

## Tacoma Permit Advisory Group

### Virtual meeting

Meeting #36 – June 15th, 2022, 2:00pm

Task Force Members in attendance: Layne Alfonso, Clinton Brink, Jim Dugan, Michael R. Fast, Ben Ferguson, Justin Goroch, Joshua Jorgensen, Claude Remy, John Wolters

Excused: Mandy McGill, Jessica Gamble

Absent:

#### **2:15 PM: Welcome**

#### **2:16 PM: Approval of past meeting minutes**

- Meeting #35 minutes will be reviewed and approved at July meeting.

#### **2:18 PM: Quick Updates: City staff new items of interest**

- Administrative updates:
  - PDS has taken over management of Tacoma Permit Advisory Group (TPAG)
  - Corey Newton: Working with Jim Dugan on standards for recruitment into TPAG

#### **2:20 PM: Subcommittee reports**

- **Design Review – Ben Ferguson:** Ben Ferguson has been working with Stephen Antupit and Carl Metz who will be presenting later in this meeting.
- **Home in Tacoma – Ben Ferguson & Claude Remy:** Ben Ferguson states they interviewed for this position 2 weeks ago and believes they are now in the negotiating a contract phase. He is hopeful that by August the outreach program will start. Feels this is going to provide great tools for market impact. Tonight, is planning commission meeting. Tonight's meeting is stage one, and he does not any expect major updates yet. Claude Remy: No other updates.
- **Impact Fees – Mandy McGill:** Mandy is out but Jim Dugan spoke on her behalf. Jim Dugan states consultant interviews are continuing.
- **Outreach & recruitment – Jim Dugan** Corey Newton and Jim Dugan are working on a fair process to implement for outreach and recruitment requirements.
- **Offsite engineering curbs & sidewalks (as needed) – Justin Goroch:** Justin Goroch met with Chris Johnson and discussed 1. Idea and concept of predictability and flexibility for projects. 2. Policies in regard to requiring new sidewalks where there are already existing sidewalks.

#### **2:25 PM: Intro/Bridge between Subcommittee work and Staff Update**

Ben Ferguson met with Stephen Antupit and Carl Metz to talk about implementing a high-level design program. Today's presentation is to take a deeper look into this and get some feedback. The main goal is to have the process be quick and a set standard for the city.

#### **2:29 PM: Design Review Presentation**

##### **[\(Power Point 1\)](#)**

Stephen Antupit presented PowerPoint:

- Implementing design review is to open doors and let in new approaches.

Scope & Objectives:

- Scope:

- This is intended to be limited to a specific geographical area.
- It is a new endeavor beyond the already existing historic district plans.
- Geographical areas include: Greater downtown, Tacoma mall growth center, Crossroads, and Neighborhood center.
- Nothing is to intersect with Home in Tacoma areas.
- Objectives:
  - Improvements in code elements.
  - Clean ups of inconsistencies in design standards.
  - Design processes that will require a review process.
  - To work towards guidance.
  - Have community values articulated within the design process. Such as supply chains, financial situations, (add value and minimize additional steps).
  - To make regulatory steps.

Stephen Antupit and Carl Metz are working with PAG (project advisory group). They intend to be the bridge into TPAG so they can consider all feedback from multiple organizations.

Carl Metz presented second half of PowerPoint:

- Scope and process in standard and guidance documents.
- Provide design review in relation to what the city already has existing.
- Existing design scope includes: What can be built, how much, and how?
  - Now Adding: How does it meet urban design objectives?
- Have design review provide more flexible and qualitative processes.
- Put in a regular process.
- Have clear steps on distinguishing if a project needs administrative review or go to the review board.
  - 1. Required design review: Minimizing delays and hurdles
  - 2. Departure design review: Limit design variances
- Focus for design review is if structure fits in with the existing structures and site lines not the superficial subjective components.
- Next steps: Meeting with many other councils and groups
  - Carl Metz requests if there are specific or other organizations TPAG can think of, reach out to Stephen Antupit and/or Carl Metz to inform them.
- Launch of program is set for early next year.

## **2:55 PM: Questions and Discussion**

The Design Review Board (DRB) is anticipating 6-24 project per year, and the DRB would consist of between 10-50 members, depending on the number of members recruited. While it is understood that some jurisdictions have multiple DRB's, initially Tacoma will have one DRB. The Design Review team is working to incorporate data into decision making, such as the number of projects that come out of the areas in the different zoning types.

Suggestion to have a process in place ahead of time which addresses conflict resolution. It would be helpful to consider policy regarding if a grey area will take priority or not. Design Review is not a process to get out of requirements or add costs to developers. If it does not involve design, then it won't be involved in this process.

Design Review is heading in the right direction! Having a process, you would willfully go through is a good idea. Having a process with scalability, project schedule, educated DRV- board members that know. Time is money. Things that add more time are not always good but if it streamlines things then that is beneficial. Predictability would be wonderful!

Recognizing Design Review will be an added cost to developers and a time commitment. It is important to remember if the project is meeting code- this is not an extra step on the requirements. Not suggesting everything in these areas go through the design review board. As the Design Review requirements are further developed standards of scope and scale of projects will be considered. Design Review intends to promote community for the processes.

Design review is not intended as a way for neighbors to force style on a project an outside group can force a developer to go through. Nor is Design Review intended to include Small lot aka "single family lots" or establish small lot development standards, the Home in Tacoma project will help create standards for small lots. There is still work to do with regards to coordinating overlaps with the Home in Tacoma project outputs, and clarifying how to navigate the requirements.

Design Review is being constructed with a 7-category framework. The TPAG would like to see how areas like mid density development will work with Design Review, and maybe it would be helpful to take different project types and explore them in 2 categories at a time.

Jim Dugan: Recap-

- Clarifications- DRB (dispute resolution board). This would require well educated board members who help to expedite processes.
- Capacity- design review boards capacity we want to ensure we have enough staff on board.
- Process for conflict resolution.
- All about time, making sure you have educated board members and capacity to take the load IS ALL ABOUT TIME
- Recommend when launching Design Review put it in effect for one year, then reassess for one month to have a structured time to make changes, edits, etc. as needed.

The creation of Design Review has had a strong community focus, and all the work done has been purposeful and is greatly appreciated.

### **3:27PM: Final comments**

A follow up discussion from May's meeting regarding parking requirements will be on the agenda for July's meeting.

The TPAG appreciates the work that the Design Review Team is doing, and the opportunity to hear updates and provide feedback.

### **3:29PM: Adjourn**