



MINUTES

(Approved on October 6, 2021)

MEETING: Regular Meeting (virtual)

DATE/TIME: Wednesday, August 4, 2021, 5:00 p.m.

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

Chair Petersen called the meeting to order at 5:00 p.m. A quorum was declared.

Chair Petersen read the Land Acknowledgement.

B. Approval of Agenda

Commissioner Strobel suggested amending the agenda to add a discussion item on the Infrastructure, Planning, and Sustainability Committee's process related to the Non-Interim Tideflats and Industrial Land Use Regulations.

Commissioner Strobel moved to approve the agenda as amended. Commissioner Givens seconded the motion.

Discussion ensued regarding the purpose of the addition.

The motion passed unanimously.

C. Approval of Minutes

- July 21, 2021

Commissioner Karnes moved to approve the minutes of the July 21, 2021, meeting. Commissioner Givens seconded the motion. The motion passed unanimously.

D. Disclosure of Contacts

Commissioner Givens disclosed that his firm is sourcing a grant for the Port of Tacoma.

E. Public Comments

Lihuang Wung, Planning Services Division, reported that no comments were received.

F. Discussion Item

1. Tideflats Non-Interim Regulations

Commissioner Strobel provided information regarding the Infrastructure, Planning, and Sustainability (IPS) Committee's process related to the Non-Interim Tideflats and Industrial Land Use Regulations. He proposed submitting a letter to the IPS Committee with supplemental comments regarding IPS's review of the Planning Commission's Findings of Fact and Recommendations for the proposed Tideflats and Industrial Land Use Amendments.

Commissioner Edmonds asked for clarification regarding the purpose of the discussion.

Vice-Chair McInnis stated that he understands the concern and suggested that Commissioner Strobel provide a personal letter to the City Council.

Commissioner Givens asked if a representative of the Planning Commission has given public comment to the City Council.

Chair Petersen summarized what the letter should include, and Commissioner Strobel confirmed that was his intent.

Commissioner Edmonds stated that she is not opposed to sending a letter to the City Council reminding them how the Planning Commissioners came to the decisions related to the Findings of Fact and Recommendations and requested that any letter drafted be put before the Planning Commission for a vote of approval before it is sent forward to the City Council.

Commissioner Santhuff stated he is in support of reviewing the draft letter at the next meeting.

Commissioner Strobel moved that he will work with Chair Petersen and staff to develop a letter to present and review at the next Planning Commission meeting. Commissioner Torrez seconded the motion.

Discussion ensued regarding sending the draft letter to Commissioners prior to the next meeting to ensure ample time for review and keeping the tone of the letter about testimony and clarification rather than advocacy.

The motion passed with the following votes:

Ayes – Edmonds, Givens, Horne, Karnes, Petersen, Santhuff, Strobel, and Torrez

Nays – McInnis

2. Impact Fees Program Update

Jennifer Kammerzell, Public Works, introduced Kendra Breiland, Fehr and Peers, and Jason Hennessey, BERK Consulting.

Ms. Breiland presented the draft Impact Fee Framework, including a process summary and timeline; program recommendations, noting the proposed mission statement; and the impact fee program recommendations related to transportation.

Mr. Hennessey reviewed the fire program recommendations, noting the two fee studies that were cancelled, and outlined the process recommendations, including ordinance requirements, update frequency, and SEPA considerations.

Ms. Breiland outlined the engagement recommendations.

Commissioner Edmonds asked about the mission statement and how impact fees support housing affordability, and she expressed concern that impact fees could increase costs of housing.

Commissioner Santhuff suggested being more precise in defining the mission statement, and to consider how the City of Tacoma might differ from other jurisdictions on how we allocate cost across different aspects.

Commissioner Givens requested clarification on why the report does not include information on parks and schools.

Chair Petersen asked about SEPA mitigation fees and impact fees.

Commissioner Givens suggested highlighting the possibility of getting credits for existing improvements.

Mr. Hennessey outlined the fee stacking research findings, including the residential and commercial development fees tables and a fee stacking summary.

Vice-Chair McInnis stated that the residential development fees chart is consistent with his real-life experience with helping developers.

Commissioner Givens expressed support of impact fees but is concerned regarding inequity and stated that he does not like the use of the Institute of Transportation Engineers (ITE) Trip Generation Manual to assess the impact fees, stating that it is suburban in character.

Commissioner Torrez expressed concerns related to the impacts on infrastructure that infill would potentially have in our communities.

Ms. Kammerzell outlined the next steps.

3. Planning Commission Annual Report 2020-2021 and Work Program 2021-2023

The Planning Commission recessed at 6:32 p.m. and reconvened at 6:37 p.m.

Brian Boudet, Planning Division Manager, provided an overview of the Planning Commission Annual Report 2020-2021 and Work Program 2021-2023, including accomplishments, special notes, sources, expected completion of items, and the preliminary work program for 2022. Mr. Boudet introduced Lauren Hoogkamer, Principal Planner and lead on the Neighborhood Planning Program; and he outlined the preliminary work program for 2023, other on-going and emerging issues, and next steps.

Commissioner Edmonds requested that the Commission be given sufficient time for major project considerations.

Vice-Chair McInnis agreed with Commissioner Edmonds and asked for clarification on the neighborhood councils' role when considering the neighborhood planning efforts.

Commissioner Givens thanked staff, suggested identifying grants and in-kind contributions for funding planning efforts, and volunteered to spend more time on side projects, such as the Neighborhood Planning Program.

Commissioner Santhuff stated that he was disappointed that the Urban Design Studio was paused and is excited that it will eventually continue, and he expressed support in brainstorming about pursuing grants or other things that might help support planning efforts.

Vice-Chair McInnis moved to forward the report, as presented, to the IPS Committee for review. Commissioner Santhuff seconded the motion. The motion passed unanimously.

G. Upcoming Meetings (Tentative Agendas)

(1) Agenda for the August 18, 2021, meeting includes:

- Home In Tacoma Project Update
- Tidelands Non-Interim Regulations Update – Draft Letter of Supplemental Comments
- Tidelands Subarea Plan Update

(2) Agenda for the September 1, 2021, meeting includes:

- Transit-Oriented Development (TOD) Advisory Group Update
- 2022 Amendment - Analysis
- Election of Chair and Vice-Chair

Chair Petersen suggested postponing the election of Chair and Vice-Chair, given that the City Council's recruitment process for the three term-expired positions of the Commission representing Districts 2, 3, and 5 had been delayed.

Discussion ensued regarding the new appointees, the timing of the appointments, electing officers from existing membership, and cancelling the September 15, 2021, meeting to accommodate Yom Kippur.

The Commission agreed to wait till the next meeting to decide whether to delay the election of officers.

Commissioner Givens expressed interest in serving as Vice-Chair.

Chair Petersen expressed interest in continuing to serve as Chair.

Vice-Chair McInnis moved to cancel the September 15, 2021, meeting. Commissioner Horne seconded the motion. The motion passed unanimously.

H. Communication Items

The Commission acknowledged receipt of communication items on the agenda.

(1) Brian Boudet, Planning Division Manager, informed the Commission of the following:

- Director's Rule 03-2021, effective July 25, 2021, seeks to align the City's land use definitions relating to residential unit occupancies and correspond with Senate Bill 5235.
- The TOD advisory group update presentation will be coming to the Commission on September 1, 2021, and will include updates on two progress reports and a discussion on next steps and what the path forward looks like.

I. Adjournment

The meeting was adjourned at 7:23 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/