



City of Tacoma  
Planning Commission

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May 06, 2020

The Honorable Mayor and City Council  
City of Tacoma  
747 Market Street, Suite 1200  
Tacoma, WA 98402

RE: Residential Infill Pilot Program 2.0

Honorable Mayor and Members of the City Council,

On behalf of the Tacoma Planning Commission, I am forwarding our recommendations on the proposed changes to the Residential Infill Pilot Program, in response to Resolution No. 39723 from May 9, 2017. Enclosed is the "*Planning Commission's Findings and Recommendations Report, May 6, 2020*" that summarizes the proposed changes, the public review process, and the Planning Commission's deliberations.

Through months of conversation and discussion, the Commission has been steadfast in support for updating the Infill Pilot Program as it is one piece in the larger efforts to diversify the housing supply in the City of Tacoma.

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.

The proposed changes to the Infill Pilot Program (referred to Infill Pilot 2.0) seek to build on the success of the program since its inception. In addition, the changes allow the Infill Pilot Program to continue to function by

- Adding more spaces for applicants
- Adding flexibility to address infill opportunities not currently allowed by the program
- Provide a streamlined project review without reducing the oversight each project receives

The Infill Pilot Program is well situated to provide infill opportunities within traditionally restrictive zones while providing oversight to these projects that will help to mitigate any significant impacts to existing neighborhoods. The Commission stands ready to assist the City Council and the Planning and Development Services Department in updating the Infill Pilot Program to ensure its continued success.

Respectfully,

ANNA PETERSEN, Chair  
Tacoma Planning Commission  
Enclosure



**Residential Infill Pilot Program 2.0**  
**Permanent Regulations**  
(Revisions to TMC 13.05 and 13.06)

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**Planning Commission**  
**Findings of Fact and Recommendations Report**  
May 06, 2020

**A. Subject:**

The proposal is to modify zoning regulations pertaining to The Residential Infill Pilot Program (see **Exhibit A**).

**B. Summary of the Proposed Regulations:**

The Proposed Residential Infill Pilot Program Regulations, after Council and Planning Commission consideration, would amend the Residential Infill Pilot Program as follows:

Adds a Density-based Housing category to eligible housing types:

- Impacted code sections - TMC13.05.115, TMC13.06.640
- Adding Density-based Housing will establish a new project category within the Infill Pilot Program that will allow applicants to submit projects that meet the density (# of units/acre) of their site as identified in the One Tacoma Comprehensive plan. How the units are organized will be worked out on a case-by-case basis during the initial phase of the application.

Increases the number of each housing type allowed through the program:

- In order for the Infill Pilot Program to continue to operate and fulfill the objectives laid out in the Comprehensive Plan, new spaces for applicants needed to be created. These changes add three (3) spaces for each project type to each of the five (5) Council District. The total is therefore 15 spaces for each project type citywide.

Modify design requirements and other standards:

- Impacted code sections - TMC13.05.115, TMC13.06.160, TMC13.06.640
- Allow Cottage Housing in rear yards when an alley is present and defer building separation to building code: with the codification of the Detached Accessory Dwelling Units (DADU's) and the influx of this development type in the rear yard of lots across the city, it was determined that Cottage Housing is a similar enough development type to warrant similar regulation in terms of location on the site.
- Increase flexibility for the Two-family Housing type by removing the requirement to be on a corner lot, and to present the general appearance of a detached single-family dwelling:
- Increase emphasis on qualitative design review of all categories
- Remove Parking requirement for projects reviewed by the Infill Pilot Program

Streamline the permit process

- Impacted code sections - TMC13.05.115, TMC13.06.640
- Integrate the Infill Pilot Program review process into the Conditional Use Permit process (rather than requiring both separately): The proposed updates to the code would allow these processes to be combined without eliminating any of the notification or review. One public

notice will be issued in accordance with the CUP processing times, which are longer than required by the Infill Pilot Program, and one Directors Decision will issued

- Update handbook to reflect changes and promote quality and performance through improved guidance.

## **C. Findings of Fact:**

### **Part One – Legislative Intent:**

#### **1. Comprehensive Plan and Land Use Regulatory Code**

The *One Tacoma* Comprehensive Plan, updated in 2015 by Ordinance No. 28335, is Tacoma's comprehensive plan as required by the State Growth Management Act (GMA) and consists of several plan and program elements. As the City's official statement concerning future growth and development, the Comprehensive Plan sets forth goals, policies and strategies for the health, welfare and quality of life of Tacoma's residents. The Land Use Regulatory Code, Title 13 of the Tacoma Municipal Code (TMC), is the key regulatory mechanism that supports the Comprehensive Plan. The following policies in the Housing Element clearly state the City's position regarding infill housing:

- *Policy H-1.3 Encourage new and innovative housing types that meet the evolving needs of Tacoma households and expand housing choices in all neighborhoods. These housing types include single family dwelling units; multi-dwelling units; small units; accessory dwelling units; pre-fabricated homes such as manufactured, modular; co-housing and clustered housing.*
- *Policy H-1.6 Allow and support a robust and diverse supply of affordable, accessible housing to meet the needs of older adults and people with disabilities, especially in centers and other places which are in close proximity to services and transit.*
- *Policy H-1.7 Consider land use incentives (e.g. density or development bonuses, lot size reductions, transfer of development rights, height or bulk bonuses, fee waivers, accelerated permitting, parking requirement reductions, and tax incentives) in appropriate locations to facilitate the development of new housing units.*
- *Policy H-1.9 Apply infill housing approaches to create additional housing opportunities for low and mid-range (Missing Middle) housing types.*
- *Policy H-1.10 Establish and update a regulatory process to pilot infill of innovative housing types, as well as to pilot new development standards, affordability incentives and permit review processes.*

#### **2. Planning Mandates and Guidelines**

GMA requires that any amendments to the Comprehensive Plan and/or development regulations conform to the requirements of the Act, and that all proposed amendments, with certain limited exceptions, shall be considered concurrently so that the cumulative effect of the various changes can be ascertained. Proposed amendments to the Comprehensive Plan and/or development

regulations must also be consistent with the following State, regional and local planning mandates and guidelines:

- The State Growth Management Act (GMA);
- The State Environment Policy Act (SEPA);
- The State Shoreline Management Act (SMA);
- The Puget Sound Regional Council's *VISION 2040* Multicounty Planning Policies;
- The Puget Sound Regional Council's *Transportation 2040*, the action plan for transportation in the Central Puget Sound Region (adopted on May 20, 2010);
- The Puget Sound Regional Council's Subarea Planning requirements;
- The Countywide Planning Policies for Pierce County;
- TMC 13.02 concerning the procedures and criteria for amending the Comprehensive Plan and development regulations.

## **Part Two – Public Notification and Involvement**

1. **Public Hearing** – A public hearing was held March 04, 2020 at 5:00 p.m. in Council Chambers. Public comments were accepted through March 06, 2020 at 5 p.m.
2. **Public Notice** – The public hearing notice was distributed to over 1,000 individuals and entities on the Planning Commission's mailing list that include the City Council, Neighborhood Councils, business district associations, civic organizations, environmental groups, the development community, the Puyallup Tribal Nation, adjacent jurisdictions, major employers and institutions, City and State departments, and other interested parties.
3. **Library** – A request was made to the Tacoma Public Library on February 12, 2020 to make the public hearing notice available for patrons' review at all branches.
4. **News Media** – The City of Tacoma issued a News Release on February 12, 2020. A legal notice was published in the Tacoma Daily Index on February 17, 2020.
5. **60-Day Notices** – A "Notice of Intent to Adopt Amendment 60 Days Prior to Adoption" was sent to the State Department of Commerce (per RCW 36.70A.106) on February 12, 2020. A similar notice was sent to Joint Base Lewis-McChord (per RCW 36.70A.530(4)) on February 12, 2020, asking for comments within 60 days of receipt of the notice.
6. **Tribal Consultation** – A letter was sent to the Chairman of the Puyallup Tribe of Indians on February 12, 2020 to formally invite the Tribe's consultation on the proposed ADU Regulations.
7. **Website** – Project updates and public review documents were posted to the City of Tacoma's website at [www.cityoftacoma.org/infill](http://www.cityoftacoma.org/infill).

8. **Neighborhood Council Meetings** – Staff has held and will continue to hold presentations at neighborhood councils to inform them of milestones in the legislative process and promote ways to get involved.

### **Part Three – Public Comment, Additional Facts, Observations, and Concerns:**

Planning Commission acknowledges receiving public testimony and written comment, as well as staff response to said testimony and comments. Six (6) people provided oral testimony at the public hearing and staff received eight (8) written comments. The following are summaries of comment topics:

In support of expanding the program

- Supports development near public transit hubs.
- Move forward as fast as possible to meet housing shortage.
- Greater on-site parking flexibility (or lack thereof).
- Suggests expanding program into non-residential zones.
- Focus on unambiguous and well documented design standards.
- Suggests requiring alternative energy sources (solar).

Mitigating the impacts of the program to existing neighborhoods

- Increased burden on existing infrastructure
- Adequate parking availability.

Streamlining the administration of the program with adequate oversight

- Concerns of stream-lined permitting process and lessening public involvement.
- Concerns of effective code enforcement.
- Provide example prescriptive site plans for common lots sizes

Recommendations provided on subjects outside scope of the Infill Pilot Program:

- Concerns Recommends that residential zones within the McChord Field Accident Potential Zones maintain current density parameters (1-2 DU per acre)
- Monitor and enforce reinvestment of revenues generated by development to resolve housing issues.

The Planning Commission considered the provided comments and formulated revisions to the proposal to address them. The comments and staff analysis are contained in the April 15<sup>th</sup>, 2020 Planning Commission packet.

### **Part Four – SEPA Review**

As part of an environmental review, the City of Tacoma completed a SEPA checklist and filed a Preliminary Determination of Environmental Nonsignificance on February 12, 2020. The SEPA Environmental Checklist found no significant impacts to the environment and found that infrastructure systems could support the addition of a projected small number of accessory dwelling units.

The comment deadline was March 06, 2020. The Determination became final on March 13, 2020. The environmental review packet is on file with the Planning and Development Services Department (PDS) and is available online at <http://www.cityoftacoma.org/infill>.

#### **Part Five – Planning Commission’s Review Process:**

1. On March 1<sup>st</sup>, 2017 the Planning Commission reviewed the findings from the Infill Pilot Program after it had been operational for over a year and accepted applications in multiple project categories.
2. On April 3<sup>rd</sup>, 2019 the Planning Commission began the process of removing the Accessory Dwelling Unit category from the Infill Pilot Program and were briefed on the progress that had been made through the operation of the program.
3. On September 18, 2019 the Planning Commission began the process of developing amended regulations for the Infill Pilot Program, discussed lessons learned to that point, and identifying issues and areas of concern for staff to review in more detail.
4. Staff presented to the Planning Commission on December 4<sup>th</sup>, 2019 to report findings and provide recommendations on options for consideration. At a follow up meeting on January 15<sup>th</sup>, 2020, further refinement of proposed changes was reviewed and a Public Hearing was scheduled and held on March 4<sup>th</sup>, 2020. The public comment period ended on March 6<sup>th</sup>, 2020.
5. On April 15<sup>th</sup>, 2020, the Commission reviewed public testimony and comments and discussed potential modifications to the draft proposals in response to public testimony received.
6. The Commission hereby forwards its recommendations to the City Council with the intent to assist the Council in taking action.
7. A record of updates and actions concerning the Infill Pilot Program can be found at <http://www.cityoftacoma.org/infill> and at [http://www.cityoftacoma.org/government/committees\\_boards\\_commissions/planning\\_commission/agendas\\_and\\_minutes/](http://www.cityoftacoma.org/government/committees_boards_commissions/planning_commission/agendas_and_minutes/).

#### **D. Conclusions :**

The Commission concludes that the amendments will support the City’s health and equity policies by:

- Adding small footprint, lower cost units to the existing housing supply.
- Increasing the quantity of diverse housing types within the City by addressing lack of missing middle housing.
- The addition of Density-based Housing will provide flexibility to respond to specific conditions found on each site and will allow for more opportunities for projects that meet the principles of the program to be approved. Limiting these projects to the density limits as they are defined in the One Tacoma Comprehensive Plan ensures consistency with the vision for the communities where they are built.

- Providing an increased choice of housing that responds to changing needs, lifestyles (e.g., young families, retired), environmental sustainability, and modern technological advances in the building sciences.
- Contributing to household prosperity and neighborhood stability by creating avenues for additional income, aging-in-place, and the meeting of personal and property needs.
- Increasing density in order to better utilize existing infrastructure and community resources and to support public transit and neighborhood retail and commercial services.

The Commission concludes that the proposed amendment will benefit the City as a whole, will not adversely affect the City's public facilities and services, and bears a reasonable relationship to the public health, safety, and welfare.

The Commission concludes that the proposed amendments conform to the applicable provisions of State statutes, case law, regional policies, and the One Tacoma Comprehensive Plan.

Concludes that the expansion of housing types and number will provide more sufficient project types and examples to inform the broader housing/zoning discussions as part of the Home in Tacoma planning study and amendment process.

## **E. Recommendation**

The Planning Commission recommends that the City Council adopt the proposed amendments to the Tacoma Municipal Code, as set forth in **Exhibit A**. In addition to the code amendments, Planning Commission intends to work with staff to update the Residential Infill Pilot Program handbook that will explain details of the code, such as calculating Density-Based Housing, in common terms, as well as showcasing best practices.

## **F. Exhibit:**

- A. Proposed Amendments to the Tacoma Municipal Code
- B. [DRAFT] Residential Infill Pilot Program Handbook



# Residential Infill Pilot Program 2.0 Code Changes

## PROPOSED AMENDMENTS TO THE TACOMA MUNICIPAL CODE TITLE 13 – LAND USE REGULATORY CODE

March 06, 2020

### NOTES:

This document shows all of the proposed to existing code. The sections included are only those associated with the proposed changes. Sections are divided by \*\*\* marks, indicating the beginning and end of each section containing proposed amendments.

Proposed additions are indicated by blue underline and proposed deletions are indicated by ~~blue strikethrough~~.  
Green text indicates text that has been moved

### Summary of Changes:

#### Expand Infill Housing Types:

- Add Planned Infill Housing category
- Increase the number of each housing type allowed through the program

#### Modify design requirements and other standards:

- Allow Cottage Housing in rear yards when an alley is present
- Increase flexibility for the Two-family Housing type by removing the requirement to be on a corner lot, and to present the general appearance of a detached single-family dwelling
- Increase emphasis on qualitative design review of all categories
- Other changes for improved design outcomes, program clarity and consistency with the Building Code
- Remove Parking requirement for projects reviewed by the Infill Pilot Program

#### Streamline the permit process

- Integrate the Infill Pilot Program review process into the Conditional the Conditional Use Permit process (rather than requiring both separately)
- Update handbook to reflect changes and promote quality and performance through improved guidance.

### The following code sections include proposed amendments:

13.05.060 Residential Infill Pilot Program

13.06.080.C Cottage Housing

13.05.010.A Conditional use permit



### 13.05.060 Residential Infill Pilot Program<sup>1</sup>

#### 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 revised and updated/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 spaces in three of ~~any~~-all of the categories have yes 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-3 District, ~~-, In addition, applications to the Infill Pilot Program for renovations of existing structures, that do not increase building footprint, will be reviewed in the R2 District, and~~
3. Cottage Housing development within any residential district except the HMR-SRD District, ~~and-~~

#### 4. Planned Infill Housing option in all residential districts.

~~4. 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.~~

~~5. There shall be a minimum distance of 1,000 feet separating pilot program housing developments within the same category.~~

D. Consistency with the code. Proposals submitted to the Infill Pilot Program must be consistent with the 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 that apply.

#### E. 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.

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<sup>1</sup> Code Reviser's note: Relocated from 13.05.115 per Ord. 28613.

7. A complete application, along with applicable fees, for any required land use permits, including [a Conditional Use and Accessory Dwelling Unit permits Permit](#). Such processes may require public notification [and](#)/or meetings.
8. The Director reserves the right to request additional information and documentation prior to beginning the City's review.

[E.F.](#) Review process.

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. A City staff member with residential building and site development expertise;
- d. A designee representing the area Neighborhood Council where the project is proposed;
- e. An architect or urban design professional; and,
- f. 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.

[g. The Current Planning Manager or designee](#)

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. [Parking is not required for projects in the Infill Pilot Program, but if parking is provided, the project should](#) ~~The proposal must meet the parking requirements of TMC 13.06.090.C 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 equivalent;

~~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.~~

FG. 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 13.05.040. 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 prior to issuance of a decision.

(Ord. 28613 Ex. G; passed Sept. 24, 2019; Ord. 28576 Ex. A; passed Mar. 19, 2019; Ord. 28336 Ex. B; passed Dec. 1, 2015)

### 13.06.080.C. Cottage Housing.<sup>1</sup>

#### 1. Applicability.

Cottage housing developments may be proposed in all residential districts.

#### 2. Purpose.

- a. Add affordable units to the existing housing supply.
- b. Provide an increased choice of housing that responds to changing needs and lifestyles (e.g., young families, retired people).
- c. Protect neighborhood stability, property values, and the single-family residential appearance by ensuring that cottage housing developments are designed in a compatible manner.
- d. Increase density in order to better utilize existing infrastructure and community resources and to support public transit and neighborhood retail and commercial services.

#### 3. Procedures.

- a. Cottage housing developments require the following applications:

- (1) A complete Conditional Use Permit application, pursuant to TMC 13.05.010.A.
- (2) Submittal requirements under the provisions of the Residential Infill Pilot Program, pursuant to TMC 13.05.060.
- (3) A completed Preliminary Plat application, if applicable.
- (4) A completed environmental checklist, if applicable.
- (5) A completed application for a site plan approval.
- (6) Documentation of the proposed ownership and property management approach, such as condominium or homeowners association.

#### b. Application.

Proponents shall submit all required complete applications, including applicable fees. However, project proponents may choose to stage their applications by initially applying for the Conditional Use Permit and for approval under the Residential Infill Pilot Program.

#### 4. Use standards.

##### a. Residential Infill Pilot Program.

Cottage housing developments shall comply with the sustainability and connectivity requirements, as well as any other design requirements identified through review under the Residential Infill Pilot Program as described in TMC 13.05.060.

##### b. Minimum site size.

Cottage housing developments require a minimum net site size of 10,000 square feet.

##### c. Number of units.

Cottage housing developments may contain from four to twenty-four cottage dwellings, with a maximum of twelve cottages per cluster.

##### d. Cottage housing types:

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

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<sup>1</sup> Code Reviser's note: Relocated from 13.06.160 per Ord. 28613. Prior legislation: Ord. 28336 Ex. B; passed Dec. 1, 2015.

(2) Carriage – A single-family dwelling unit, not to exceed 800 square feet in gross floor area, located above a garage structure in a cottage housing development.

(3) Two/Three-dwelling Buildings – A structure containing two or three dwelling units, not to exceed 1,000 square feet 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.

e. Maximum density.

Cottage housing developments are permitted ~~4.52~~ times the maximum number of dwelling units in the applicable zoning district. For example, in the R-2 District a 20,000 square foot site is permitted four 5,000 square foot lots, or ~~six-eight~~ cottage housing units.

f. Parking.

~~Each cottage unit is required to have one off-street parking space.~~ Parking may be contained in detached garages adjacent to dwelling units no larger than 250 square feet in floor area; in shared garages no larger than 1,200 square feet maximum floor area; or, in clustered parking areas with no more than four spaces per cluster.

g. Vehicular access.

Vehicular access shall be from the rear of the site whenever suitable access is available or feasibly can be developed. If such access is 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.

h. Setbacks.

The external setbacks of the underlying zoning district shall apply, except cottage housing shall be allowed in the rear yard when lot is located on an alley-

i. Separation between units.

All buildings must meet separation requirements as identified in applicable building codes~~minimum of 8 feet shall be provided between structures containing dwelling units.~~

j. Common open space.

A minimum of 400 square feet of common open space shall be required per unit. Each area of common open space shall be in one contiguous and central location 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 attractively landscaped and improved with gathering space, gardening, walkways or recreational features.

k. Private open space/yard.

A minimum of 300 square feet of private open space shall be required per unit.

l. Maximum height for dwellings:

Dwellings maximum height is 18 feet, or up to 25 feet with a minimum of 6:12 sloped roof.

m. Community buildings.

Community buildings in common ownership are permitted within cottage housing developments, and shall be incidental in use and size to the cottage dwellings.

n. Connectivity.

All dwelling units shall be directly connected to the public sidewalk.

o. Landscaping.

Street trees are required per the provisions of 13.06.090.B. Parking areas shall be softened or screened with landscaping. Internal landscaping shall be determined through the Residential Infill Pilot Program review process.

p. Accessory Dwelling Units.

Not permitted.

q. Floor Area Ratio.

A maximum of 0.5 FAR is required for the overall site.

### 13.05.010 Land Use Permits.

#### A. Conditional Use Permits.

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##### 7. Infill Pilot Program.

a. Two-family development ~~on corner lots~~ may be allowed by conditional use permit in R-2 Districts. In addition to the General Criteria, 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~~ has 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 13.05.060.

(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 consistent with the following:~~

~~- Development must respond to the context and neighborhood and single-family structures through massing, bulk, materials, landscaping, and building placement.~~

~~- Each unit must have a primary entrance directly accessed from adjacent street~~

~~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 13.05.060 and TMC 13.05.010.A. 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.

b. Multi-family development up to a maximum of six dwelling units may be allowed by conditional use permit in the R-3 District and in the R-2 District if the development is a renovation of an existing structure that does not increase building footprint. A conditional use permit for a multi-family dwelling unit in R-2 or 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~~ 7,000 square feet in size.

(2) The proposal is consistent with the Residential Infill Pilot Program criteria contained in TMC 13.05.060.

(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-2 or R-3 Districts shall be processed in accordance with the provisions of the Residential Infill Pilot Program provisions of TMC 13.05.060. 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.

1c. 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 13.05.060.

(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 13.05.060, TMC 13.06.080.C, and TMC 13.05.010.A. 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.

1d. Planned infill Housing Developments may be allowed by conditional use permit in the any residential district except HMR-SRD. A conditional use permit for a Planned Infill 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 13.05.060.

(3-) Development must respond to context and neighboring structures through massing, bulk, materials, landscaping, and building placement.

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 Planned infill Housing units in all residential district shall be processed in accordance with the provisions of the Residential Infill Pilot Program provisions of TMC 13.05.060 and TMC 13.05.010.A. 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.

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CITY OF TACOMA

# RESIDENTIAL INFILL PILOT PROGRAM 2.0

A handbook for building new housing on existing  
residential properties



TMC 13.05.115 Residential Infill Pilot Program  
November 2016  
Updated D

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# 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.

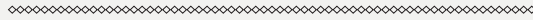
Our diverse citizens, from students to young professionals to families, are looking for quality places to live in established communities near to where they work, learn and enjoy Tacoma's considerable amenities. Forward-thinking in how we develop our housing stock provides more and better options for 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.

### CITY OF TACOMA

Elliott Barnett | Associate Planner

Lauren Flemister | Senior Planner

Brian Boudet | Planning and Development Services Division Manager

### MAKERS AND MIG | SVR

John Owen, AIA, AICP | Architect and Planner

Sean McCormick, LEED AP BD+C | Architectural Designer

Amalia Leighton, PE, AICP | Civil Engineer and Planner

Amanda Bailey, PLA | Landscape Architect

Dave Rodgers, PE, LEED AP | Civil Engineer

October 2020

City of Tacoma

747 Market Street, Tacoma, WA 98402

<http://www.cityoftacoma.org>

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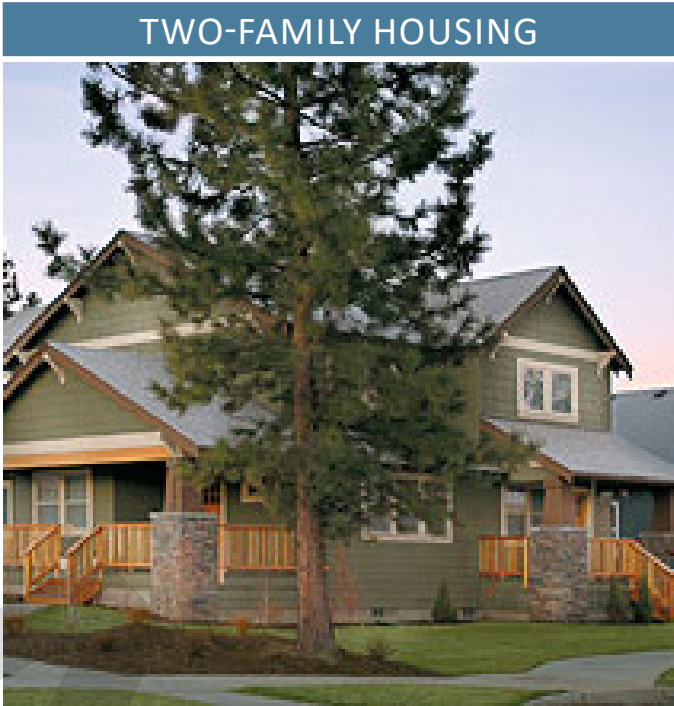
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TYPES OF INFILL:







# Ø1 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:

-  Planned Infill 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 R-3 District. Exception: Applications to the Infill Pilot Program for renovations of existing structures, that do not increase building footprint, will be reviewed in the R2 district.
-  Cottage Housing (COT) development within any residential district except HMR-SRD District

### *Infill Defined:*

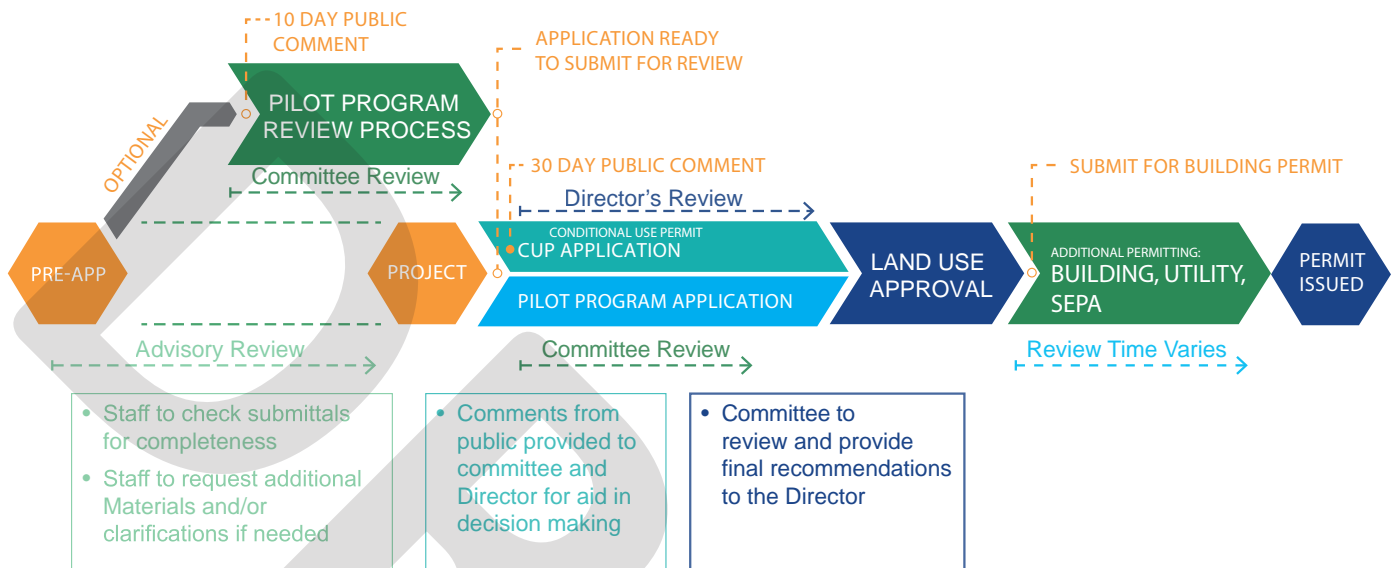
*New development that is sited on vacant or undeveloped land within an existing community, and that is enclosed by other types of development.*

### Infill Housing Types:

	PIH	TF	MF	COT
Council District 1	3	3	3	3
Council District 2	3	3	3	3
Council District 3	3	3	3	3
Council District 4	3	3	3	3
Council District 5	3	3	3	3

The anticipated Pilot Program re-launch is June 2020. 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 and Tacoman citizens formed by Planning and Development Services (PDS) will select up to three of each housing type in each Council District 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.

## PILOT PROGRAM PROCESS DIAGRAM



## 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 on an ongoing basis until 3 projects of each type in each Council District Have been selected.

### 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 project submission, 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 all projects being considered by the Residential Infill Pilot Program. 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.

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

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## Ø2 TYPES OF INFILL

### 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 Planned Infill 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.
- 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.
- Small Multi-family housing in lower-density zoning increases density while preserving the neighborhood character through appropriate building massing and setbacks.
- 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.

### Benefits Specific to Each Infill Housing Type

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

- Planned Infill Housing will allow applicants to develop a project that meets the density requirement of the One Tacoma Comprehensive Plan and responds to the specific site conditions and the needs of the occupants.

An example of a multi-unit building with an appearance compatible with single-family buildings



## PLANNED INFILL 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, Planned Infill 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 Planned Infill housing projects will need to go through a conditional use permit process in addition to they 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:

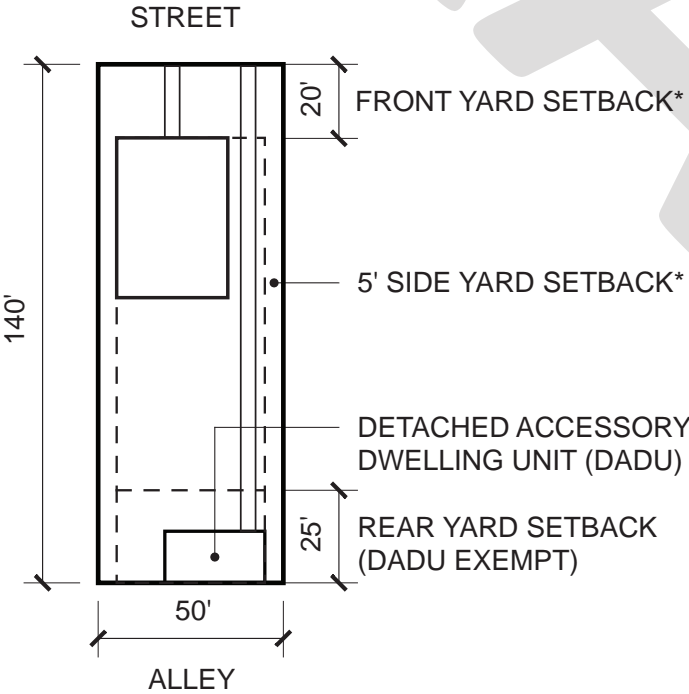
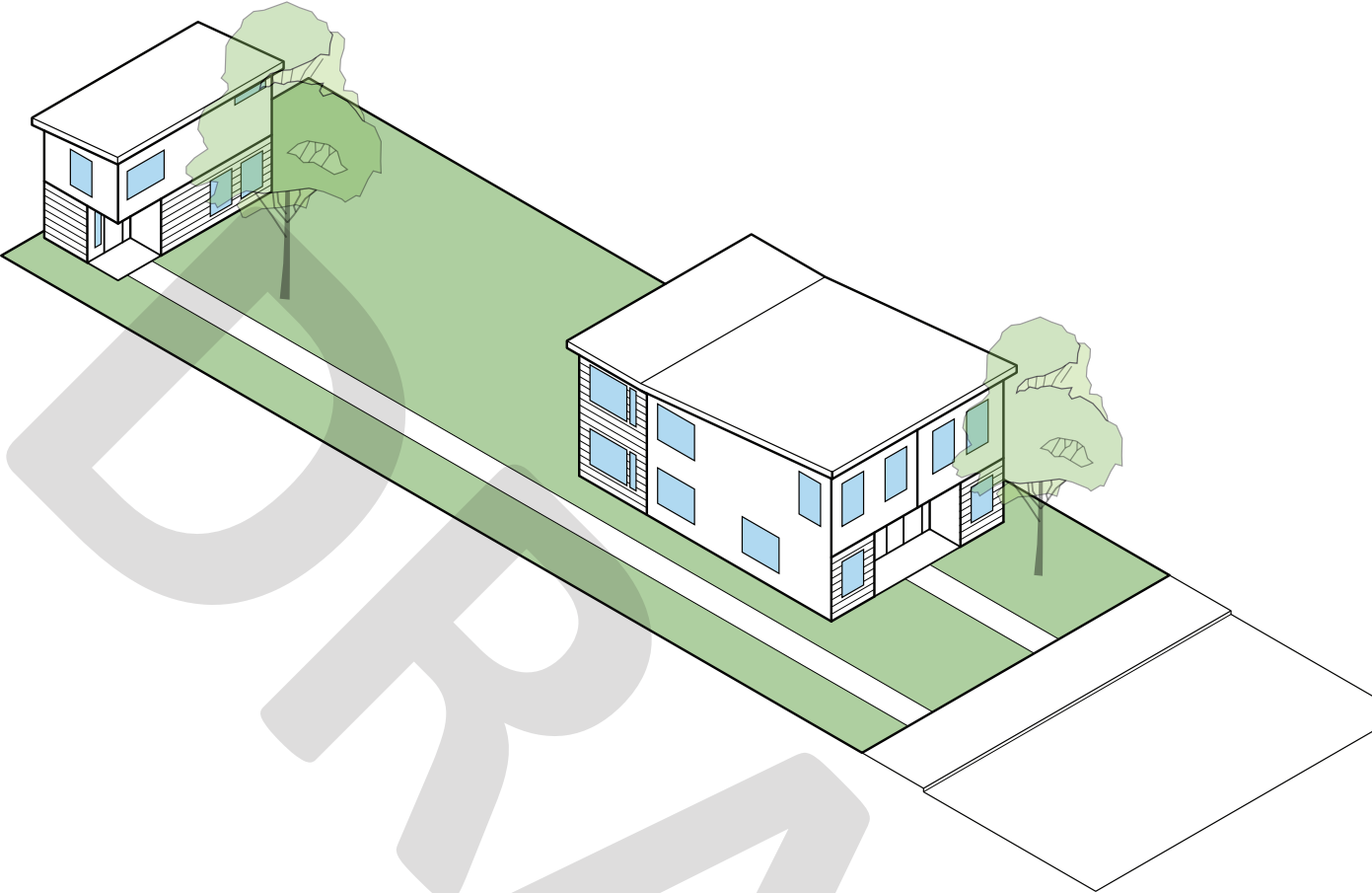
- Primary unit = 1
- Attached unit = 0.75
- Accessory unit (max 2) = 0.5

### Minimum Lot Size:

- 3,500 SF in R-3
- 7,000 SF in other R zones

### Design Criteria:

- A pedestrian walkway composed of distinct materials from adjacent vehicle driving or parking surfaces shall be provided between the all units with separate 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.



\*SETBACK SUBJECT TO UNDERLYING ZONE

Example: 3 units on a 7,000SF lot





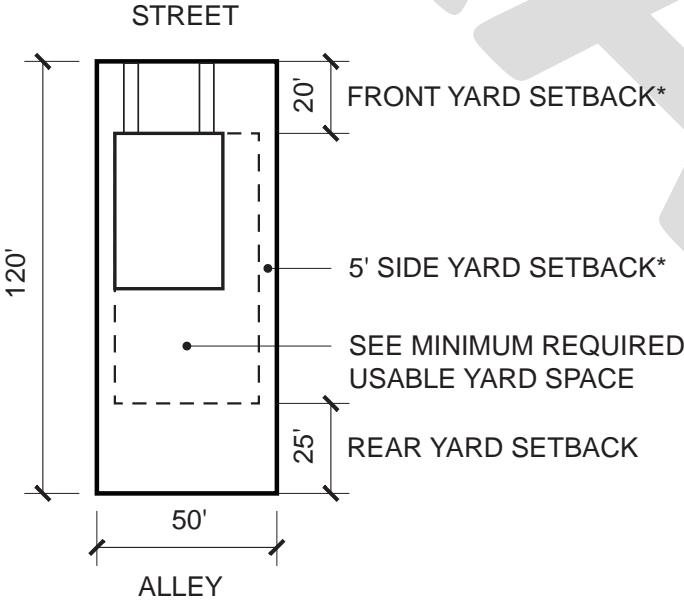
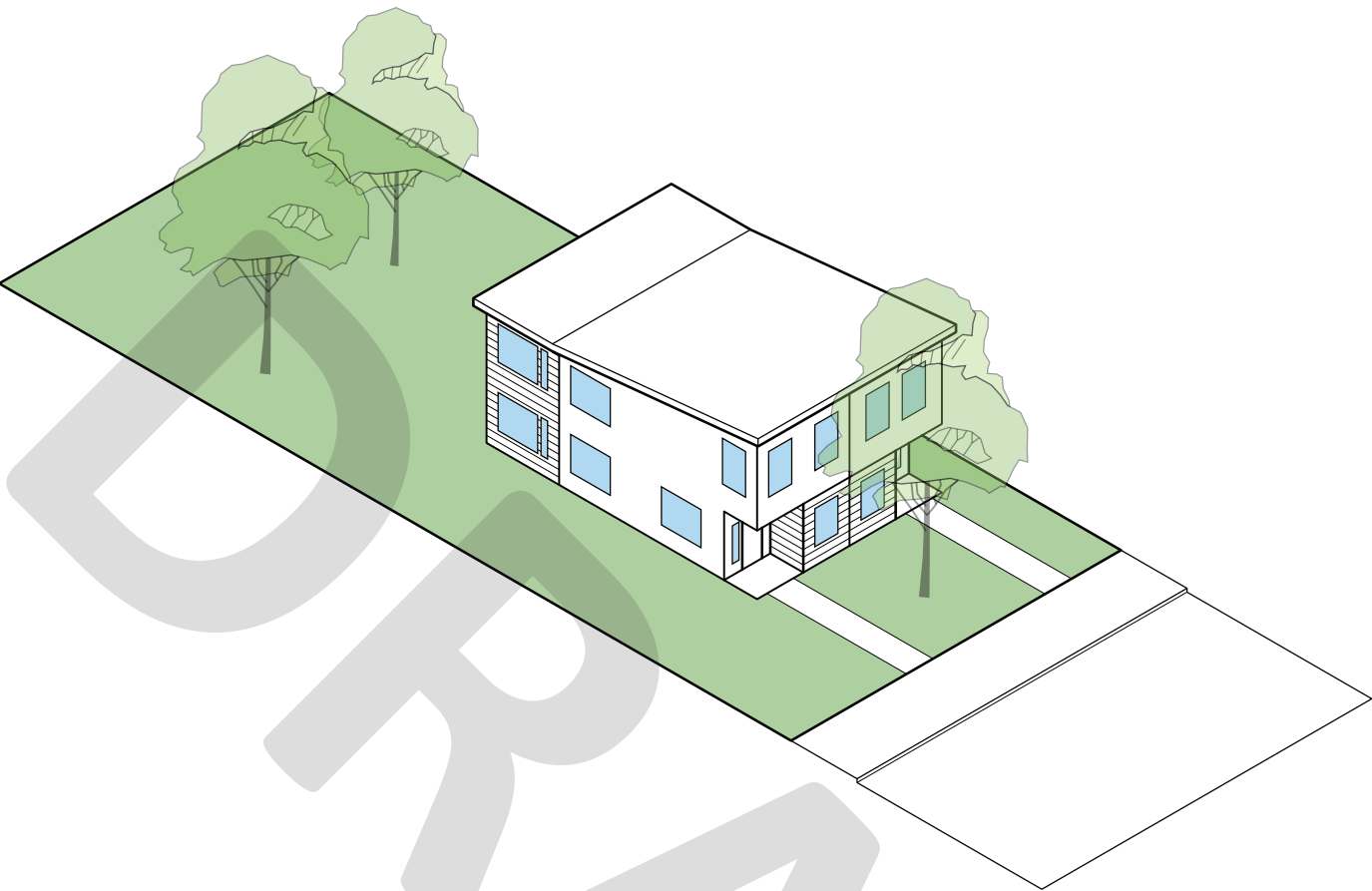
Multi-unit building in Tacoma



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



Multi-unit building in Tacoma



\*SETBACK SUBJECT TO UNDERLYING ZONE

Example: Two-family home on a 6,000SF lot



## 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 developments 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, 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 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

### Parking:

- Locate parking in a designated rear yard.

### Design Criteria:

- Development must respond to context and neighboring structures through massing, bulk, materials, landscaping, and building placement.
- Careful consideration will be given to the appearance of visible facades to the street and to neighboring properties.
- Each unit must have a primary entrance directly accessed from adjacent street
- Careful consideration will be given to the entrances to the primary entrances with an emphasis on appearance from the street(s), location, and how equitable access to all residents is provided.
- Minimum usable yard space shall be 10% of lot area with no dimension less than 15 feet.

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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.

## Definitions

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

Under the Pilot Program, multi-family development will be reviewed in two-family the R-3 zoning district. In addition, applications to the Infill Pilot Program for renovations of existing structures, that do not increase building footprint, will be reviewed in the R2 district. See *Locating Infill Projects* in Chapter 4 of this document for allowable locations for this type of development.

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

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.

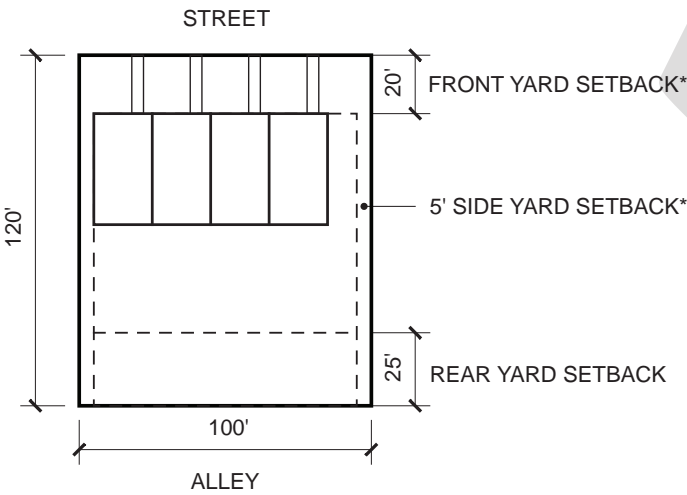
- TMC 13.06.640.H Conditional Use - Multi-Family Development in the R-3 District
- TMC 13.05.115 - Residential Infill Pilot Program
- TacomaPermits.org - Conditional Use Permit Application

- **Six dwelling units**

- **9,000 SF**

- Located in rear of the site, obscured from street frontage view

- Minimize overall impression of density and bulk.
- Fit with established neighborhood patterns.
- 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.



\*SETBACK SUBJECT TO UNDERLYING ZONE





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:

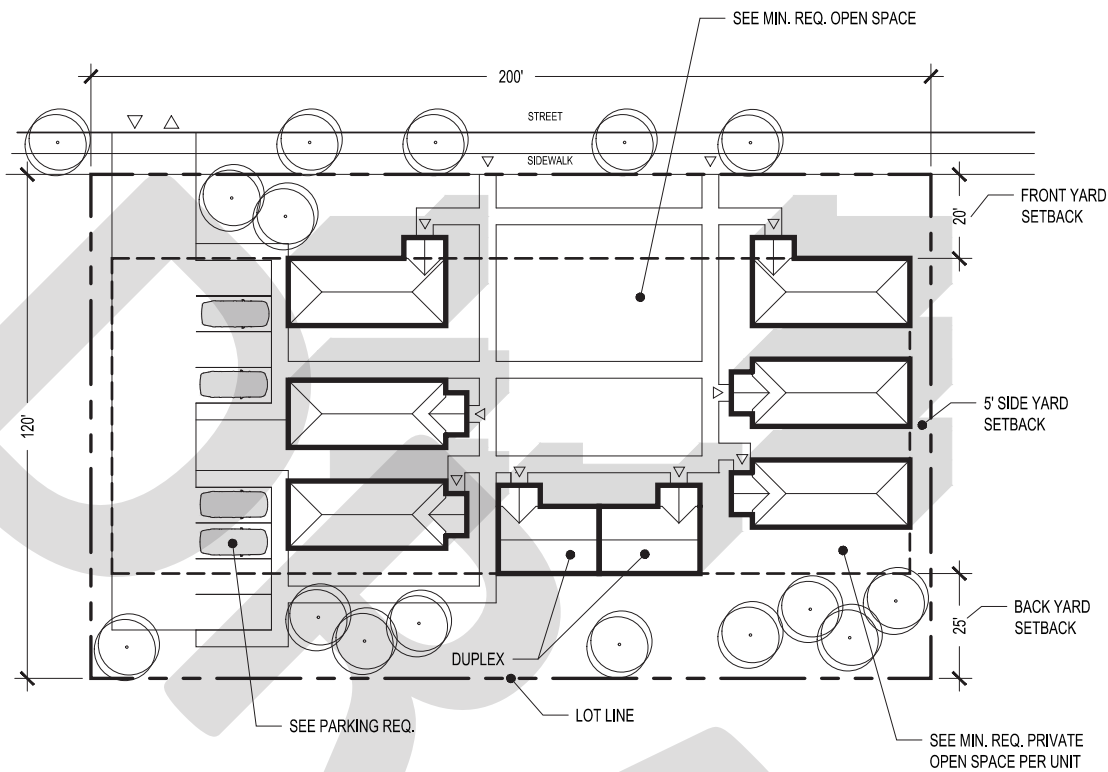
- Maximum 0.5 FAR required for overall site.

#### Minimum Lot Size:

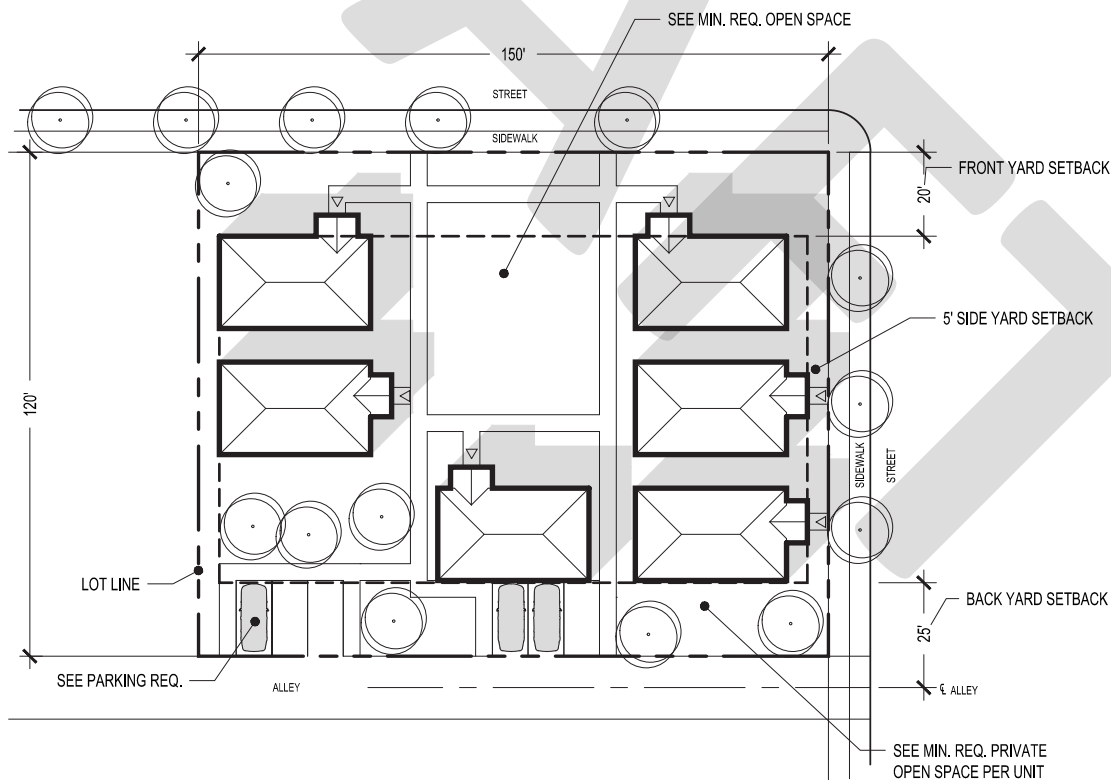
- 7,000 SF

#### Parking:

- 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**

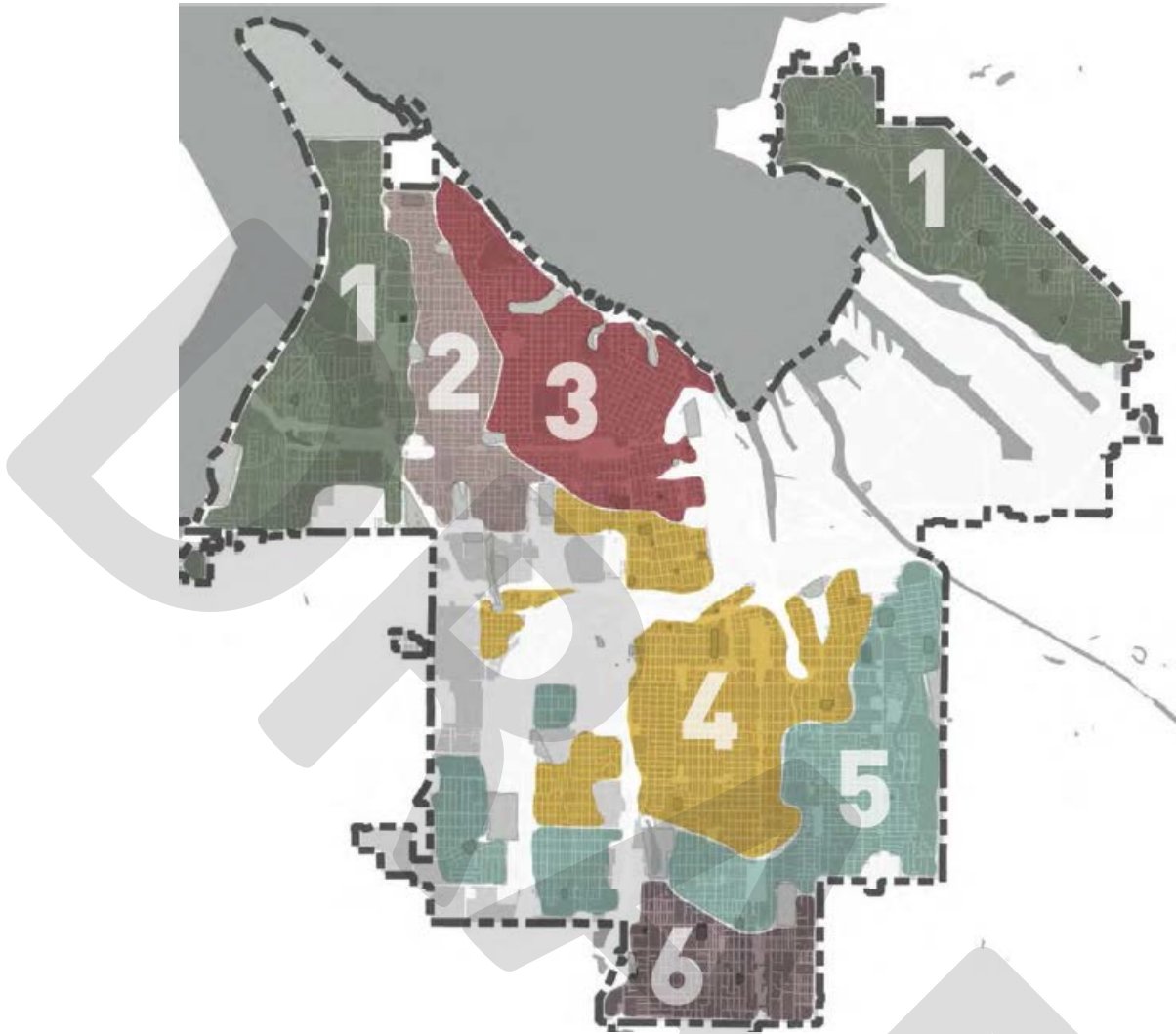
## COTTAGE HOUSING REQUIREMENTS CONTINUED:



### 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. Exception: when an alley is present, cottage housing may be constructed in the rear yard setback
- 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.
- 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



## Ø3 DESIGN ELEMENTS

### 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***

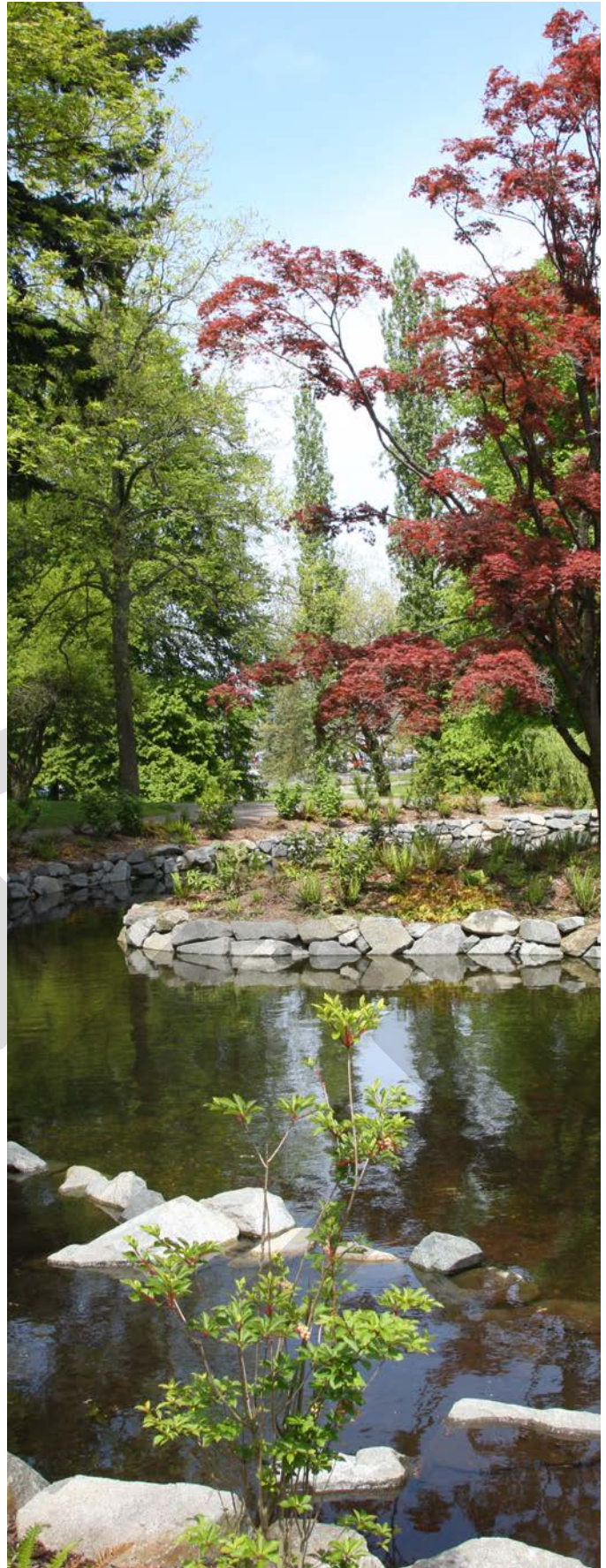
Walkability and connectivity are core principles in the City's Comprehensive Plan. Walkable neighborhoods promote health and wellness and create an accessible environment with more ways to engage citizens. Pedestrian-friendly design will be a key component of any proposed project or development. Each 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.



**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.

## Ø4 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:

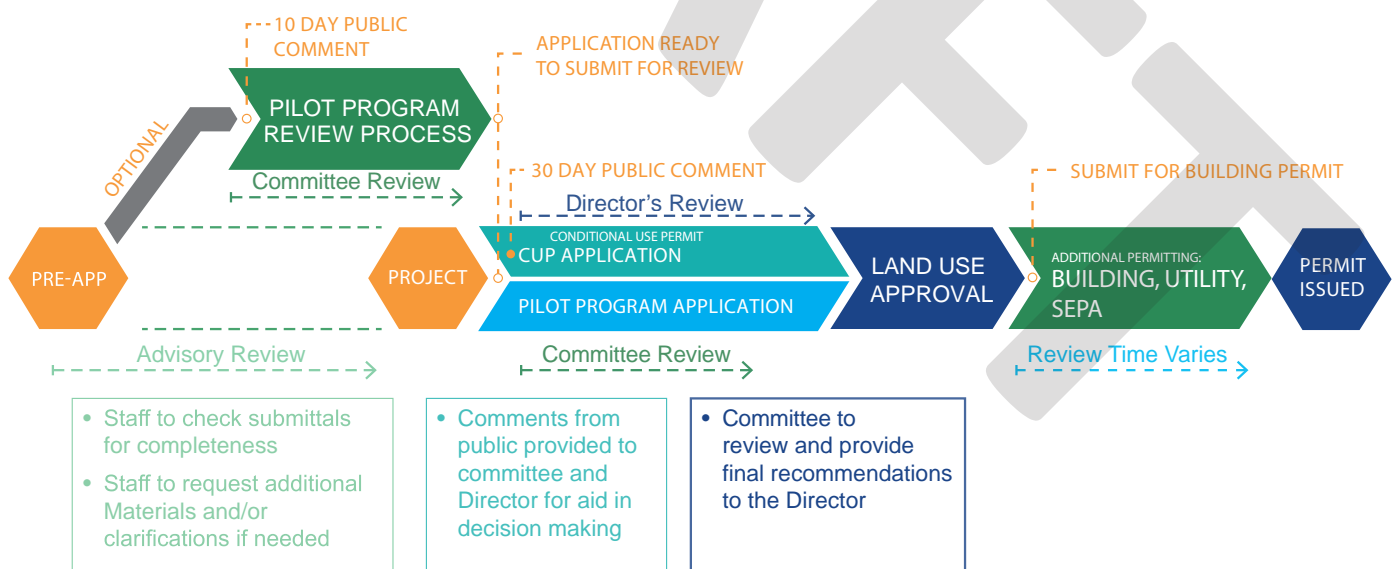
- Lot size flexibility and small lot design standards
- Creation of a Residential Infill Pilot Program for certain housing types
- Creation of affordable housing incentives and bonuses, and requirements for residential upzones

### TIMELINE

The Pilot Program launched in November 2016.

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.

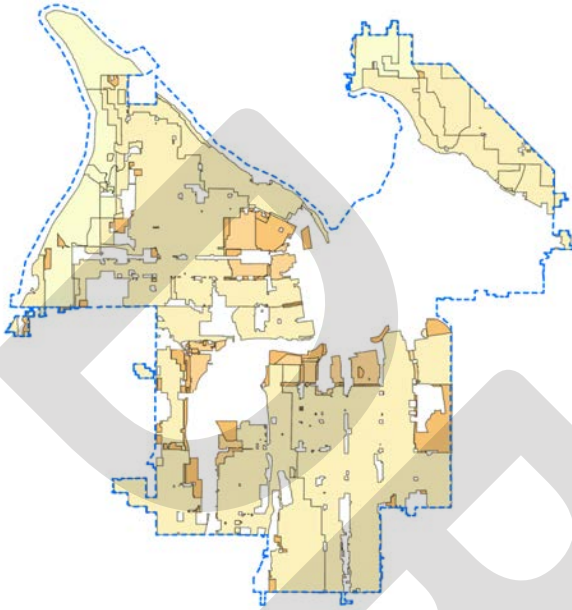
At any point in the process, City of Tacoma staff are available to answer any questions about the timeline and schedule.



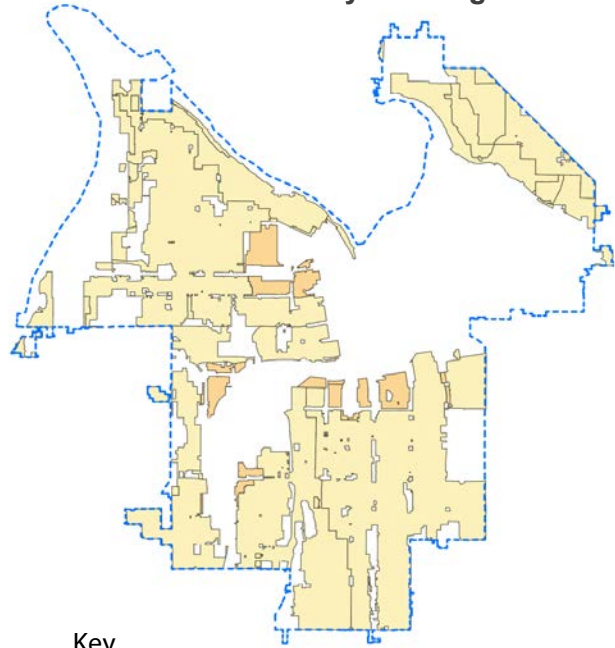


## ZONING FOR ALLOWABLE HOUSING TYPES:

### 1. Planned Infill Housing



### 2. Two-Family Housing



## LOCATING 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. Planned Infill Housing within the R-1, R-2, R2-SRD, HMR-SRD, and R-3 Districts,
2. Two-family or townhouse development within the R-2 District,
3. Multifamily development within the R-3 District. Exception: applications to the Infill Pilot Program for renovations of existing structures, that do not increase building footprint, will be reviewed in the R2 district.
4. Cottage Housing development within any residential district except the HMR-SRD District.

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.

#### Key

	R2-Srd: One Family Dwelling - Special Review District
	HMR-SRD: Historic Mixed Use Special Review District
	R-1: One Family Dwelling
	R-2: One Family Dwelling
	R-3: Two-Family Dwelling
	R-4L: Low-Density Multi-Family Dwelling
	R-4: Multi-Family Dwelling
	R-5: Multi-Family Dwelling

## Residential Zoning Districts Defined

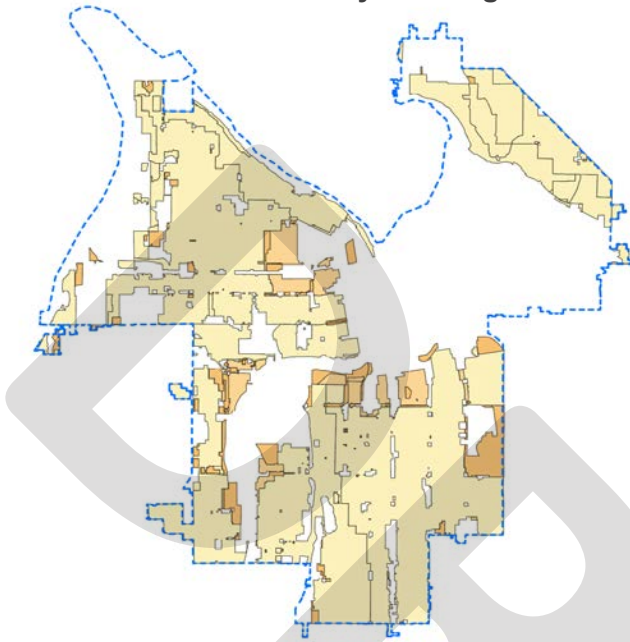
The residential zoning district's primary use is for single-family and multi-family housing. Community facilities such as parks, schools, daycares, golf courses, and religious facilities may also be appropriate in the residential districts. The specific purpose of the residential districts, as well as 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



### 3. Multi-Family Housing



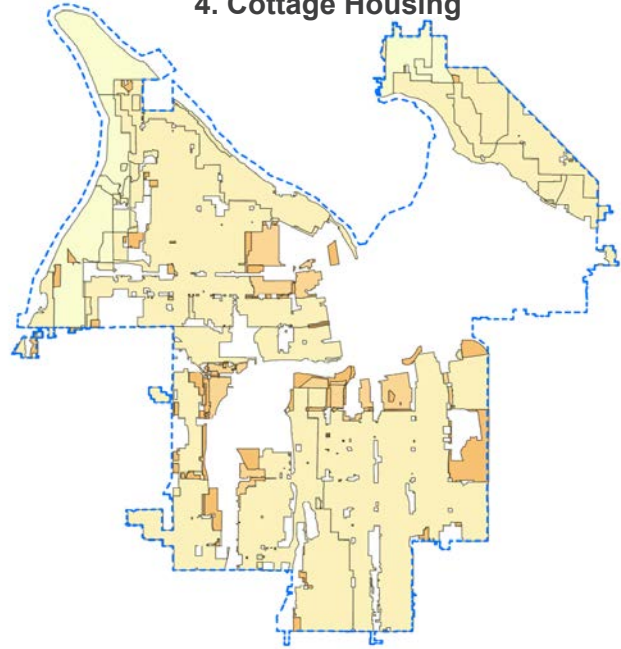
in the City. This district is similar to the R-1 District; however its density is slightly higher than the R-1 District. It generally abuts more intense residential and commercial districts.

**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

### 4. Cottage Housing



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](http://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. Typical Two-family applications require an administrative land use permit and shall adhere to the following procedures.

The screenshot shows the TacomaPermits.org website. At the top is the City of Tacoma logo and name. Below the header, there are navigation links: Home, Permits, and an Advanced Search dropdown. A dropdown menu for 'Announcements(1)' is open, showing a message about supported web browsers. To the right of the announcements are links for 'Accessibility Support', 'Register for an Account', and 'Login'. Below the navigation bar, the main content area is divided into two columns. The left column contains a 'Welcome to the Tacoma Permits!' message, a paragraph about the partnership with Accela, Inc., and a section titled 'What would you like to do today?' with a list of links: Electronic File Standards, Submittal Checklists, Tip Sheets, and Staff Directory. The right column contains a 'Login' form with fields for 'User Name or E-mail' and 'Password', a 'Login »' button, and a checkbox for 'Remember me on this computer'. Below the login form are links for 'I've forgotten my password' and 'New Users: Register for an Account'.

**City of Tacoma**  
WASHINGTON

Announcements(1) ☐ Accessibility Support Register for an Account Login

Supported Web Browsers: Please be aware that TacomaPermits supports IE10, IE11, Firefox 37, Safari 8, Chrome 42, and Opera 29 for the submission of permits. For full feature functionality, please use ... [more](#)

Home Permits

Advanced Search ▼

Mark as Read

**Welcome to the Tacoma Permits!**  
We are pleased to offer our citizens, businesses, and visitors access to government services online, 24 hours a day, 7 days a week.

In partnership with [Accela, Inc.](#), we are fulfilling our promise to deliver powerful e-government services and provide valuable information about the community while making your interactions with us more efficient, convenient, and interactive.

**What would you like to do today?**  
To get started, select one of the services listed below:

**TacomaPermits.org**

- [Electronic File Standards](#)
- [Submittal Checklists](#)
- [Tip Sheets](#)
- [Staff Directory](#)

**Login**

User Name or E-mail:

Password:

[Login »](#)

☐ Remember me on this computer

[I've forgotten my password](#)

[New Users: Register for an Account](#)

Snapshot of Tacoma's Accela system for submitting infill applications.

## INFILL PILOT PROGRAM SPECIAL ADVISORY REVIEW COMMITTEE

Advisory Review Committee consists of:

- The Director or designee
- Long-Range Planning Manager or designee
- Current 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.

## PILOT PROGRAM DESIGN CRITERIA

- 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 comparable alternative)
- Consistency with code requirements (see TMC 13.06)

For more information, see TMC 13.05.115.

- **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 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 100 feet.

## 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> and select Residential New Building Submittal Checklist

### 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 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

- ✓ Administrative land use application and permit fee
- ✓ Site plan to scale
- ✓ Building elevations (exterior view of all sides)
- ✓ Floor plans to scale
- △ SEPA environmental checklist
- △ Written response to criteria
- △ Building materials information
- △ Landscape plan
- △ Demonstrate property's inadequacy for single-family development

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

For more information, see <http://tacomapermits.org/wp-content/uploads/2014/08/L-640-Conditional-Use-Permit-CUP.pdf>



## Ø5 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 at [www.cityoftacoma.org/infill](http://www.cityoftacoma.org/infill).

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)

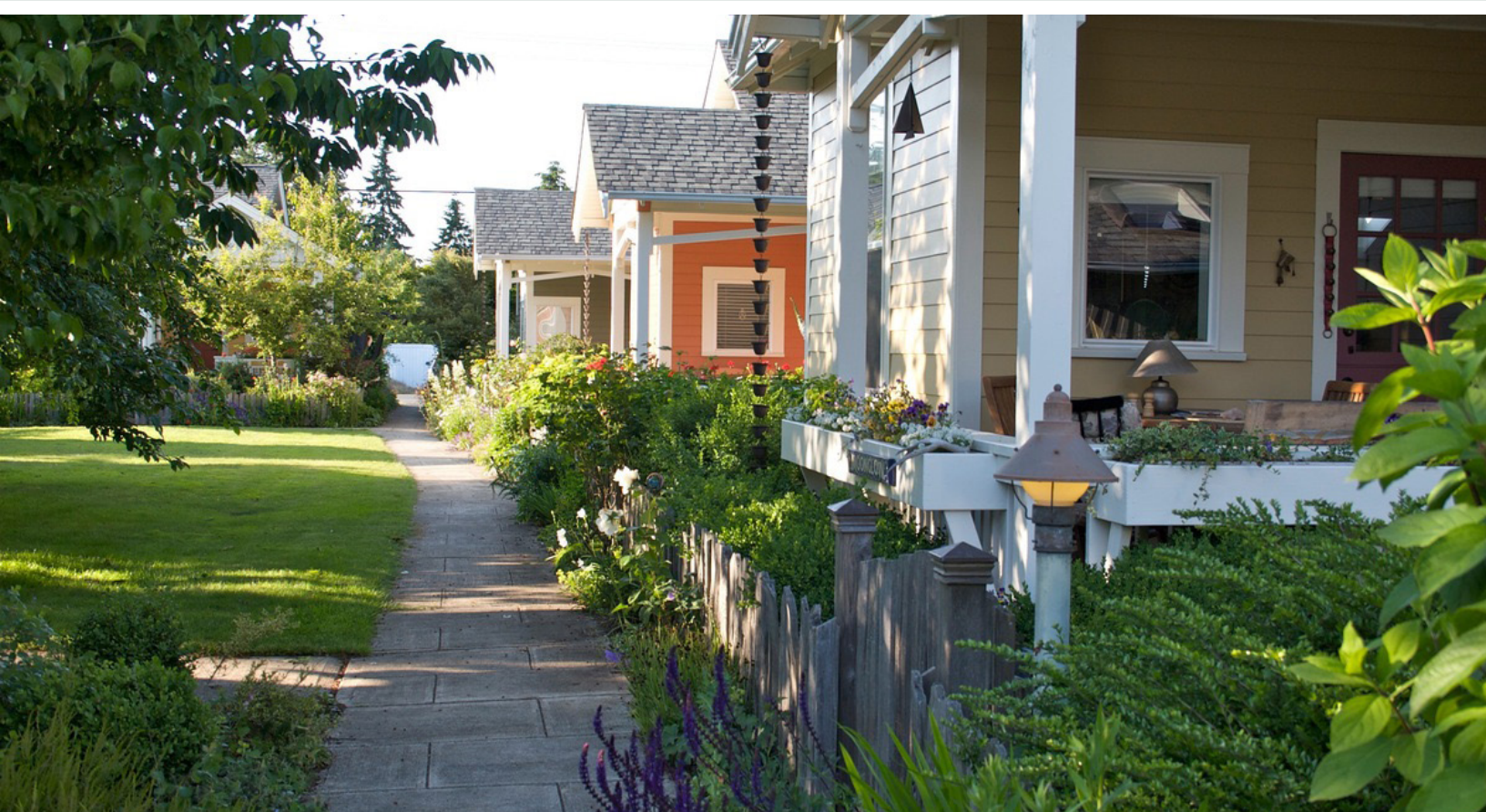
2015-08 PC Presentation (October 1, 2014)

#### The Infill Design Toolkit: Medium-Density Residential Development



A Guide to Integrating Infill Development  
into Portland's Neighborhoods

December 2008



October 2016

City of Tacoma  
747 Market Street, Tacoma, WA 98402  
<http://www.cityoftacoma.org>