate to limited information and missing details that would need to be
addressed. He proceeded to introduce the Close-to-Sounder alternative, which would be an elevated
station replacing a portion of Freight House Square. Sound Transit was also exploring the possibility of a
street frontage for parts of the station that could be used for non-transit uses. The engineers also studied
the location of the tail tracks above the west end; they were uncertain if the tail tracks would end at D Street
leading to the concern of where the supporting columns of the tail ends would land. In terms of serving as
a multi-modal transit hub, the Close-to-Sounder alternative would have a direct connection to the Amtrak
station while still being close enough to the bus station.

Regarding the 25th West station, this alternative was preferred because it would be close to all transit modes
without infringing many changes to the current infrastructures. It would be an elevated station with a
mezzanine level over open street. An option under study by Sound Transit was to relocate the bus facility,
which would potentially reduce transfer distance between modes and improve visual connection, but might cause greater impact and affect future development.

The third alternative was the 25th East station, also elevated with a mezzanine level over open street. This alternative shifted the station to be on the east side of G Street. While the general concept was similar to the 25th West alternative, this station would additionally offer entrance on both north and south sides along with a crossover track for the train to switch direction. Regarding the multi-modal transit hub principle, a pedestrian bridge connected to the existing parking garage was also being discussed; however, there might not be enough space for such bridge.

The last alternative for the Tacoma Dome area is the 26th station, designed to straddle D Street. It would have both entrance on the north side leading to the Freight House Square and south side leading to the Tacoma Dome. In regards to future extension, this option would be too high to go under Highway 705. It would also be too close to the proposed Mount Bay apartment complex and furthest away from all transit modes compared to other options.

Moving on to the Portland Avenue station, there was one primary location on the south side of 26th Street. In terms of design, this station would be a side-platform station due to its proximity to the Puyallup River. Sound Transit were also looking into pedestrian bridges for this station.

Commissioner Santhuff commented that it would have been useful for the Planning Commission to receive and, in turn, study the designs ahead of time. He raised a concern that a below grade and other cut-and-cover options were not provided to the Planning Commission, which possibly might have affected the feedback and direction from the Commission.

Commissioner Edmonds shared Commissioner Santhuff’s disappointment that the cut-and-cover alternatives were not included for the Commission’s consideration. She went on to inquire about the proposed buildings noted in the designs; they were projects in the development community, some of which had been permitted whereas others were merely at the proposal stage. Commissioner Edmonds also asked for clarification of “non-transit uses,” to which Mr. Bates indicated that they would be uses such as coffee stand or a flower shop, and that Sound Transit were still working on defining the types of uses. Furthermore, residents from Northeast Tacoma area would likely use the South Federal Way station, and perhaps would appreciate similarity in designs and functions of the stations. Commissioner Edmonds also asked about outreach and community feedback for the project.

Commissioner Karnes appreciated the consideration for passenger safety (i.e. pedestrian bridges) in the Portland Avenue station design. In reference to the 26th East alternative being considerably further away from the bus station, he questioned if there would be an option to relocate the bus facility like for 25th West alternative. Mr. Bates stated that it was a possibility, but also pending on other elements. Commissioner Karnes also asked about the criteria that would necessitate a mezzanine in a light rail station, which involved two components – to comply with height threshold and to provide a level for passenger circulation in cases of center-platform stations over open street.

Commissioner Horne inquired about the goal of the project in general, adding that small details could be worked out once the main objective was identified. He believed the convenience and ridership were essential. It would not be preferable to focus on mitigating impact and end up with an under-utilized station.

Commissioner Strobel was interested in seeing the height of the station for the 26th alternative and asked about businesses that would be impacted by the 25th West alternative. He wanted a better understanding to be prepared for questions about impacted businesses. Mr. Hawkins stated that Sound Transit would provide follow-up information and that they had been communicating with the property owners.

Commissioner Givens was concerned about eliminating the Freight House Square, a unique place with small businesses that may not be able to re-open with higher rent rate. He also commented that all the station designs, except for the 25th East alternative, seemed cramped and awkwardly located.
Chair Petersen stated that the Commission were more concerned with the impact of the development on the community and its alignment with the Comprehensive Plan. She wanted staff to ensure that the Commission be made aware of any conflicts regarding the Comprehensive Plan and zoning codes.

Commissioner Santhuff requested Sound Transit to start developing designs at eye-level view. Referencing the 26th alternative, he also wanted the engineers to explore other options for the track-switching and tail-track structures.

Ian Munce, Planning Division Services, reported to the Commission that the Transit-Oriented Development Advisory Committee (TODAC) had been formed, with three Planning Commissioners. While Sound Transit broadly conducts community outreach with its constituents, the TODAC is to bring forward recommendations specific to the City of Tacoma and the Comprehensive Plan.

The meeting was recessed at 6:20 p.m. and resumed at 6:28 p.m.

2. Pierce Transit Destination 2040 Long Range Plan Update

Darin Stavish, Pierce Transit, provided the reason for the Long Range Plan (LRP) Update and an overview of its objectives. He explained in details the differences in comparison to the Destination 2040 finalized and adopted in April 2016. Mr. Stavish also directed the Commission to the new online mapping and comments tool, as well as ways to provide feedback on the LRP Update.

Commissioner Edmonds was pleased with the recently added services in the Northeast Tacoma area. Commissioner Givens suggested Pierce Transit look into the Mixed Use Centers in the Comprehensive Plan and strengthen services in those corridors. He also commented on the need for more facility maintenance. On the note of safe and welcoming facility, Commissioner Horne recommended more light at each bus stop. Vice-Chair McInnis added that he would like to see increased trip frequency. Commissioner Strobel would like to incorporate the City's Comprehensive Plan with Pierce Transit's LRP, for instance taking into consideration of the 15-minute neighborhood while assessing potential bus stop locations. Chair Petersen suggested looking into younger demographics of riders. Commissioner Karnes asked whether the LRP would offer suggestions to other jurisdictions on what could be done to support the LRP goals in terms of changes to land use and right-of-way.

Ian Munce informed the Commission that he would be at the meeting on December 18 to discuss VISION 2050. In particular to Commissioner Karnes’ comment, the plan would cover how to tie land use and transportation together.

E. TOPICS OF THE UPCOMING MEETING

1) Human Rights Commission and Planning Commission Joint Session on Housing Justice Policy

2) 2020 Amendment – Transportation Master Plan Amendments

3) Residential Infill Pilot Program 2.0

F. COMMUNICATION ITEMS

The Commission acknowledged receipt of communication items on the agenda.

Stephen Atkinson, Planning Division Services, provided a brief update on the Tideflats Subarea Plan process. He reported to the Commission that the City Council had approved the Tideflats Interim Regulations extension. On November 7, the Steering Committee met and finalized the Advisory Group, which would be updated on the City’s webpage. The next step was to hire consultants, expected to complete early next year. Mr. Atkinson would periodically come back to provide updates for the Commission.
Brian Boudet, Manager of Planning Division Services, indicated that Councilmember Beale, at the end of the Tidflats Interim Regulation renewal process, had requested to see more definitive tracking of fossil fuel for better consideration at the next renewal.

The next Planning Commission meeting would have members from the Human Rights Commission in attendance. It would not be a joint meeting.

The City Council were having a lot of discussion on homelessness issues. The Council was considering some clarifications to the Temporary Encampment Ordinance.

G. ADJOURNMENT

The meeting was adjourned at 7:01 p.m.

*These minutes are not a direct transcription of the meeting, but rather a brief capture. For full-length audio recording of the meeting, please visit: http://www.cityoftacoma.org/government/committees_boards_commissions/planning_commission/agendas_and_minutes/
To: Planning Commission
From: Lihuang Wung, Planning Services Division
Subject: Equity and Social Justice Considerations in Housing Actions
Meeting Date: December 4, 2019
Memo Date: November 26, 2019

Action Requested:
Discussion and guidance.

Discussion:
At the December 4, 2019 meeting, the Planning Commission and members of the Human Rights Commission will participate in a dialogue on integrating equity and social justice considerations into upcoming planning projects initiated through the Affordable Housing Action Strategy (AHAS). The Planning Commission has begun discussions of a proposed scope of work to implement AHAS 1.2: Inclusionary Zoning and AHAS 1.8: Diverse Housing Types. These actions have the potential to make significant changes to Tacoma’s housing and zoning framework.

As part of the 2019 amendments to the Housing Element, the City Council (and Planning Commission) recognized that broad engagement and a strong focus on equity will be particularly important to the success of these initiatives. As the citizen commission advising the City Council on actions to reduce cultural, social and economic disadvantages, the Human Rights Commission is well-situated to contribute to these discussions. The Human Rights Commission has designated a Housing Taskforce to engage directly in the project.

The objective of this meeting is to determine how the two commissions will collaborate on the policy analysis, public engagement or other aspects of the upcoming effort. Staff from both commissions will support an open discussion of the following general topics:

- Each Commission’s roles in housing matters
- Key policy themes and issues
- How to focus and structure a collaborative effort
- Community engagement strategies and messaging
- Next steps and schedule

Project Summary:
As part of the 2019 Annual Amendments, the City Council adopted updates to the One Tacoma Comprehensive Plan Housing Element integrating the AHAS as an implementation strategy and updating policies related to “Missing Middle” housing, inclusionary zoning and equitable access to opportunities, as recommended by the Planning Commission. The Council also received the Planning Commission’s implementation recommendations calling for a robust, equitable and broad public engagement effort for the following AHAS actions:

Action 1.2: Modify inclusionary housing provisions to target unmet need and align with market realities.
Action 1.8: Encourage more diverse types of housing development through relaxed land use standards, technical assistance, and financial incentives.

While the AHAS approaches these planning actions primarily through the lens of affordable housing, there is strong policy support for evaluating the potential to also make progress in reducing disparities in access to opportunity. Tacoma’s Equity Index demonstrates that access to opportunity varies substantially across the City’s neighborhoods, and that there is a correlation between lower opportunity areas and non-white, lower-income populations. The video listed below also provides Tacoma-specific history and context. Tacoma’s land use framework is one of the tools that the City can utilize to seek to address these challenges.

Potential policy objectives related to housing and equity include:
- Broaden engagement with residents who do not typically participate
- Increase housing choice in all neighborhoods
- Connect people with jobs, transit and amenities
- Reverse historic inequities
- Promote racial integration
- Reduce displacement risk
- Ensure that all neighborhoods benefit from growth

Previous actions:
- Human Rights Commission initial discussion of AHAS Planning actions (11/21/19)
- Planning Commission initial discussion of AHAS Planning actions (10/2/19)
- Council adoption of AHAS Housing Element updates (09/24/19)
- City Council acceptance of the AHAS (September 2018)

Resources:
- Affordable Housing Action Strategy (www.cityoftacoma.org/housing)
- Tacoma’s Equity Index (www.cityoftacoma.org/equityindex)
- How We Got Here: A Reckoning with U.S. and Tacoma History (City of Tacoma Office of Equity and Human Rights) https://www.youtube.com/watch?v=bsRW81F_zR0

Staff Contact:
Elliott Barnett, Senior Planner, (253) 591-5389, elliott.barnett@cityoftacoma.org for more information, visit www.cityoftacoma.org/planningforhousing.

Attachments:
1. Human Rights Commission 11/21/19 Powerpoint
2. Human Rights Commission mission statement
3. Planning Commission AHAS 1.2 and 1.8 Implementation Recommendations
4. Policy summary related to equity in housing actions
5. Equity Index FAQ
6. Tacoma 2025 Infographic Sheet

c. Peter Huffman, Director
Objective: Start a conversation

Inviting collaboration between the Human Rights Commission and Planning Commission

2018 – Affordable Housing Action Strategy (AHAS)
2019 (ongoing) – AHAS implementation steps
2020 to 2021: Planning evaluation of policy tools to increase housing affordability and choice

- Will the HRC help identify and analyze equity and social justice considerations?
Accessibility
- Access to Healthy Food
- Internet Access
- Parks and Open Spaces
- Transportation
- Voter Participation

Livability
- Average Road Quality
- Median House Value
- Nuisance (311)
- Tacoma Crime
- Housing Cost Burden
- Life Expectancy
- Urban Tree Canopy

Education
- 3rd Grade Reading Proficiency
- 7th Grade Math Proficiency
- Age 25+ with Bachelor’s Degree or Higher
- High School Graduation Rate
- Student Retention Rate

Economy
- Households at 200% of the Poverty Line or Less
- Job Index (Proximity/Income)
- Median Household Income
- Unemployment Rate

Equity Index

Tacoma Equity Indices
- Very High
- High
- Moderate
- Low
- Very Low

Percent of White Non-Hispanic
- 0% – 30%
- > 30% – 50%
- > 50% – 70%
- > 70% – 90%
- > 90 – 96.8
# South End

## 2018

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<th>Around City Average</th>
<th>Slightly Above Average</th>
<th>Above Average</th>
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<td>Open Space Access</td>
<td>Food Access Index</td>
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<td>Average Road Quality</td>
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### Grades

- **Grade C**: 51%
- **Grade D**: 24%
- **Grade B**: 17%

### Commercial

### Undeveloped

## Proctor District

## 2018

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### Grades

- **B Grade**: 46%
- **Undeveloped**: 18%
- **A Grade**: 15%
- **D Grade**: 14%

### Commercial

### Undeveloped

## 1940
Why AHAS?

- 40% of households in Tacoma (nearly 33,000) are considered “cost burdened”
- Housing costs continue to rise much faster than incomes

What is the AHAS?

A summary of unmet needs among Tacoma residents

Four strategic objectives and 24 supporting actions focused on:

- Production of new homes (Strategic objective 1)
- Preservation of existing homes (Strategic objective 2)
- Anti-displacement and stabilization (Strategic objective 3)
- Removal of barriers to housing (Strategic objective 4)

Implementation Plan

Metrics to monitor and report implementation over time:

- Number of units produced
- Number of units preserved
- Number of households served
Comprehensive Plan and Land Use Code

**Comprehensive Plan**
- Housing
- Urban Form
- Design
- Transportation
- Environment
- Economic Development
- Parks and Recreation
- Historic and Cultural Resources
- Public Facilities and Services

**Land Use Regulatory Code**
- Establishes zoning districts
- Determines what types of uses are allowed
- Establishes minimum standards
- Permit processes

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**Tacoma’s growth vision**

*Informs multiple City actions*

Growth Target: 54,741 housing units by 2040
- Primarily multifamily, in Centers
- 75% of residential area is exclusively single-family detached
- Limited area for mid-range density
- Limits housing choices in some areas
Housing Element Updates (2019)

• Implement the AHAS
• Strengthened policy direction
  ○ Housing access is critical to health
  ○ Seek to reverse historic patterns of inequity
  ○ Consider access to opportunity as part of housing actions
  ○ Inclusionary Zoning (modify and expand existing)
  ○ Explore “Missing Middle” housing approaches

Inclusionary Zoning is a local government program that requires or incentivizes the inclusion of below-market-rate units in a development that is otherwise a market-rate development.

“Missing Middle is a range of multi-unit or clustered housing types compatible in scale with single-family homes that help meet the growing demand for walkable urban living.”

Diverse Housing Types (1.8) Encourage more diverse types of housing development through relaxed land use standards, technical assistance, and financial incentives.

• Market-based tool
• “Naturally occurring” affordability
• Middle range of housing types
• Infill in existing neighborhoods (typically)

Inclusionary Zoning (1.2) Modify inclusionary housing provisions to target unmet need and align with market realities.

• Market-based tool
• Dedicated affordability in exchange for incentives/bonuses
• Ongoing monitoring
• Higher density projects
How can we increase equity?

For starters...

- Increase housing choice in all neighborhoods
- Connect people with jobs, transit and amenities
- Reverse historic inequities
- Promote racial integration
- Reduce displacement risk
- All neighborhoods benefit from growth

Discussion

- How would the Human Rights Commission like to participate?
  - Provide input and comments
  - Collaborate on equity analysis
  - Help to broaden the public engagement efforts
  - Other?
- Next steps
  - Dec. 4th joint meeting
  - Comments on project scope

Elliott Barnett, Senior Planner
www.cityoftacoma.org/planningforhousing
TACOMA HUMAN RIGHTS COMMISSION

MISSION STATEMENT
In association with other organizations and individuals, we will provide leadership and support in eliminating discrimination and prejudice through enforcement of anti-discrimination laws and education programs.

VISION STATEMENT
The City of Tacoma will be recognized as a bias free city, known for its appreciation and respect for its diverse population and free of prejudice, bigotry, and discrimination.

COMMISSION FUNCTIONS
Commissioners perform three major functions:

• Oversight - review and hear appeals on formal cases filed under the City's anti-discrimination ordinance.

• Policy Making - study relevant community issues and submit its conclusions and recommendations to the Tacoma City Council.

• Public Liaison - organize special committees that focus on areas of interest to the City of Tacoma residents.
Housing Element: Affordable Housing Action Strategy

Planning Commission AHAS Implementation Recommendations

The Planning Commission is tasked with providing recommendations on planning and land use matters to the City Council. The following two AHAS actions relate most directly to the work of this Commission:

- **Action 1.2:** Modify inclusionary housing provisions to target unmet need and align with market realities.

- **Action 1.8:** Encourage more diverse types of housing development though relaxed land use standards, technical assistance, and financial incentives.

In light of the potential of these actions to support achievement of AHAS goals, the Commission recommends that the City Council initiate broad, data-supported policy analysis and community engagement efforts for **AHAS Actions 1.2 and 1.8**.

Consideration of significant zoning changes generates major interest and the potential for controversy. The increasing housing challenges in our City and region touch everyone, yet more understanding is needed of the causes, the links with related community values, and how these together inform the range of options. Furthermore, these policy tools are complex and technical, which can make them difficult for people to understand.

A broad, intentionally inclusive and strongly data-supported public engagement and policy development approach is needed. Such an approach can build shared understanding of the issues, help to identify common ground between diverse stakeholders, maximize achievement of the community’s goals, avoid unintended consequences, and build trust in the process. All stakeholders should have the opportunity to participate meaningfully, including low-income households most in need of housing options, yet who may not feel empowered to participate. The City should also explore the potential to collaborate at the regional level as Puget Sound communities grapple with the same housing challenges.

The Commission recommends the following multi-phased implementation approach:

**PHASE 1: Scoping, public engagement and data gathering**

- Initiate a broad, diverse and data-informed public engagement process with an emphasis on engaging under-represented communities to identify options for analysis
- Integrate an active role for internal stakeholders, partner entities and City Commissions, in coordination with broader AHAS implementation steps
- Benchmark to learn from other communities
- Identify lessons learned from ongoing AHAS implementation efforts (including the Residential Infill Pilot Program and existing Inclusionary Zoning standards), and implement near-term enhancements
- Identify and coordinate with related City, state and regional housing policy and implementation strategies

ATTACHMENT 3

D1 - HRC-PC Housing Justice Policy
**PHASE 2: Policy and regulatory changes**

- Build on and continue to deepen and broaden community engagement
- Identify and study potential alternative strategies and consider phasing options
- Coordinate with regional and state policy efforts including PSRC’s Vision 2050 and the required GMA Comprehensive Plan Periodic Review
- Evaluate the impacts of any potentially significant changes to Tacoma’s growth strategy and identify appropriate mitigation actions
- Council action to update the Comprehensive Plan, zoning and development standards to implement the preferred approaches, along with any identified mitigation steps

**PHASE 3: Implementation and ongoing evaluation**

- Implement the Council’s action, supported with robust education and technical support to promote housing development
- Conduct ongoing monitoring and evaluation of the outcomes and consider revisions as appropriate
- Foster ongoing community empowerment in implementing and improving Tacoma’s housing strategies

The Planning Commission stands ready to fulfill its role in these major and important policy initiatives.
Policy Summary:

Housing and Access to Opportunity

Housing and Opportunity

Connecting people with housing that meets their needs and provides access to opportunity is a long-standing policy priority of the City Council, as reflected in the One Tacoma Comprehensive Plan. Recent policy actions have strengthened this priority and call for actions to address historic inequities.

**OPPORTUNITY** is a situation or condition that places individuals in a position to be more likely to succeed and excel. High opportunity indicators include: high-performing schools, availability of sustainable employment and living wage jobs, stable neighborhoods, transportation availability and mobility, and a healthy and safe environment (Kirwan Institute for the Study of Race and Ethnicity).

The Comprehensive Plan builds on and reinforces the Tacoma 2025 Strategic Plan which strongly emphasizes equity and access to opportunity. The Housing Element references Puget Sound Regional Council’s Access to Opportunities analysis, reflecting that there are disproportionate opportunities available to residents of different neighborhoods of the City. The Housing Element also now references the City of Tacoma’s Equity Index which brings a more refined analysis that incorporates more Tacoma-specific data to inform policy and programmatic choices through an equity lens.

Policy Summary

One Tacoma Comprehensive Plan – Housing Element

The Housing Element is the city’s policy framework for housing issues, and addresses requirements under the Washington State Growth Management Act and the Pierce County Countywide Planning Policies.

The goals and policies in this chapter convey the City’s intent to:

- Ensure adequate access to a range of housing types for a socially-and economically-diverse population.
- Support fair, equitable, healthy, resource efficient and physically-accessible housing.
- Concentrate new housing in and around centers and corridors near transit and services to reduce the housing/transportation cost burden.
- Increase the amount of housing that is affordable, especially for lower income families and special needs households. Promote a supply of permanently-affordable housing for Tacoma’s most vulnerable residents.
- Expand the number and location of housing opportunities, both market rate and assisted, for families and individuals throughout the city.
In 2019, the City Council added the following text to the Housing Element:

**Rectifying Historic Inequities**
The City of Tacoma recognizes that historic displacements, as well as more recent covenants, redlining, zoning, and other practices, have explicitly or implicitly excluded some groups based on race and income from fair access to housing. This in turn denied those groups equitable access to schools, parks, pathways to building family wealth, and other opportunities they might otherwise have chosen, resulting in multi-generational negative impacts. Tacoma’s policies commit to reversing this legacy of inequitable practices by enacting policies, zoning and programs that help to remove barriers where they exist, meet the growing need for diverse housing options, and provide equitable access to opportunities.

*The Housing Element provides strong policy direction on housing access:*

**Housing Access**
Housing supply and household income are not the only factors determining access to housing. Discrimination in the housing market, gentrification, and the changing nature of households over time also influence access to desired housing. The following policies address discriminatory barriers to fair and equitable access to housing and the impact of gentrification and displacement, particularly for under-served and under-represented populations.

**Goal H–2** Ensure equitable access to housing, making a special effort to remove disparities in housing access for people of color, low-income households, diverse household types, older adults, and households that include people with disabilities.

Policy H–2.1 Foster inclusive communities, overcome disparities in access to community assets, and enhance housing choice for people in protected classes throughout the city by coordinating plans and investments with fair housing policies.

Policy H–2.2 Support barrier-free access for all housing consistent with the Americans for Disabilities Act (ADA). Consider additional actions to increase access such as implementation of visitability and universal design features.

Policy H–2.3 Coordinate plans and investments with programs that prevent avoidable, involuntary evictions and foreclosures.

Policy H–2.4 Evaluate plans and investments and other legislative land use decisions to identify potential disparate impacts on housing choice and access for protected classes.

Policy H–2.5 Evaluate plans and investments for the potential to cause displacement in areas with concentrations of communities of color, low and moderate-income households, and renters.

Policy H–2.6 When plans and investments are anticipated to create neighborhood change, pursue corrective actions to address involuntary displacement of under-served and under-represented people.
Use public investments, incentives, and programs, and coordinate with nonprofit housing organizations, to mitigate the impacts of market pressures that cause involuntary displacement.

Policy H–2.7 Encourage a range of housing options and supportive environments to enable older adults to remain in their communities as their needs change.

Policy H–2.8 Help people stay in their homes through expanded tenant’s protections, providing resources for households experiencing a crisis, increasing community organizing capacity, and other means.

One Tacoma Comprehensive Plan - policy themes
The Comprehensive Plan incorporates two primary emphases at the intersection of housing and access to opportunity:

1. Locate affordable housing in high opportunity areas.

   **H–3.2.** Locate higher density housing, including units that are affordable and accessible, in and around designated centers to take advantage of the access to transportation, jobs, open spaces, schools, and various services and amenities.

   **H–3.6.** Locate new affordable housing in areas that are opportunity rich in terms of access to active transportation, jobs, open spaces, high-quality schools, and supportive services and amenities.

2. Invest in low opportunity areas.

   **Housing Policy H–3.5.** Improve equitable access to active transportation, jobs, open spaces, high-quality schools, and supportive services and amenities in areas with high concentrations of under-served populations and an existing supply of affordable housing.

   **Public Facilities and Services Policy PFS–4.9.** Provide equitable levels of service by accounting for existing community conditions, considering how decisions will impact varied geographic, racial and socio-economic groups, and embedding service equity criteria into decision-making processes.

   **Parks and Recreation Policy P–1.2.** Prioritize investment in acquisition and development of parks and recreation facilities in areas where need is greatest, including: a. Where availability and access to facilities is lowest; and b. Where the greatest population growth is occurring or forecast, such as the mixed use centers.

   **Transportation Policy 3.8 Equity in Transportation.** Support the transportation needs of traditionally underserved neighborhoods and vulnerable populations, as listed under Goal 2, through investment in equitable modes of transportation and equal spending throughout the City, in addition to potential catch-up investment for areas in need as necessary.

   **Economic Development Policy EC–2.2.** Encourage investment in, and alignment of, public efforts to reduce racial, gender, ethnic and disability-related disparities in income and employment opportunity.
What is the Equity Index?

The equity index is similar to opportunity mapping and highlights success and obstacles connected to upward mobility. The Index consist of 20 indicators within the Tacoma 2025 Strategic Goals: Accessibility, Education, Economy, and Livability.

Why did the City create an Equity Index?

The City of Tacoma’s Office of Equity and Human Rights (OEHR) was created in October 2014. The purpose of OEHR is to support the organization as we carry out the goals of the City’s Equity and Empowerment framework, which was also proposed and unanimously adopted by the City Council that year.

While conducting public outreach for the Tacoma 2025 Strategic Plan, staff and consultants identified four major themes that were consistently brought up in discussions with community members: Equity, Opportunity, Partnerships, Accountability.

More specifically, community members have indicated a strong desire to see “equity and racial justice”, race and social equity analysis of public programs, and support for new immigrants. This charged helped establish the goals and analysis to create the Equity Index.

How did the City create the Equity Index?

Working with Ohio State University’s Kirwan Institute of Race and Social Justice, the City compiled the Equity Index to help facilitate data-driven decision-making processes to enable leaders to better distribute resources and plan funding of programs and services to minimize inequities and maximize opportunities.

The indicators displayed in the Equity Index have been shown to have a direct correlation to equity. For more information, please reference the additional document on the evidence based research determinant categories. The information is measured granularly by census block group.
### Accessibility:
- Average Road Quality
- Internet Access
- Parks & Open Spaces
- Transit Options & Access
- Voter Participation

### Education:
- 4 Year High School Graduation Rate
- 25+ Age with Bachelors’ Degree or More
- Average Test Proficiency
- Average Student Retention Rate

### Economy:
- Households at 200% of the Poverty Line or Less
- Median Household Income
- Tacoma Jobs
- Unemployment Rate

### Livability:
- Cost Burden
- Tacoma Crime Index
- Tacoma Nuisance Index
- Urban Tree Canopy

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**What does Very High or Very Low Equity mean?**

Very High Equity represents locations that have access to better opportunity to succeed and excel in life. The data indicators would include high performing schools, a safe environment, access to adequate transportation, safe neighborhoods, and sustainable employment. In contrast, Low Equity areas have more obstacles and barriers within the area. These communities have limited access to institutional or societal investments with limit their quality of life.

**Why is the North and West End labeled Red?**

When looking at data related to equity and social justice, we want to be mindful to not reinforce historical representations of low income or communities of color as bad or negative. To help visualize the areas of high opportunity and call out the need for more equity we chose to use red and flipped the gradient to highlight disparities within the community. In addition, we refrained from using green or positive colors with referring to dominant communities (white communities).

**Can I add more data and indicators to the Equity Index?**

Yes, by downloading the file and uploading it to ArcGIS you can add data and indicators to the Index, and you can import the shape files into your own data base. The indicators and standard deviations are available on ArcGIS online.

**Can I see additional or multiple map layers?**

Within the left navigation panel, you can aggregate the index layers by social determinate categories; Accessibility, Education, Economy, Livability

**How to contact for more information?**

Please send all inquiries to Equity@CityofTacoma.org
What is Tacoma 2025?
Tacoma 2025 is the strategic plan for Tacoma, developed by more than 2,000 residents from May-October of 2014. It guides how City government, partners, and the community can work together to help achieve the community’s vision for a healthy, vibrant, and equitable City of Destiny.

What are the goals for Tacoma 2025?

Livability
What does it mean?
Tacoma residents have connected neighborhoods, accessible and efficient transportation options, and vibrant arts and culture while maintaining affordability.

For example:
• Fewer Tacoma residents pay more than 45% of their income towards housing and transportation.
• All residents have proximity and access to community facilities, services, infrastructure, and employment.

Education
What does it mean?
Tacoma produces more graduates from high school and college, links residents to employment in the region, and invests in lifelong learning opportunities.

For example:
• All students graduate from high school and are prepared to enter the workforce or pursue further education.
• More residents have access to the internet and other digital opportunities.

Civic Engagement
What does it mean?
Tacoma residents that reflect the diversity of the city are engaged participants in making Tacoma a well-run city through community-led decision making, elected leadership, and volunteer leadership.

For example:
• More Tacoma residents participate civically through volunteering and voting.
• More Tacoma residents believe they can have a positive impact on their community and trust their local government.

Economy and Workforce
What does it mean?
Tacoma Residents can find livable wage jobs in key industry areas. Tacoma will be a place of choice for employers, professionals and new graduates.

For example:
• More diverse livable wage jobs.
• Fewer vacant properties downtown and in neighborhood business districts.

Equity and Accessibility
What does it mean?
All residents are treated equitably and have access to services, facilities and financial stability.

For example:
• Decisions, funding, and strategies use data to address inequitable outcomes such as the equity index.
• More quality out of school time learning opportunities distributed equitably across the city.
• More Tacoma households have a livable wage job within proximity to the city.

How will we work together to accomplish the goals of Tacoma 2025?

Aligning City programs to the goals of Tacoma 2025
Tacoma 2025 goal alignment for City budget process
Alignment with City Manager and City Council priorities.
Using the equity index

Key initiatives to achieve Tacoma 2025 across programs and organizations
Affordable Housing Action Strategy
Tacoma Creates

Partnering to achieve the goals of Tacoma 2025
Anchor Institution Collaborative
Strategic partnerships across all five goal areas.

For more information about Tacoma 2025, visit www.cityoftacoma.org/Tacoma2025.
Contact Jacques Colon
Tacoma 2025 Strategic Manager at jcolon@cityoftacoma.org to learn more about how we can work together to achieve our vision.
To: Planning Commission
From: Jennifer Kammerzell, Principal Engineer, Public Works
       Elliott Barnett, Senior Planner, Planning Services Division
Subject: Transportation Master Plan Amendments
Meeting Date: December 4, 2019
Memo Date: November 22, 2019

Action Requested:
Feedback.

Discussion:
At the Planning Commission’s meeting on December 4, 2019, Public Works and Planning & Development Services staff will provide an update on the scope of work for proposed Transportation Master Plan (TMP) amendments included in the 2020 Annual Amendments package, and seek initial feedback on the proposal recommended for action. At this time, Public Works staff are recommending that the other potential TMP updates included in the scope of work be deferred to a future work program.

On November 20, 2019, the Transportation Commission recommended updates to the TMP – Exhibit B Projects List. The proposed changes integrate capital projects adopted in the 2018 Tacoma Mall Neighborhood Subarea Plan into the citywide project list, ensuring that they are eligible for funding, and remove existing projects that would be replaced by the Subarea Plan projects. In summary, the Subarea Plan projects score competitively relative to other projects on the TMP Project List (ranking between 15 and 19 points, with 19 being the highest existing score). Attachment 1 includes the recommendations for Tacoma Mall Subarea Plan transportation projects and existing Transportation Master Plan projects located in the Tacoma Mall area.

Background:
The TMP was adopted in December 2015 and provides a long-term vision for transportation infrastructure in the City of Tacoma. It is a primary tool for forecasting transportation demand and identifying services and improvements needed to achieve those goals and support the future land use vision of the City. The TMP provides policy direction on how to balance transportation goals to achieve the vision for continued improvements to Tacoma’s multi-modal transportation system. The TMP identifies priority corridors for all modes, including transit, streetcar, and high capacity transit routes, as well as the means to measure performance and prioritize investments.

In 2018, the City Council adopted the Tacoma Mall Neighborhood Subarea Plan. The Subarea Plan prioritizes multi-modal transportation infrastructure investments as critical to achieving transportation goals including mode shift, complete streets, improved safety, and integrating green infrastructure. Achieving these transportation goals, in turn, are critical to supporting the overall growth vision for this Regional Growth Center as a livable, distinctive, mixed-use district.
On July 17, 2019 the Planning Commission accepted the following potential TMP updates as part of the 2020 scope of work:

- Updating policies, priority networks, project list, and performance measures;
- Incorporating the Tacoma Mall Neighborhood Subarea Plan projects (see attached recommendations);
- Changes to support multimodal level of service, impact fees, or Vision Zero;
- Incorporating the Dome District Business Association’s request to strengthen pedestrian priorities in the Downtown Regional Growth Center.

Prior Actions:
- June 19, 2019 – Planning Commission Scoping Hearing on 2020 Annual Amendments
- July 17, 2019 – Planning Commission approval of 2020 Amendments scope
- September 18, 2019 – Review of project status by Transportation Commission
- November 20, 2019 – Transportation Commission recommendation

Staff Contact:
- Jennifer Kammerzell, jkammerzell@cityoftacoma.org, (253) 591-5511
- Elliott Barnett, elliott.barnett@cityoftacoma.org, (253) 591-5389

Attachments:
1. Proposed updates to the TMP Project List (integrating Tacoma Mall Neighborhood Subarea Plan projects)
2. TMP Appendix B – Detailed Project List (introductory text)
3. Tacoma Mall Neighborhood Subarea Plan Overview
4. Tacoma Mall Neighborhood Subarea Plan – Transportation Chapter excerpts
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<tr>
<th>New ID</th>
<th>Project ID</th>
<th>Previous Project ID</th>
<th>Name</th>
<th>Description</th>
<th>On priority network or in Subarea Plan</th>
<th>Multimodal System (mode split map)</th>
<th>Equity (Title 6 map)</th>
<th>Safety Travel for All</th>
<th>Health &amp; Environment</th>
<th>System Preservation</th>
<th>Fiscal Stewardship</th>
<th>Congestion Management</th>
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<td>Pine Street Complete Street/Gateway Project</td>
<td>This project is a complete streets project that will include bicycle and transit service.</td>
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<td>12</td>
<td>45</td>
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<td>Cedar St / Pine St Corridor Improvement Project</td>
<td>A signal integration and coordination project and other ITS applications</td>
<td>1</td>
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<td>94</td>
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<td>S 60th St/S Pine St/S Cedar St</td>
<td>Protected bicycle facilities between 6th Ave - S 74th St</td>
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<td>325</td>
<td>226</td>
<td>12</td>
<td>Pine Street Tacoma Mall</td>
<td>Improved connectivity to essential standards</td>
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<td>S 38th Complete Streets/Gateway Project</td>
<td>This project is a complete streets project which prioritizes pedestrians (fill gaps and wider sidewalks), revised intersection channelization to improve all mode operations, and incorporates gateway features on S 38th Street between South Tacoma Way and I-5.</td>
<td>1</td>
<td>2</td>
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<td>S 38th St Corridor Improvement Project</td>
<td>A signal integration and coordination project and other ITS applications</td>
<td>1</td>
<td>2</td>
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<td>78</td>
<td>125</td>
<td>1</td>
<td>S 38th St Multimodal Corridor Study</td>
<td>Mid-term safety improvements, HCT corridor enhancements, access management strategies</td>
<td>1</td>
<td>2</td>
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<td>2</td>
<td>1</td>
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<td>TM-2</td>
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<td>/5/Tacoma Mall Blvd Direct Connector Slip Ramp Project</td>
<td>This project will design and construct a new overpass/ramp from southbound I-5 at South 38th Street to Tacoma Mall area for direct access or potential high occupancy vehicles. The project will include the structure, roadway modifications, curb and gutter, new signal, streetlighting, storm sewer, landscaping and utility relocation work, and asphalt overlay between Steele St and S 48th St. It will directly connect to a new or relocated multi-modal transit center.</td>
<td>1</td>
<td>2</td>
<td>2</td>
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<td>1</td>
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<td>4</td>
<td>4</td>
<td>1</td>
<td>Direct HOV lanes ramps to S 52nd St (north bound)</td>
<td>This project will construct a new overpass/ramp from southbound I-5 at South 52nd Street to Tacoma Mall area for direct access or potential high occupancy vehicles.</td>
<td>1</td>
<td>2</td>
<td>2</td>
<td>1</td>
<td>2</td>
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<td>422</td>
<td>125</td>
<td>4</td>
<td>Tacoma Mall/O-5 Direct Access</td>
<td>This project will construct a new overpass from southbound I-5 to a multi-modal downtown Tacoma Mall Boulevard. The project will include the structure, highway modifications, curb and gutter, new signal, streetlighting, storm sewer, landscaping and utility relocation work, and asphalt overlay between Steele to south 28th St.</td>
<td>1</td>
<td>2</td>
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<td>Loop Road Multimodal Internal Connector</td>
<td>This project is a complete street which prioritizes bike, pedestrian (wider sidewalks), and green stormwater features. The project includes Steele St between 35th &amp; Tacoma Mall (sharable use path), new Tacoma Mall connector between Steele and Pine (sharable use path), 45th between Pine and Lawrence (bike boulevard), Lawrence between 45th and 36th (bike boulevard), and 35th/California between Lawrence and Steele (bike boulevard).</td>
<td>1</td>
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<td>TM-13</td>
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<td>Loop Road North Multimodal Internal Connector</td>
<td>This project is a complete street which prioritizes bike, pedestrian (wider sidewalks), and green stormwater features.</td>
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<td>24</td>
<td>5</td>
<td>S 45th/46th Street Complete Streets/Bike Connection</td>
<td>This is a complete streets redesign incorporating bike connection from I-5 bridge to Water Flume Trail.</td>
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<td>HCT Corridor - 48th St</td>
<td>Possible BRT or urban transit service improvements to connect Tacoma Mall with Portland Avenue area</td>
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<td>79</td>
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<td>S 60th St/S Cedar St/S Redwood St</td>
<td>Bike Lane between S Tacoma Wy - McKinley Ave</td>
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<td>TM-7</td>
<td>112</td>
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<td>Area Wide Sidewalk Gaps</td>
<td>As development occurs and funding allows, connect sidewalk system, addressing gaps and substandard conditions.</td>
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ATTACHMENT 1
### Tacoma Mall Neighborhood Subarea Plan and Existing Transportation Master Plan Projects

<p>| New ID | Project ID | Previous Project ID | Name | Description | On priority network or in Subarea Plan | Multimodal System (mode split map) | Equity (Title 6 map) | Safety Travel for All | Health &amp; Environment | System Preservation | Fiscal Stewardship | Congestion Management | Horizon/ timeline | Hierarchy | Centers | Total |
|--------|------------|---------------------|------|-------------|----------------------------------------|-----------------------------------|---------------------|----------------------|----------------------|------------------|------------------|------------------|------------------|-----------|--------|-------|-------|
| TM-24  | 34 444    |                     | Area-wide Active Transportation Pathways | This project adds pedestrian pathways and missing link bike connections called for in the Subarea Plan. | 1 1 2 2 1 2 | 1 2 0 | 2 2 2 1 2 | 2 2 1 1 2 2 17 |
| TM-5   | 34 444    |                     | S. Sprague Avenue Bike Connection | This project adds a bicycle connection from I-5 Bike/Ped Bridge to Steele Street, S. 35th Street, and South Tacoma Way. | 1 1 2 2 1 2 1 2 0 | 2 2 2 1 2 | 2 2 1 2 1 2 2 17 |
| TM-23  | 34 060    |                     | Warner Street Bike Connection between South 38th and South 47th Streets | This project adds a bicycle connection from South 38th Street to South 47th Street. | 1 1 2 2 1 2 0 | 2 2 0 | 2 2 1 2 2 2 17 |
| TM-11  | 34 108    |                     | Transit-Supportive Actions | The project supports infrastructure improvements to enhance speed and reliability of planned high-capacity transit routes. | 1 2 2 1 2 1 1 1 2 1 2 2 2 14 |
| TM-10  | 34 108    |                     | I-5 Transit Connector | The project supports infrastructure improvements to enhance transit speed and reliability between I-5 and the new transit center location. | 1 2 2 2 2 2 0 | 2 2 0 | 2 2 1 2 2 2 17 |
| TM-20  | 34 108    |                     | S. 35th Street Bike Corridor | This project adds a bicycle facility and extends the corridor to South Tacoma Way. | 1 1 2 2 1 2 1 1 2 0 | 2 2 2 2 1 2 15 |
| TM-22  | 34 108    |                     | South 40th Street Bike Connection between South Tacoma Way and South Fife Street | This project adds a bicycle connection from South Tacoma Way to South Fife Street. | 1 1 2 2 0 | 2 2 1 1 2 2 2 1 2 15 |
| TM-21  | 34 108    |                     | South File to South 48th Streets Bike Connection | This project consists of adding a bicycle connection between the Lincoln Heights and Mall Districts to South 48th Streets. | 1 1 2 2 2 1 1 2 0 | 2 2 2 2 1 2 15 |
| TM-15  | 34 108    |                     | Lincoln Heights - Residential Streets | This project consists of improvements to the residential streets west of South Tacoma Way, south of South 38th Street, west of Pine Street, and north of South 49th Street to include green stormwater infrastructure and connected pedestrian sidewalks. | 1 1 2 2 2 0 2 2 0 | 2 2 2 1 2 2 16 |
| TM-14  | 34 108    |                     | Madison District - Residential Streets | This project consists of improving the residential streets east of South Tacoma Way, south of South 38th Street, west of Pine Street, and north of South 49th Street to include green stormwater infrastructure and connected pedestrian sidewalks. | 1 1 2 2 1 2 0 | 2 2 1 2 2 2 16 |
| TM-16  | 34 108    |                     | Pine Street &amp; 42nd Street Signal | This project consists of installing a signal at the intersection of Pine and South 42nd Streets. | 1 1 2 2 1 2 1 1 2 1 2 2 2 16 |
| TM-19  | 34 108    |                     | 54th Street Overpass | This project consists of widening the existing overpass of 54th St or building a new adjacent bridge for improved bicycle/pedestrian connection to the subarea. | 1 1 2 2 2 0 2 2 0 | 2 2 2 1 2 2 16 |
| TM-17  | 34 108    |                     | Tacoma Mall Transit Center | This project consists of study to locate and design a new transit center near the Tacoma Mall, in conjunction with ST3 High Capacity Transit Study. | 1 2 2 2 2 2 2 2 0 | 2 2 0 | 2 2 2 2 2 2 17 |
| TM-18  | 34 108    |                     | Area-wide Street Grid Connections | This project, in conjunction with development mitigation/impacts, designs and constructs new street connections to enhance overall mobility for all modes. | 1 1 2 2 2 2 0 2 2 0 | 2 2 1 0 2 2 16 |
| TM-13  | 34 108    |                     | 361 236 St &amp; 56th St to 56th Sts | This project adds pedestrian pathways and missing link bike connections called for in the Subarea Plan. | 1 1 2 2 1 2 2 2 1 0 | 2 2 2 2 1 2 15 |
| TM-12  | 34 108    |                     | 54th St St &amp; 38th St | This project adds a bicycle connection from South 38th Street to South 56th Street. | 1 1 2 2 2 2 2 2 2 0 | 2 2 0 | 2 2 2 2 2 2 15 |</p>
<table>
<thead>
<tr>
<th>New ID</th>
<th>Project ID</th>
<th>Previous Project ID</th>
<th>Name</th>
<th>Description</th>
<th>On priority network or in Subarea Plan</th>
<th>Multimodal System (mode split map)</th>
<th>Equity (Title VI map)</th>
<th>Safety Travel for All</th>
<th>Health &amp; Environment</th>
<th>System Preservation</th>
<th>Fiscal Stewardship</th>
<th>Congestion Management</th>
<th>Horizon/timeline</th>
<th>Hierarchy</th>
<th>Centers</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>402</td>
<td>401</td>
<td>10</td>
<td>South Tacoma Gateways</td>
<td>South Tacoma Gateways – Install streetscape improvements at all arterial entryways to the South Tacoma Neighborhood Council area</td>
<td>0</td>
<td>1</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>0</td>
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<td>0</td>
<td>1</td>
<td>6</td>
</tr>
<tr>
<td>439</td>
<td>465</td>
<td></td>
<td>Historic Water Ditch Trail - Phase II</td>
<td>Shared-Use Path From S 43rd - S 47th</td>
<td>DONE</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>445</td>
<td>471</td>
<td></td>
<td>South Tacoma Way Multimodal Improvement</td>
<td>This project will provide an asphalt overlay of South Tacoma Way, add new transit stop pads and new transit shelters at existing stops, replace hazardous sidewalks, add sidewalks where necessary, streetlighting, landscaping, a mid-block pedestrian signal, bulb outs, reconstruct driveways and curb ramps for ADA compliance.</td>
<td>DONE</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>105</td>
<td>38</td>
<td>4</td>
<td>Union Avenue / S Warner St Corridor Improvement Project</td>
<td>A signal integration and coordination project and other ITS applications</td>
<td>1</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>2</td>
</tr>
</tbody>
</table>

Tacoma Mall Neighborhood Subarea Plan Projects
Completed Projects
Appendix B

Detailed Project List
APPENDIX B: TMP PROJECT LIST

This appendix includes the project list for Tacoma’s Transportation Master Plan. The project list includes two parts:

- The Tier 1 projects, which represent the fiscally-constrained 25-Year Project list, as required to be identified in the Comprehensive Plan
- Other priority projects that fall outside of the fiscally-constrained 25-Year Project list.

The following memo describes how the TMP project list was developed, then explains how the Tier 1 projects were identified.

SOURCES OF PROJECTS

The TMP considered a wide variety of projects to address Tacoma’s diverse transportation needs. Projects came in all shapes and sizes, including modal conflict studies, pedestrian/bicycle/trails projects, transit projects, auto projects, Tacoma Rail projects, and Comprehensive Plan Neighborhood Action Strategies.

The sources of projects considered in Tacoma’s TMP include, but were not limited to:

- Adopted Plans:
  - 2014 Transportation Element
  - Six-Year Comprehensive Transportation Program
  - Mobility Master Plan
  - Container Port Element
  - Hilltop Subarea Plan and EIS
  - North Downtown Subarea Plan and EIS
  - Prairie Line Trail Corridor Plan
  - Schuster Corridor Multi-Use Trail
  - South Downtown Subarea Plan and EIS
  - PSRC Regional ITS Implementation
  - Pierce County Realize 2030 — Comprehensive Plan Update
  - Draft Pierce County Transportation Element
  - WSDOT ITS Strategic Plan
  - WSDOT STIP
  - Tideflats Area Transportation Study
  - Sound Transit Long-Range Transit Plan
  - Tacoma Neighborhood Planning Efforts
The above sources resulted in more than 400 projects. While these projects represent the City’s long-term transportation vision, not all of these projects can be funded over the next 25 years. As such, the Transportation Commission, in consultation with City staff and the Consultant team, prioritized the list to identify those projects that are most likely to be funded within the 25 year planning horizon of the Comprehensive Plan.

**PROJECT PRIORITIZATION**

A subcommittee of the Tacoma Transportation Commission created a project prioritization matrix that aligns with the TMP’s policy priorities. All of the projects were evaluated based on the following criteria:

- Location (whether the project is on a TMP-identified priority network)
- Multimodal benefits
- Equity
- Safety
- Health & Environment
- Maintenance/system preservation benefits
- Cost to the City
- Congestion management
- Project horizon
- Primary mode served/rank on the modal hierarchy
- Whether or not the project is in a growth center

The project list was then re-ordered to put the projects that scored highest at top and lowest on that bottom. This approach provided a reasonable sense of overall City priorities. Some additional revisions were made to incorporate key priorities that were somehow missed during the initial process – for example, projects recently added to the six-year CIP, projects that were included in the state legislative package, and key freight priority projects. These final revisions did not meaningfully change the overall character of the project list.

**DEVELOPMENT OF TIER 1 PROJECT LIST**

To determine which projects fit within the Tier 1 25-year project list, the Consultant considered the following information:

1. Project prioritization – as provided by the Transportation Commission and City staff (described above)
2. City budget forecasts
3. Cost estimation – to understand how many projects could be funded
4. Final Tier 1 project list

City Budget Forecasts

The City’s transportation expenditures vary from year to year based on discretionary contributions from the general fund, grants, and other sources. The revenue forecasts for the 25-year project list are based on the adopted 2015/16 budget using City funds only and are conservative compared to the 2013-18 estimates from the Transportation Master Plan. This approach follows recommendations from the Tacoma Office of Management and Budget (OMB). OMB estimates $13.3 million per year for transportation capital projects, which amounts to $333 million over the life of the comprehensive plan.

To allow flexibility for outside grants, new revenue sources, or additional discretionary contributions, the financial constraint for the 25 year project list was factored up by 20%. The financial constraint for the 25-year project is therefore estimated to be $399 million.

Cost Estimation

Planning-level cost estimates were completed for the highest-priority projects. Cost information came from several sources:

- Capital Improvement Projects list
- Mobility Master Plan
- University of North Carolina Highway Safety Research Center, “Costs for Pedestrian and Bicyclist Infrastructure Improvements” October 2013
- Consultant engineering staff
- Comparisons with projects in peer cities

For projects without detailed cost estimates available, unit costs based on length or quantity were applied. For each of these projects, cost estimates were provided in ranges, with high and low estimates to account for variation in actual costs on individual projects. For example, installing a bike lane could be as simple as striping and signage on a street with available width. Another street may require moving curbs, drainage, and other solid design elements. The cost estimates for bike lanes therefore range from $100,000 to over $500,000 per mile. Low and high cost estimates are provided for each project to account for this variability. It is very important to note that these cost estimates are high-level and subject to change.

In some cases, no cost item is shown. These are projects (primarily transit and freeway projects) that would be led and funded by other agencies, but are priorities for the City to support.
Final Tier 1 Project List

The final Tier 1 Project List (which is considered the City’s financially constrained 25 year plan) results from these previous steps. The final Tier 1 list includes $398 million of projects that scored highly based on the prioritization criteria, as well as some additional City priority projects that were missed in the initial screening (those projects that are already funded in the Six-Year TIP and a limited number of high priority freight projects).

To identify how many projects fit within the $399 million fiscal constraint, the published project cost estimates (where available) were used, as well as the mid-point of the high and low cost estimates developed by the Consultant team.
OVERVIEW

This Subarea Plan is the community’s vision and action plan for how businesses, residents and public agencies can partner to shape the future of the 575-acre Tacoma Mall Neighborhood. The Neighborhood is a designated Regional Growth Center planned to become one of the Puget Sound region’s most vibrant, dense urban places. The Plan was developed during a three-year public effort and adopted by the City Council in May 2018. The goal is to create a thriving urban center that is a distinctive, connected, livable and healthy place with equitable opportunities for everyone.

A key focus is on transitioning the transportation system from auto-oriented to multi-modal by making streets safe and comfortable for pedestrians, cyclists, transit-users and drivers. The Plan adopts a package of 25 capital projects that will complete the area’s streets, add bike and pedestrian facilities, and make room for more transit service. Two projects are particularly important: A new direct-access I-5 off ramp, and a walkable Loop Road. These are long-term projects which, when complete, will catalyze multiple other projects and benefits for the neighborhood.
## KEY STRATEGIES

| **Urban Form** | Long-range actions to transition the neighborhood structure from suburban and auto-oriented to a thriving mixed-use center that is compact, connected, complete and transit-ready |
| **Land Use** | Zoning and regulatory refinements to better guide development to create a dense, attractive and walkable mixed-use district that can accommodate a substantial share of regional growth |
| **Housing** | Actions to ensure a wide range of quality housing choices and costs that meets the needs of residents at various stages of life, different household sizes, and a range of income levels |
| **Transportation Choices** | Transportation strategies and investments to create high-quality mobility options suitable for a dense urban center and retail destination, including frequent and attractive transit service, safe and comfortable bicycle and pedestrian facilities and convenient vehicular access |
| **Environment** | Innovative green stormwater infrastructure and tree planting actions that will address infrastructure needs, improve health and quality of life, and help protect local watersheds and the Puget Sound |
| **Community Vitality** | Actions to create an attractive, inclusive neighborhood with a unique identity, an empowered community, and a robust system of parks, open spaces, amenities and services |
| **Shared Prosperity** | Actions to reduce barriers to business investment and growth, improve the area’s image, and increase employment and service opportunities for the neighborhood and the City |
| **Utilities and Services** | Long range planning to ensure that utilities and public services are provided concurrent with growth and support envisioned development patterns and community character |
| **Implementation** | Early strategic actions prioritized to build momentum, including investments in neighborhood infrastructure, establishing partnerships and developing funding strategies |

**FOR MORE INFORMATION**

www.tacomamallneighborhood.com - Elliott Barnett, Tacoma Planner (253) 591-5389, elliott.barnett@cityoftacoma.org
Chapter 6—Transportation

Goal T-5
Proactively and collaboratively implement the Subarea Plan transportation actions concurrent with growth.

INTERGOVERNMENTAL COORDINATION AND CITIZEN PARTICIPATION

Coordinating with other agencies is a vital step in the process of securing improvements and change in the subarea. The City works hand in hand with many other agencies to achieve the community’s transportation and related goals. In turn, the public and private sectors ultimately share common goals for the success and growth of the Subarea. Collaboration is essential to bringing about change.

Action T-24
Integrate the Subarea Plan projects and ranking criteria into the City’s Transportation Master Plan.

Action T-25
Partner on funding and implementation with WSDOT, Sound Transit, Pierce Transit, the Department of Ecology, Metro Parks Tacoma and private parties.

Action T-26
Coordinate with WSDOT to study, plan, add the project to the WSDOT STIP, fund and construct the I-5 Direct Access Ramp Project.

Action T-27
Actively coordinate with Pierce Transit, Sound Transit, Intercity Transit and other partners on transit actions including bringing High-Capacity Transit service to the Subarea and constructing a new multimodal transit station.

KEY TRANSPORTATION PROJECTS

This section contains the capital projects adopted through the Subarea Plan process.

This Plan identifies the priority projects that must occur for the City’s vision of the Tacoma Mall Neighborhood to be achieved; these projects will achieve mode shift within the area. A generalized prioritized project list is presented along with a more detailed list of projects identified for near-term (within 5 years), mid-term (5–15 years) and long-term (15+ years) implementation. It should be recognized that changing the fabric of the transportation system in a large neighborhood like Tacoma Mall takes time for the
identification of funding and development of supportive land uses. The timelines presented in this section are for general guidance. However, early catalyst projects and planning efforts are critical for beginning the transition.

**Action T-28**

*Construct the transportation projects based on the near, mid, and long-term prioritization recommendations of this plan, with due consideration to opportunities to complete projects ahead of schedule.*

**OVERALL PRIORITY PROJECT LIST**

This section describes the overall project priority list for the Tacoma Mall Neighborhood. This list highlights the major projects that the project team identified as being necessary to achieve the urban form and travel choice outcomes identified in this plan. All projects were evaluated on the following criteria:

1. Advances land use objectives
2. Safety
3. Stormwater management (regional and subarea treatment)
4. Advances mode split
5. System completeness and connectivity
6. Urban design opportunities
7. Leverage partnerships (WSDOT, Pierce Transit, Sound Transit, Pierce County, FTA, etc.)
8. Capacity enhancements
9. Capital cost to City
10. Feasibility
11. Promotes transit-oriented development

Projects were then ranked by final score and organized as near-, medium-, and long-term priorities. The results are shown in Table T-2. This snapshot of today’s priorities may change over time as the Tacoma Mall Neighborhood is redeveloped. These projects serve various modes and help meet multiple goals. A brief description of several major projects follows the table. Project maps by priority period are shown as Figures T-10 through T-13.
<table>
<thead>
<tr>
<th>PROJECT</th>
<th>DESCRIPTION</th>
<th>POTENTIAL PARTNERS</th>
<th>COST ($000)</th>
<th>PHASE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Near-Term Priorities (0–5 years)</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Loop Road Demonstration Project</td>
<td>Initial implementation of a section of the Loop Road—would include a study to identify the best location</td>
<td>$1,500</td>
<td>Design, ROW*, construction</td>
</tr>
<tr>
<td>2</td>
<td>I-5 Direct Access Ramp—Phase 1</td>
<td>Preliminary engineering study for new direct access/potential high-occupancy vehicle freeway off-ramp</td>
<td>WSDOT, transit providers</td>
<td>$900</td>
</tr>
<tr>
<td>3</td>
<td>Madison District—Residential Streets—Phase 1</td>
<td>Initial implementation of residential streets, potentially including green stormwater infrastructure</td>
<td></td>
<td>$8,300</td>
</tr>
<tr>
<td>4</td>
<td>S. 38th Street / S. Steele Street Intersection</td>
<td>Revise intersection channelization to improve vehicle operations; may require new turn lane</td>
<td></td>
<td>$500–1,500</td>
</tr>
<tr>
<td>5</td>
<td>S. Sprague Avenue Bike Connection</td>
<td>Add bicycle connection from I-5 Bike/Ped Bridge along Sprague Ave to Steele Street, S. 35th St and S. Tacoma Way</td>
<td></td>
<td>$2,100</td>
</tr>
<tr>
<td>6</td>
<td>Tacoma Mall Transit Center—Phase 1</td>
<td>Location study and preliminary design for new transit center (in conjunction with ST3 high-capacity transit study)</td>
<td>Transit providers</td>
<td>$900</td>
</tr>
<tr>
<td>7</td>
<td>Area-wide Sidewalk Gaps</td>
<td>As development occurs, connect sidewalk system, addressing gaps and substandard conditions</td>
<td>Property owners</td>
<td>$14,230</td>
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<td><strong>Mid-Term Priorities (5–15 years)</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>I-5 Direct Access Ramp</td>
<td>New direct access/potential high-occupancy vehicle freeway off-ramp</td>
<td>WSDOT, transit providers</td>
<td>$27,650</td>
</tr>
<tr>
<td>9</td>
<td>Tacoma Mall Transit Center</td>
<td>New transit center with six bus bays, shelter, layover space, and passenger amenities</td>
<td>Transit providers</td>
<td>$28,000</td>
</tr>
<tr>
<td>10</td>
<td>I-5 Transit Connector</td>
<td>Enhancements for transit speed and reliability between I-5 and new transit center location</td>
<td>Transit agencies</td>
<td>$2,450</td>
</tr>
<tr>
<td>11</td>
<td>Transit-Supportive Actions</td>
<td>Speed and reliability enhancements to support planned high-capacity transit routes</td>
<td>Transit providers</td>
<td>TBD</td>
</tr>
<tr>
<td>12</td>
<td>S. 38th Street Complete Streets/ Gateway Project</td>
<td>Complete Streets redesign and incorporate gateway features on S. 38th Street between S. Tacoma Way and I-5</td>
<td></td>
<td>$10,660</td>
</tr>
<tr>
<td>13</td>
<td>Loop Road—Phase 2</td>
<td>Complete Loop Road—multimodal internal connector emphasizing bike, pedestrian and green stormwater features</td>
<td></td>
<td>$12,700</td>
</tr>
<tr>
<td>PROJECT</td>
<td>DESCRIPTION</td>
<td>POTENTIAL PARTNERS</td>
<td>COST ($000)</td>
<td>PHASE</td>
</tr>
<tr>
<td>---------</td>
<td>-------------</td>
<td>-------------------</td>
<td>-------------</td>
<td>-------</td>
</tr>
<tr>
<td>14</td>
<td>Madison District—Residential Streets—Phase 2</td>
<td>Construction of remaining residential streets, potentially including green stormwater infrastructure</td>
<td>$8,000</td>
<td>Design, ROW*, construction</td>
</tr>
<tr>
<td>15</td>
<td>Lincoln Heights—Residential Streets</td>
<td>Potentially including construction of residential streets, green stormwater infrastructure</td>
<td>TBD</td>
<td>Design, ROW*, construction</td>
</tr>
<tr>
<td>16</td>
<td>Pine St &amp; 42&lt;sup&gt;nd&lt;/sup&gt; St Signal</td>
<td>Add a signal at the intersection of Pine St and 42&lt;sup&gt;nd&lt;/sup&gt; St.</td>
<td>Transit providers</td>
<td>$300</td>
</tr>
<tr>
<td>17</td>
<td>Pine Street—Complete Streets/ Gateway Project</td>
<td>Complete Streets redesign including bicycle and transit service</td>
<td>Transit providers</td>
<td>$2,640</td>
</tr>
<tr>
<td>18</td>
<td>S. 47th/48th Street Complete Streets/Bike Connection</td>
<td>Complete Streets redesign incorporating bike connection from I-5 bridge to Water Flume Trail</td>
<td></td>
<td>$5,040</td>
</tr>
<tr>
<td>19</td>
<td>S. 48th Street Overpass</td>
<td>Widen existing overpass of I-5 or build a new adjacent bridge for improved bicycle/ pedestrian connection to the subarea</td>
<td>WSDOT</td>
<td>$1,810</td>
</tr>
<tr>
<td>20</td>
<td>S. 35th Street Bike Corridor</td>
<td>Add bicycle facility and extend corridor to South Tacoma Way</td>
<td>Property owners</td>
<td>$2,720</td>
</tr>
</tbody>
</table>

**Long-Term Priorities (15+ years)**

<table>
<thead>
<tr>
<th>PROJECT</th>
<th>DESCRIPTION</th>
<th>POTENTIAL PARTNERS</th>
<th>COST ($000)</th>
<th>PHASE</th>
</tr>
</thead>
<tbody>
<tr>
<td>21</td>
<td>S. Fife St to S. 48&lt;sup&gt;th&lt;/sup&gt; St Bike Connection</td>
<td>Add bicycle connection between the Lincoln Heights and Mall Districts to S. 48&lt;sup&gt;th&lt;/sup&gt; St</td>
<td></td>
<td>$570</td>
</tr>
<tr>
<td>22</td>
<td>S. 40&lt;sup&gt;th&lt;/sup&gt; St Bike Connection</td>
<td>Add bicycle connection from S. Tacoma Way to S. Fife St</td>
<td></td>
<td>$1,250</td>
</tr>
<tr>
<td>23</td>
<td>Warner St Bike Connection</td>
<td>Add bicycle connection from S. 38&lt;sup&gt;th&lt;/sup&gt; St to S. 47&lt;sup&gt;th&lt;/sup&gt; St</td>
<td></td>
<td>TBD</td>
</tr>
<tr>
<td>24</td>
<td>Area-wide Active Transportation Pathways</td>
<td>Add pedestrian pathways and missing link bike connections called for in the Subarea Plan</td>
<td></td>
<td>TBD</td>
</tr>
<tr>
<td>25</td>
<td>Area-wide street grid connections</td>
<td>As development occurs, add new street connections to enhance overall mobility for all modes</td>
<td></td>
<td>$39,110</td>
</tr>
</tbody>
</table>

* ROW = right-of-way.
1. These are order of magnitude cost estimates for planning purposes. No right of way costs are included.
2. The City will pursue funding opportunities as they become available and projects may begin sooner than anticipated.
Figure T-10. Near-term priority project map.
Figure T-11. Medium-term priority project map.
Figure T-12. Long-term priority project map.
Figure T-13. Near-, Medium-, and Long-term priority project map
To: Planning Commission
From: Mesa Sherriff, Senior Planner, Planning Services Division
Subject: Residential Infill Pilot Program 2.0
Date: November 25, 2019

For the Meeting of: December 04, 2019

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 September 18, 2019 Planning Commission Meeting, staff presented an update on the development of the Residential Infill Pilot Program Phase 2.0 and requested 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

09/18/19 Recommendations:
- Include the Flexible Option (identified as Density-Based Housing in handbook) potential to eliminate the multi-family type
- Don’t allow duplexes on mid-block
- Ensure duplexes on corner lots have distinguishable entrances

Prior Actions:
04/03/19 – Provided guidance on Phase 2.0 of Pilot Program
5/16/2018 – Review to remove DADU’s from Pilot Program
3/1/2017 – Round one Application Review, Lessons Learned

Discussion:
Staff has prepared draft code language and updated the program handbook to reflect the changes presented at the 04/03/19 Commission meeting. A summary of those changes are as follows:

Updates from Phase 1.0: The following updates are proposed to respond to the findings from Phase 1.0
- 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:** Draft language to describe the flexible option, now called Density-Based Housing, has been added

**Project Quantities:** Draft code has been provided to indicate that 5 of each project type will be permitted in each Council District.

**Project Administration:** Draft language has been prepared that reflects the changes to the administration of the program.

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

**Attachments:**
1. Draft changes to TMC13.06.640
2. Draft changes to TMC13.05.115
3. Draft Residential Infill Pilot Program 2.0 handbook

cc. Peter Huffman, Director
13.06.640 Conditional use permit.

A. Purpose. In many zones there are uses that may be compatible but because of their size, operating characteristics, potential off-site impacts and/or other similar reasons warrant special review on a case-by-case basis. The purpose of the conditional use permit review process is to determine if such a use is appropriate at the proposed location and, if appropriate, to identify any additional conditions of approval necessary to mitigate potential adverse impacts and ensure compatibility between the conditional use and other existing and allowed uses in the same zoning district and in the vicinity of the subject property. The zoning district use tables identify which uses require a conditional use permit (see Sections 13.06.100, -.200, -.300, and -.400). These uses may be authorized by the Director or Hearing Examiner in accordance with the procedures established in TMC 13.05 and the applicable criteria outlined below.

B. Conditional uses and height. Since certain conditional uses have intrinsic characteristics related to the function or operation of such uses, which may necessitate buildings or other structures associated with such uses to exceed the height limits of the zoning districts in which the conditional uses may be located, the Director or Hearing Examiner may authorize the height of buildings or other structures associated with the following conditional uses to exceed the height limit set forth in the zoning district in which such uses are located; provided, such height is consistent with the criteria contained in subsection C of this section:

1. Airports.
2. Religious assembly.
3. Schools, public or private.
4. Public safety and public services facilities.
5. Hospitals.
6. Wireless communication towers or wireless facilities, subject to the requirements set forth in Section 13.06.545, and the time limitations set forth in Chapter 13.05, Table G.
7. Utilities.
8. Park and recreation.
9. Surface Mining, and subject to the requirements of Section 13.06.540.

In order to ensure that the location and character of these uses will be compatible with the Comprehensive Plan, a review and decision by the Director or Hearing Examiner are required prior to the issuance of any conditional use permit.

C. Conditional Use Permits and Historic Properties. For proposals affecting properties that are listed individually on the Tacoma Register of Historic Places, or are within historic special review or conservation districts, the Director shall refer the complete application to the Landmarks Preservation Commission for comment regarding whether the proposal appears to meet applicable historic guidelines and standards.

D. Criteria. A conditional use permit shall be subject to the following criteria:

1. There shall be a demonstrated need for the use within the community at large which shall not be contrary to the public interest.
2. The use shall be consistent with the goals and policies of the Comprehensive Plan, any adopted neighborhood or community plan, and applicable ordinances of the City of Tacoma.
3. For proposals that affect properties that are listed individually on the Tacoma Register of Historic Places, or are within historic special review or conservation districts, the use shall be compatible and consistent with applicable historic preservation standards, and goals, objectives and guidelines of the historic or conservation districts. Proposed actions or alterations inconsistent with historic standards or guidelines as determined by the Landmarks Commission are a basis for denial.
4. The use shall be located, planned, and developed in such a manner that it is not inconsistent with the health, safety, convenience, or general welfare of persons residing or working in the community. The following shall be considered in making a decision on a conditional property use:
a. The generation of noise, noxious or offensive emissions, light, glare, traffic, or other nuisances which may be injurious or to the detriment of a significant portion of the community.

b. Availability of public services which may be necessary or desirable for the support of the use. These may include, but shall not be limited to, availability of utilities, transportation systems (including vehicular, pedestrian, and public transportation systems), education, police and fire facilities, and social and health services.

c. The adequacy of landscaping, screening, yard setbacks, open spaces, or other development characteristics necessary to mitigate the impact of the use upon neighboring properties.

5. An application for a conditional use permit shall be processed in accordance with the provisions of Chapter 13.05.

E. Special needs housing. A conditional use permit for a special needs housing facility shall only be approved upon a finding that such facility is consistent with all of the following criteria:

1. There is a demonstrated need for the use due to changing demographics, local demand for services which exceeds existing facility capacity, gaps in the continuum of service, or an increasing generation of need from within the community.

2. The proposed use is consistent with the goals and policies of the City of Tacoma Comprehensive Plan, any adopted neighborhood or community plan, and the City of Tacoma Consolidated Plan for Housing and Community Development.

3. The proposed location is or will be sufficiently served by public services which may be necessary or desirable for the support and operation of the use. These may include, but shall not be limited to, availability of utilities, access, transportation systems, education, police and fire facilities, and social and health services.

4. The use shall be located, planned, and developed such that it is not inconsistent with the health, safety, convenience, or general welfare of persons residing in the facility or residing or working in the surrounding community. The following shall be considered in making a decision:

a. The impact of traffic generated by the proposed use on the surrounding area, pedestrian circulation and public safety and the ability of the proponent to mitigate any potential impacts.

b. The provision of adequate off-street parking, on-site circulation, and site access.

c. The adequacy of landscaping, screening, yard setbacks, open spaces, or other development characteristics necessary to mitigate the impact of the use upon neighboring properties, to include the following development criteria:

(1) All program activities must take place within the facility or in an appropriately designed private yard space.

(2) Adequate outdoor/recreation space must be provided for resident use.

d. Compatibility of the proposed structure and improvements with surrounding properties, including the size, height, location, setback, and arrangements of all proposed buildings, facilities, and signage, especially as they relate to less intensive, residential land uses.

e. The generation of noise, noxious, or offensive emissions, light, glare, traffic, or other nuisances which may be injurious or to the detriment of a significant portion of the community.

f. Demonstration of the owner’s capacity to own, operate, and manage the proposed facility, to include the following:

(1) Provision of an operation plan which will provide for sufficient staffing, training, and program design to meet the program’s mission and goals.

(2) Provision of a maintenance plan which will provide for the exterior of the building and site to be maintained at a level that will not detract from the character of the surrounding area, including adequate provision for litter control and solid waste disposal.

(3) Demonstration of knowledge of the City’s Public Nuisance Code, TMC 8.30, and plans to educate the facility staff in the provisions of the nuisance code.
(4) Participation in the City’s Multi-Family Crime-Free Housing program by both the property owner and by on-site staff.

(5) Provision of a point of contact for the facility to both the Neighborhood Council and the City.

(6) Written procedures for addressing grievances from the neighborhood, City, and facility residents.

An application for a conditional use permit for a special needs housing facility shall be processed in accordance with the provisions of Chapter 13.05 and Section 13.06.535. The Director may, when appropriate, utilize other staff or outside parties in the review of such applications.

F. Two- and three-family and townhouse dwellings, where allowed by conditional use permit in Special Review Districts (R-2SRD and HMR-SRD). A conditional use permit for a two- or three-family or townhouse dwelling unit in a Special Review District shall only be approved upon a finding that such use is consistent with all of the following criteria:

1. The use is consistent with the goals and policies of the Comprehensive Plan, any adopted neighborhood or community plans, and applicable ordinances of the City of Tacoma.

2. The use is consistent with the intent and regulations of the R-2SRD and HMR-SRD Districts.

3. Special circumstances exist on the site which present an opportunity to evaluate the potential integration of two or three-family or townhouse development into the predominately single-family neighborhood. Special circumstances may include, but shall not be limited to, the following:
   a. Location on an arterial street;
   b. Location in close proximity to a more intensive zoning district or to transit service;
   c. Unusually large lot for a single-family dwelling which, because of its shape, topography, lack of suitable access or other factors affecting the lot, could not be subdivided and developed in conformance with the regulations of the district; and
   d. The existence on the site of a single-family dwelling with an above-grade floor area of more than 2,400 square feet, exclusive of garage area, in the case of an application for conversion to a two-family dwelling, or 3,200 square feet in the case of a conversion to a three-family dwelling.

4. The proposed use and development shall be compatible with the quality and character of surrounding residential development and shall not be materially detrimental to the overall single-family dwelling environment and character of the general area, and in the case of conversion of an existing single-family dwelling to a two- or three-family dwelling, the existing architectural features shall be maintained to the extent practicable.

5. Within designated Historic Districts, new two or three-family development shall be consistent with the district’s historic design guidelines. Conversions of single-family dwellings to two or three-family dwellings shall be limited to buildings listed as “noncontributing” on the historic district inventory adopted by the Landmarks Preservation Commission.

6. The proposed two-family, three-family or townhouse development shall be designed to present the general appearance of a detached single-family dwelling through one of the following two design approaches: Each unit is oriented onto a different street frontage designed in a similar manner to the street fronting façade of a detached single-family house. Or, each unit is accessed through a shared entrance. In the case of conversion of an existing single-family dwelling to a two- or three-family dwelling, the existing architectural features shall be maintained to the maximum extent practicable.

7. The proposed structure is designed to resemble a detached single-family house in terms of architecture, bulk, front and rear setbacks, and location of parking in a designated rear yard. The site shall provide the required rear yard of the zoning district on one side of the structure. Each unit shall provide no more than one off-street parking space.

8. Applications for two- and three-family and townhouse dwelling units in special review districts shall be processed in accordance with the provisions of Chapter 13.05. In addition to those requirements, the applicant shall submit, in conjunction with the application, site plan drawings and drawings of building elevations, information on building materials, a landscape plan, and complete information indicating why the property is inappropriate for single-family development. The purpose of these plans and information shall be to show consistency with the required criteria.
Two-family development on corner lots may be allowed by conditional use permit in R-2 Districts. A conditional use permit for a two-family or townhouse dwelling unit in R-2 Districts shall only be approved upon a finding that such use is consistent with all of the following criteria:

1. The proposed lot is a corner lot with a minimum lot size of 6,000 square feet in size. Corner lots provide an opportunity for two-family or townhouse development to be integrated in the neighborhood in a context-responsive manner that is consistent with the single-family detached character of the district.

2. The proposal is consistent with the Residential Infill Pilot Program criteria contained in TMC 13.05.115.

3. The proposed two-family or townhouse development is designed to present the general appearance of a detached single-family dwelling through one of the following two design approaches: Each unit is oriented onto a different street frontage designed in a similar manner to the street fronting façade of a detached single-family house. Or, each unit is accessed through a shared entrance.

4. The proposed structure is designed to resemble a detached single-family house in terms of architecture, bulk, front and rear setbacks, and location of parking in a designated rear yard. The site shall provide the required rear yard of the R-2 District on one side of the structure. Each unit shall provide no more than one off-street parking space. In the case of conversion of an existing single-family dwelling to a two-family dwelling, the existing architectural features shall be maintained to the maximum extent practicable.

5. Applications for two-family and townhouse dwelling units in R-2 Districts shall be processed in accordance with the provisions of TMC 13.05.115 and TMC 13.06.640. Pursuant to those requirements, the applicant shall submit, in conjunction with the application, site plan drawings and drawings of building elevations, information on building materials, and complete information indicating how the property will meet the above criteria.

Multi-family development up to a maximum of six dwelling units may be allowed by conditional use permit in the R-3 District. A conditional use permit for a multi-family dwelling unit in R-3 Districts shall only be approved upon a finding that such use is consistent with all of the following criteria:

1. The proposed lot is a minimum of 9,000 square feet in size.

2. The proposal is consistent with the Residential Infill Pilot Program criteria contained in TMC 13.05.115.

3. The proposed structure is designed to minimize the overall impression of density and bulk and to fit with established neighborhood patterns. Access to dwellings shall be through a shared primary entrance. Parking shall be limited to one space per unit, and shall be located to the rear of the site in a manner that obscures it from view from the street frontage.

4. Applications for multi-family dwellings in R-3 Districts shall be processed in accordance with the provisions of the Residential Infill Pilot Program provisions of TMC 13.05.115 and TMC 13.06.640. Pursuant to those requirements, the applicant shall submit, in conjunction with the application, site plan drawings and drawings of building elevations, information on building materials, and complete information indicating how the property will meet the above criteria.

Between four and twenty-four Cottage Housing units may be allowed by conditional use permit in the any residential district except HMR-SRD. A conditional use permit for a Cottage Housing shall only be approved upon a finding that such use is consistent with all of the following criteria:

1. The proposed lot is a minimum of 7,000 square feet in size.

2. The proposal is consistent with the Residential Infill Pilot Program criteria contained in TMC 13.05.115.

3. The proposed development is designed to provide variety in unit sizes, building and site features, and site design elements. Landscaping shall be designed in an attractive way and according to a coherent design. Residential units are laid out to be oriented to the public right-of-way and shared open space. Building massing is designed to have limited impact on neighboring properties and parking is to be off the alley where possible and minimized through screening and landscaping.

4. Applications for Cottage Housing units in all residential district except HMR-SRD shall be processed in accordance with the provisions of the Residential Infill Pilot Program provisions of TMC 13.05.115 and TMC 13.06.640. Pursuant to those requirements, the applicant shall submit, in conjunction with the application, site plan...
drawings and drawings of building elevations, information on building materials, and complete information indicating how the property will meet the above criteria.

J. Density-Based Housing Developments may be allowed by conditional use permit in any residential district except HMR-SRD. A conditional use permit for a Density-Based Housing shall only be approved upon a finding that such use is consistent with all of the following criteria:

1. The proposed lot is a minimum of 3,500 square feet in size in the R-3 Zone and 7,000 square feet in size in all other zones.

2. The proposal is consistent with the Residential Infill Pilot Program criteria contained in TMC 13.05.115.

3. The proposed development is designed to present a general appearance consistent with detached single-family dwellings. It should minimize the overall impression of density and bulk and fit with established neighborhood patterns. Buildings must orient entrances toward the public right-of-way and parking shall be located to the rear of the site in a manner that obscures it from view from the street frontage.

4. Applications for Cottage Housing units in all residential district except HMR-SRD shall be processed in accordance with the provisions of the Residential Infill Pilot Program provisions of TMC 13.05.115 and TMC 13.06.640. Pursuant to those requirements, the applicant shall submit, in conjunction with the application, site plan drawings and drawings of building elevations, information on building materials, and complete information indicating how the property will meet the above criteria.

4K. Uses in Historic Structures. A conditional use permit for the reuse of a historic structure and/or site for one of the below listed uses (where not otherwise allowed by the underlying zoning) shall be authorized only if it can be found to be consistent with all of the following criteria. This provision shall be limited to only parcels that contain structures and sites that are individually-listed on the Tacoma Register of Historic Places. In granting such a conditional use permit the Director or Hearing Examiner may attach thereto such conditions regarding the location, character, orientation, layout, access and other features of the proposed development as may be deemed necessary to ensure consistency with the intent of the TMC and Comprehensive Plan and ensure that use of the building and site will be compatible with the existing, historic attributes of the building and site and surrounding uses.

1. The use shall be consistent with the goals and policies of the Comprehensive Plan, any adopted neighborhood or community plans, and applicable ordinances of the City of Tacoma.

2. The use shall be located, planned, and developed in such a manner that it is not inconsistent with the health, safety, convenience, or general welfare of persons residing or working in the community. The following shall be considered in making a decision on a conditional use permit:

a. The generation of noise, noxious or offensive emissions, light, glare, traffic, or other nuisances which may be injurious or to the detriment of a significant portion of the community.

b. Availability of public services which may be necessary or desirable for the support of the use. These may include, but shall not be limited to, availability of utilities, transportation systems (including vehicular, pedestrian, and public transportation systems), education, police and fire facilities, and social and health services.

c. The adequacy of landscaping, screening, yard setbacks, open spaces, or other development characteristics necessary to mitigate the impact of the use upon neighboring properties.

3. The proposed re-use shall promote the preservation and/or restoration of the designated historic structure(s) on the site.

4. Whether the proposed re-use is necessary to maintain and preserve the historic property due to unique circumstances of the property.

5. The proposed reuse and design of any modifications to the historic structure(s) and site shall be approved by the Landmarks Preservation Commission.

6. The proposed use(s) shall be limited to the following:

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<tr>
<th>Craft production</th>
<th>Assembly facilities</th>
<th>Continuing care retirement community</th>
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Cultural institutions, including art galleries

Extended care facility

Group housing

Intermediate care facility

Short-term rental

Multi-family dwellings

Offices offering professional dental, medical, legal or design services

Offices for charitable, philanthropic or community service organizations where it can be shown that there is limited contact with the general public

Personal services

Retirement home

Retail, only as an incidental use to one or more of the other listed uses

Eating and Drinking

Live Work

LJ. Uses in the South Tacoma M/IC Overlay District. When required, a conditional use permit for a use within the ST-M/IC South Tacoma Manufacturing/Industrial Overlay Zoning District, shall be authorized only if it can be found to be consistent with all of the following criteria:

1. There shall be a demonstrated need for the use within the community at large which shall not be contrary to the public interest.

2. The use shall be consistent with the goals and policies of the Comprehensive Plan, any adopted neighborhood or community plan, and applicable ordinances of the City of Tacoma.

3. The use shall be located, planned, and developed in such a manner that it is not inconsistent with the health, safety, convenience, or general welfare of persons residing or working in the community. The following shall be considered in making a decision on a conditional property use:
   a. The generation of noise, noxious or offensive emissions, light, glare, traffic, or other nuisances which may be injurious or to the detriment of a significant portion of the community.
   b. Availability of public services which may be necessary or desirable for the support of the use. These may include, but shall not be limited to, availability of utilities, transportation systems (including vehicular, pedestrian, and public transportation systems), education, police and fire facilities, and social and health services.
   c. The adequacy of landscaping, screening, yard setbacks, open spaces, or other development characteristics necessary to mitigate the impact of the use upon neighboring properties.

4. Freight movement will not be negatively impacted by the proposed use and related traffic generation.

5. The proposed use is not located adjacent to or within 500 feet of a primary rail or truck access for an industrial or manufacturing use.

6. The proposed use is not likely to negatively impact adjacent industrial and manufacturing uses or displace an existing industrial or manufacturing user.

An application for a conditional use permit shall be processed in accordance with the provisions of Chapter 13.05.

KM. Duplex, Triplex and Townhouse Development in NRX Districts. In addition to the standard decision criteria for conditional use permits, as outlined above under subsection C, a conditional use permit for a duplex, triplex or townhouse in the NRX District shall only be approved upon a finding that such development is consistent with all of the following additional criteria:

1. The intent and regulations of the NRX district.

2. The proposed use and development shall be compatible with the quality and character of surrounding residential development, shall be designed in a manner consistent with existing neighboring structures, and shall not be materially detrimental to the overall residential environment and character of the general area. In the case of conversion of an existing single-family dwelling to a two- or three-family dwelling, the existing architectural features shall be maintained to the maximum extent practicable.

An application for a conditional use permit shall be processed in accordance with the provisions of Chapter 13.05.

LN. Pre-existing uses which were not required to obtain a Conditional Use Permit at the time they were developed, but which have subsequently become Conditional Uses, shall be viewed for zoning purposes in the same manner as
if they had an approved Conditional Use Permit authorizing the extent of development as of August 1, 2011. If proposed modifications or expansions to such uses exceed the Major Modification thresholds of Section 13.05.080, or for park and recreation facilities the expansion/modification thresholds of Section 13.06.560.C.2, a Conditional Use Permit will be required for the new development activities proposed.

**MO. Large Scale Retail**

1. **Purpose.** The purpose of the conditional use permit review process for large scale retail uses is to determine if the proposal is appropriate in the location and manner proposed and, recognizing the size and scale of such developments and their significant impact on the ability for the community to achieve its long-term vision and goals, to ensure that such developments represent an exceptional effort to support the intent and policies of the Comprehensive Plan and respond to the vision, issues, and concerns of the specific neighborhood. It is critical to ensure that such proposals incorporate design strategies, beyond the typical design and development standards, that will ensure such projects represent a positive contribution to the community and mitigate their size, scale, traffic volumes, and other potential impacts that are typically associated with large scale retail developments.

2. **Applicability.** This section shall apply to the development of large scale retail uses that exceed the applicable size thresholds for the zoning district in which the proposal is located (as noted in the use tables found in Sections 13.06.200, 13.06.300, and 13.06.400). This section shall not apply to existing large scale retail uses or the reuse of existing buildings, unless such projects involve additions to the existing building(s) that exceed the minor modification thresholds in Section 13.05.080 or expansions within buildings permitted after February 16, 2012, that exceed 50 percent of the previously permitted use area.

3. **Criteria.** Where allowed, a conditional use permit for a large scale retail use shall only be approved upon a finding that such development is consistent with all of the standard decision criteria for conditional use permits, as outlined above under Subsection C, and all of the following additional decision criteria at subsections a. through f. below. For projects that involve expansions to an existing large retail use but do not involve significant building expansion (as outlined above under Subsection J.2) these additional decision criteria shall be applied as deemed appropriate by the Hearing Examiner, recognizing the limitations of incorporating significant site design modifications as part of such a remodel/expansion project.

a. The proposed development is designed in a manner that allows for future reuse of the building(s) by multiple tenants. This may be accomplished by incorporating a variety of different design elements, including provision of several tenant spaces of varying sizes within the building(s) or the ability to practicably modify the building(s) in the future with building separations and modifications to access, mechanical systems, and other components that would accommodate multi-tenant reuse.

b. The design of off-street parking areas represent a substantial effort to ensure enhanced pedestrian safety and comfort. Appropriate parking lot design strategies include segmenting surface parking areas into smaller groupings with interspersed buildings, pedestrian features, frequent pedestrian pathways, landscaping, and other focal points, limiting the quantity of off-street parking provided, and/or provision of structured parking for a portion of the on-site parking provided.

c. The type and volume of traffic and existing and proposed traffic pattern allows for accessibility for persons and various modes of transportation. Adequate landscaping, screening, open spaces, and/or other development components are provided as necessary to mitigate the traffic impact upon neighboring properties. In addition, pedestrian-oriented design is further emphasized within Mixed-Use Centers to maintain connectivity between uses and all modes of transportation, including bicycle, pedestrian, and mass transit options.

d. Business activity, including delivery and hours of operation, is limited to avoid unnecessary noise and light impacts to surrounding residential uses. Outdoor storage or garden areas are appropriately screened from view or contained within a structure.

e. In Mixed-Use Centers, the design of the overall development represents an exceptional effort to positively contribute to the desired and planned character of the district, as outlined in the Comprehensive Plan. This may be accomplished through incorporation of enhanced development features, such as providing a variety of uses, structured parking, multiple floors to allow for smaller building footprints, incorporation of residential units within the building or overall development site, smaller-scale storefront design along the street level, Low-Impact Development BMPs and Principles, and a diverse array of public spaces, including indoor and outdoor spaces, active and passive spaces, and plazas and garden spaces.
f. For projects on sites along a designated pedestrian street or core pedestrian street (see Sections 13.06.200.E and 13.06.300.C) the site and building design provides a significant emphasis on pedestrian-orientation over vehicular-orientation. This may be accomplished through encouraging direct, continuous, and regular pedestrian access, incorporating an internal pedestrian circulation system that provides connections between buildings, through parking areas, to the street and transit linkages, and to surrounding properties and neighborhoods, incorporating continuous and active uses and spaces along pedestrian street frontages and internal pedestrian pathways, and limiting conflicts between pedestrians and vehicles, particularly along the designated street.

4. An application for a conditional use permit for large scale retail use shall be processed in accordance with the provisions of Chapter 13.05, except with the following additional requirement:

Pre-application community meeting. Prior to submitting an application to the City for a conditional use permit for a large scale retail use, it is recommended that the applicant hold a public informational meeting with adjacent community members. The purpose of the meeting is to provide an early, open dialogue between the applicant and the neighborhood surrounding the proposed development. The meeting should acquaint the neighbors of the proposed development with the applicant and/or developers and provide for an exchange of information about the proposal and the community, including the characteristics of the proposed development and of the surrounding area and any particular issues or concerns of which the applicant should be made aware. It is recommended that the applicant provide written notification of the meeting, at least 30 calendar days prior to the meeting date, to the appropriate neighborhood council pursuant to TMC 1.45 and neighborhood business district pursuant to TMC 1.47, qualified neighborhood and community organizations, and to the owners of property located within 1,000 feet of the project site.

5. Upon issuance, the Hearing Examiner’s decision may be appealed subject to procedures contained in Chapter 1.23.

PN. Discontinued conditional uses. Any authorized conditional use that has been discontinued for a period of three or more years may not be reestablished or recommenced except pursuant to a new conditional use permit. The Director may, in specific cases, authorize an extension of up to one year. In reviewing requests for this extension, the Director shall consider the following:

1. Impacts to the community that may result from the reestablishment of the use; and
2. Whether a reasonable effort has been made by the owner/applicant to maintain the property and use.

QQ. Master plan process for conditional uses. Master plans provide conditional uses the flexibility to receive overall approval of long-term development plans which may occur in phases and extend beyond the standard timeframe for conditional use permits. This process is especially appropriate for large, campus-like facilities with multiple uses and/or buildings that may undergo continuous expansion/improvement. The master plan serves as an overall review in which general development intent tions are outlined, implementation phasing is determined and conditions, improvements, and mitigations are outlined consistent with the project phases. The decision shall identify the duration of the master plan approval, any required periodic reviews, and any additional future notification and review requirements, which may be appropriate for future phases that may not have complete detail in the initial master plan approval.

RP. Change of Use or Expansion of Nonconforming Uses and Structures. A conditional use permit for a change of use or expansion of a nonconforming use or structure that exceeds the standards of 13.06.630.C or E shall only be approved upon a finding that such development is consistent with all of the standard decision criteria for conditional use permits, as outlined above under Subsection D, and all of the following additional decision criteria at subsections 1. through 3. below:

1. A rezone of the site would be inappropriate;
2. The change or expansion of the nonconforming use will have a positive impact on the surrounding uses and the area overall;
3. To the extent practicable, the nonconforming use or structure comes into compliance with the following development standards that apply to the site per the least intensive zoning district in which the use is allowed:
   a. Landscaping and buffering;
   b. Pedestrian and bicycle support standards;
c. Off-street parking and storage areas.

SO. Correctional or Detention Facilities. An application for a conditional use permit for correctional or detention facilities shall be processed in accordance with the provisions of Chapter 13.05, except with the following additional requirement:

Pre-application community meeting. Prior to submitting an application to the City for a conditional use permit for a correctional or detention facility, it is required that the applicant hold a public informational meeting with community members. The purpose of the meeting is to provide an early, open dialogue between the applicant and the neighborhood surrounding the proposed development. The meeting should acquaint the neighbors of the proposed development with the applicant and/or developers and provide for an exchange of information about the proposal and the community, including the characteristics of the proposed development and of the surrounding area and any particular issues or concerns of which the applicant should be made aware. The applicant shall provide written notification of the meeting, at least 30 calendar days prior to the meeting date, to the appropriate neighborhood council pursuant to TMC 1.45 and neighborhood business district pursuant to TMC 1.47, qualified neighborhood and community organizations, and to the owners of property located within 1,000 feet of the project site.

A. Purpose. To promote innovative residential infill development types, 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 later Council decision whether to finalize development regulations and design standards for some or all of these infill housing types.

B. Term. The Pilot Program will commence when infill design guidelines illustrating in graphic format the intent and requirements of this section have been developed, with input from the Planning Commission, and authorized by the Director. The Pilot Program will be reassessed as directed by the City Council or by the Director. Once three-five spaces in of any of the categories have been completed in each Council District in Tacoma, no additional applications will be accepted for that category until further Council action has been taken.

C. Applicability. The provisions of this section apply to the following categories of residential infill:

1. Two-family or townhouse development within the R-2 District,

2. Multifamily development within the R-2 and R-3 Districts,

3. Cottage Housing development within any residential district except the HMR-SRD District,

4. Density Based Housing option in all residential districts except HMR-SRD.

D. The pertinent provisions of TMC 13.06 regarding residential districts, the development and permitting requirements described therein, as well as any other pertinent section of the TMC shall apply.

E. There shall be a minimum distance of 1,000 feet separating pilot program housing developments within the same category.

F. Submittals. Proponents of any of the above innovative residential infill development types shall submit the following:

1. Site plan(s) showing proposed and existing conditions.
2. Building elevations from all four sides, showing proposed and existing conditions.

3. A massing study.

4. Photographs of any existing structures that will be altered or demolished in association with the proposal, as well as photographs of the structures on adjacent parcels.

5. A narrative and any supporting exhibits demonstrating how the project will be consistent with the Pilot Program intent and the provisions of this section.

6. Demonstration that the proposal would meet all pertinent TMC requirements, including those contained in TMC 13.06.100.

7. A complete application, along with applicable fees, for any required land use permits, including conditional use and Accessory Dwelling Unit permits. Such processes may require public notification or meetings.

8. The Director reserves the right to request additional information and documentation prior to beginning the City’s review.

G. Review process. For the project type identified in 13.05.115.C.1, city staff will assess submissions for consistency with TMC13.05.115.3 and provide input prior to the Director or Hearing Examiner’s decision and Conditions of approval. For the project types identified in TMC13.05.115.C2, C3, and C4, the Director will convene a special advisory review body which shall function in an advisory capacity to provide input prior to the Director or Hearing Examiner’s decision and conditions of approval.

1. This body will include the following representatives:

   a. The Director or designee;

   b. The Long Range Planning Manager or designee;

   c. The Current Planning Manager or designee;

   de. A City staff member with residential building and site development expertise;

   ed. A designee representing the area Neighborhood Council where the project is proposed;

   fe. An architect or urban design professional; and,
A representative of the Landmarks Preservation Commission, if the project is within an Historic or Conservation District or would affect or be adjacent to historically significant properties.

2. The Historic Preservation Officer shall be consulted to assess potential adverse impacts to historically designated properties or properties eligible for historic designation. To mitigate or avoid adverse impacts, conditions recommended by the Historic Preservation Officer may include:

a. Designation of the historically significant property to the Tacoma Register of Historic Places.

b. Avoidance of the historically significant property or minimizing exterior changes to the property.

c. Documentation and architectural salvage of the historically significant property, if demolition cannot be avoided.

3. The special advisory review body will assess the consistency of the proposal with the following criteria. All proposals submitted under the provisions of this section must demonstrate the following:

a. Responsiveness to the following basic neighborhood patterns established by existing development in the area.

(1) Street frontage characteristics.

(2) Rhythm of development along the street.

(3) Building orientation on the site and in relation to the street.

(4) Front setback patterns.

(5) Landscaping and trees.

(6) Backyard patterns and topography.

(7) Architectural features.

(8) Historic character, if located within a designated Historic District.

(9) Whether adverse impacts to properties that are eligible for listing on a historic register can be mitigated.
b. Pedestrian-friendly design. The proposed development must provide direct and convenient pedestrian access from each dwelling to abutting sidewalks and public pathways and must emphasize pedestrian connectivity. The quality of the pedestrian experience within the site and in the abutting public right-of-way shall be high.

c. De-emphasize parking. The proposal must meet the parking requirements of TMC 13.06.510 in a manner that de-emphasizes parking in terms of its prominence on the site and its visibility from the public right-of-way.

d. Minimize scale contrasts, shading and privacy impacts. The proposal must demonstrate that it will limit abrupt changes in scale between the proposed development and existing buildings on adjacent parcels. Privacy and shading impacts on abutting parcels must be prevented or reduced to a reasonable extent.

e. Create usable outdoor (or yard) spaces. The proposal must provide usable and functional outdoor or yard space that will be an amenity to its residents.

f. Sustainable features. In the case of multifamily development in the R-3 District, and cottage housing, the proposal must provide documentation of the incorporation of sustainability features through one of the following certification programs:

1. Built Green 3 Stars or LEED Bronze; or,

2. Greenroads Bronze rating if full new roadway sections are constructed as part of the project;

g. Consistency with code requirements. The proposal must be consistent with the applicable provisions of TMC 13.06 and other applicable requirements. The Director has discretion to increase, decrease or modify development standards including setbacks, height and parking in order to ensure the proposal is fully consistent with the intent of the Pilot Program.

H. Decision. As part of the associated land use decision, the Director or Hearing Examiner shall determine whether the proposal meets the intent of this section and incorporate conditions as appropriate into the land use and building permit approvals. In the case of projects in historic or conservation districts, or individually designated landmarks, Landmarks Preservation Commission approval will be required pursuant to TMC 13.05.045.

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

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

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

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

Peter Huffman
Planning and Development Services Director
ABOUT THIS MANUAL

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

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

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November 2016
City of Tacoma
747 Market Street, Tacoma, WA 98402
http://www.cityoftacoma.org
CONTENTS

1 INTRODUCTION
   Purpose ............................................ 1
   Background ......................................... 1
   Conditional Use Permits .......................... 2

2 TYPES OF INFILL
   DENSITY-BASED HOUSING......... 5
   TWO-FAMILY HOUSING ............... 9
   MULTI-FAMILY HOUSING ............ 13
   COTTAGE HOUSING .................. 19

3 DESIGN ELEMENTS
   Elements ........................................ 23
   Development Areas of Focus .......... 25

4 PILOT PROGRAM PROCESS
   Code Language .......................... 27
   Timeline .................................... 27
   Locating Infill Projects .............. 28
   Statements of Interest ............... 31
   Submittal Application ................. 31
   Review Process ......................... 31
   Selection .................................... 32
   Procedures and Fees .................. 32

5 RESOURCES
   Tacoma Projects ..................... 35
   Other Cities’ Examples ............. 35
   Planning Commission ............... 35
TYPES OF INFILL:

- Density-Based Housing
- Two-Family Housing
- Multi-Family Housing
- Cottage Housing
INTRODUCTION

PURPOSE

The purpose of the Residential Infill Pilot Program (referred to as the Pilot Program throughout the remainder of this document) is to promote innovative residential infill development types and housing choice, while ensuring that such development demonstrates high quality building and site design that is responsive to and harmonious with neighborhood patterns and character. In addition, the Pilot Program is intended to develop a body of successful, well-regarded examples of innovative residential infill in order to inform a future Council decision on development regulations and design standards for some or all of these infill housing types.

BACKGROUND

In December 2015, the City Council adopted code language enacting the Pilot Program as part of a package of Affordable/Infill Housing code updates. The following infill housing types will be reviewed under the Pilot Program:

- Density-based housing in single-family zoning districts (R-1, R-2, R2-SRD, HMR-SRD, R-3)
- Two-family or townhouse (TF) development within the R-2 Single-Family District
- Small-scale multifamily (MF) development within the R-2 and R-3 District
- Cottage Housing (COT) development within any residential district except HMR-SRD District

A maximum of three of each housing type may be developed for a maximum of twelve projects through the Pilot Program.

Infill Defined:

New development that is sited on vacant or undeveloped land within an existing community, and that is enclosed by other types of development.

Infill Housing Types:

<table>
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The anticipated Pilot Program launch is October 2016. At that time, the City will begin more detailed discussions with applicants wishing to develop one of the infill housing options. The review committee of staff andTacoman citizens formed by Planning and Development Services (PDS) will select up to three of each housing type based on how well they demonstrate the Pilot Program’s design principles and objectives, as well as meet related City requirements. Proponents of the projects selected will be invited to submit full permit applications.
**PROCESS TO APPLY**

### Scoping and Preparation

Staff will be available to discuss project ideas with potential applicants. In addition, planning staff can put potential applicants in contact with staff in other departments and divisions to add with information gathering and necessary clarifications. This period is intended to help applicants determine if a project is well-suited to go through the Residential Infill Pilot Program process.

### Pre-Application Meeting

As on all development projects, staff will be available to help individuals in the preliminary planning stage on your infill proposal. Any level of detail can be a basis for conversation and analyzing areas that need additional attention or correction.

### Pilot Program Application

After working with staff to develop project particulars, applications will be accepted in a window from January to February. Precise dates will be announced at a later date.

### Public Early Involvement Meetings

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

### Project Program Review Committee Meeting

The committee will meet to review the merits of all eligible projects that have been submitted via application to staff. A scoring rubric, which will be made available in advance of the application window, will be used to rank projects.

### Permitting Process

All projects are subject to typical regulations and fees associated with project type and size. If the applicant is ready, the project may be submitted after notification of project acceptance. Otherwise, more time should be taken to develop the project for permit submittal.
CONDITIONAL USE PERMITS

In many zones, there are uses that may be compatible, but because of their size, operating characteristics, potential off-site impacts, and/or other similar reasons, these uses warrant special review on a case-by-case basis. The purpose of the conditional use permit review process is to determine if such a use is appropriate at the proposed location and, if appropriate, to identify any additional conditions of approval necessary to mitigate potential adverse impacts and ensure compatibility between the conditional use and other existing and allowed uses in the same zoning district and in the vicinity of the subject property.

A conditional use permit will be required for two-family development within the R-2 district, multi-family development within the R-3 district, and density-based housing and cottage housing development within any residential district except HMR-SRD.

See Locating Infill Projects in Chapter 4 of this document which provides more detail on the zoning for allowable housing types and defines the residential zoning districts. Also, see TMC 13.06.100, -.200, -.300, and -.400 which identifies which uses require a conditional use permit. These uses may be authorized by the Director or Hearing Examiner in accordance with the procedures established in TMC 13.05 and the applicable criteria outlined under Procedures and Fees in Chapter 4 of this document.
The Benefits of Residential Infill

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

• Provide homeowners with a means of providing for companionship, security and income.
• Add affordable units to the existing housing supply.
• Make housing units within the City available to moderate income people.
• Provide an increased choice of housing that responds to changing needs, lifestyles (e.g., young families, retired, multi-generation, and family members with special needs), and modern development technology.
• Protect neighborhood stability, property values, and the single-family residential appearance.
• Increase density in order to better utilize existing infrastructure and community resources and to support public transit and neighborhood retail and commercial services.

Benefits Specific to Each Infill Housing Type

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

• Two-family housing in single-family zoning creates opportunities for infill on corner lots that maintain the scale and character of single-family buildings while utilizing two public edges of the property as front yards and entries.
• Multi-family housing in two-family zoning increases density while preserving the neighborhood character through screened parking and massing.
• Cottage housing provides a transition between single family housing neighborhoods and higher density areas, creating a development pattern that maximizes land values, reduces infrastructure costs and typically provides housing next to services.
Diagram of a multi-unit development in a residential zone

An example of townhouses addressing a pedestrian street
DENSITY-BASED HOUSING

Definitions

*Target Density identified in the One Tacoma Comprehensive Plan:*

**Zone**

- *R-1, R-2, R-2SRD, HMR-SRD = 6-12 units per acre*
- *R-3 = 14-36 units per acre*

Zoning

Under the Pilot Program, Density Based Housing will be reviewed in single-family zoning districts: R-1, R-2, R2-SRD, R-3, and HMR-SRD. See *Locating Infill Projects* in Chapter 4 of this document for allowable locations for this type of development.

Permitting

All Density-Based housing projects will need to go through a conditional use permit process in addition to them meeting the criteria presented in this section.

Submittal Requirements

See checklists in Chapter 4 for complete submittal requirements under the provisions of the Pilot Program.

References

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

REQUIREMENTS:

- **Maximum Units:**
  - 12 Units per acre except in R-3, which allows 36 units per acre
- **Unit Density:**
  - Primary unit = 1
  - Attached unit = 0.75
  - Accessory unit (max 2) = 0.5
- **Minimum Lot Size:**
  - 3,500 SF in R-3
  - 7,000 SF in other R zones
- **Parking:**
  - 1 on-site parking stall per unit, first two units are exempt
- **Design Criteria:**
  - A 4-foot pedestrian walkway composed of distinct materials from adjacent vehicle driving or parking surfaces shall be provided between the all units with superette entrances and the nearest public sidewalk or street right-of-way when no sidewalk exists.
  - Minimum usable yard space shall be 10% of lot area
  - Buildings must orient entrances toward the public right-of-way where adjacent, provide a minimum of 15% façade transparency.
  - Vehicular access shall be from the rear of the site whenever suitable access is available or feasible. If not feasible, then driveway or private roads shall be minimized to the maximum extent feasible. Driveways to individual units shall consist of paved runner strips or pervious surfacing.
Example 1: Two Building Lot with No Alley

Example 2: Two Building with Alley
TYPES OF INFILL | ACCESSORY DWELLING UNITS

Multi-unit building in Tacoma

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

Multi-unit building in Tacoma
Two-family housing rendering with separate entrances on corner lot with alley access.

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

Definitions

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

Zoning

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

Permitting

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

Submittal Requirements

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

References

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

TWO-FAMILY REQUIREMENTS:

- Maximum Units:
  - Two dwelling units

- Minimum Lot Size:
  - 6,000 SF

- Location:
  - Corner lot

- Parking:
  - Each unit shall provide 1 off-street parking space.
  - Locate parking in a designated rear yard.

- Design Criteria:
  - Development must present general appearance of detached single-family dwelling in terms of architecture, bulk and front and rear setbacks.
  - Must comply with one of two approaches:
    1. Each unit is oriented onto a different street frontage, or
    2. Each unit is accessed through a shared entrance.
  - Minimum usable yard space shall be 10% of lot area with no dimension less than 15 feet.
Example 1: Corner Lot Two-Family R2 Zone Single Entry with No Alley

Example 2: Corner Lot Two-Family R2 Zone with No Alley
Example 3: R2 Zone Corner Lot Duplex with Alley

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

Corner lot duplex in Tacoma, WA. Photo credit: Lauren Flemister
Multi-family housing in Tacoma, WA. Photo credit: Elliott Barnett.

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

Definitions

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

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

Zoning

Under the Pilot Program, multi-family development will be reviewed in two-family dwelling zoning district R-2 and R-3. See *Locating Infill Projects* in Chapter 4 of this document for allowable locations for this type of development.

Permitting

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

Submittal Requirements

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

References

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

MULTI-FAMILY REQUIREMENTS:

- **Maximum Units:**
  - Six dwelling units

- **Minimum Lot Size:**
  - 9,000 SF

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

- **Design Criteria:**
  - Minimize overall impression of density and bulk.
  - Fit with established neighborhood patterns.
  - Access to dwellings shall be through a shared primary entrance, exceptions will be considered for modifications to existing buildings.
  - Minimum usable yard space shall be 10% of lot area with no dimension less than 15 feet (no less than 12 feet for parcels smaller than 3,500 sf). This area cannot include structures, driveways or parking and must be located in the rear or side yard.
  - 35% of usable open space must be 'common' space.
Example 1: R-3 Zone Multi-Family Development on Corner with Alley

Example 2: R-3 Zone Multi-Family Development on Corner with Alley (larger site)
Types of Infill | Multi-Family Housing

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

High Point multi-family and low-income development in Seattle, WA. Photo credit: Juan Hernandez.
Chico Beach Cottages, Silverdale, WA. Photo credit: Charlie Wenzlau.

Height Limit Requirements for new cottage housing.
COTTAGE HOUSING

Definitions

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

Cottage Housing Types:

- **Cottage** – A detached, single-family dwelling unit containing no more than 1,200 sf of gross floor area with no more than 800 sf of ground floor.

- **Carriage** – A single-family dwelling unit, not to exceed 800 sf in gross floor area, located above a garage structure in a cottage housing development.

- **Two/Three-dwelling Buildings** – A structure containing two or three dwelling units, not to exceed 1,000 sf per unit on average, designed to look like a detached single-family house. Two/three-dwelling cottage buildings are not permitted in the R-1 or R-2 Districts.

Zoning

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

Permitting

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

Submittal Requirements

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

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

See checklists in Chapter 4 for complete submittal information.

References

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

COTTAGE HOUSING REQUIREMENTS:

Maximum Units:

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

Floor Area Limits:

- Maximum 0.5 FAR required for overall site.

Minimum Lot Size:

- 7,000 SF

Parking:

- One off-street parking space per unit.
- Detached garage floor area limit of 250 SF. Shared garages floor area limit of 1,200 SF. Clustered parking areas limit of four spaces.
Example 1: Cottage Housing Mid-Block Lot with No Alley

Example 2: Cottage Housing on Corner Lot with Alley
COTTAGE HOUSING REQUIREMENTS CONTINUED:

Design Criteria:

- Number of developments permitted = 1.5 times the maximum number of dwelling units in the applicable zoning district.
- The external setbacks of the underlying zoning district shall apply.
- Minimum 8 feet between structures containing dwelling units.
- Covered porch required per building; minimum 50 SF with no dimension less than 5 feet.
- Each carriage unit shall have a deck or balcony oriented toward the common open space.
- Buildings must orient entrances toward the public right-of-way where adjacent, provide a minimum of 15% façade transparency, and modulate the façade, vary the roofline or other design features.
- Vehicular access shall be from the rear of the site whenever suitable access is available or feasible. If not feasible, then driveway or private roads shall be minimized to the maximum extent feasible. Driveways to individual units shall consist of paved runner strips or pervious surfacing.
- All cottage housing and landscaping shall be designed in an attractive way and according to a coherent design concept that allows for variation in style, features, materials and colors.
- A variety of unit sizes, design, building styles, features, colors and site design elements are required.

- Shall be stick-built.
- Minimum 400 SF common open space with no dimension less than 20 feet.
- Common open space shall be located in a central area that is easily accessible and visible to all dwellings within the cottage cluster. No sight-obscuring fences are permitted within common open spaces. The common open space shall be surrounded by cottage or common buildings on at least three sides, unless topography precludes this. Common open space shall be improved with gathering space, gardening, walkways or recreational features.
- Minimum 300 SF private open space per unit. Not allowed in front setback.
- Community buildings in common ownership are permitted within cottage housing developments, and shall be incidental in use and size to the cottage dwellings.
- All dwelling units shall be directly connected to the public sidewalk.
- Provide required street trees per TMC 13.06.502.
- Parking areas shall be softened or screened with landscaping.
- Internal landscaping shall be determined through the Residential Infill Pilot Program review process.
- ADUs are not permitted.
1 Post-war SLOPES
- Topography: Sloped
- Block Structure: Curvilinear
- Intersection Density: Disconnected
- Land Use: Low Intensity

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

3 Pre-war Compact
- Topography: Sloped
- Block Structure: Straight
- Intersection Density: Connected
- Land Use: High Intensity

4 Pre-war Expansion
- Topography: Flat
- Block Structure: Straight
- Intersection Density: Mixed
- Land Use: Medium Intensity

5 Mid-Century Expansion
- Topography: Mixed
- Block Structure: Straight
- Intersection Density: Mixed
- Land Use: Low Intensity

6 Suburban Fringe
- Topography: Flat
- Block Structure: Straight
- Intersection Density: Disconnected
- Land Use: Low Intensity
Criteria

The success of the pilot program will be based on the production of exemplary projects; once staff and Council know the best of what is possible, we will be able to create code and design guidelines that will encourage consistent, good-quality projects of these types. Some of the principles in the Comprehensive Plan and the Strategic Plan and requirements found in portions of municipal code provide guidance to shape the design elements of the projects we hope will arise from the pilot program. The following elements provide a design framework to help applicants design site plans and buildings that will match the vision of pilot program.

Element One

In the City of Tacoma, there are distinct residential patterns in various areas of the city. Many of the neighborhoods are well-designed and possess a character beloved by residents, so many cues can be taken from the existing style of the neighborhood. Successful projects will be compatible with the following patterns established by existing neighborhood development:

1. Street frontage characteristics
   - consider the entries (pedestrian and vehicular), location of exterior temporary and permanent fixtures, walkways, etc.

2. Rhythm of development along the street
   - consider scale of building(s), size of openings (doors and windows), amount of and location of lot coverage

3. Building orientation on the site and in relation to the street
   - consider location and direction of building, entries, walkways, and driveways

4. Front setback patterns
   - consider and follow setback requirements set out in code and present in your neighborhood

5. Landscaping and trees
   - site development associated with any proposed projects should either follow or improve upon existing vegetation patterns

6. Backyard patterns and topography
   - site development associated with any proposed projects should be consistent with neighborhood characteristics and properly and safely accommodate the new or modified structure(s)

7. Architectural features
   - building details may be consistent with those of any other buildings on the site and/or other buildings in the neighborhood. An updated or modernized style will be considered provided the quality and design are considered to be appropriate for the project and neighborhood

8. Historic character, if located within a designated Historic District.
   - if the proposed project is in a historic district or the house has special architectural features or is landmarked, the proposed design must be responsive to the main house and/or neighboring structures
Element Two

Walkability and connectivity are core principles in the City’s Comprehensive Plan. Walkable neighborhoods promote health and wellness and create an accessible environment with more ways to engage citizens. Pedestrian-friendly design will be a key component of any proposed project or development. Each structure must provide direct and convenient pedestrian access from each dwelling to abutting sidewalks and public pathways. Additionally, the proposed development must emphasize pedestrian connectivity. The quality of the pedestrian experience within the site and in the abutting public right-of-way will also taken into consideration. Consider nice outdoor space and landscaping as an important component of your overall design.

Element Three

Parking, while very important, often detracts from good neighborhood design if it is too prominently located. Each proposal should consider ways to de-emphasize parking – every proposal must meet the parking requirements of TMC 13.06.510 in a manner that makes parking less visible and dominant, particularly from the public right-of-way.

Element Four

Proper scale and the protection of privacy help to maintain neighborhood character and harmony. Each proposal should minimize scale contrasts and privacy impacts – The proposal must demonstrate that it will limit abrupt changes in scale between the proposed development and existing buildings on adjacent parcels. Specific height and area requirements are provided in this handbook and in code. Privacy impacts, such as the orientation of doors, windows, and parking areas, should be considered as part of this analysis.

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

Each of the housing types in the pilot program must have outdoor space for residents to enjoy. Create usable outdoor (or yard) spaces. The proposal must provide usable and functional outdoor or yard space that will be an amenity to its residents.

Element Six

Sustainable and environmentally-responsible design are strongly encouraged in each proposal. The use of environmentally-friendly materials, low-usage light and plumbing fixtures, as well as water and energy conservation should be addressed. The proposal must provide documentation of the incorporation of one of the following green building and site features as follows (Detached ADUs exempt from this requirement):

1. Built Green or LEED Certified; or,
2. Greenroads Bronze rating;

Element Seven

As with all development projects in the City of Tacoma, there must be a consistency with all applicable code requirements. The proposal must be consistent with the provisions of TMC 13.06 and to other applicable requirements.

Development Areas of Focus

Fire

Please consider how City of Tacoma emergency personnel will access each housing unit, in the event of medical and fire emergencies. Determine how close your entrance is to the nearest fire hydrant; if the required distance is exceeded, you will need to sprinkler your building.

Building

New energy code may impact the conversion of existing buildings. If converting an existing structure, pay close attention to slab edge insulation, egress windows, and the sizes of rooms.

Fire separation must be 5 feet for each building, for a total of 10 feet.

Site Development

Be mindful of critical areas, such as wetlands, steep slopes, and any other geological hazards. Be prepared to discuss the number and location of water meters based on who you anticipate will be occupying the development (family, tenants, caretakers, etc.).

Consider how circulation, both vehicular and pedestrian, will occur on the project site and how any vehicles will be parked and stored. If applicable, have a plan for stormwater diversion, storage, and/or filtration.

Utilities

Since some projects are an increase in density in populated neighborhoods, please check the capacity of utilities at the outset of your project. Setbacks for access and maintenance of sewer lines in alleys must be addressed. If a multi-unit project is being pursued, consider optimization of side sewer design.

Consider how solid waste will be processed (try to avoid overuse of single containers) and design appropriate screening for containers.

Electrical will likely need to be separately metered. There are safety concerns for power lines in the alley ROW that may cause restrictions during construction and may result in a need to underground electrical wires.

If you have any questions, please reach out to staff; coordination with staff in Public Works and TPU will be coordinated.
Danielson Grove, Kirkland, WA. Photo credit: Triad.

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

CODE LANGUAGE
On December 1, 2015 the City Council adopted Amended Ordinance Number 28336, approving proposed amendments to the Tacoma Municipal Code concerning affordable and infill housing. This action adopts a range of affordable and infill housing code changes based on concepts initially recommended by the Affordable Housing Policy Advisory Group. Key changes include:

- Lot size flexibility and small lot design standards
- Creation of a Residential Infill Pilot Program for certain housing types
- Creation of affordable housing incentives and bonuses, and requirements for residential upzones

TIMELINE
The Pilot Program will launch in November 2016. Pre-application meetings and application submittal will occur during the first couple months of 2017 and application submittal and review will be completed by early to mid-spring. A primary goal is to have construction underway on smaller projects by the middle of 2017.

The permitting process for this program will move in tandem with the conditional use permit process as needed, sharing submittals, review meetings and State Environmental Permitting Act documentation and public notice.

At any point in the process, City of Tacoma staff are available to answer any questions about the timeline and schedule.

PART 1. PILOT PROGRAM

PART 2. PERMIT REVIEW PROCESS

See pages 2-3 for more details on the Pilot Program and permit process.
LOCA TING INFILL PROJECTS
The Tacoma Residential Infill Program is limited to the following areas in City of Tacoma. The zoning maps above identify locations where the following infill is allowed.

1. Detached Accessory Dwelling Units within the R-1, R-2, R2-SRD and HMR-SRD Districts,
2. Two-family or townhouse development within the R-2 District,
3. Multifamily development within the R-3 District, and
4. Cottage Housing development within any residential district except the HMR-SRD District.

During the infill program there shall be a minimum distance of 1,000 feet separating pilot program housing developments within the same category.

For a more detailed map and to find what district your property is located in, visit: http://www.govme.org/Common/gMap/MGMain.aspx.

You may also call Planning and Development Services at (253) 591-5577 for more information.

Residential Zoning Districts Defined
The residential zoning district’s primary use is for single-family and multi-family housing. Community facilities such as parks, schools, daycares, golf courses, and religious facilities may also be appropriate in the residential districts. The specific purpose of the residential districts, as well as development standards, can be found in the Tacoma Municipal Code Section 13.06.100.

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

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

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

R-3: Two-Family Dwelling District. The R-3 District is intended for one-, two-, and three-family dwellings. Some lodging and boarding homes are also appropriate. The R-3 District is characterized by low residential traffic volumes and generally abuts more intense residential and commercial districts.

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

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

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

City will immediately begin accepting statements of interest from applicants wishing to develop one of the infill housing options. Please visit www.cityoftacoma.org/infill for instructions on how to notify Planning and Development Services of your interest in the program.

A review committee will select up to three of each housing type based on how well they demonstrate the Pilot Program’s design principles and objectives, meet community needs, and meet related City requirements. Proponents of the projects selected will be invited to submit full permit applications with a desired 2017 construction start time.

APPLICATION SUBMITTAL

The applications may be submitted through the City of Tacoma Accela system at https://aca.accela.com/tacoma (see image below). After you register for an account, log in and select Permits. Read/accept the disclaimer, then select Pre-Application Request. Fill out the request form as completely as possible and attach all items listed on the Pilot Program Application Checklist as PDF attachments.

REVIEW PROCESS

The Director of Planning and Development Services (Director) will convene a special advisory review body. This group will review complete applications in an advisory capacity and make recommendations to the Director or the Hearing Examiner. The Director or Hearing Examiner will review the recommendations and make final decision and identify conditions of approval.

SELECTION

Following the completion of the application submittal, the Infill Pilot Program Special Advisory Review Committee will make a recommendation to move forward with selected projects. As part of the associated land use decision, the Director shall determine whether the proposal meets the intent of this section and incorporate conditions as appropriate into the administrative land use and building permit approvals. In the case of projects in historic or conservation districts, or individually designated landmarks, Landmarks Preservation Commission approval will be required pursuant to TMC 13.05.045.

PILOT PROGRAM APPLICATION CHECKLIST

- Site plan to scale
- Building elevations (exterior view of all sides)
- Massing study
- Existing condition photos
- Narrative and supporting exhibits
- Demonstrate meeting TMC 13.06.100 and other pertinent requirements
- Any additional information or documentation requested by the Director prior to beginning the City’s review
- Application

Checkmarks (√) throughout the remainder of this document identify completed Pilot Program application requirements above. These items overlap the Building Permit and CUP Submittal checklists, though they may need to be modified throughout the selection process to reflect City and public feedback.

For more information, see TMC 13.05.115.
PROCEDURES & FEES

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

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

ADU Procedures

Any property owner seeking to establish an ADU in the City of Tacoma shall apply for approval in accordance with the following procedures:

- **Application.** Prior to installation of an ADU, the property owner shall apply for an ADU permit with Planning and Development Services. A complete application shall include a properly completed application form, floor and structural plans for modification, and fees as prescribed below.

- **Fees.** Fees shall be required in accordance with Section 2.09.020. Upon sale of the property, a new owner shall be required to sign a new affidavit and to register the ADU, paying the applicable fee in accordance with Section 2.09.020.

- **Notice on Title.** The owner of any property containing an ADU shall record with the Pierce County Auditor a notice on title of the ADU. Such
Advisory Review Committee consists of:

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

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

For more information, see TMC 13.05.115.

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**Responsiveness to existing neighborhood development patterns in the area**

**Pedestrian-friendly design including access and connectivity**

**De-emphasize parking (must meet parking requirements of TMC 13.06.510)**

**Minimize scale contrasts, shading and privacy impacts**

**Create usable and functional outdoor/yard spaces**

**Incorporation of sustainable features. (Multi-Family and Cottage Housing must document sustainability features through a certification program such as Built Green 3 stars, LEED Bronze or Greenroads Bronze)**

**Consistency with code requirements (see TMC 13.06)**

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For more information, see TMC 13.05.115.

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notice shall be in a form as specified by Planning and Development Services, and shall include as a minimum: (a) the legal description of the property which has been permitted for the ADU; (b) affirmation that the owner shall occupy either the main building or the ADU, and agrees to all requirements provided in subsection C.; and (c) the conditions necessary to apply the restrictions and limitations contained in this section. The property owner shall submit proof that the notice on title has been recorded prior to issuance of an ADU permit by Planning and Development Services. The notice on title shall run with the land as long as the ADU is maintained on the property. The property owner may, at any time, apply to Planning and Development Services for a termination of the notice on title. Such termination shall be granted upon proof that the ADU no longer exists on the property.

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

- **Inspection.** The City shall inspect the property to confirm that minimum and maximum size limits, required parking and design standards, and all applicable building, health, safety, energy, and
100 feet.

**Conditional Use Permit (CUP) General Criteria**

A CUP shall be subject to the following criteria:

- There shall be a demonstrated need for the use within the community at large which shall not be contrary to the public interest.

- The use shall be consistent with the goals and policies of the Comprehensive Plan, any adopted neighborhood or community plan, and applicable ordinances of the City of Tacoma.

- For proposals that affect properties that are listed individually on the Tacoma Register of Historic Places, or are within historic special review or conservation districts, the use shall be compatible and consistent with applicable historic preservation standards, and goals, objectives and guidelines of the historic or conservation districts. Proposed actions or alterations inconsistent with historic standards or guidelines as determined by the Landmarks Commission are a basis for denial.

- The use shall be located, planned, and developed in such a manner that it is not inconsistent with the health, safety, convenience, or general welfare of persons residing or working in the community. The following should be considered:
  - The generation of noise, noxious or offensive emissions, light, glare, traffic, or other nuisances which may be injurious or to the detriment of a significant portion of the community.
  - Availability of public services which may be necessary or desirable for the support of the use. These may include, but shall not be limited to, availability of utilities, transportation systems (including vehicular, pedestrian, and public transportation.

**Electrical Code Standards**

Electrical code standards are met.

- **Violations.** A violation of this section regarding provision of ownership shall be governed by subsection C.4, and a violation of provision of legalization of nonconforming ADUs shall be governed by subsection C.7. Violations of any other provisions shall be governed by Section 13.05.100.

- Detached ADUs in the R-1, R-2, R2-SRD and HMR-SRD Districts are reviewed under the provisions of the Residential Infill Pilot Program per TMC 13.05.115. Such applications shall provide for notification of property owners within

### Building Permit Submittal Checklist

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

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

For more information, see [http://tacomapermits.org/permitting-library](http://tacomapermits.org/permitting-library) and select Residential New Building Submittal Checklist.
systems), education, police and fire facilities, and social and health services.

- The adequacy of landscaping, screening, yard setbacks, open spaces, or other development characteristics necessary to mitigate the impact of the use upon neighboring properties.

- An application for a CUP shall be processed in accordance with the provisions of Chapter 13.05.

### CUP SUBMITTAL CHECKLIST

<table>
<thead>
<tr>
<th>Requirements</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative land use application and permit fee</td>
<td>✔️</td>
</tr>
<tr>
<td>Site plan to scale</td>
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<td>Building elevations (exterior view of all sides)</td>
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<tr>
<td>Floor plans to scale</td>
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<tr>
<td>SEPA environmental checklist</td>
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<tr>
<td>Written response to criteria</td>
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<tr>
<td>Building materials information</td>
<td>△</td>
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<tr>
<td>Landscape plan</td>
<td>△</td>
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<tr>
<td>Demonstrate property’s inadequacy for single-family development</td>
<td>△</td>
</tr>
</tbody>
</table>

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

RESOURCES

TACOMA PROJECTS

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

OTHER CITIES’ EXAMPLES

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

PLANNING COMMISSION

Amended Ordinance Number 28336 can be found here.

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

2015-08 PC Draft Code (July 1, 2015)
2015-08 PC Review Packet (July 1, 2015)
2015-08 PC Review Packet (June 17, 2015)
2015-08 PC Presentation (May 6, 2015)
2015-08 PC Review Packet (May 6, 2015)
2015-08 PC Review Packet (March 4, 2015)
2015-08 PC Review Packet (October 1, 2014)
2015-08 PC Presentation (October 1, 2014)

The Infill Design Toolkit: Medium-Density Residential Development

A Guide to Integrating Infill Development into Portland’s Neighborhoods

December 2008