



CITY OF TACOMA

# RESIDENTIAL INFILL PILOT PROGRAM 2.0

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A handbook for building new housing on existing  
residential properties



TMC 13.05.060 Residential Infill Pilot Program  
November 2016  
Updated December 2020





# FORWARD

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

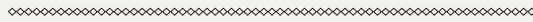
Our diverse citizens, from students to young professionals to families, are looking for quality places to live in established communities near to where they work, learn and enjoy Tacoma's considerable amenities. Forward-thinking in how we develop our housing stock provides more and better options for residents that integrate into our existing neighborhood fabric. Planned Infill Housing, 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 the relaunch of 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

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MAKERS

MIG|SVR



# CONTENTS

## Ø1 INTRODUCTION

|                              |   |
|------------------------------|---|
| Purpose .....                | 1 |
| Background .....             | 1 |
| Application Process .....    | 2 |
| Conditional Use Permit ..... | 3 |

## Ø2 TYPES OF INFILL

|                                    |           |
|------------------------------------|-----------|
| <b>PLANNED INFILL HOUSING.....</b> | <b>6</b>  |
| <b>TWO-FAMILY HOUSING.....</b>     | <b>11</b> |
| <b>MULTI-FAMILY HOUSING .....</b>  | <b>14</b> |
| <b>COTTAGE HOUSING .....</b>       | <b>19</b> |

## Ø3 DESIGN ELEMENTS

|                                  |    |
|----------------------------------|----|
| Elements .....                   | 24 |
| Development Areas of Focus ..... | 26 |

## Ø4 PILOT PROGRAM PROCESS

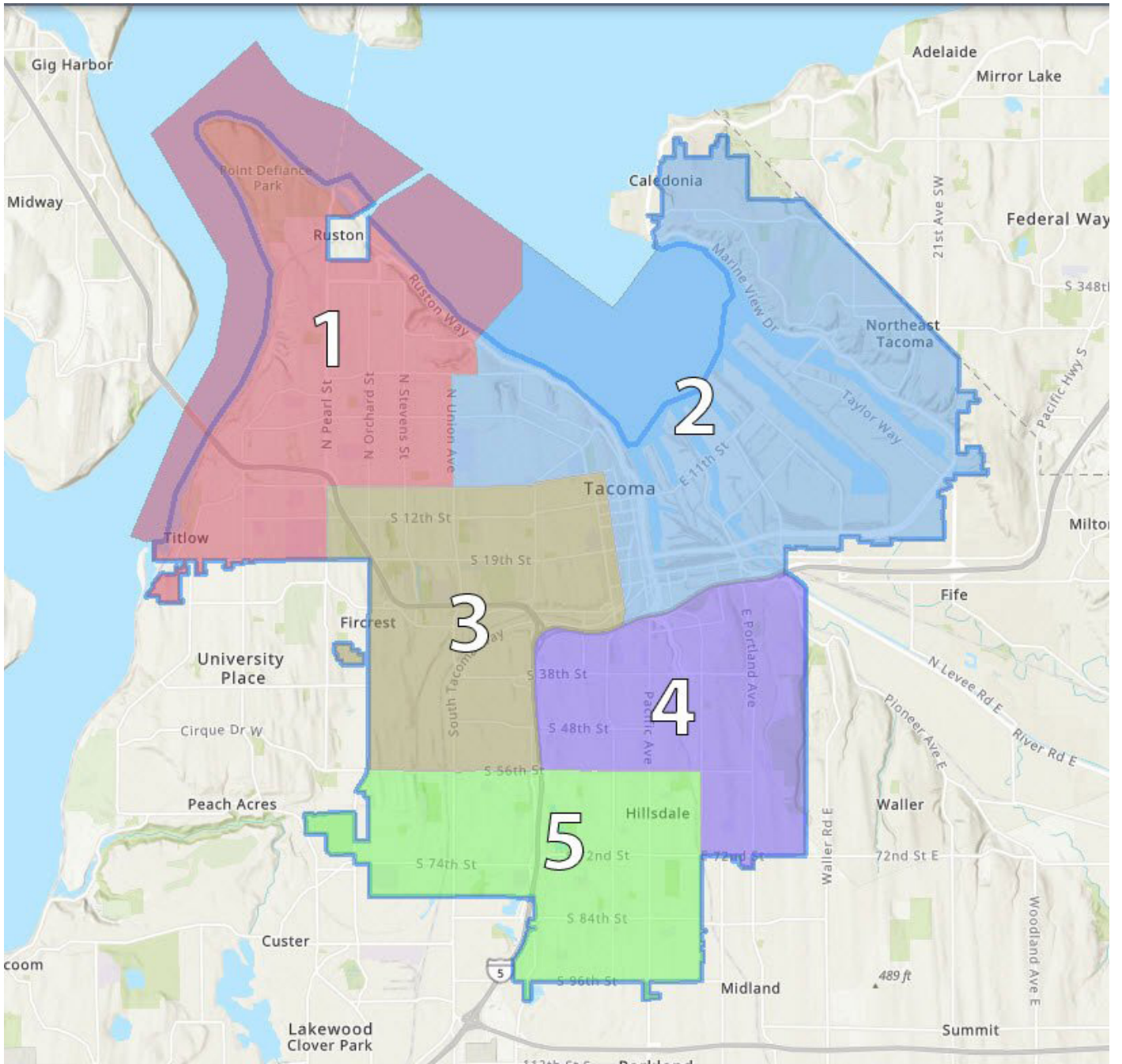
|                              |    |
|------------------------------|----|
| Code Language .....          | 28 |
| Timeline .....               | 28 |
| Statements of Interest ..... | 29 |
| Submittal Application .....  | 29 |
| Review Process .....         | 29 |
| Selection .....              | 29 |
| Procedures and Fees .....    | 30 |

## Ø5 RESOURCES

|                              |    |
|------------------------------|----|
| Tacoma Projects .....        | 33 |
| Other Cities' Examples ..... | 33 |
| Planning Commission .....    | 33 |



# RESIDENTIAL INFILL PILOT PROGRAM



**MAP OF TACOMA'S FIVE COUNCIL DISTRICTS**







# 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. After operating successfully since 2016, the program is being relaunched with updates and added capacity. 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

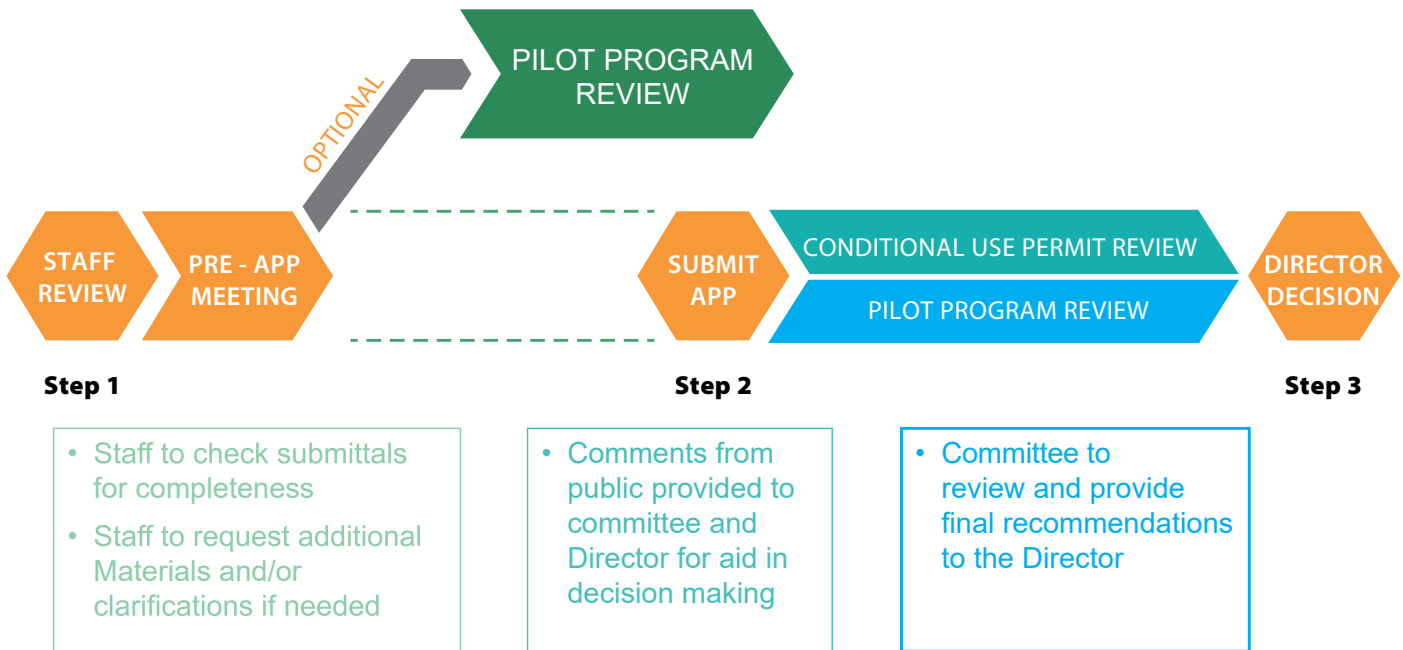
*Infill Defined:*

*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    | 6   | 6  | 6  | 6   |
| Council District 2    | 6   | 6  | 6  | 6   |
| Council District 3    | 6   | 6  | 6  | 6   |
| Council District 4    | 6   | 6  | 6  | 6   |
| Council District 5    | 6   | 6  | 6  | 6   |

Once the Pilot Program has relaunched, the City will begin accepting applications for projects that fit the criteria for the infill housing types described in this manual. The review committee of staff and stakeholders, formed by Planning and Development Services (PDS), will select up to six 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 6 projects of each type in each Council District Have been selected.

**Public Early Involvement Meetings**

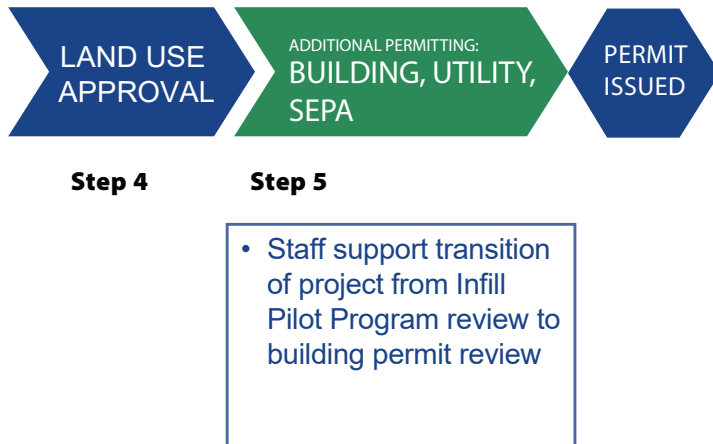
In order for public feedback to be heard and to provide comprehensive information to the review committee, meetings will be scheduled to hear public comment about potential residential infill pilot projects.

**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

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.

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.

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 13.06.020, -.030, -.040, and -.060



## 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.

**TYPES OF INFILL:**

PLANNED INFILL HOUSING



TWO-FAMILY HOUSING



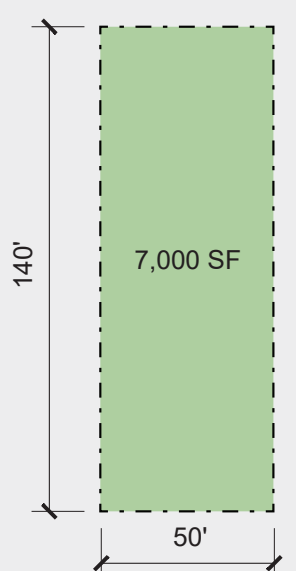
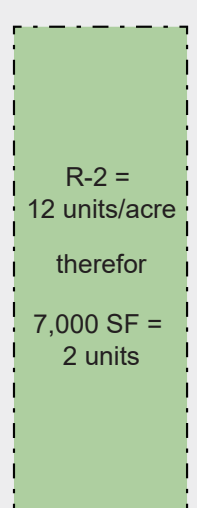
MULTI-FAMILY HOUSING



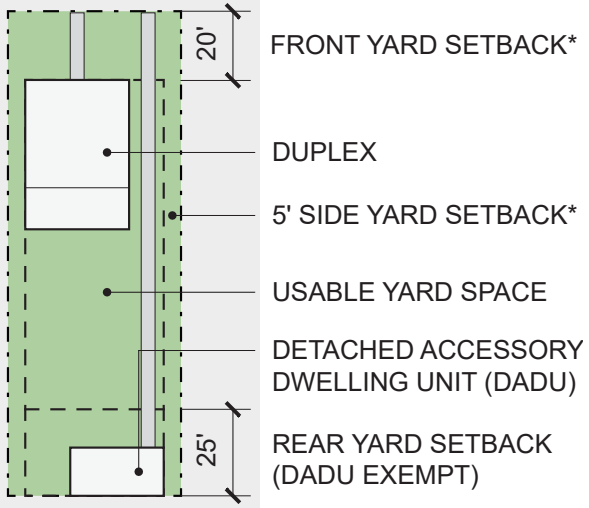
COTTAGE HOUSING



**Calculating Number of Units Allowed**

|   |   |  |
|---|---|--|
| <p><b>STEP 1: determine lot size</b></p>  | <p><b>STEP 2: determine density by zone</b></p>  | <p><b>STEP 3: apply unit factor</b></p> <p>Detached unit = 1<br/>             Attached unit = 0.75<br/>             Accessory unit = 0.5</p> <p><b>2 UNITS EQUALS:</b></p> <p>2 Detached Units<br/>             OR<br/>             2 Attached Units<br/>             +<br/>             1 Accessory Unit<br/>             OR<br/>             1 Detached Unit<br/>             +<br/>             2 Accessory Units</p> |
|---|---|--|

**STEP 4: develop site plan**



FRONT YARD SETBACK\*

DUPLEX

5' SIDE YARD SETBACK\*

USABLE YARD SPACE

DETACHED ACCESSORY DWELLING UNIT (DADU)

REAR YARD SETBACK (DADU EXEMPT)

\*SETBACK SUBJECT TO UNDERLYING ZONE

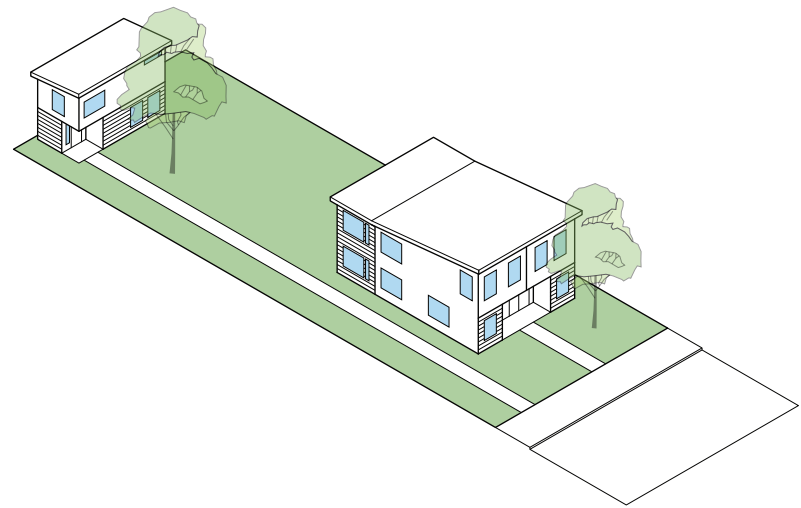


Diagram of example Planned Infill Housing project



## PLANNED INFILL HOUSING

### Definitions

#### Zone

|                           |   |                 |
|---------------------------|---|-----------------|
| R-1, R-2, R-2SRD, HMR-SRD | = | 6-12 unit/acre  |
| R-3                       | = | 14-36 unit/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. The target density as identified by the One Tacoma Comprehensive Plan (listed above) are allocated to each lot based on the size of the lot. See opposite page for more details on calculating density.

#### 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 13.05.010.A Conditional Use - Two-Family Development on Corner Lots in the R-2 District
- TMC 13.05.060 - 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 Factor:

- 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:

- 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.

RESIDENTIAL INFILL PILOT PROGRAM



Multi-unit building in Tacoma

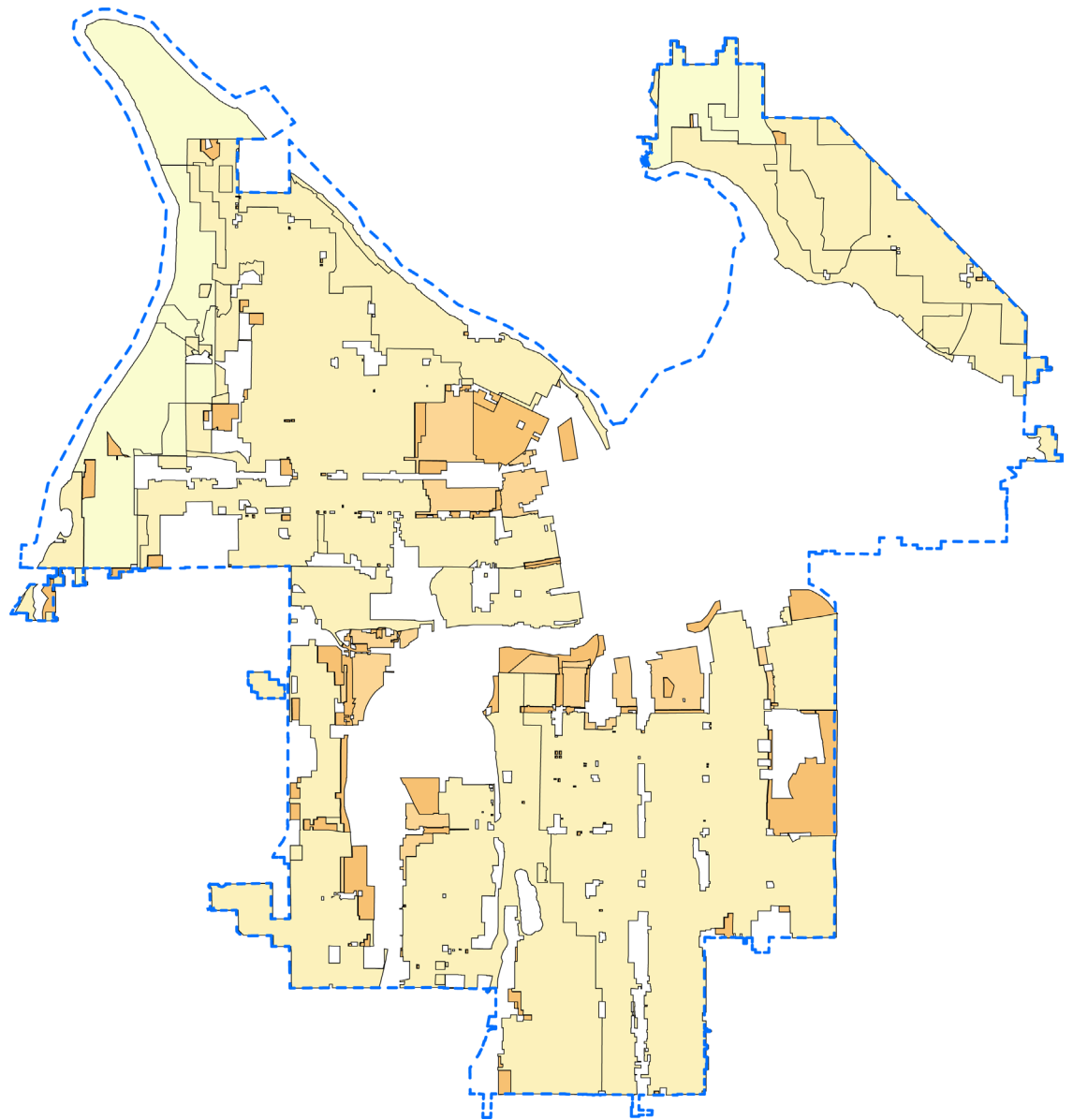


ADU in Portland, OR. Photo Credit: Rainbow Valley Construction.











Multi-unit building in Tacoma

Zones that allow Planned Infill Housing

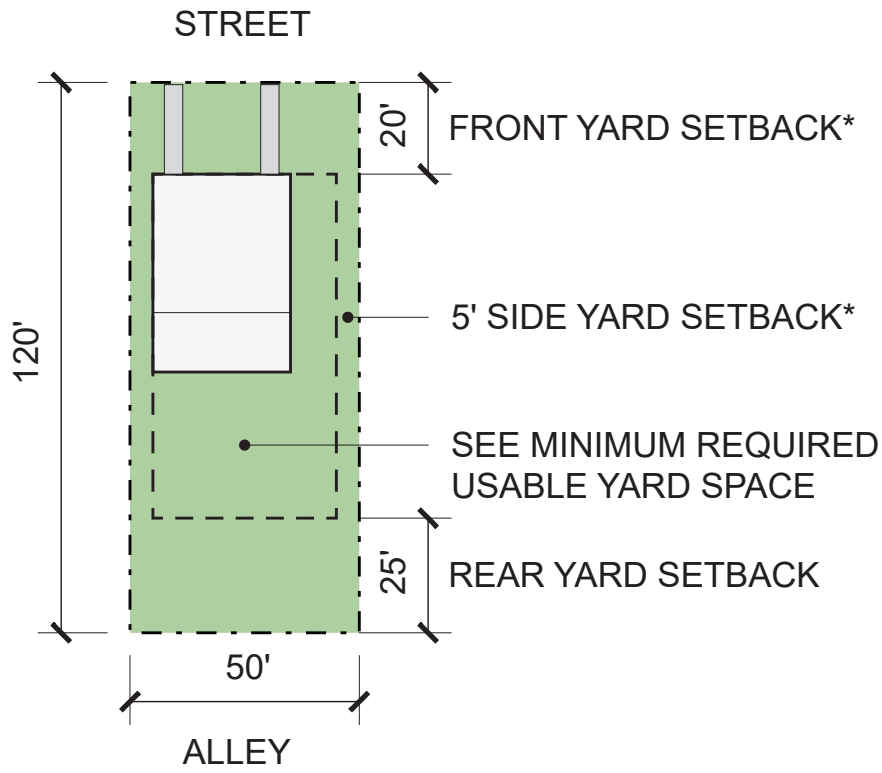
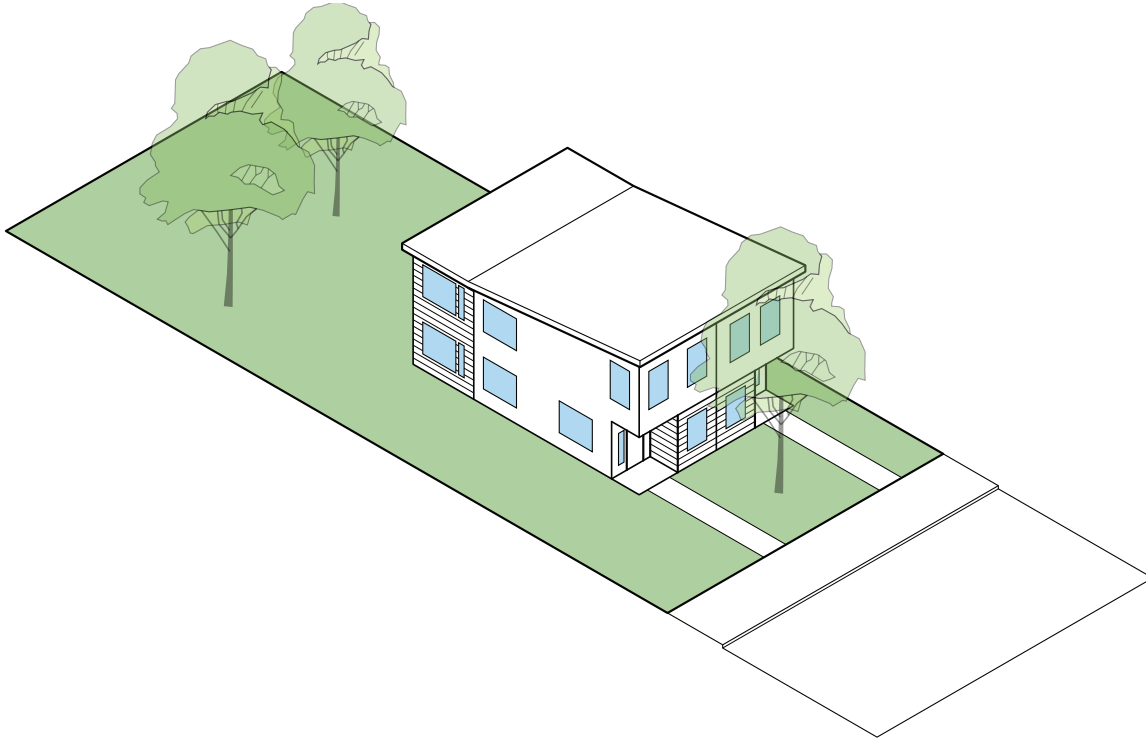


Key

|  |   |
|--|---|
|  | 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 INFILL PILOT PROGRAM



\*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.

### 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 13.05.010.A Conditional Use - Two-Family Development in the R-2 District
- TMC 13.05.060 - 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.
- Careful consideration will be given 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.

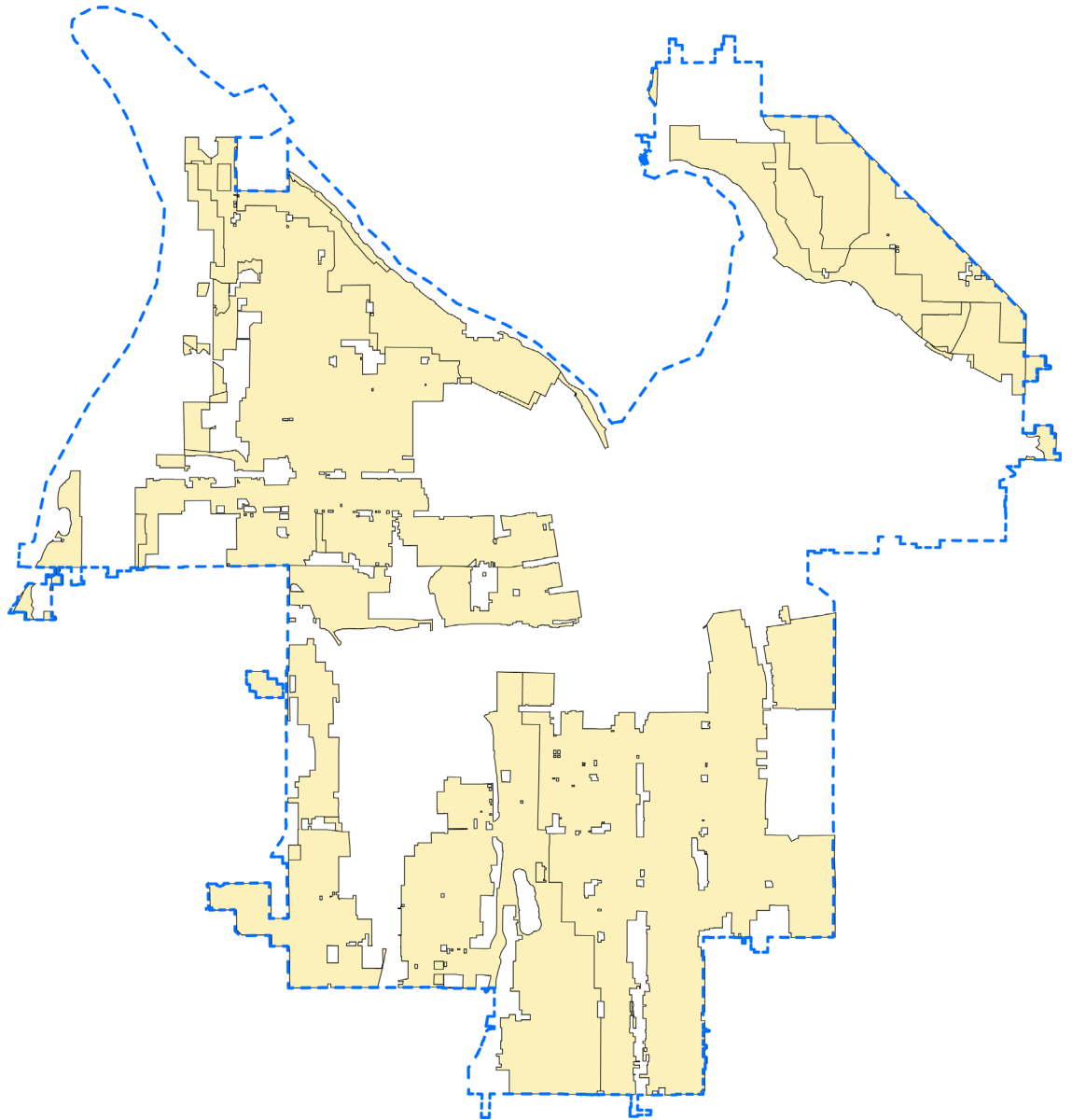


Two-entry duplex in Bend, OR. Photo credit: West Bend Property Co.











Corner lot duplex in Tacoma, WA. Photo credit: Lauren Flemister

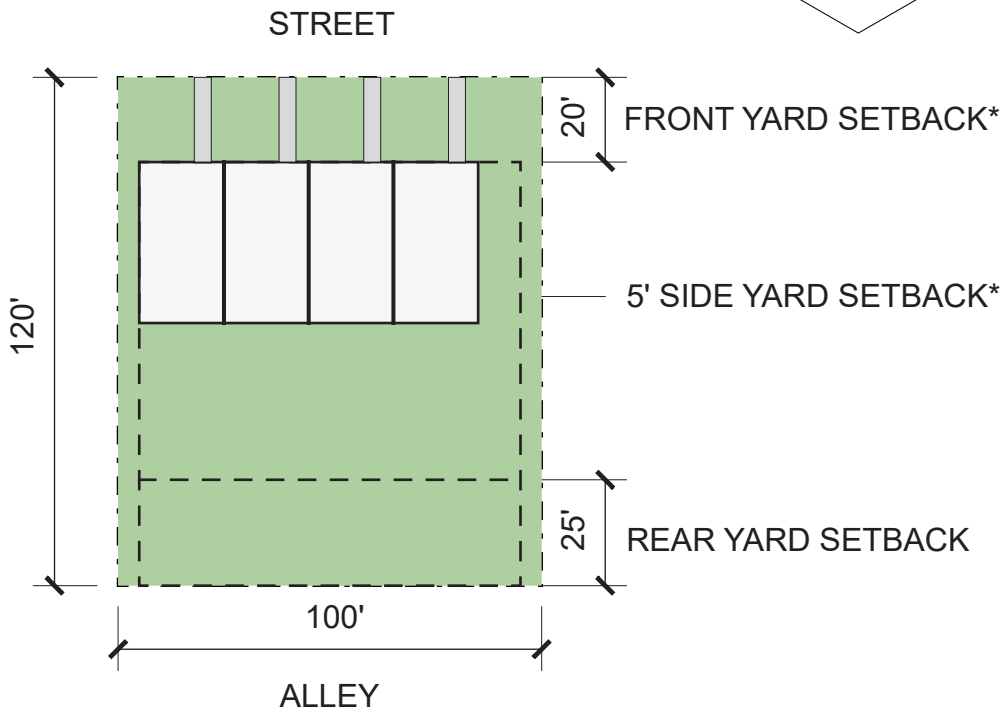
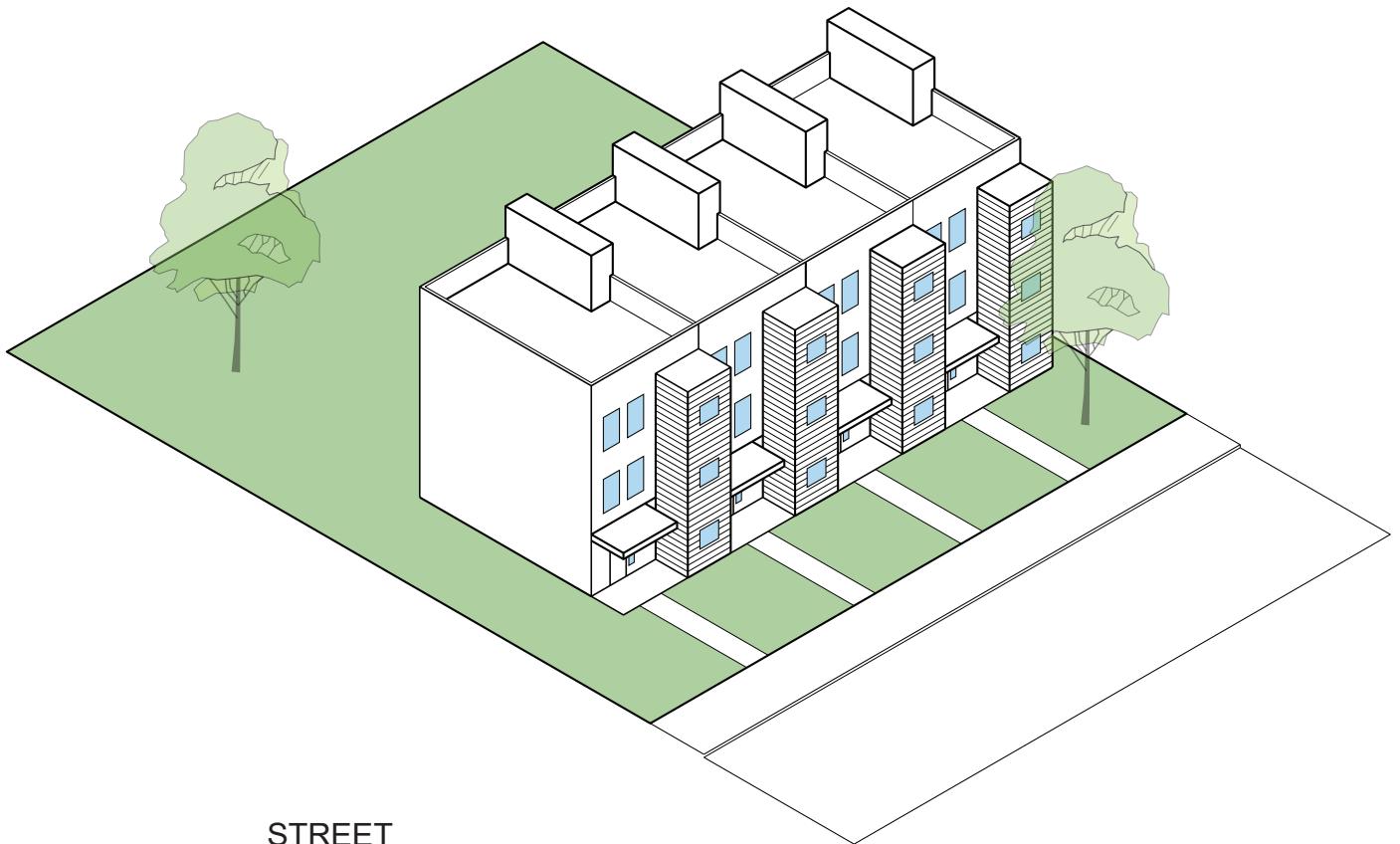
Zones that allow Two-family Housing



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                            |





\*SETBACK SUBJECT TO UNDERLYING ZONE

**Example: Small Multi-family project on 12,000SF lot**

## MULTI-FAMILY HOUSING

### Definitions

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

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

### Zoning

Under the Pilot Program, multi-family development will be reviewed in two-family 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.

### Permitting

Small Multi-family developments accepted into the Pilot Program require 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 information on building materials. See checklists in Chapter 4 for complete submittal information.

### References

- TMC 13.05.010.A Conditional Use - Multi-Family Development in the R-3 District
- TMC 13.05.060 - Residential Infill Pilot Program
- TacomaPermits.org - Conditional Use Permit Application

## MULTI-FAMILY REQUIREMENTS:



### Maximum Units:

- Six dwelling units

### Minium Lot Size:

- 9,000 SF

### Parking:

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

### Design Criteria:

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

RESIDENTIAL INFILL PILOT PROGRAM

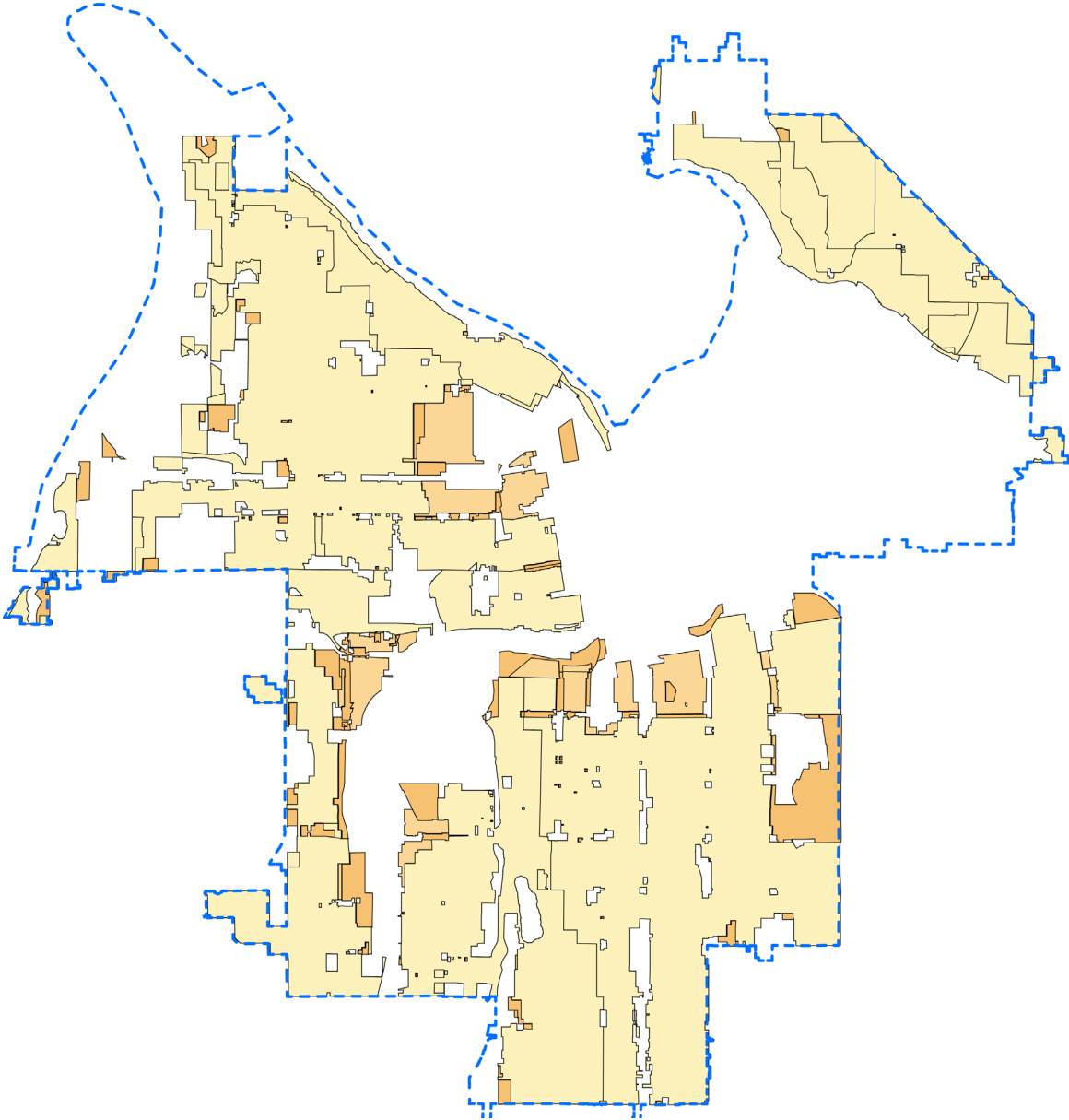


A Large dwelling that has been broken up to provide Multi-family housing in Tacoma, WA











Small scale purpose built Multi-family Housing in Tacoma, WA

Zones that allow Small Multi-family Housing

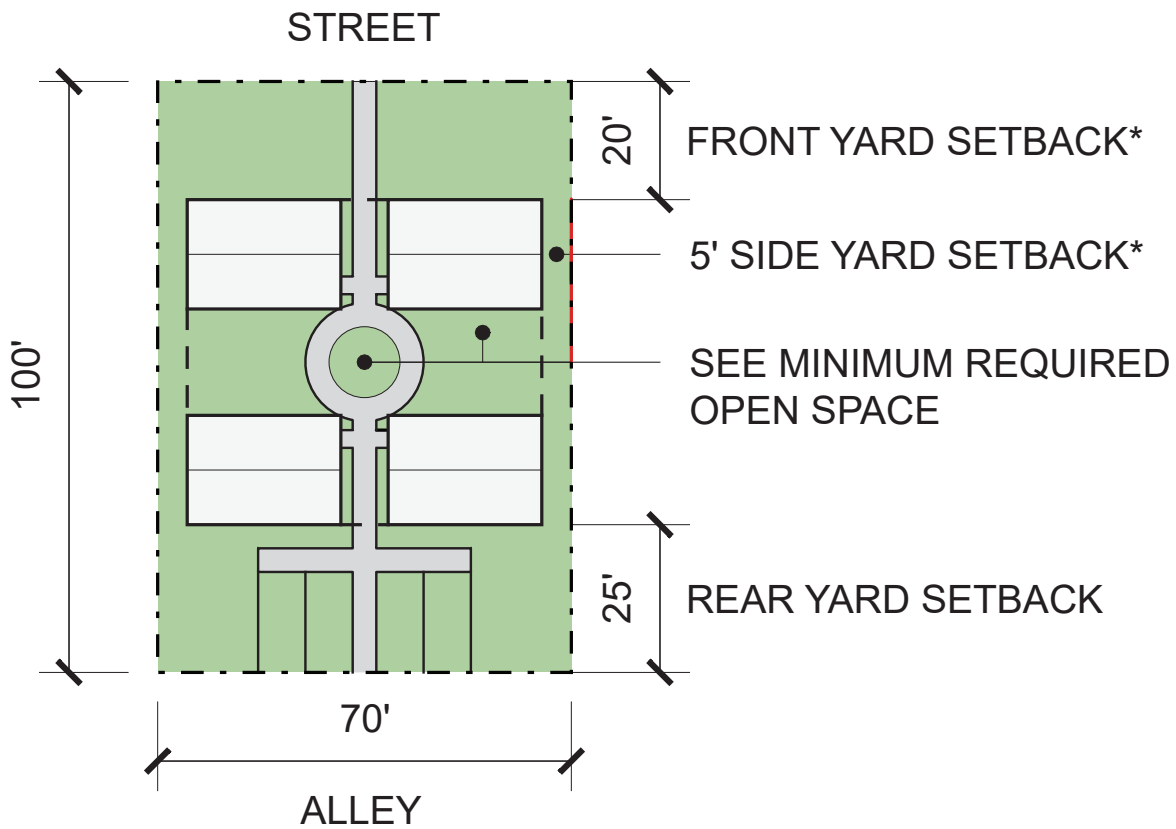


Key

|  |   |
|--|---|
|  | 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 INFILL PILOT PROGRAM



\*SETBACK SUBJECT TO UNDERLYING ZONE

## 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 13.06.080.C - Cottage Housing
- TMC 13.05.060 - 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:

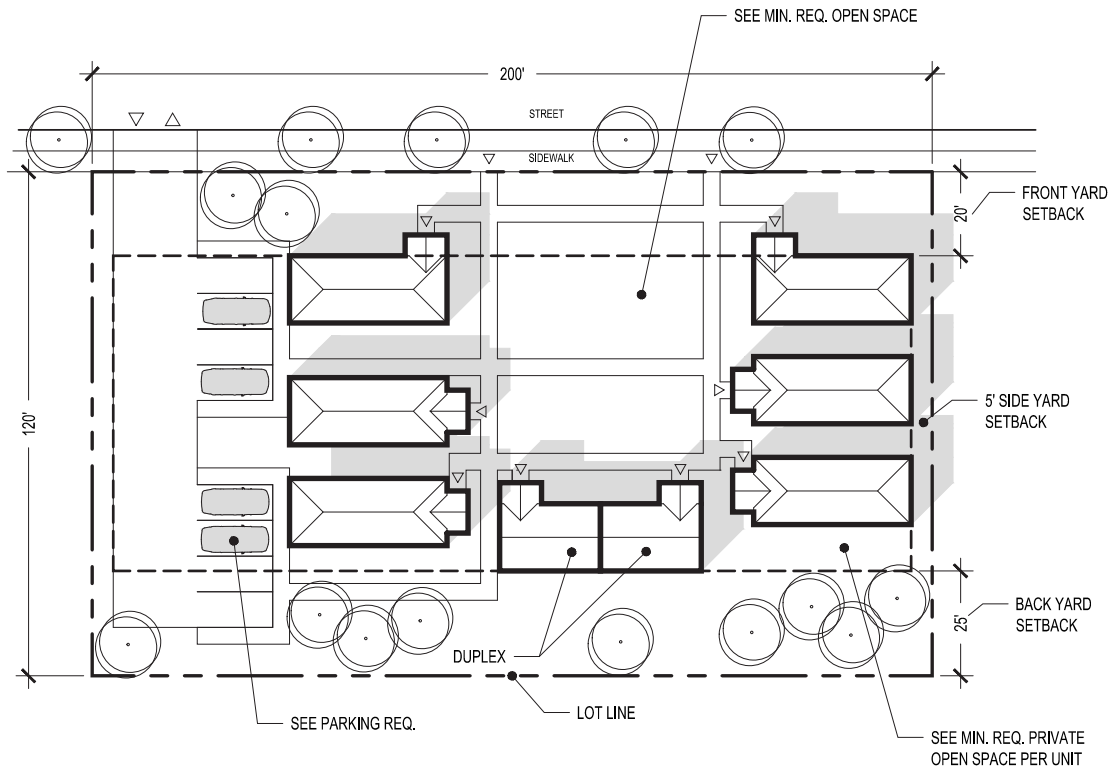
- Maximum 0.5 FAR required for overall site.

### Minimum Lot Size:

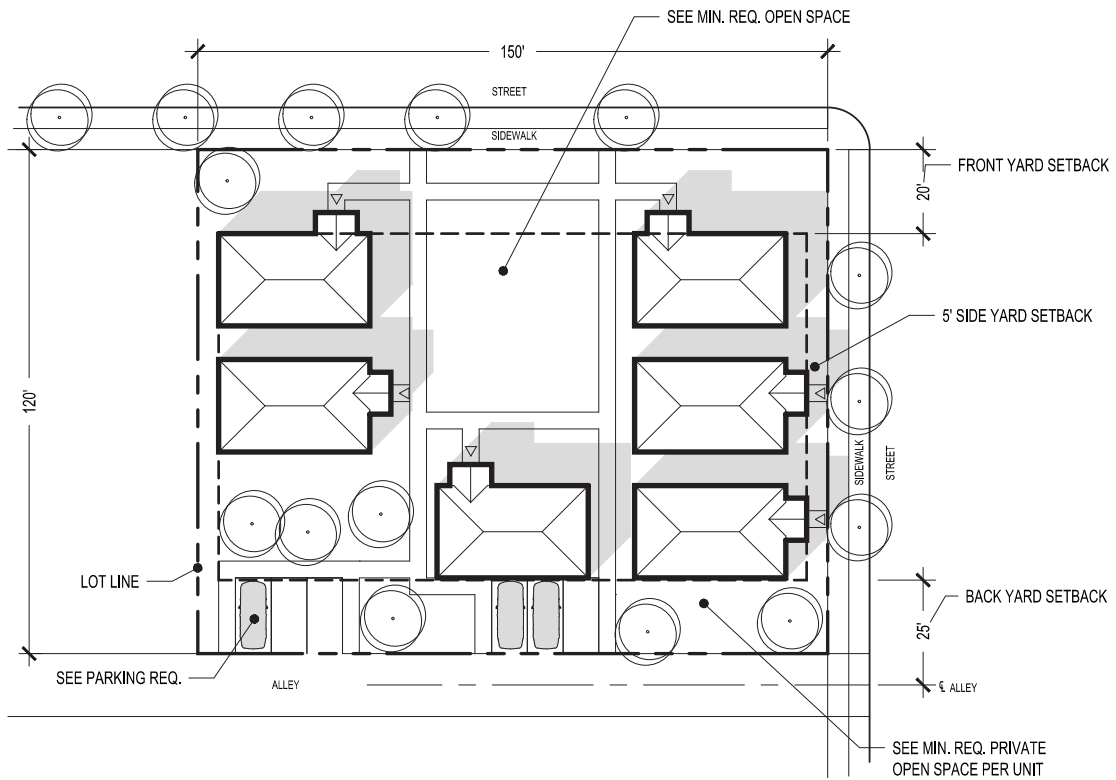
- 7,000 SF

### 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 Site Plan 1: Cottage Housing Mid-Block Lot with No Alley**



**Example Site Plan 2: Cottage Housing on Corner Lot with Alley**

## COTTAGE HOUSING REQUIREMENTS CONTINUED:

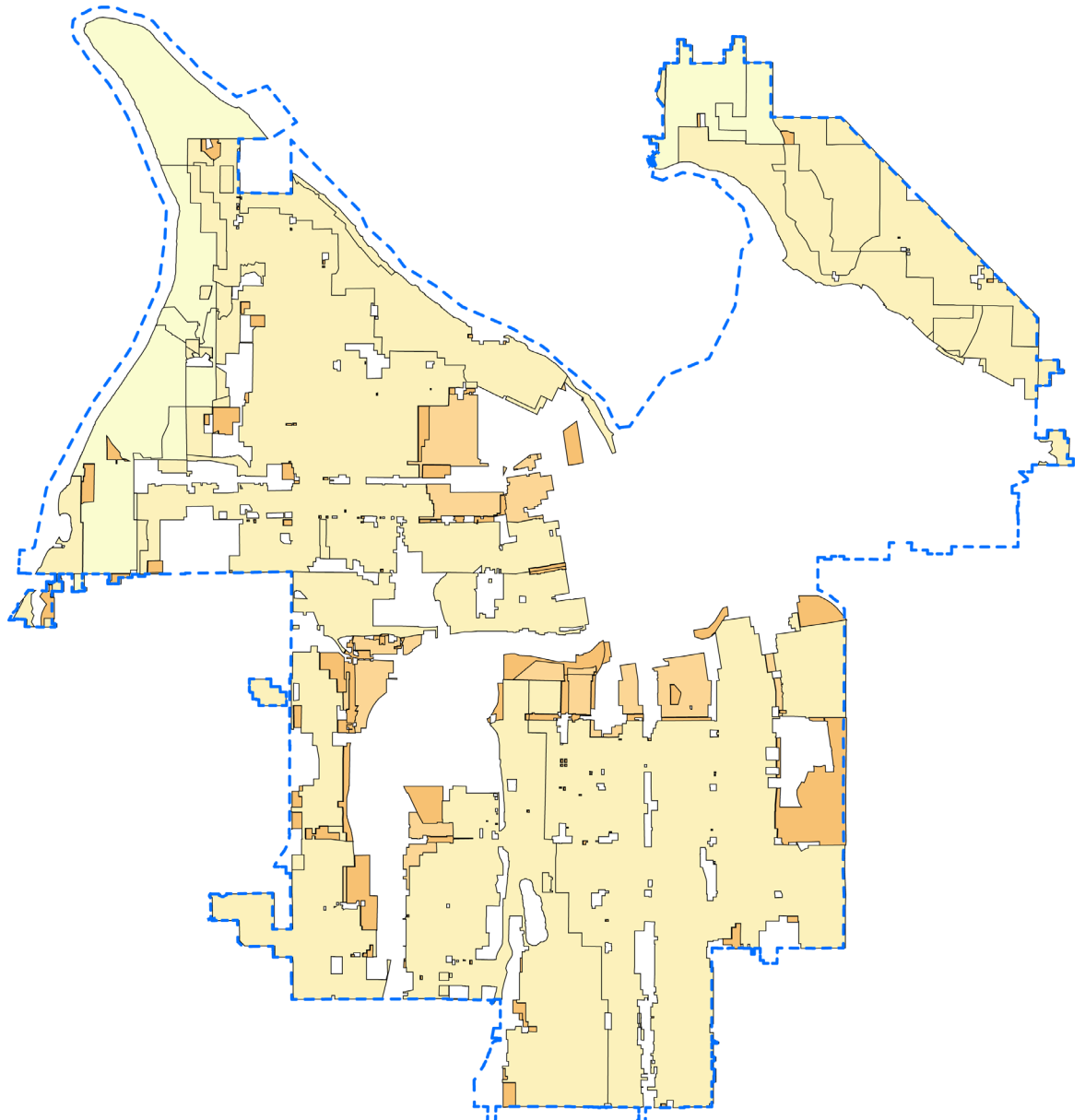


### Design Criteria:









- Number of developments permitted = 2 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.



**Zones that allow Cottage Housing**

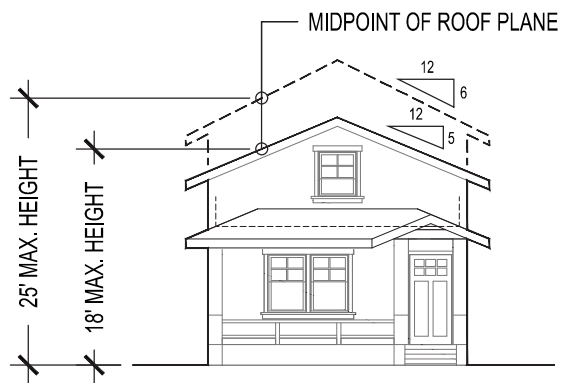


**Key**

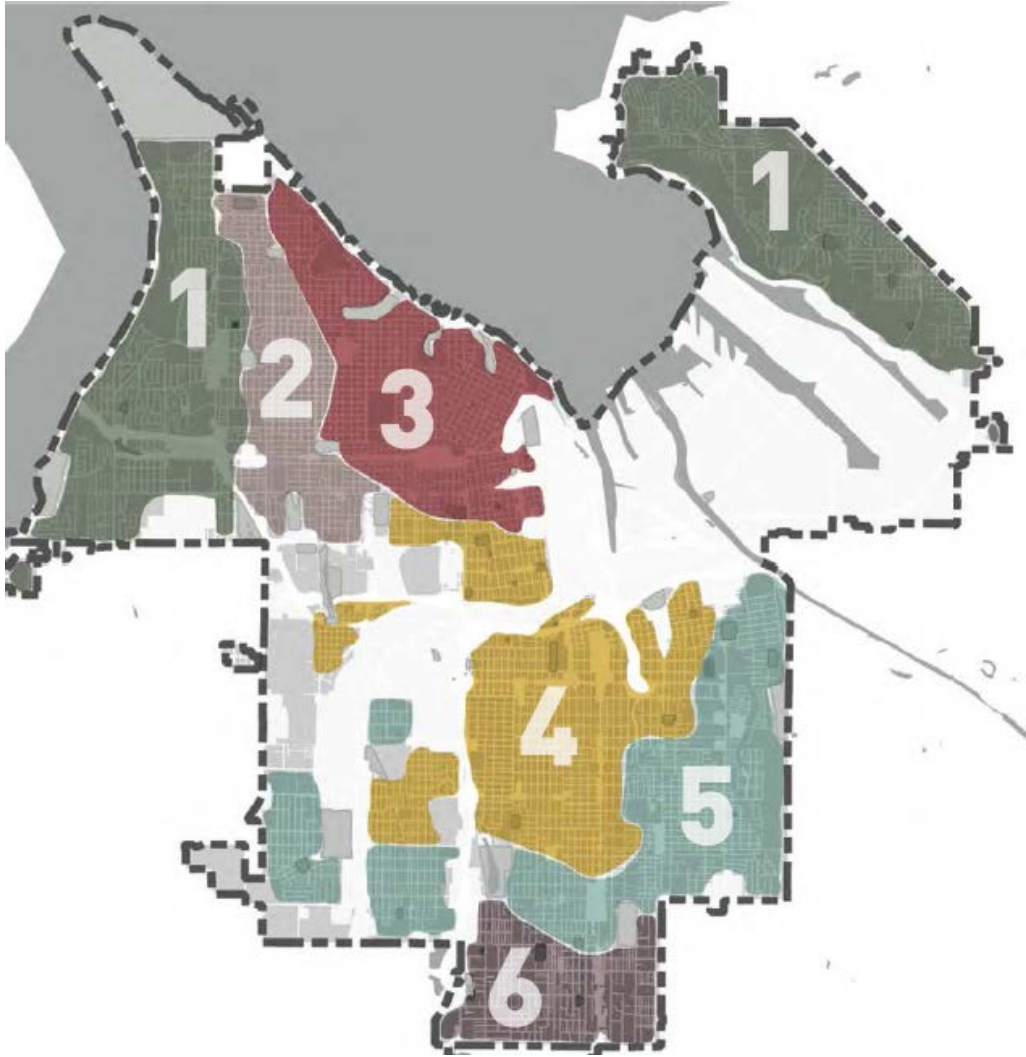
|  |   |
|--|---|
|  | R2-Srd: One Family Dwelling - Special Review District |
|  | HMR-SRD: Historic Mixed Use Special Review District   |
|  | R-1: One Family Dwelling                              |
|  | R-2: One Family Dwelling                              |
|  | R-3: Two-Family Dwelling         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



Chico Beach Cottages, Silverdale, WA. Photo credit: Charlie Wenzlau.



Height Limit Requirements for new cottage housing.



**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***

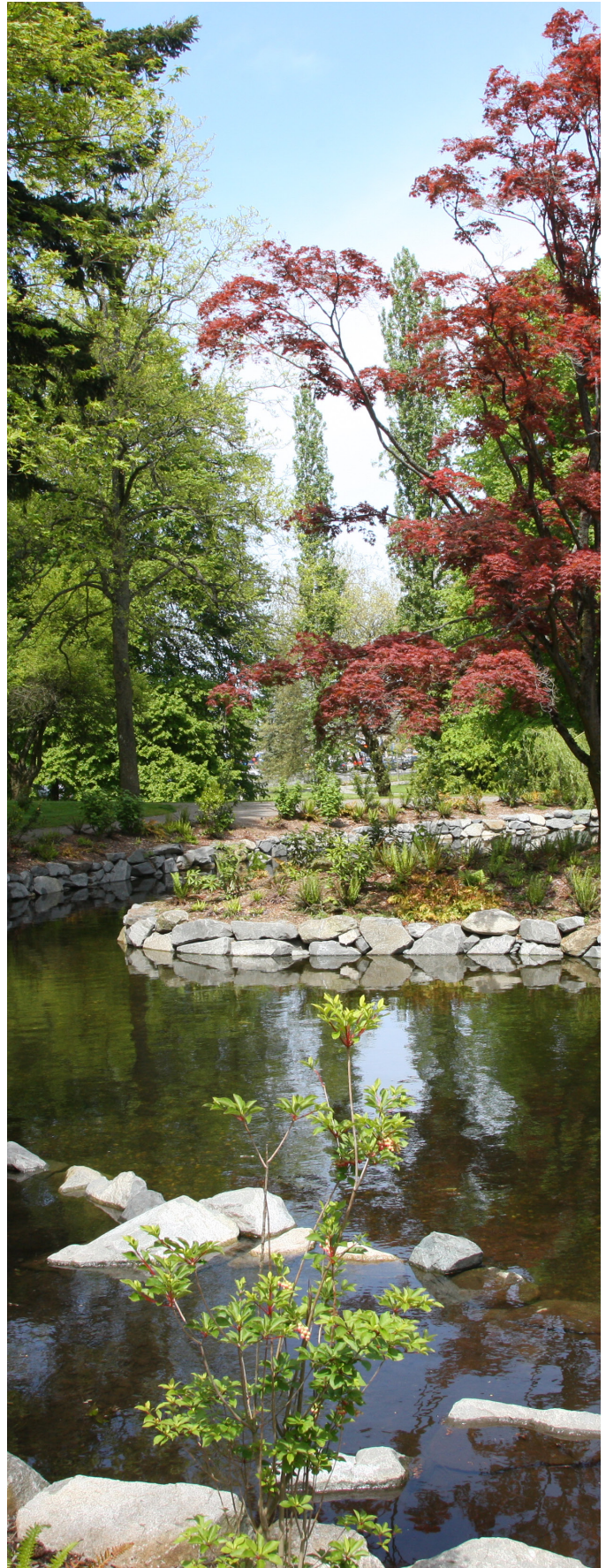
Walkability and connectivity are core principles in the City's Comprehensive Plan. Walkable neighborhoods promote health and wellness and create an accessible environment with more ways to engage citizens. Pedestrian-friendly design will be a key component of any proposed project or development. Each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

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 sprinker 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.

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.



RESIDENTIAL INFILL PILOT PROGRAM



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:

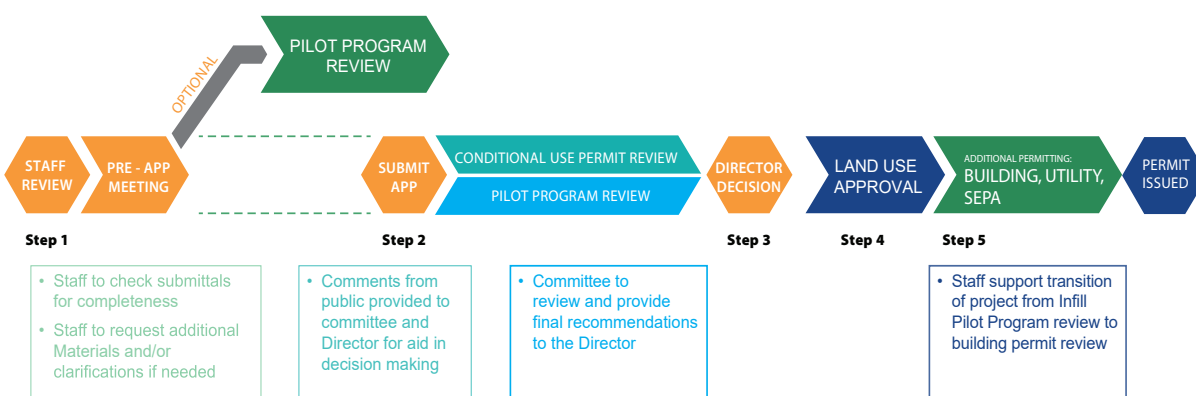
- Lot size flexibility and small lot design standards
- Creation of a Residential Infill Pilot Program for certain housing types
- Creation of affordable housing incentives and bonuses, and requirements for residential upzones

## 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.



See pages 2-3 for more details on the Pilot Program and permit process.



## 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

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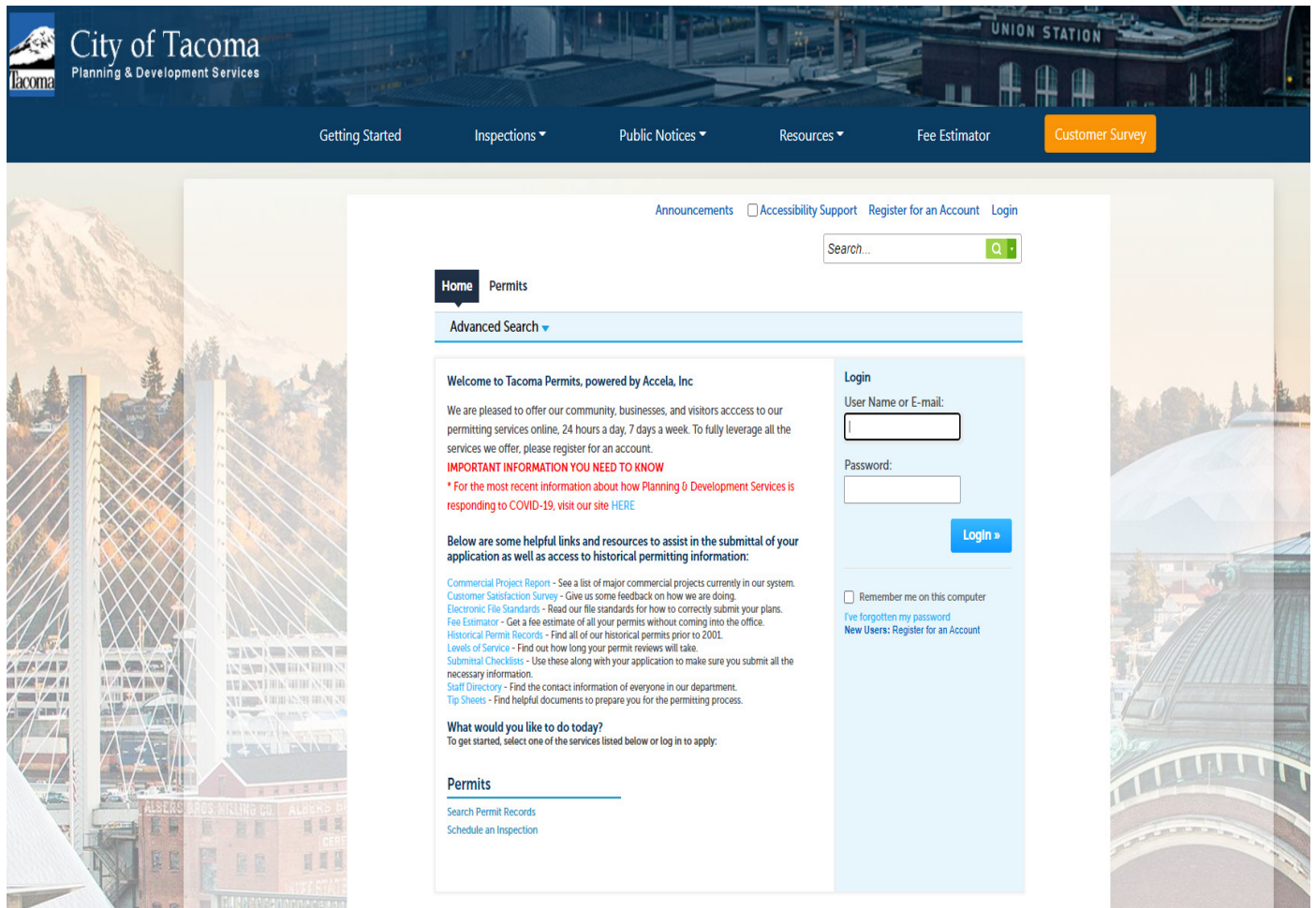
Checkmarks (✓) throughout the remainder of this document identify completed Pilot Program application requirements above. These items overlap the Building Permit and CUP Submittal checklists, though they may need to be modified throughout the selection process to reflect City and public feedback.

For more information, see TMC 13.05.060.

## 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.



Snapshot of Tacoma's Accla 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 13.05.060.

## 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 13.05.060.

- **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 13.05.060. Such applications shall provide for notification of property owners within 100 feet.

## 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>

## 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.

## RESOURCES

### PLANNING COMMISSION

Amended Ordinance Number 28695 can be found at [www.cityoftacoma.org/infill](http://www.cityoftacoma.org/infill). In addition, background documents and information reviewed during the Planning Commission and City Council processes can be accessed at the infill site listed above or by contacting staff.

### TACOMA PROJECTS

- [Affordable Housing Action Strategy](#)
- [Home in Tacoma](#)
- [The Urban Design Studio](#)

### OTHER CITIES' EXAMPLES

- City of Seattle's [ADUniverse](#)
- City of Portland, OR [Infill Project](#)
- City of Austin, TX [Infill Coalition](#)



December 2020

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