



AGENDA

MEETING: Special Meeting (Hybrid)
DATE/TIME: Wednesday, June 26, 2024, 5:00 p.m.
LOCATION: Conference Room 335, 3rd Floor of the Tacoma Municipal Building
747 Market Street, Tacoma, WA 98402
ZOOM INFO: Link: <https://www.zoom.us/j/83312864070>
Dial-in: +1 253 215 8782
ID: 833 1286 4070

A. Call to Order

- Quorum Call
- Land Acknowledgement

B. Approval of Agenda

C. Public Comments

This is the time set aside for public comment on Discussion Items on this agenda.

- Written comments on Discussion Item E1 must be submitted to Planning@cityoftacoma.org by 12:00 noon prior to the meeting. Comments will be compiled, sent to the Commission, and posted on the Commission's webpage at www.cityoftacoma.org/PlanningCommissionAgendas. To comment virtually, join the meeting using Zoom. To comment in person, sign in at the back of the Council Chambers. Where necessary, the Chair may limit the allotted time for comment.
- Comments are not accepted for Discussion Item E2, as it is the subject of a recent public hearing.

D. Disclosure of Contacts and Recusals

E. Discussion Items

1. Metro Parks Tacoma System & Strategic Plan 2024-2030

- Description: Review the Metro Parks Tacoma System & Strategic Plan. The plan sets direction for the facilities, programs, and services, including parkland acquisition, to be provided in the park system over the next six years.
- Action: Informational.
- Staff Contact: Alisa M. O'Hanlon Regala, Strategic Planning Manager, Metro Parks Tacoma (alisa.ohanlonregala@tacomaparks.com)

2. Permitting Level of Service and Public Notice Code Amendments

- Description: Review public comments received through the public hearing process, consider modifications and complete the review process, and consider forwarding a



The City of Tacoma does not discriminate on the basis of disability in any of its programs, activities, or services. To request this information in an alternative format or to request a reasonable accommodation, please contact the Planning and Development Services Department at (253) 905-4146 (voice) or 711 (TTY) before 5:00 p.m., on the Monday preceding the meeting.

¿Necesitas información en español? Cần thông tin bằng tiếng Việt? 한국어로 정보가 필요하십니까? ត្រូវការព័ត៌មានជាភាសាខ្មែរ?

Нужна информация на русском? Потрібна інформація українською мовою? Contact TacomaFIRST 311 at (253) 591-5000.

recommendation to the City Council for the proposed Permitting Level of Service and Public Notice Code Amendments.

- Action: Review and Consider Recommendation.
- Staff Contact: Jana Magoon (JMagoon@cityoftacoma.org)

F. Upcoming Meetings (Tentative Agendas)

- (1) July 3, 2024 – Cancelled
- (2) Agenda for the July 17, 2024, meeting includes:
 - Capital Facilities Program – Debrief/Recommendation
 - One Tacoma Update

G. Communication Items

- (1) **Reports/Communications from Staff**
- (2) **Status Reports by Commissioners** – Picture Pac Ave, the TOD Task Force, etc.
- (1) **IPS Agenda** – The Infrastructure, Planning, and Sustainability Committee's next hybrid meeting is scheduled for Wednesday, June 26, 2024, at 4:30 p.m.; the agenda (tentatively) includes presentations on Streets Initiative 2, and deconstruction and salvage. The IPS meeting agenda for July 10, 2024, at 4:30 p.m., tentatively includes presentations on ADU construction activity, place name honorary renaming requests, and Schuster Parkway Trail project updates. (Held at 747 Market Street, Tacoma, WA 98402, Conference Room 248 or virtually at <http://www.zoom.us/j/87829056704>, passcode 614650)

H. Adjournment



MEMORANDUM

TO: City of Tacoma Planning Commission

FROM: Alisa M. O’Hanlon Regala, Strategic Planning Manager, Metro Parks Tacoma

SUBJECT: **Metro Parks Tacoma System & Strategic Plan 2024-2030**

DATE: June 17, 2024

Action Requested

Informational

Discussion

At the Commission’s next meeting on June 26, 2024, staff from Metro Parks Tacoma will give a briefing on the update of the agency’s System & Strategic Plan. The plan sets direction for the facilities, programs, and services, including parkland acquisition, to be provided in the park system over the next six years. The plan responds to and meets the requirements of both the Washington State Recreation and Conservation Office (RCO) and the Growth Management Act (GMA).

Project Summary/Background:

Metro Parks Tacoma (MPT) stewards and manages over 2,000 acres of parks and recreation spaces within the City of Tacoma and the 723-acre Northwest Trek Wildlife Park in Pierce County. The MPT system of parks and recreation not only includes 65 parks, but also features two zoos and aquariums accredited by the Association of Zoos & Aquariums (AZA), an old-growth forest, sports complexes, pools and spray grounds, community centers, a marina, an accredited living history museum, 87 miles of trails, nine community gardens, a golf course, a conservatory inside an arboretum, and hundreds of program offerings in sports, arts, dance, fitness, cooking, camps, education, adaptive and inclusion services, and more.

Every six years MPT must update its long-range plan to meet requirements of RCO. The 2024 update of the System and Strategic Plan is driven by a philosophy of a “City in a Park”. The term signifies Metro Parks’ intention to focus on providing amenities, facilities, programs, services, and experiences in a manner that reinforces the criticality of green infrastructure and access to parks and recreation services.

Per the City Parks Alliance, parks are recognized as powerful tools for urban communities and local economies. Some of the noted benefits provided by parks include:

- Encouraging active lifestyles and reducing health costs.
- Strengthening local economies and creating job opportunities.
- Making cities more resilient.
- Increasing community engagement and reducing crime.
- Helping clean the air and improving public health.
- Serving as a tool for cities to achieve their equity goals.

The System & Strategic Plan recommends strategic actions for Metro Parks Tacoma in four areas – People, Programs, Place, and Pathways – to meet the needs and challenges of the community forecasted for the next six years and beyond.

Proposed Schedule/Prior Actions

- Winter 2023: Trends Analysis and Community Survey
- Spring 2023: Data Collection and Inventory
- Outreach and Engagement
 - Summer 2023: Co-Create to Recreate events, MPT Advisory Councils
 - Fall/Winter 2023: Specific Interest Communities
 - Winter 2024: Service Gap Communities
- Winter 2024: Data, GIS and Outreach Analysis
- Strategies and Consensus Development
 - February 2024: Strategy Week
 - April 2024: Park Board Committee of the Whole
- July 2024: Plan Adoption

Staff Contacts

- Alisa O’Hanlon Regala, Strategic Planning Manager, Metro Parks Tacoma, alisa.ohanlonregala@tacomaparks.com

Attachments

Attachment 1: Strategy Week, External Stakeholder Workshop Research Packet

Attachment 2: Maps

- Access to Active Living Amenities and Programming
- Access to Nature & Environment Amenities and Programming
- Access to Arts, Heritage and Culture



Metro Parks Tacoma, WA

External Stakeholder Workshop Research Packet

February 2024



Lead Consultant



In Collaboration With



Table of Contents

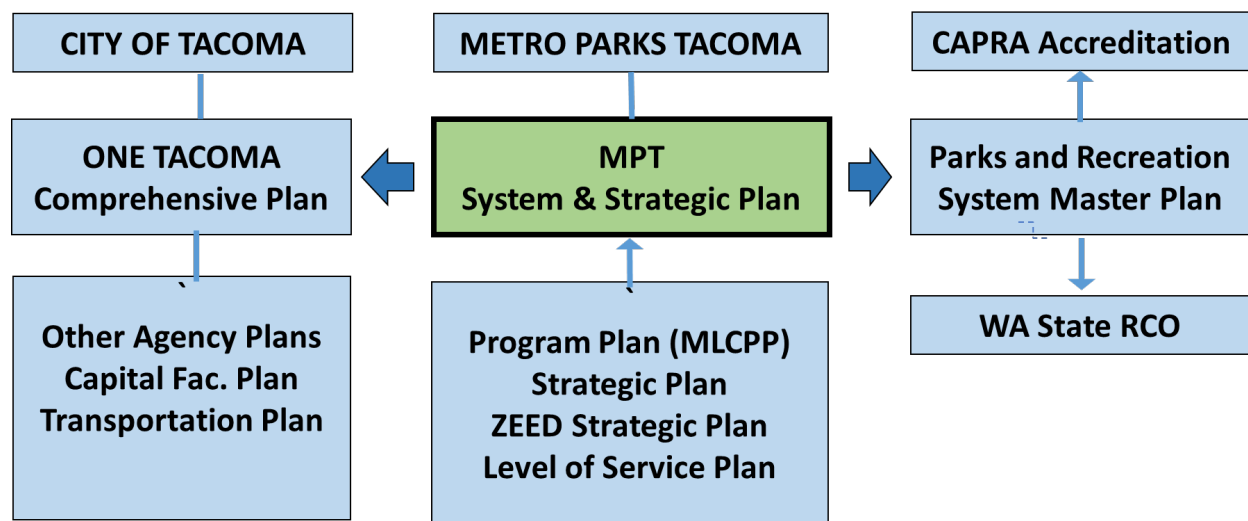
Introduction to the Planning Process	1
City in a Park Planning Process	1
Data Collection and Inventory	2
Planning Context.....	2
Level of Service	2
Park Classifications.....	2
Program Service Lines.....	4
Outreach and Engagement.....	5
Statistically Valid Community Surveying.....	5
Co-Create to Recreate Conversations and Advisory Councils	9
Stakeholder Focus Groups	9
Targeted Community Conversations	10
Youth Voice Collection	14
Data and Outreach Analysis.....	15
Situational Analysis and Comparison.....	15
GIS Analysis and Mapping.....	18
Program Analysis.....	19
Emerging Themes.....	24
Active Lifestyles & Community Wellness.....	24
Arts, Culture, & Heritage.....	24
Nature & Environment.....	24
Climate Change & Resilience	24
Safe, Green, and Health Enhancing Mobility Network	24
Whole Child Recreation/Out-of-School Time	24
Park Access.....	24
Appendix	25



Introduction to the Planning Process

Branded as the *City in a Park* plan, this comprehensive plan will be the agency’s foundational document stating how the agency will achieve its mission, goals and objectives and will guide decisions for provision of facilities, programs, and services including development of the capital improvement program.

While the *City in a Park* plan will supersede and replace the *2018 Strategic Master Plan Update* and the *2016 Mission-Led Comprehensive Program Plan*, it will incorporate updates of many of the planning components in those documents such as a community needs assessment, recreation and leisure trends analysis, community inventory, and standards for levels of service to be delivered by the parks and recreation system. Updating these components will include both incorporating already available data and cursory analysis conducted by MPT, as well as supplementary data collection and development of new methodologies for more precise and informative analysis.



City in a Park Planning Process

Work began in the summer of 2023 and will continue until plan adoption in April 2024. The overall planning process is constructed in five phases:

1. Data Collection and Inventory
2. Outreach and Engagement
3. Data and Outreach Analysis
4. Strategies and Consensus Development
5. Final Deliverables

This document contains information related to the first three phases. Additionally, *City in a Park* is the driving philosophy behind this plan update. The term signifies MPT’s intention to focus on providing amenities, facilities, programs, services, and experiences in a manner that reinforces the criticality of green infrastructure and access to parks and recreation services.



Data Collection and Inventory

Planning Context

For the first time, the *City in a Park* plan will be included in the City of Tacoma's *Comprehensive Plan* (currently being updated). This is an important concept because Washington's *Growth Management Act* requires cities and counties to develop comprehensive plans and development regulations for their communities. Therefore, there are laws and rules that are required to implement the *Growth Management Act* resulting in the importance of parks, recreation, and open space planning.

Level of Service

Level of Service (LOS) is a key term in the parks and recreation industry to understand. Historically, level of service refers to a population-based standard for the number of amenities, facilities, trail miles, or park land acres available to residents. This standard was popularized between the 70s and 90s by the National Recreation and Park Association (NRPA) as a common metric to provide a baseline understanding of how well a community is being served. Fast forward to 2024, and LOS does not solely represent a population-based metric; instead, LOS is a broader term that can encompass a variety of characteristics including, but not limited to:

- Connectivity
- Multi-modal transportation availability
- Park land types or classifications
- Walkability
- Drivability
- Health benefits
- Tree canopy coverage
- Physical park access
- Quantity of amenities
- Quality of amenities
- Programming availability

Park Classifications

Metro Parks Tacoma uses a hierarchical system of park classifications based on the function and use of parks and open spaces. The park classifications provide a systematic way of categorizing park land so that decisions regarding design, capital investments or improvements and maintenance and operation are based on the types and functions of the parks. This classification system allows the level of service for each park type to be determined by analyzing the service area and identifying any gaps and duplications throughout the District. A new goal (identified through this Strategic Master Plan development process) Metro Parks Tacoma strives to ensure that all residents inside the District reside within a 10-minute walk of a park or other facility with amenities that at a minimum meet the neighborhood park criteria.

By policy, MPT maintains all of its parkland in an equitable and consistent manner, regardless of location in the District. As part of the biennial budget process, park managers develop and update park maintenance schedules and regimes that outline the frequency and priority of all maintenance tasks for all park classification categories.



Neighborhood Park

Neighborhood Parks, generally small in size, are intended to provide daily convenient access to basic recreation opportunities for nearby residents and are designed primarily for spontaneous, non-organized recreation activities. Neighborhood parks should be designed to enhance neighborhood identity, preserve neighborhood open space, and encourage users by foot or bicycle. Due to the small size of these parks and lack of permanent amenities such as restrooms, visitors usually limit their stay to 1 hour or less. Generally speaking, programmed activities or permitted events are not allowed to take place in neighborhood parks.

Community Park

Community Parks provide a variety of major recreation facilities and support recreation programming and large scale Permitted group events for visitors within a 1.5-mile radius. Community parks should be designed to enhance neighborhood and community identity and preserve open space. Because of the wide range of amenities provided in community parks, many users visit the park by car and stay for a few hours. For this reason, they require support facilities such as parking and restrooms.

Signature Community Parks are Community Parks that provide a unique character or offering and have a wider community appeal and often contribute to the identity of each planning area. These types of parks often contain special features (either man-made or natural) that make the park unique in the District.

Regional Park

Regional Parks provide visitors with access to unique features and attractions that will attract visitors from the entire District and beyond. Regional parks often accommodate large scale Permitted community events and have infrastructure to support special events and festivals. Promoting tourism and economic development, regional parks can enhance the economic vitality and identity of the entire region.

Natural Area

Natural Areas, which primarily lie within the habitat corridors as defined in the City's Comprehensive Plan, contain natural resources that are managed for recreation or natural resource conservation values, such as a desire to protect and support wildlife habitat and water quality. Natural Areas also provide opportunities for nature-based, low-impact recreational opportunities, such as walking and nature viewing. Amenities should be limited to the numbers and types of visitors the area can accommodate while retaining its resource value, natural character, and the intended level of solitude.

Other Park Land

This category includes other land owned by the District for administrative/support purposes and undeveloped properties not needed for park purposes.

Community Schoolyard

Similar in size and function to a Neighborhood Park, Community Schoolyards transform traditional asphalt schoolyards into public spaces open to the community before and after school and on weekends.



Program Service Lines

Similar to park classifications for the physical park system, Metro Parks utilizes a classification system for delivering programs and services. A three-tiered system is utilized.

Leader-Directed and Enterprise

Leader-directed recreation opportunities are activities overseen, led, or instructed by a leader (Metro Parks staff member, contractor, or other affiliate). Metro Parks provides an array of leader-directed programs. Specific examples of leader-directed programs and services include: day camps, adaptive recreation programs, senior programs, summer Late Nights teen programming, music lessons, nature education programs, and sports leagues. Leader-led experiences are registration or admission management, but are offered on an array of pricing scales from free to full cost recovery based on a philosophy that programs and services with a higher individual benefit will have higher cost recovery rates, and programs or services with a higher community benefit will have lower cost recovery rates. Metro Parks operated facilities, especially Community Parks, recreation/community centers, and Regional Parks and destinations, are central to providing leader-directed experiences.

Self-Directed Experiences

Self-directed experiences occur in spaces and interactions with amenities without leadership present. Examples of self-directed recreation opportunities include picnic facilities, basketball courts, roadways in scenic areas, self-guiding nature trails, and open playgrounds. Metro Parks provides a diversified community recreation portfolio that includes over 2,900 acres of parks, 87 miles of hiking trails, 51 picnic shelters, 46 playgrounds, a museum, and a golf course.

Whole Child

Driven by equity, diversity and inclusion, the Whole Child movement calls on the community and policy-makers to join forces to support all youth in the community. The school district, park district, city government, private businesses, youth orientated-non-profits, health and social service providers, and cultural arts institutions are collectively working together to ensure that all children have access, exposure, and opportunity for academic, social, and emotional learning outside of school hours. Partnership drives the collaboration that provides youth development opportunities for more students from all socio-economic backgrounds. Key to providing access for all youth is programming experiences within the school facilities and venues where youth spend their day.



Outreach and Engagement

Community engagement is an ongoing, focused priority of Metro Parks Tacoma. In fact, a Community Outreach and Engagement Team exists within the District. Specific outreach and engagement activities utilized for this planning process included:

- Statistically valid community surveying
- Co-Create to Recreate activities
- Stakeholder focus groups
- Targeted community conversations
- Youth voice collection

Statistically Valid Community Surveying

Overview

ETC Institute administered a Community Needs Assessment Survey for Metro Parks Tacoma during the months of winter 2022. The survey will help Metro Parks Tacoma determine recreation program, service, and amenity priorities for the community. A link to the full survey findings report can be found in the **Appendix**.

Methodology

packet contained a cover letter, a copy of the survey, and a postage-paid return envelope. Residents who received the survey were given the option of returning the survey by mail or completing it online at MetroParksTacomaSurvey.org.

After the surveys were mailed, ETC Institute followed up by sending text messages and mailing postcards to encourage participation. The text messages and postcards contained a link to the online version of the survey to make it easy for residents to complete the survey. To prevent people who were not residents of Tacoma from participating, everyone who completed the survey online was required to enter their home address prior to submitting the survey. ETC Institute then matched the addresses that were entered online with the addresses that were originally selected for the random sample. If the address from a survey completed online did not match one of the addresses selected for the sample, the online survey was not included in the final database for this report.

The goal was to complete a minimum of 500 completed surveys from city residents. The goal was met with 511 completed surveys collected. The overall results for the sample of 511 households have a precision of at least +/-4.3 at the 95% level of confidence.

Major Findings

Experience with Metro Parks Tacoma

Overall Satisfaction: Respondents were asked to rate their overall level of satisfaction with the value their household receives from Metro Parks Tacoma. Most respondents (56%) felt either satisfied (40%) or very satisfied (16%) with the value they received.

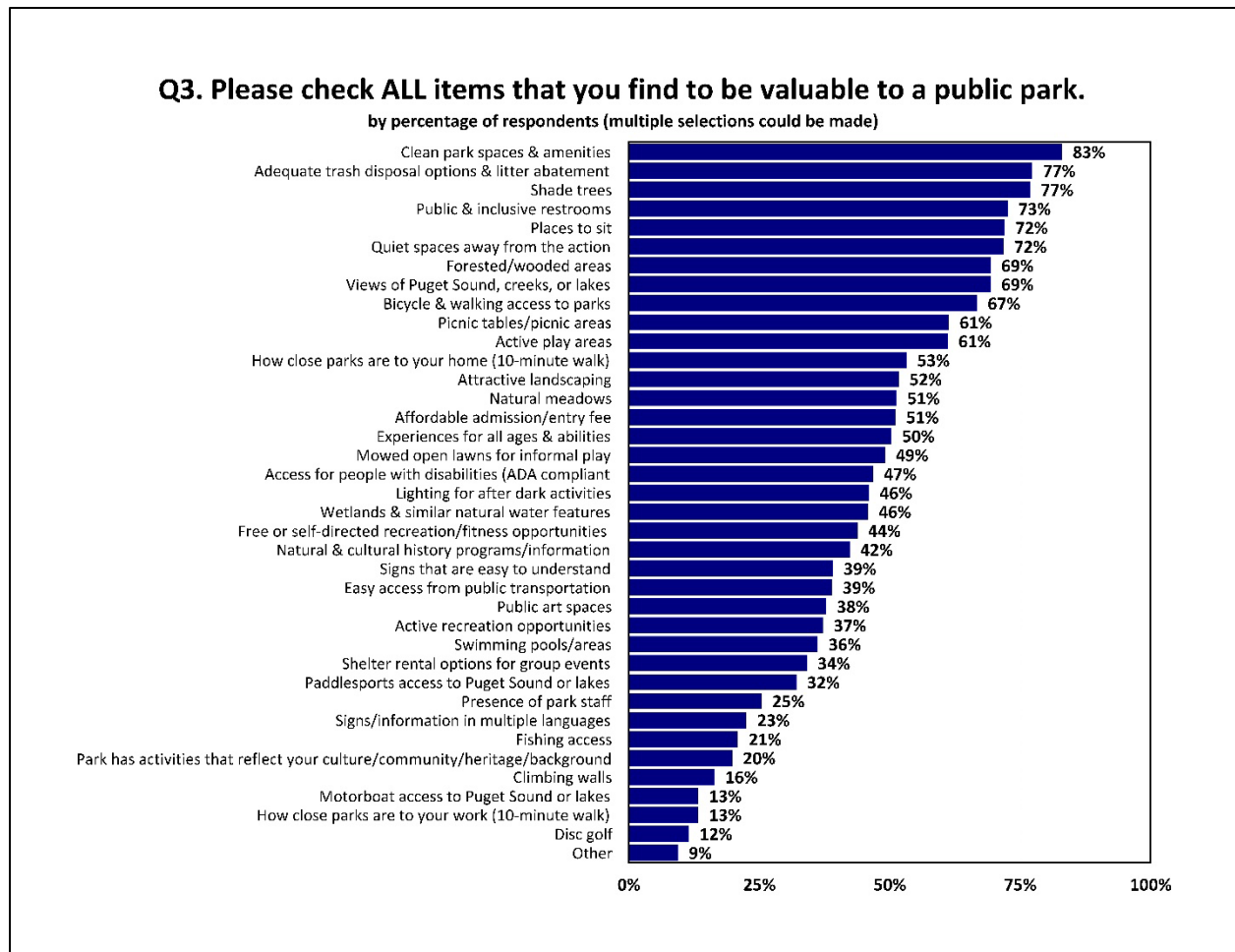
Frequency of Use. Respondents were asked to indicate how often they use facilities and amenities owned and operated by Metro Parks Tacoma. The highest percentage of respondents (48%) use the facilities/amenities multiple times a week followed by 22% of respondents using them multiple times a month. Only 1% of respondents say they never use the facilities/amenities.



Barriers to Use: Respondents were asked to identify all the reasons their household does not use facilities, programs, or services offered by Metro Parks Tacoma more often. Respondents most often listed the presence of people experiencing homelessness (35%), not knowing what is available (33%), and lack of security (27%) as major barriers.

Park Walkability. Most respondents (60%) say the parks their household uses the most are not within a 10-minute walk of their home.

Park Items Valued. Respondents were asked to select all of the park items that were of value to them and their household. Clean park spaces and amenities (83%), adequate trash disposal options and litter abatement (77%), shade trees (77%), and public/inclusive restrooms (73%) were the items most often selected as valuable by respondents.





Future of Metro Parks

Future of Parks: Respondents were asked to rate the importance of 9 potential actions towards enhancing the future of Metro Parks Tacoma over the next 5 to 10 years. Respondents thought these items were most important (rating them “important” or “very important”):

- Ensuring natural areas within the city are maintained for future generations (98%)
- Focus on maintaining existing parks and facilities (95%)
- Renovate or upgrade aging parks and facilities (92%)

Respondents were then asked to select the three items they would most support the Metro Parks Tacoma implementing:

- Focus on maintaining existing parks and facilities (43%)
- Ensuring natural areas within the city are maintained for future generations (36%)
- Renovate or upgrade aging parks and facilities (35%)

Respondents were also asked rate their agreeableness on what to do with open space areas owned by Metro Parks Tacoma. Respondents most agreed with the following items:

- Develop some of the existing underdeveloped open space that has been acquired over the years for passive uses (trails, picnic areas, playgrounds) (86%)
- Acquire additional open space areas and develop for passive uses (77%)
- Acquire additional open space areas and leave underdeveloped for future generations (75%)

Other Findings

Physical Activity: Respondents were asked to indicate how often they participate in light, moderate, and vigorous intensity physical activity. Respondents most often do light-intensity activity daily (79%), moderate-intensity activity weekly (44%), and vigorous-intensity activity weekly (42%).

Volunteer Work/Advocacy. Respondents were asked to select all the ways they would be interested in getting more involved with Metro Parks Tacoma through volunteer work and advocacy. Respondents were most interested in friends of the park (50%), joining or attending a board or commission meeting (39%), and nature programming and education (37%). Respondents are most willing to participate (selecting “willing” or “very willing”) in city projects related to trash clean ups in parks (64%), beach clean ups (63%), and tree planting (59%).

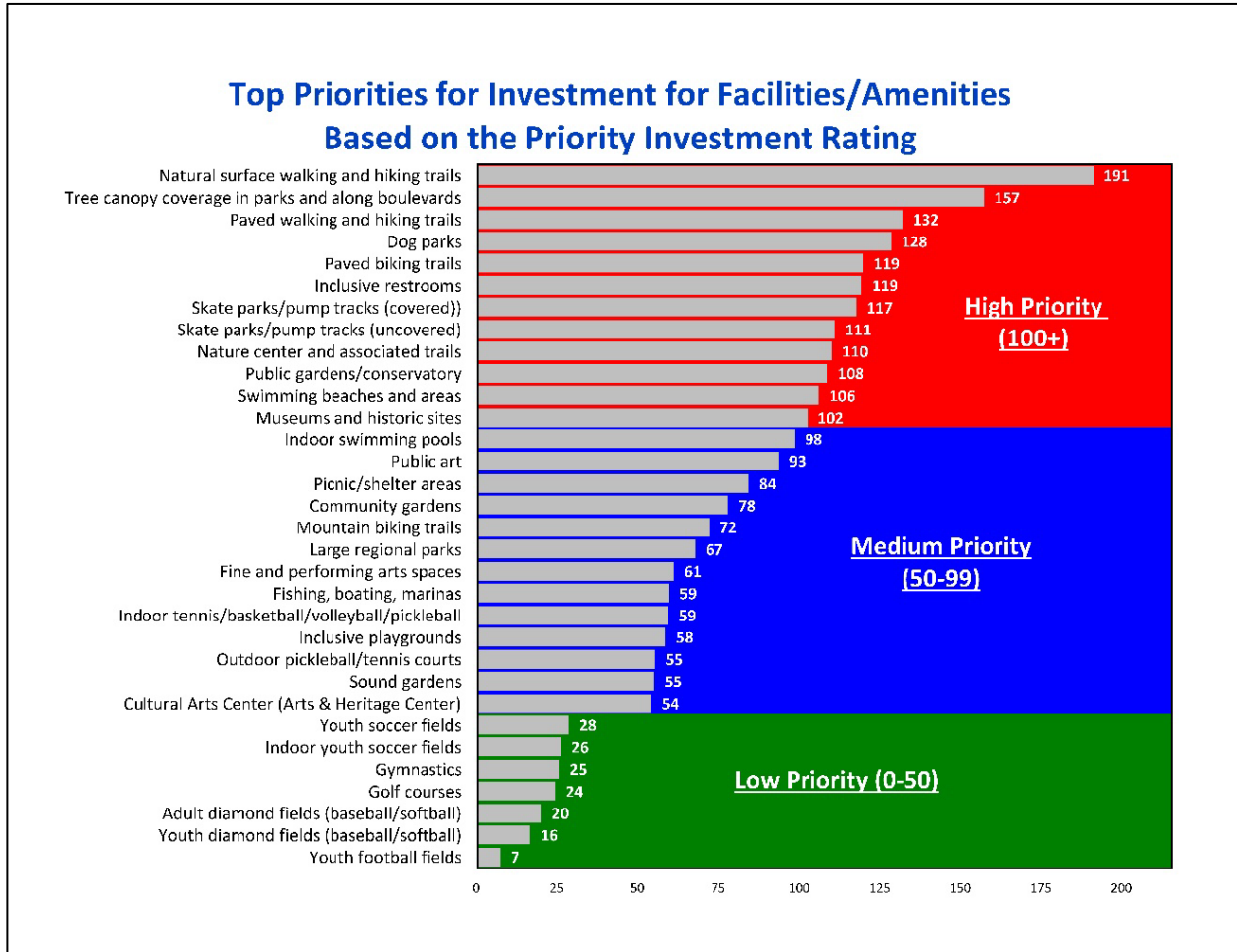
Definitions and Word Associations. Respondents were asked to select up to three items that they would use most to define “arts and heritage”. Respondents most often selected preserving historic spaces, public art, and performing arts (dance, music, and theater)/visual arts/culinary arts. Respondents most often selected natural areas and wildlife habitats, environmental education and appreciation programs, and tree canopy and forests to define “nature and environment”.

Communication Methods. Respondents were asked to select all the ways they currently learn about Metro Parks Tacoma and its offerings. The Metro Parks website (57%), Facebook (41%), and printed/mailed program brochures (38%) were the most commonly used methods. These were also the three methods most preferred by respondents.



Priorities for Facility Investments

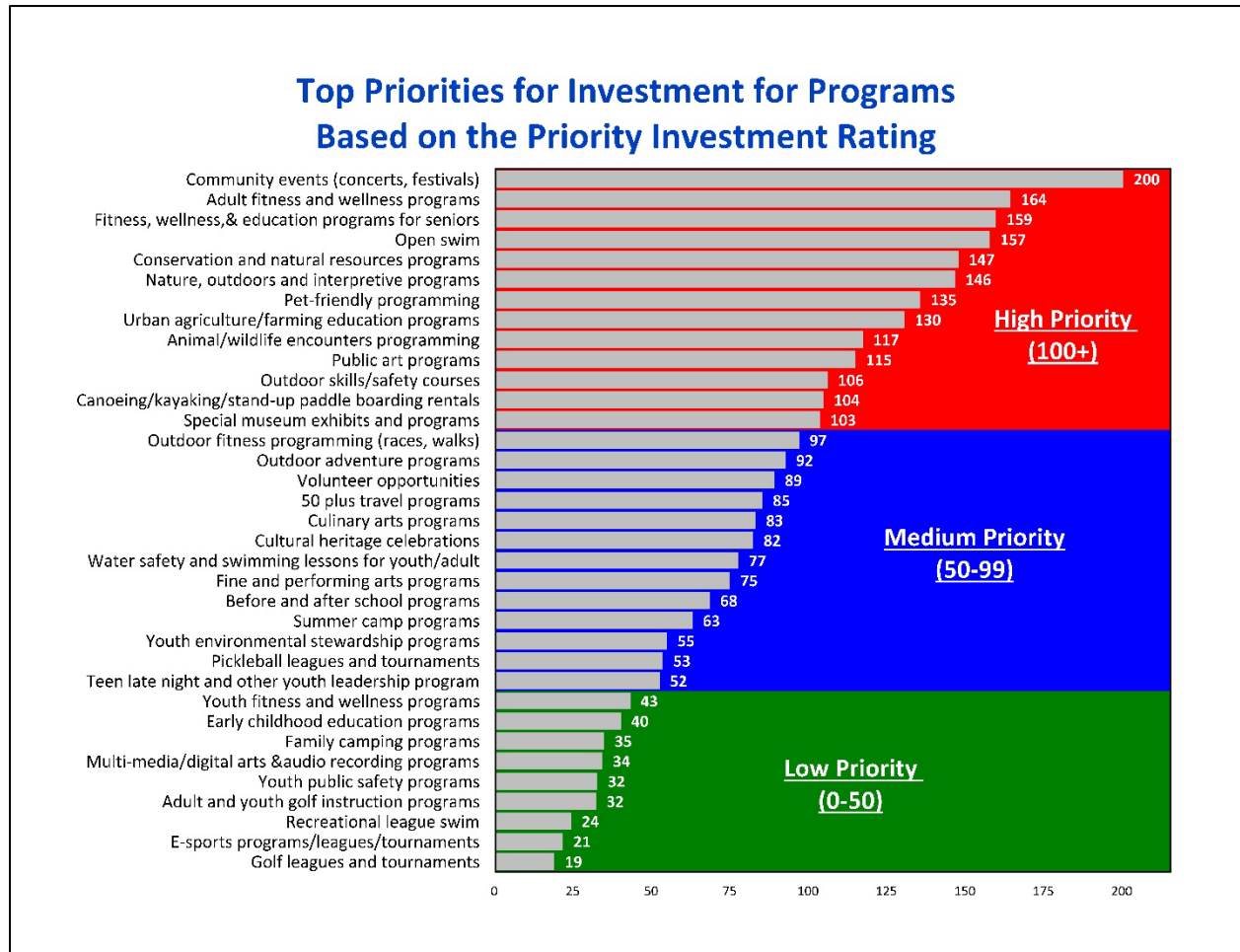
The **Priority Investment Rating (PIR)** was developed by ETC Institute to provide organizations with an objective tool for evaluating the priority that should be placed on investments. The Priority Investment Rating (PIR) equally weights (1) the importance that residents place on amenities/facilities and (2) how many residents have unmet needs for the amenity/facility.





Priorities for Program Investments

The **Priority Investment Rating (PIR)** was developed by ETC Institute to provide organizations with an objective tool for evaluating the priority that should be placed on investments. The Priority Investment Rating (PIR) equally weights (1) the importance that residents place on each program and (2) how many residents have unmet needs for the program.



Co-Create to Recreate Conversations and Advisory Councils

A summary of the community-wide survey results were shared with Metro Parks Advisory Councils and at the quarterly Co-Create to Recreate community conversations organized at each community center. Participants discussed how the priorities identified in the survey aligned with their perception of the needs and trends across the city and in their neighborhoods. Participants generally agreed with the results, but did underscore the need for youth programs and for outdoor spaces that facilitate and enhance social connection.

Stakeholder Focus Groups

The consultant team met with specific user groups to better understand their experience within the existing park system. Conversations were held with representatives related to the community's mobility network, Whole Child programming, dog parks, pickleball, and skating communities. These meetings

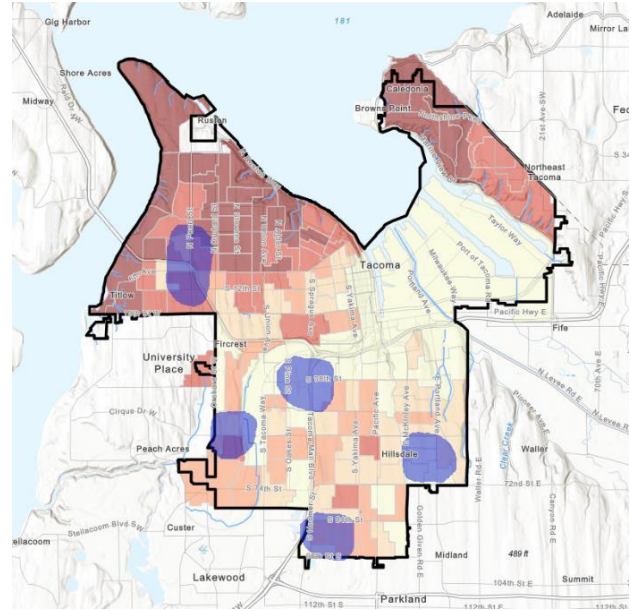
were not meant to represent an exhaustive stakeholder list; instead, the meetings allowed the consultant team to better understand emerging voices within the community.

Targeted Community Conversations

Introduction

As part of the development the System and Strategic Plan, Metro Parks Tacoma and EnviroIssues staff conducted five community conversations in January 2024. The conversations aimed to reach individuals living in five specific regions of Tacoma, where residents are not within a ten-minute walk of a park.

All conversations were conducted in person. Participants were offered dinner and child activities, and participants over the age of 18 received a \$50 Visa gift card as a ‘thank you’ for their participation. After an introductory presentation from Alisa O’Hanlon Regala, EnviroIssues staff facilitated small breakout and large group discussions to solicit feedback from participants. The primary goal of the conversations was to gather community insight on current favorable amenities in parks and barriers that keep participants from visiting parks.



The five geographic areas of focus for the community conversations in January 2024.

Outreach Strategy

The Metro Parks Tacoma team recruited for the events via outreach to community groups and individuals living in the focus areas, including flyers, emails, social media posts and phone calls. Information was provided in English, Vietnamese, and Spanish, including a Social Pinpoint page in each language with information about the effort and a link to pre-register for the events. An interpreter supported several Vietnamese-speaking participants at the January 29 meeting.

Our goal in engagement was to recruit community members with diverse backgrounds that live, work, and/or play around the five areas of focus. Metro Parks staff implemented the following methods to create interest and increase event registration:

- Sent emails with invitations and materials about the Community Conversations, including the Social Pinpoint pages and flyer in the multiple languages.
 - Emails were sent to almost 200 addresses.
- Canvassed in the areas surrounding the conversations.
- Connected with community leaders and groups via phone conversations and in-person meetings to invite them to join the upcoming meetings and to help promote the conversations with their networks, including:
 - Vintage at Tacoma (Senior Apartments) – Townhall Meeting
 - Golden Bamboo Walkers



- Tacoma-Pierce County Health Department
- University of Washington-Tacoma
- Voice of Tacoma Radio Universal
- Esperanza Movil
- Partnered with Birney Elementary and Larchmont Elementary schools to send flyers to all their students.
- Posted on Metro Parks Tacoma’s social media.
- Provided registration support to community members.

These efforts generated over 1,600 visits to the Social Pinpoint sites by more than 1,000 unique visitors.

Conversations

- **Stafford Elementary Area:** Birney Elementary, January 17 – 23 participants
- **Northwest Tacoma:** People’s Community Center, January 22 – 10 participants
- **Tacoma Mall Area:** Madison Early Learning Center, January 23 – 23 participants
- **Larchmont & Fern Hill Neighborhoods:** Larchmont Elementary, January 24 – 16 participants
- **Southwest Tacoma:** STAR Center, January 29 – 20 participants

Key Topics

Detailed notes are available from each conversation, but a high-level summary of key topics from the conversations have been compiled here.

Amenities

The first breakout topic focused on where people recreate, what amenities they value in parks, and what they would like to see closer to their neighborhoods. Topics included:

- Natural water features and other natural beauty
- Mature trees and shaded areas
- Open spaces and/or fenced areas within parks for children to play and supervisors to be able to easily watch
- Maintained and ADA accessible trails, long paths
- Playgrounds
- Fields
- Attractions for people of all ages
- Organized programs (through MPT)
- Community events/festivals (open to events organized by MPT, businesses, or neighbors)
- Community centers that have programs for children, teenagers, and adults
- Gathering spaces (BBQ pits and tables for gathering)
- Splash pads
- Dog parks and dog-waste stations
- Easy access (including ample parking and safe walking routes)

Locations

The following locations were mentioned in discussion or captured in small group notes as parks that people currently visit, listed in alphabetical order by community conversation:

- Stafford Elementary Area
 - Baker Middle School (playground, track, fields, basketball courts, small park nearby)
 - Chambers Bay (University Place)
 - Charlotte’s Blueberry Park
 - Dog parks (not specified)
 - Eastside Community Center
 - Fircrest Tot Lot
 - Fort Steilacoom Park (Lakewood)
 - Gasworks Park (Seattle)
 - Jefferson Park
 - Kobayashi Park (University Place)
 - North End parks (not specified)
 - Northwest Trek
 - Point Defiance (Zoo, Five Mile Drive, Owen Beach)
 - South Ash site (Sun Alliance adopted site trying to make a park)
 - STAR Center
 - Sunnyside Beach Park (Steilacoom)
 - Wapato Park (including dog park)
 - Wright Park
 - YMCA (not specified)
- Northwest Tacoma
 - Baltimore Park
 - Browns Point Lighthouse Park
 - DeLong Park
 - Dog parks (not specified)
 - Fircrest Tot Lot
 - Fort Steilacoom Park (Lakewood)
 - Gas Station Park
 - Jefferson Park
 - Kandle Park
 - Optimist Park
 - Point Defiance (dog park, Five Mile Drive)
 - Puget Park
 - Snake Lake / Tacoma Nature Center
 - Titlow Park
 - Wapato Park
 - Wright Park
 - YMCA (not specified)
- Tacoma Mall Area
 - Tacoma Mall Area
 - Cemetery (not specified)
 - Chambers Bay (University Place)
 - Dog parks (not specified)



Participants discuss amenities and barriers in small group breakout sessions at Larchmont Elementary School.



- Fort Steilacoom Park (Lakewood)
- Gray Middle School
- Kobayashi Park (University Place)
- Lincoln Park
- Madison Early Learning Center (current use, including 40th Street Community Garden, and as potential future park)
- Manitou Park
- Mount Tahoma High School
- Oak Tree Park
- Point Defiance
- SERA Campus (mention it being locked)
- Skate parks (not specified)
- Snake Lake / Tacoma Nature Center
- Spanaway Park (Spanaway)
- STAR Center
- Swan Creek
- Wapato Park
- Water Flume Line Trail
- Waterfront
- Larchmont & Fern Hill Neighborhoods
 - Baker Playfield
 - Blix, Boze, and Larchmont Elementary
 - Charlotte's Blueberry Park (though some said they avoid as it feels unsafe)
 - Dawson Playfield
 - Dog parks (not specified)
 - Eastside Community Center
 - Kandle Park
 - Les Gove Park (Auburn)
 - Northeast Tacoma Playground
 - Point Defiance (Zoo, gardens)
 - Ryan's Park
 - STAR Center
 - Stewart Heights
 - Verlo Playfield
 - Wapato Hills Park
 - Wapato Park
 - Waterfront
 - Wright Park
- Southwest Tacoma
 - Fort Steilacoom Park / Pierce College (Lakewood)
 - Gas Station Park (don't like the turf)
 - Jefferson Park
 - Manitou Park
 - Point Defiance
 - Wapato Park



Barriers

The second breakout topic asked participants to share what kind of barriers prevent them from visiting parks or makes them less inviting or accessible. Topics included:

- Safety
- Lack of trees (to provide shade and aesthetic benefits)
- No bathrooms (or bathrooms that are not clean/maintained)
- Accessibility (not ADA accessible)
- Transportation (sidewalks and public transport)
- Cleanliness (lack of park maintenance)
- Crime (near and inside the parks)
- Lack of natural features (feeling parks are too “modern”)
- Overcrowding, including not enough playground features to accommodate crowds
- Cookie-cutter play sets for kids in most parks versus more exciting amenities
- Parking (fear of parking due to vandalism or lack of parking spaces)

Youth Voice Collection

The State of Play Tacoma-Pierce County Report

The *State of Play Tacoma-Pierce County Report* assesses the state of youth sports and physical activity in Pierce County. The report emerged from an advisory group of 19 community leaders whose work revolves around play, sports, recreation, and healthy communities. Metro Parks and the Names Family Foundation co-hosted the advisory group, and the Aspen Institute authored the report as part of its Project Play initiative, a national body of research that has established the many benefits of physical activity, including greater cognitive function, positive mental health, better educational outcomes, and lower health care costs in adulthood. The report includes key findings, recommendations, and the voices of Tacoma and Pierce County children on their experiences. A link to the report can be found in the **Appendix**.

The Action Mapping Project

The Action Mapping Project (AMP) is located on the Tacoma campus of the University of Washington. AMP is directed by Dr. Matt Kelley, a member of the faculty of the School of Urban Studies. AMP uses innovative participatory sketch mapping methods and spatial data modeling to produce high resolution maps, data, and neighborhood dashboards that reflect the lived experience of urban residents. AMP works directly with thousands of young residents in middle and high schools. Participants are prompted to share their lived experience of neighborhood spaces by drawing on maps. All input generated is analyzed and modeled into maps. Results resemble heat maps that indicate activity spaces, perceptions of safety, walkability, sense of place, and opportunities for improvement. As of the development of this research packet, AMP data is not yet available but will be in Spring 2024 and will be presented in an interactive, online format.



Data and Outreach Analysis

Building on the information gathered from both the Data Collection and Inventory and Outreach and Engagement phases, the consultant team focused on producing data that helped broaden Metro Parks Tacoma’s “story.” Specifically, the consultant team produced a situational analysis and comparison to industry medians, developed a comprehensive geographical information systems (GIS) mapping process, and analyzed historic program data. This information helps support the information gained through community outreach and engagement while also allowing for more comprehensive decision-making conversations to take place such as the external stakeholder workshop.

Situational Analysis and Comparison

Parks and recreation agencies have often employed a research technique called benchmarking when developing system planning documents. Benchmarking is intended to help an agency understand how they “stack up” or compare to agencies of similar size, nature, and scope. Today, the National Recreation and Park Association (NRPA) compiles data from municipalities and parks and recreation agencies across the country annually via their Park Metrics database. This comparison’s results are two-fold: 1) they provide an overview of Metro Park Tacoma’s (“MPT”) inventory and supply and 2) they show how the inventory and supply relates to agencies of similar scope.

All metric standards represent the *median* statistic based on the NRPA’s park and recreation agency performance benchmarking tool. It should also be noted that this process is self-selected, meaning park and recreation agencies choose to participate *and* upload their own information. For each benchmark category, the median metric is presented. For the purposes of this benchmark, metrics for all agencies, service population between 100,000-250,000 people, over 2,500 population per square mile, and maintain over 50 parks are listed to provide additional lenses to view benchmark metrics.

Park Land and Trails

MPT’s level of service for park land and trails aligns with industry medians for agencies of similar size and scope.

Metric	MPT	All Agencies	Between 100,000-250,000 Population Served	Over 2,500 People per Square Mile	Over 50 Parks Maintained in the System
Residents per Park	2,800	2,300	3,200	2,200	2,350
Acres of Park Land per 1,000 Residents	12.9	10.8	8.9	7.8	12.9
Miles of Trail	87	15	31	19	61

Outdoor Facilities

The percentages in the chart below represent the percentage of agencies that offer this type of outdoor facility/amenity based on the benchmark characteristic. The numbers in the chart represent the LOS metric (i.e., 1 facility/amenity for every X number of people).



Facility	MPT	All Agencies	Between 100,000-250,000 Population Served	Over 2,500 People per Square Mile	Over 50 Parks Maintained in the System
Baseball Diamond (Adult)	-	55%	57%	55%	70%
	-	20,200	45,300	35,400	37,600
Baseball Diamond (Youth)	27	79%	79%	81%	81%
	8,200	6,900	14,600	8,900	12,300
Basketball Courts	30	86%	83%	90%	93%
	7,400	7,400	8,800	7,500	7,800
Community Gardens	8	52%	56%	60%	79%
	27,700	31,400	56,300	32,000	50,500
Cricket Fields	-	14%	23%	20%	34%
	-	139,200	118,700	124,200	232,700
Dog Parks	4	68%	84%	75%	91%
	54,400	43,500	78,500	51,200	82,700
Field Hockey Fields	-	4%	4%	2%	2%
	-	20,900	53,900	23,300	-
Football Fields	-	35%	40%	37%	48%
	-	26,800	50,800	33,400	51,800
Lacrosse Fields	-	11%	13%	13%	15%
	-	26,400	56,000	53,700	74,700
Multi-Purpose Fields (Natural)	13	69%	74%	71%	80%
	17,000	9,200	14,500	10,300	11,700
Multi-Purpose Fields (Synthetic)	1	25%	30%	32%	42%
	221,800	36,900	57,000	50,100	62,900
Multiuse Courts	-	49%	56%	54%	58%
	-	17,500	40,700	17,700	30,600
Outdoor Ice Rink	-	18%	11%	21%	24%
	-	17,700	108,000	36,300	59,000
Outdoor Pickleball Courts	6	31%	35%	38%	55%
	37,000	13,900	29,800	16,300	25,300
Outdoor Swimming Pool	2	51%	67%	59%	76%
	110,900	38,600	67,300	52,800	69,200
Outdoor Tennis Courts	26	76%	80%	84%	92%
	8,500	5,900	7,800	5,900	6,500
Overlay Fields	-	9%	10%	0%	14%
	-	14,800	25,500	23,800	25,700
Playgrounds	47	95%	95%	96%	98%
	4,700	3,800	5,000	3,700	4,100
Shelters	33	-	-	-	-
	6,700	-	-	-	-
Skate Park	5	41%	55%	52%	77%
	44,400	53,100	110,000	57,900	119,600
Soccer Fields (Adult)	-	42%	44%	43%	52%
	-	13,700	18,200	18,300	20,000



Soccer Fields (Youth)	-	50%	48%	51%	49%
	-	7,200	12,900	9,000	15,300
Softball Diamond (Adult)	-	63%	70%	66%	77%
	-	15,300	26,500	18,200	21,200
Softball Diamond (Youth)	-	62%	67%	60%	67%
	-	11,400	26,300	14,800	23,200
Sprayground/Splashpad	10	-	-	-	-
	22,200	-	-	-	-
Totlots	2	48%	45%	57%	55%
	110,900	11,600	17,700	11,200	14,500

Indoor Facilities

The percentages in the chart below represent the percentage of agencies that offer this type of outdoor facility/amenity based on the benchmark characteristic. The numbers in the chart represent the LOS metric (i.e., 1 facility/amenity for every X number of people).

Facility	MPT	All Agencies	Between 100,000-250,000 Population Served	Over 2,500 People per Square Mile	Over 50 Parks Maintained in the System
Aquatics Centers	3	28%	35%	38%	50%
	73,900	54,000	108,800	66,800	113,800
Arenas	-	8%	11%	6%	15%
	-	79,800	104,800	107,400	211,800
Community Centers (does not include gyms)	-	59%	60%	63%	71%
	-	29,500	54,400	38,300	51,500
Indoor Ice Rinks	-	12%	13%	15%	20%
	-	53,200	102,100	60,000	131,300
Nature Centers	1	33%	42%	40%	62%
	221,800	120,000	129,900	127,900	226,400
Performance Amphitheaters	-	37%	48%	44%	61%
	-	67,900	121,000	95,200	165,500
Recreation Centers (including gyms)	3	63%	77%	73%	84%
	73,900	31,200	54,100	38,200	49,500
Senior Centers	-	41%	51%	51%	61%
	-	59,700	123,900	73,300	150,300
Stadiums	-	20%	26%	19%	33%
	-	79,900	156,800	97,300	214,200
Teen Centers	-	13%	13%	17%	24%
	-	55,500	127,300	75,000	107,400



GIS Analysis and Mapping

A detailed geographic information systems (GIS) analysis is being conducted to further define Metro Parks' level of service. A series of static maps are available and a link to them can be found in the **Appendix**.

For the purposes of the various maps, the following categories are presented with the amenities/facilities included in each map.

- Supports Active Living
 - Trails
 - Pools
 - Skate features
 - Spray parks
 - Rectangular athletic fields
 - Dog parks
 - Diamond athletic fields
 - Biking infrastructure
 - Tennis and pickleball courts
 - Basketball courts
- Youth Voice Priority Activities
 - Pools
 - Skate features
 - Spray parks
 - Playgrounds
 - Rectangular athletic fields
 - Diamond athletic fields
 - Indoor recreation space
- Supports Community Wellness
 - Picnic shelters
 - Indoor recreation space
 - Community gardens
 - Benches, open lawn, and/or picnic tables
- Supports Engaging with Nature & the Environment
 - Access to nature
 - Water access
 - Beach access
 - Rain gardens
- Supports Art, Heritage, & Culture
 - Arts and heritage sites
 - Historic sites

For the purposes of the various maps, the following categories are for the programmatic maps.

- Active Living & Community Wellness
 - Aquatics
 - Community & Social Wellness



- Fitness
- Sports
- Arts, Culture, & Heritage
 - Park heritage and living history
 - Public assembly
 - Visual & performing arts
- Nature & Environment
 - Environmental education/conservation engagement
 - Nature & wildlife
 - Outdoor recreation & eco-tourism

Program Analysis

Introduction

As part of the *City in a Park* plan development process, a Recreation Program and Services Inventory and Analysis was created to understand recreation planning context, existing performance measures, identify gaps (if applicable), and to provide greater insights for the overall plan.

Registration data was collected and analyzed from 2022-23. The analysis' intent is to shed light on data trends that can provide insights for programmatic recommendations. It is also this analysis' intent to be combined with level of service work, existing cost and pricing policies and practices, and public engagement findings to make better informed decisions.

Overall Statistics

Metro Parks Tacoma offered nearly 8,000 activities in the two-year span. MPT exhibited a cancellation rate near 16%, or a “go vs cancellation ratio” of around six, meaning one program was cancelled for every six that operated. Of the mission areas, Nature & Environment had the lowest cancellation rates. For specific sub-categories, Fitness and Visual & Performing Arts had the highest cancellation rates over the two years with Outdoor Recreation activities having a high percentage in 2023.

In terms of distribution, the majority of programs offered relate to the Active Living and Community Wellness mission area. Nature & Environment programs represent the smallest portion of the portfolio; however, Nature & Environment programming does account for almost one-third of all recorded program enrollments meaning these programs exhibit a high average number of attendees per program offered. Specific sub-categories with a high average number of enrollments per activity include: Community & Social Wellness, Sports, Park Heritage & Living History, and Nature & Wildlife.

MPT programming produced over \$8 million over the two-year span. Arts, Culture, and Heritage programming produces the least amount of revenue compared to the other two mission areas. For specific sub-categories, the following areas produce the highest average revenue per enrollment: Nature & Wildlife, Community & Social Wellness, Environmental Education, and Outdoor Recreation.



Metro Parks Tacoma Program Statistics 2022											
Category	Activities Offered	Percent of Whole	Activities Cancelled	Cancellation Rate	Go vs Cancelled Ratio	Recorded Attendance	Percent of Whole	Average Attendance per Activity	Revenue	Percent of Whole	Average Revenue per Enrollment
Active Living and Community Wellness	2,701	72%	469	17%	5.8	157,383	52%	58.27	\$ 1,287,267	35%	\$ 8.18
Aquatics	951	25%	97	10%	9.8	31,855	11%	33.50	\$ 153,904	4%	\$ 4.83
Community & Social Wellness	494	13%	56	11%	8.8	54,834	18%	111.00	\$ 819,821	23%	\$ 14.95
Fitness	884	24%	295	33%	3.0	12,068	4%	13.65	\$ 105,275	3%	\$ 8.72
Sports	372	10%	21	6%	17.7	58,626	19%	157.60	\$ 208,267	6%	\$ 3.55
Arts, Culture, and Heritage	711	19%	154	22%	4.6	42,203	14%	59.36	\$ 216,766	6%	\$ 5.14
Park Heritage & Living History	38	1%	4	11%	9.5	8,977	3%	236.24	\$ 72,338	2%	\$ 8.06
Public Assembly	57	2%	-	0%	-	858	0%	15.05	\$ 9,495	0%	\$ 11.07
Visual & Performing Arts	616	16%	150	24%	4.1	32,368	11%	52.55	\$ 134,933	4%	\$ 4.17
Nature & Environment	330	9%	11	3%	30.0	103,184	34%	312.68	\$ 2,134,455	59%	\$ 20.69
Environmental Ed	82	2%	-	0%	-	8,022	3%	97.83	\$ 93,026	3%	\$ 11.60
Nature & Wildlife	191	5%	3	2%	63.7	89,775	30%	470.03	\$ 1,949,935	54%	\$ 21.72
Outdoor Recreation	57	2%	8	14%	7.1	5,387	2%	94.51	\$ 91,494	3%	\$ 16.98
Total	3,742	100%	634	17%	5.9	302,770	100%	80.91	\$ 3,638,488	100%	\$ 12.02

Metro Parks Tacoma Program Statistics 2023											
Category	Activities Offered	Percent of Whole	Activities Cancelled	Cancellation Rate	Go vs Cancelled Ratio	Recorded Attendance	Percent of Whole	Average Attendance per Activity	Revenue	Percent of Whole	Average Revenue per Enrollment
Active Living and Community Wellness	2,606	65%	336	13%	7.8	223,255	46%	85.67	\$ 2,284,879	48%	\$ 10.23
Aquatics	677	17%	54	8%	12.5	30,851	6%	45.57	\$ 91,322	2%	\$ 2.96
Community & Social Wellness	449	11%	57	13%	7.9	69,214	14%	154.15	\$ 1,356,894	29%	\$ 19.60
Fitness	908	23%	146	16%	6.2	42,253	9%	46.53	\$ 187,501	4%	\$ 4.44
Sports	572	14%	79	14%	7.2	80,937	17%	141.50	\$ 649,162	14%	\$ 8.02
Arts, Culture, and Heritage	918	23%	272	30%	3.4	84,432	18%	91.97	\$ 250,677	5%	\$ 2.97
Park Heritage & Living History	115	3%	1	1%	115.0	7,101	1%	61.75	\$ 83,055	2%	\$ 11.70
Public Assembly	78	2%	2	3%	39.0	49,711	10%	637.32	\$ 20,195	0%	\$ 0.41
Visual & Performing Arts	725	18%	269	37%	2.7	27,620	6%	38.10	\$ 147,427	3%	\$ 5.34
Nature & Environment	486	12%	24	5%	20.3	173,471	36%	356.94	\$ 2,204,541	47%	\$ 12.71
Environmental Ed	184	5%	2	1%	92.0	5,756	1%	31.28	\$ 363,772	8%	\$ 63.20
Nature & Wildlife	246	6%	6	2%	41.0	165,564	34%	673.02	\$ 1,761,540	37%	\$ 10.64
Outdoor Recreation	56	1%	16	29%	3.5	2,151	0%	38.41	\$ 79,229	2%	\$ 36.83
Total	4,010	100%	632	16%	6.3	481,158	100%	119.99	\$ 4,740,097	100%	\$ 9.85

Capacity Detail

Capacity refers to the percentage of actual enrollments based on the expressed program maximum and minimum enrollment numbers. For example, a program capacity of 75% indicates a program is ran at 75% full on average based on the number of enrolled participants and the maximum allowed for that activity. Taking this concept a step further, program categories can be examined by *how* programs are delivered relative to the stated maximum and minimum. As a result, four categories are used:

- 1) **Over Max.** This refers to programs that ran with a total enrollment number above the expressed program maximum.
- 2) **Full.** This refers to programs that ran with a total enrollment number equal to the expressed program maximum.
- 3) **Under Max.** This refers to programs that ran with a total enrollment number below the expressed program maximum but higher than the expressed program minimum. This is the most common capacity category for delivering parks and recreation services.
- 4) **Under Min.** This refers to programs that ran with a total enrollment number below the expressed program minimum.



For MPT programming, the overall program portfolio was delivered in the following percentage breakdown:

- Over max: 6%
- Full: 27%
- Under Max: 45%
- Under Min: 22%

The three mission areas align closely based on their capacity distributions. Specific sub-categories delivered with the highest “full” classification include Aquatics (56%) and Park Heritage & Living History (51%). Sub-categories with a classification other than “under max” as the highest percent include Aquatics (full), Fitness (under min), and Park Heritage & Living History (full). This means Fitness programming are “ran” at an enrollment number under the expressed program minimum more often than any other capacity level. This could be related to human error when entering data, artificially set program minimums, or not adhering to a program cancellation standard. More information is warranted to understand this trend.

Program Capacity Detail 2022-23 (Non-Cancelled Activities)					
Category	Over Max	Full	Under Max	Under Min	Total Activities
Active Living and Community Wellness	7%	26%	42%	25%	4,502
Aquatics	12%	56%	31%	1%	1,477
Community & Social Wellness	9%	13%	56%	22%	830
Fitness	1%	3%	33%	63%	1,351
Sports	4%	24%	63%	9%	844
Arts, Culture, and Heritage	2%	26%	57%	14%	1,203
Park Heritage & Living History	3%	51%	28%	17%	148
Public Assembly	6%	17%	49%	29%	133
Visual & Performing Arts	1%	24%	63%	12%	922
Nature & Environment	5%	34%	45%	16%	781
Environmental Ed	7%	27%	45%	21%	264
Nature & Wildlife	5%	40%	42%	12%	428
Outdoor Recreation	1%	21%	56%	21%	89
Total	6%	27%	45%	22%	6,486

Service Lines

Given MPT’s three service lines (leader-led/enterprise, self-directed, and Whole Child), examining program statistics by business areas reveals important trends. Leader-led programming accounts for the vast majority of programming delivered annually, and represents the greatest revenue. Self-directed experiences may not produce as much revenue, but they have the highest average attendance per activity by a large margin. Whole Child programming is limited to sub-category programming related to Community & Social Wellness, Sports, and Visual & Performing Arts.



Metro Parks Tacoma Leader-Directed Program Statistics 2022-23											
Category	Activities Offered	Percent of Whole	Activities Cancelled	Cancellation Rate	Go vs Cancelled Ratio	Recorded Attendance	Percent of Whole	Average Attendance per Activity	Revenue	Percent of Whole	Average Revenue per Enrollment
Active Living and Community Wellness	4,514	66%	737	16%	6.1	271,456	46%	60.14	\$ 2,392,556	33%	\$ 8.81
Aquatics	1,610	24%	151	9%	10.7	53,186	9%	33.03	\$ 245,226	3%	\$ 4.61
Community & Social Wellness	232	3%	48	21%	4.8	31,294	5%	134.89	\$ 997,125	14%	\$ 31.86
Fitness	1,791	26%	441	25%	4.1	54,321	9%	30.33	\$ 292,776	4%	\$ 5.39
Sports	881	13%	97	11%	9.1	132,655	23%	150.57	\$ 857,429	12%	\$ 6.46
Arts, Culture, and Heritage	1,520	22%	420	28%	3.6	83,996	14%	55.26	\$ 429,005	6%	\$ 5.11
Park Heritage & Living History	145	2%	5	3%	29.0	13,638	2%	94.06	\$ 116,955	2%	\$ 8.58
Public Assembly	114	2%	2	2%	-	18,959	3%	166.31	\$ 29,690	0%	\$ 1.57
Visual & Performing Arts	1,261	18%	413	33%	3.1	51,399	9%	40.76	\$ 282,360	4%	\$ 5.49
Nature & Environment	792	12%	35	4%	22.6	229,066	39%	289.22	\$ 4,338,946	61%	\$ 18.94
Environmental Ed	246	4%	2	1%	-	13,051	2%	53.05	\$ 456,748	6%	\$ 35.00
Nature & Wildlife	433	6%	9	2%	48.1	208,477	36%	481.47	\$ 3,711,475	52%	\$ 17.80
Outdoor Recreation	113	2%	24	21%	4.7	7,538	1%	66.71	\$ 170,723	2%	\$ 22.65
Total	6,826	100%	1,192	17%	5.7	584,518	100%	85.63	\$ 7,160,507	100%	\$ 12.25

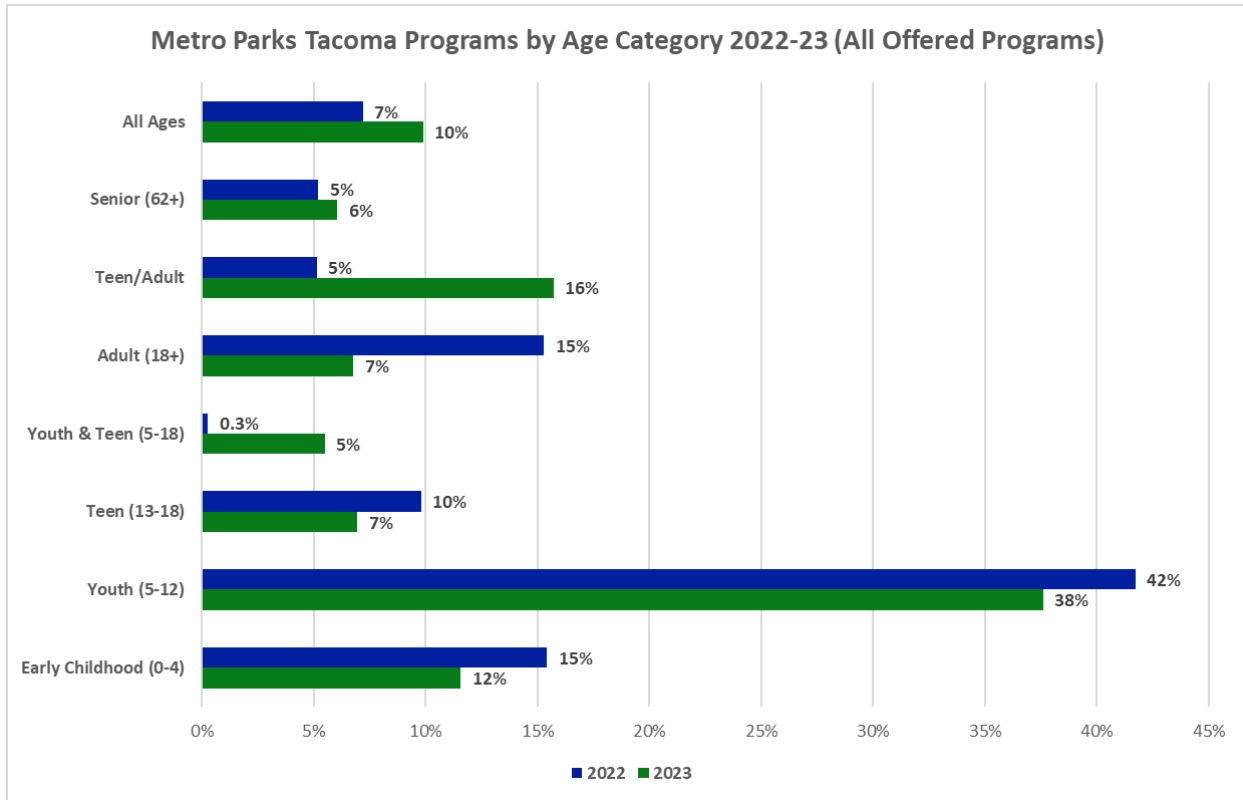
Metro Parks Tacoma Self-Directed Program Statistics 2022-23											
Category	Activities Offered	Percent of Whole	Activities Cancelled	Cancellation Rate	Go vs Cancelled Ratio	Recorded Attendance	Percent of Whole	Average Attendance per Activity	Revenue	Percent of Whole	Average Revenue per Enrollment
Active Living and Community Wellness	47	47%	-	0%	-	26,508	24%	564.00	\$ 3,311	8%	\$ 0.12
Aquatics	18	18%	-	0%	-	9,520	9%	528.89	\$ -	0%	\$ -
Community & Social Wellness	28	28%	-	0%	-	15,988	15%	571.00	\$ 3,311	8%	\$ 0.21
Fitness	-	0%	-	0%	-	-	0%	-	\$ -	0%	\$ -
Sports	1	1%	-	0%	-	1,000	1%	1,000.00	\$ -	0%	\$ -
Arts, Culture, and Heritage	30	30%	-	0%	-	34,778	32%	1,159.27	\$ 38,438	92%	\$ 1.11
Park Heritage & Living History	8	8%	-	0%	-	2,440	2%	305.00	\$ -	0%	\$ -
Public Assembly	21	21%	-	0%	-	31,610	29%	1,505.24	\$ -	0%	\$ -
Visual & Performing Arts	1	1%	-	0%	-	728	1%	728.00	\$ -	0%	\$ -
Nature & Environment	24	24%	-	0%	-	47,589	44%	1,982.88	\$ 50	0%	\$ 0.00
Environmental Ed	20	20%	-	0%	-	727	1%	36.35	\$ 50	0%	\$ 0.07
Nature & Wildlife	4	4%	-	0%	-	46,862	43%	11,715.50	\$ -	0%	\$ -
Outdoor Recreation	-	0%	-	0%	-	-	0%	-	\$ -	0%	\$ -
Total	101	100%	-	0%	-	108,875	100%	1,077.97	\$ 41,799	100%	\$ 0.38

Metro Parks Tacoma Whole Child Program Statistics 2022-23											
Category	Activities Offered	Percent of Whole	Activities Cancelled	Cancellation Rate	Go vs Cancelled Ratio	Recorded Attendance	Percent of Whole	Average Attendance per Activity	Revenue	Percent of Whole	Average Revenue per Enrollment
Active Living and Community Wellness	746	90%	68	9%	11.0	82,674	91%	110.82	\$ 1,176,279	100%	\$ 14.23
Aquatics	-	0%	-	-	-	-	0%	-	\$ -	0%	\$ -
Community & Social Wellness	683	83%	65	10%	10.5	618	1%	0.90	\$ 1,176,279	100%	\$ 1,903.36
Fitness	1	0%	-	0%	-	-	0%	-	\$ -	0%	\$ -
Sports	62	8%	3	5%	20.7	5,908	7%	95.29	\$ -	0%	\$ -
Arts, Culture, and Heritage	79	10%	6	8%	13.2	7,861	9%	99.51	\$ -	0%	\$ -
Park Heritage & Living History	-	0%	-	-	-	-	0%	-	\$ -	0%	\$ -
Public Assembly	-	0%	-	-	-	-	0%	-	\$ -	0%	\$ -
Visual & Performing Arts	79	10%	6	8%	13.2	7,861	9%	99.51	\$ -	0%	\$ -
Nature & Environment	-	0%	-	-	-	-	0%	-	\$ -	0%	\$ -
Environmental Ed	-	0%	-	-	-	-	0%	-	\$ -	0%	\$ -
Nature & Wildlife	-	0%	-	-	-	-	0%	-	\$ -	0%	\$ -
Outdoor Recreation	-	0%	-	-	-	-	0%	-	\$ -	0%	\$ -
Total	825	100%	74	9%	11.1	90,535	100%	109.74	\$ 1,176,279	100%	\$ 12.99



Target Ages

The majority of MPT programming is targeted for non-adult ages.





Emerging Themes

Active Lifestyles & Community Wellness

To what degree does MPT provide infrastructure (local, regional, and destinations) and programs that encourage individuals to become and stay healthy – physically, mentally, emotionally, and socially?

Arts, Culture, & Heritage

How good is access to experiences of art and heritage in the current MPT system? To what degree does MPT provide infrastructure and programs that encourage individuals to actively engage with the art, heritage, and histories of the breadth of people that comprise the Tacoma area community and help instill and reinforce a sense of belonging for all?

Nature & Environment

To what degree does MPT provide infrastructure and programs that support engaging with nature and the environment – especially to inspire presence in and enjoyment of natural spaces and wildlife?

Climate Change & Resilience

To what degree and in what areas is our nature environment – land, water, and wildlife – experiencing degradation from climate change and similar threats, such as urbanization, that it is compromising MPT’s ability to deliver on its mission areas including ZEED mission areas?

Safe, Green, and Health Enhancing Mobility Network

To what degree does the system of mobility in Tacoma provide continuous, safe connectivity and is desirable and health benefitting in a way walking in nature is known to be?

Whole Child Recreation/Out-of-School Time

How good is the reach of and how well used are the public-supported recreation opportunities for youth in Tacoma?

Park Access

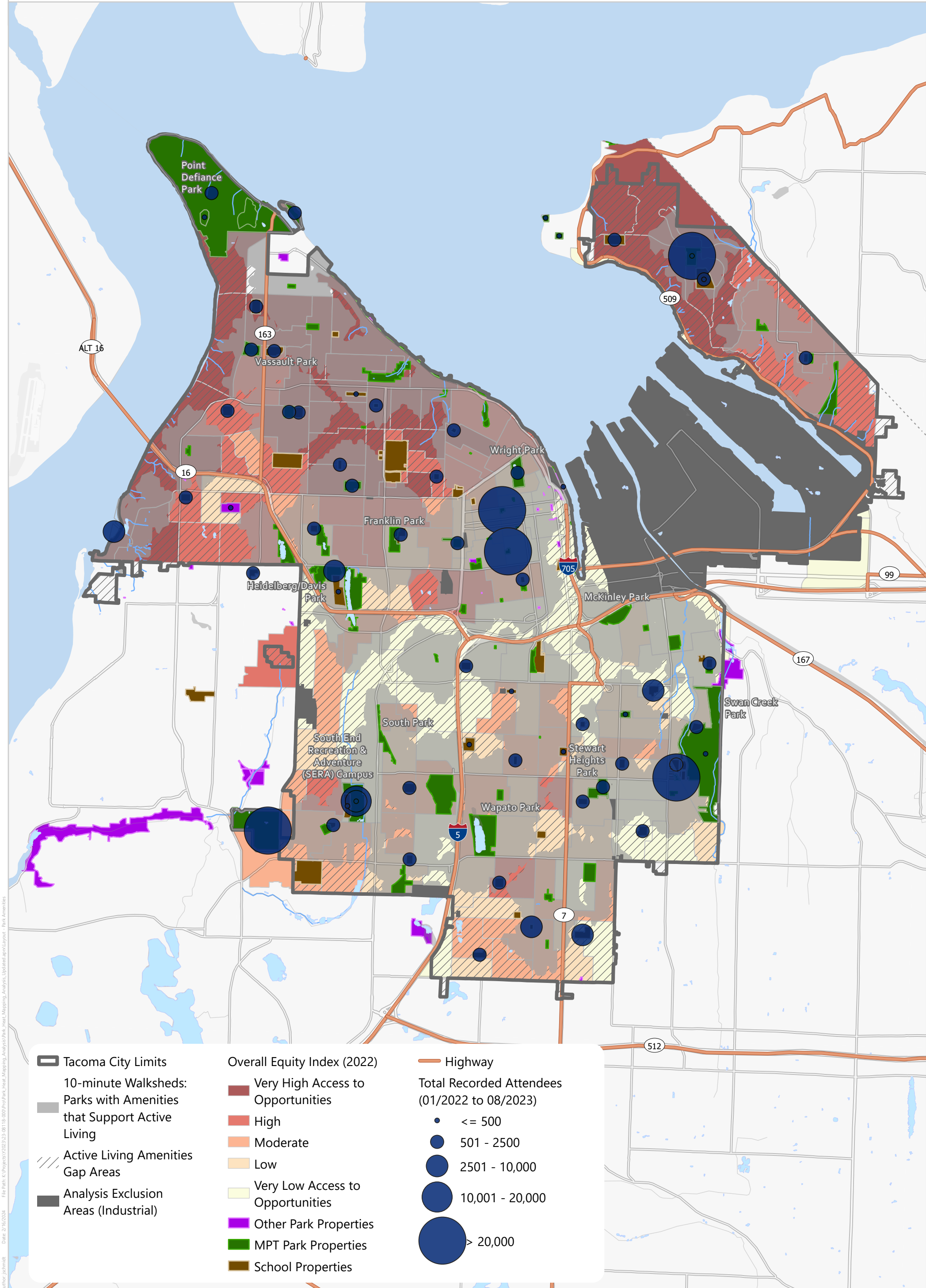
How good is existing park and open space access? A 10-minute walk is the basic service *all* residents should have.

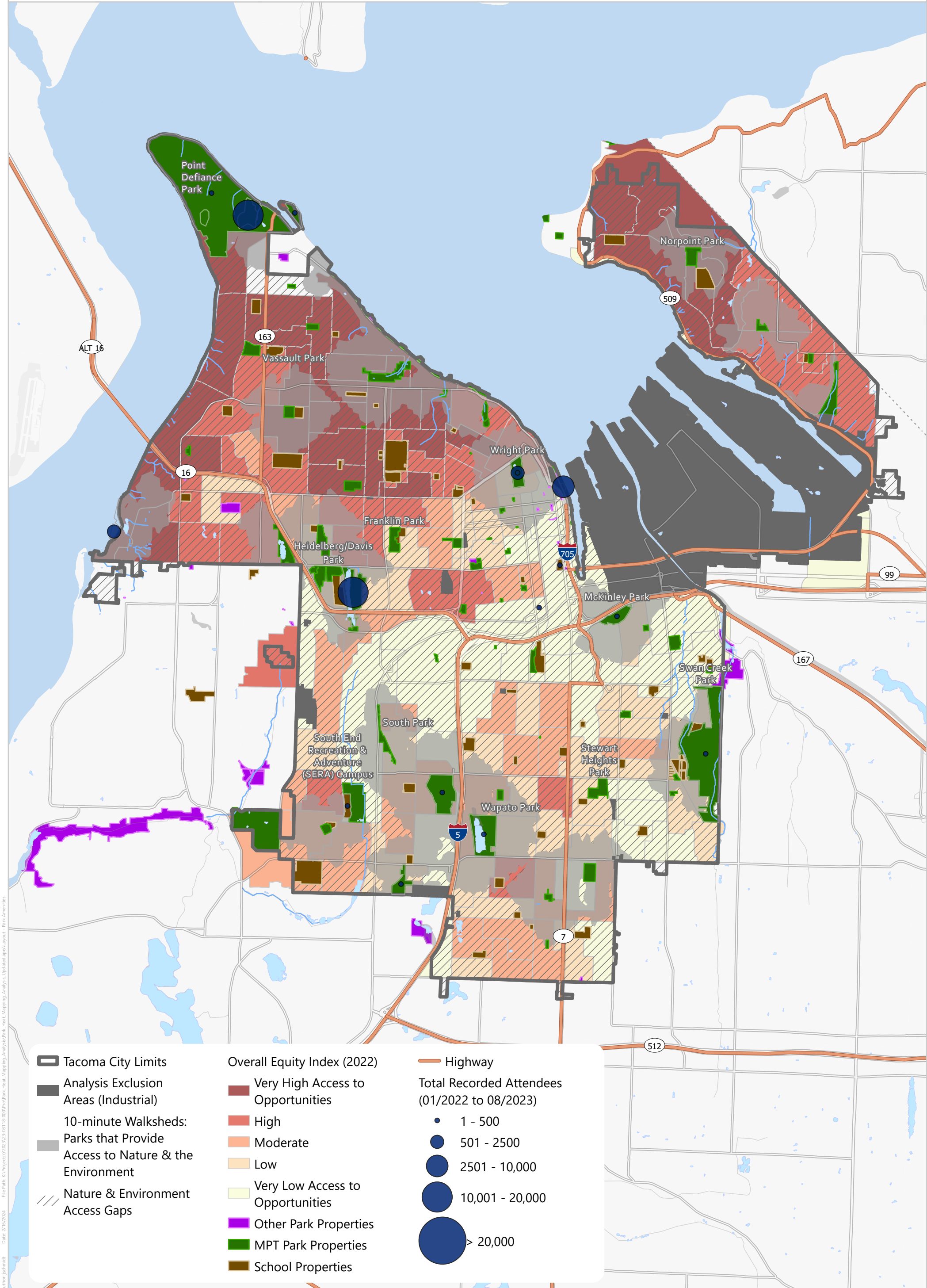


Appendix

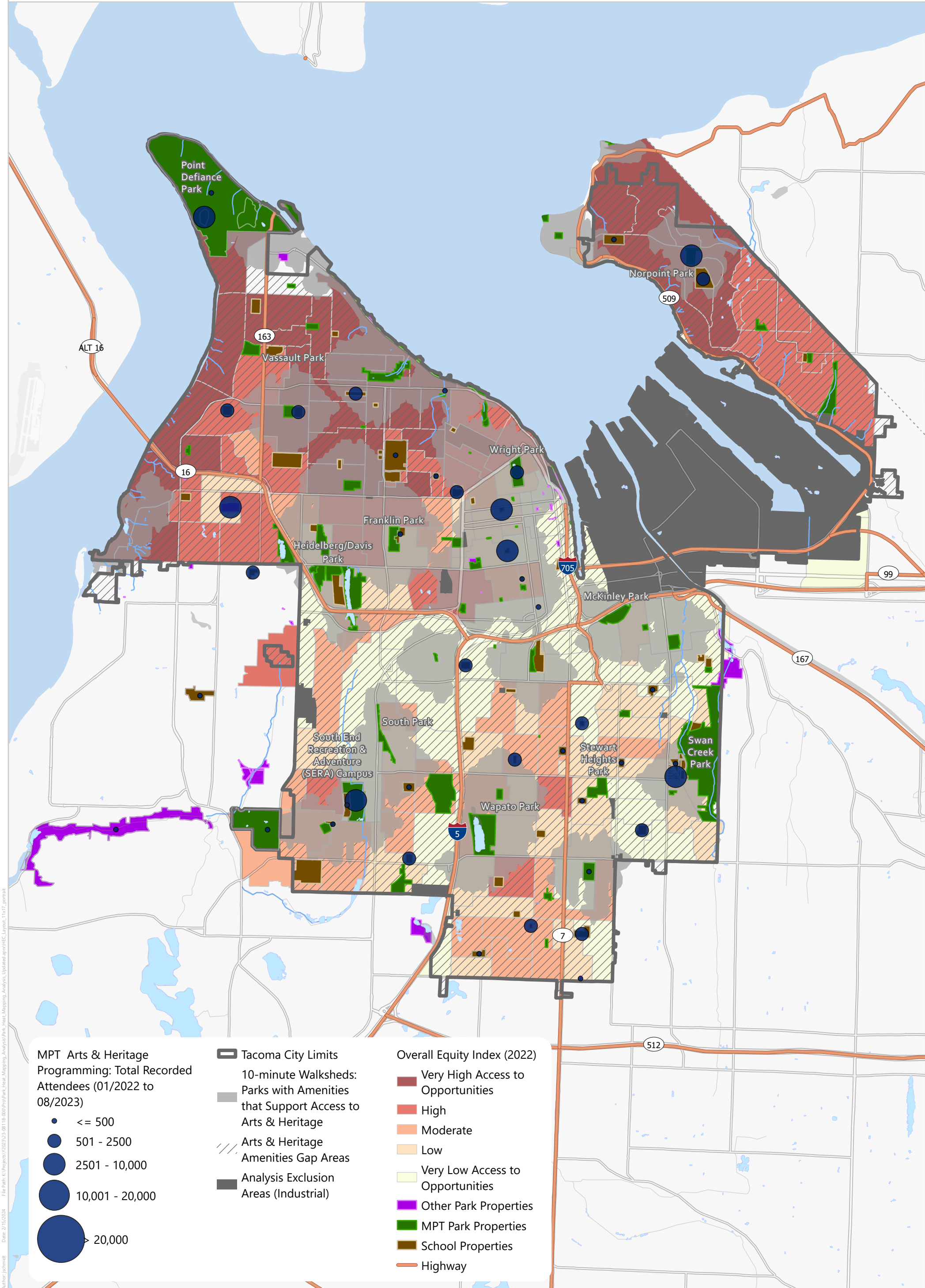
Documents referenced in this report, and more, can be viewed online and/or downloaded by using the following URL and clicking on “Data Resources” at the top:

<https://metroparkstacoma.sharepoint.com/sites/MetroParksTacomaStrategicPlanningWorkshop/>





File Path: K:\Projects\2023\23-08118-000\Pro\Park_Heat_Mapping_Analysis_Updated.aprx\Layout - Park Amenities
Author: jschmidt Date: 2/16/2024



MPT Arts & Heritage Programming: Total Recorded Attendees (01/2022 to 08/2023)

- ≤ 500
- 501 - 2,500
- 2,501 - 10,000
- 10,001 - 20,000
- > 20,000

- ▭ Tacoma City Limits
- ▭ 10-minute Walksheds: Parks with Amenities that Support Access to Arts & Heritage
- ▭ Arts & Heritage Amenities Gap Areas
- ▭ Analysis Exclusion Areas (Industrial)

Overall Equity Index (2022)

- Very High Access to Opportunities
- High
- Moderate
- Low
- Very Low Access to Opportunities
- Other Park Properties
- MPT Park Properties
- School Properties
- Highway



City of Tacoma
Planning and Development Services

Agenda Item
E2

To: Planning Commission
From: Jana Magoon, Division Manager, Land Use
Subject: **Permitting Level of Service and Public Notice Code Amendments**
Memo Date: June 20, 2024
Meeting Date: June 26, 2024

Action Requested:
Review and Recommendation

Description:

At the next meeting on June 26, 2024, the Planning Commission is scheduled to review public comments received through the public hearing process, consider modifications and complete the review process, and consider forwarding a recommendation to the City Council for the proposed Permitting Level of Service and Public Notice Code Amendments.

The Commission conducted a public hearing on June 5 to receive oral testimony on the draft Permit Level of Service and Public Notice Code Amendments package and left the hearing record open through June 7 to accept written comments. Staff is seeking comments and direction from the Commission in conducting review of the amendment and consideration of forwarding a recommendation to the City Council.

Project Summary:

The proposed draft code changes are necessitated by a mandate from the State of Washington that jurisdictions adopt new level of service requirements specific to land use permits. In most cases, this will require permits be processed faster. The new requirement goes into effect on January 1, 2025. In addition, the State mandates that, by June 6, 2024, the City start including the beginning date for public comment on public notice announcements.

Prior Actions:

- 06/05/2024 – Public Hearing on “Permit Level of Service and Public Notice Code Amendments”
- 05/01/2024 – Assessment and Determination of “Permit Level of Service and Public Notice Code Amendments”, and release of amendment package for public review

Staff Contact:

- Shanta Frantz, 253-260-0769, sfrantz@cityoftacoma.org

Attachments:

1. Public Comment and Staff Responses
2. Permitting Level of Service and Public Notice Code Amendments - Planning Commission Recommendations Packet (draft):
 - (a) Planning Commission’s Letter of Recommendations (draft)



- (b) Planning Commission's Findings of Fact and Recommendations Report (draft):
- Exhibit 1: Permitting Level of Service and Public Notice Code Amendments (draft)

c. Peter Huffman, Director



Attachment 1
Public Comment and Staff Responses

**Public Hearing - Permitting Level of Service and Public Notice
Code Amendment Package**

Oral Testimony (At Public Hearing, June 5, 2024)	
No.	Name
1.	Kit Burns

Written Comments (Deadline June 7, 2024)	
No.	Name
No Written Comments Received.	

Oral Testimony

- Kit Burns** – My name is Kit Burns. I am an architect. I have a lot of experience, I have worked as an architect for more than forty years. I graduated from WSU. And I want to comment on this particular proposal. I've worked on a number of large projects. I was project manager on Kentlake High School, Auburn Mountview High School, also in Kent. We had extensive offsite work to do. We did not have critical area. We did have wetlands but did not have a Superfund site like the Bridge Industrial project. I have experience in terms of making submittals to agencies. City of Bellevue Interlake High School, Olympia High School, Kent, King County, Auburn Mountview; I've had a lot of experience dealing with a lot of different agencies. The thing I see that is missing in this is the responsibility of the applicant, the developer. You need to protect yourself from that. What I'd like to do is see if the City of Tacoma would actually make a presentation on the process of getting Bridge Industrial through. Now there are a lot of landmines on that, but it would be a good example. And then I'd like to, and I offer this free as a volunteer, to actually give you a presentation on the deficiencies of what they submitted. My heart went out to the City of Tacoma and reviewers. Their documents were a mess and I can quote you a whole bunch of those easily just off the top of my head. I spent hours looking at those. I've looked at the soils, I've looked at the traffic, I've looked at the wetlands. In my projects I was always the lead guy, so I had to learn all that stuff from all the agencies. I think if the City of Tacoma, your staff gave your presentation (could be abbreviated), showed a timeline, you'd see things for example when they had comments on traffic. They submitted the traffic report in May, but they didn't get their comments back...I don't know when the City returned them...but they didn't get the comments back until December. So who pays for that time? And then what the problems I have with their submittal is that there are so many conflicts. They claim in the documents, for example, they have four infiltration galleries. That's in the documents/spec, but in the drawings they have seven. So it was such a mess that I don't know, in my opinion having seen it and they provided the evidence, that they ever had a complete submittal. Now I could look at the traffic report with you and give you some points on that because I have done that. I can give you some points on the soils and the wetlands, and just the overall project. I know the process. At Kentlake High School we did a two-phase project; we did the site first and then we did the building. And the building got reviewed, it was a 320,000 square feet project, there were 595 pages, the pages were this big, five spec lines, and we got it done through King County in six months. It's not because they overlooked anything, it's because our application was complete. I can assure you and I can show you if you want, and I will do that for free because I am a volunteer...I can show you the deficiencies and the things they left out that caused your planning department to spend more time and money to get an answer. That's one of the things that needs to be considered on this. I think you'd be more informed if that could happen, and I'm happy to do that. I do have a little bit of an obligation in June, but I could do it, I'll squeeze it in. One final thing, it says any written notice from local government to the applicant for additional information is further required to process the application must include a notice that non-responsiveness for 60 consecutive days may result in 30 days of delay in the application. That's backwards. It should be any delay of 30 days will result in 60 days of additional time. Where your staff loses time on these big projects is getting re-gear'd up. They have to pull out the documents, even if they are electronically. I appreciate the time. I'm happy to make a presentation to you. I'd hope that the City would do that too to give you a highlight and find out what's going on. Thanks.

--- (Public Hearing closed at 5:43 p.m.) ---

Staff Responses to Public Comments

The Planning Commission conducted a public hearing on June 5, 2024, to receive oral testimony concerning the Permitting Level of Service and Public Notice Code Amendment and accepted written comments through the closure of the public hearing record on June 7, 2024.

This report compiles public comments received and staff's responses to the comments, and where appropriate, staff's suggested modifications to the proposals contained in the Permitting Level of Service and Public Notice Code Amendment package.

Comments	Commenters	Staff Responses and Suggestions
(1) Permitting Level of Service and Public Notice Code Amendment		
<ul style="list-style-type: none"> • More responsibility should be put on developers in submitting good documents for review and adhering to timelines. • Draft code says written notice from local government to the applicant for additional information is further required to process the application must include a notice that non-responsiveness for 60 consecutive days may result in 30 days of delay in the application, This should be reversed and onus on applicant that any delay of 30 days will result in 60 days of additional time. • Volunteers to do presentation on Bridge Industrial project as an example of permit review process • Encourage City staff to provide presentation to Planning Commission on process of getting project through, with Bridge Industrial as the example. 	Burns	<ul style="list-style-type: none"> • The code sets forth what constitutes a complete application. Consistent with State law, this is limited to “what” is submitted. The quality of submittal is reviewed during the permit processing. • Staff are in conversation with Legal regarding the suggestion that the number of days added to clock be greater than 30 days. The State balanced the public process and the developer/applicant right to due process. It may be that extending the clock beyond the 30 days in State code would be unlawful. • The last two statements related to process in general and are not specific to the level of service code changes.



City of Tacoma
Planning Commission

Christopher Karnes, Chair
Anthony Steele, Vice-Chair
Morgan Dorner
Robb Krehbiel
Brett Marlo
Matthew Martenson
Jordan Rash
Sandesh Sadalge
Brett Santhuff

June 26, 2024

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

RE: Permitting Level of Service and Public Notice Code Amendments

Honorable Mayor Woodards and Members of the City Council,

On behalf of the Tacoma Planning Commission, I am forwarding our recommendations on the Permitting Level of Service and Public Notice Code Amendments.

Enclosed please find the "*Planning Commission's Findings of Fact and Recommendations Report for the Permitting Level of Service and Public Notice Code Amendments, June 26, 2024*" that summarizes the proposed amendments, the public review and community engagement process, and the Planning Commission's deliberations.

The intent of this proposal is to bring the Tacoma Municipal Code into compliance with recent state legislation adopted under Substitute Senate Bill 5290 and Substitute House Bill 1105. Both Bills mandate that local jurisdictions change their codes to be consistent with the adopted state regulations.

- Substitute Senate Bill 5290 requires the City to amend the level of service requirements specific to processing land use permits.
- Substitute House Bill 1105 requires that the City's public notice be amended to include the start date of the public notice period.

The attached draft code reflects the required changes.

- Therefore, the Planning Commission is recommending that the City Council APPROVE the application as proposed in Exhibit 1.

We respectfully request that the City Council accept our recommendations and adopt the Amendment package as presented.

Sincerely,

CHRISTOPHER KARNES, Chair
Tacoma Planning Commission

Enclosure



**(DRAFT) TACOMA PLANNING COMMISSION
 FINDINGS OF FACT AND RECOMMENDATIONS REPORT
 PERMITTING LEVEL OF SERVICE AND PUBLIC NOTICE
 CODE AMENDMENT**

JUNE 26, 2024

A. SUBJECT:

Permitting Level of Service and Public Notice Code Amendment (“Permit LOS/Public Notice”).

B. SUMMARY OF PROPOSED AMENDMENTS:

The Permit LOS/Public Notice Code Amendment consists of the following:

APPLICATION	AMENDMENT TYPE	COMMISSION’S RECOMMENDATION
1. PERMITTING LEVEL OF SERVICE AND PUBLIC NOTICE CODE AMENDMENT		
This proposal is to bring the Tacoma Municipal Code into compliance with State mandate specific to Land Use Permit level of service and public notice requirements.	Code	Exhibit 1

C. FINDINGS OF FACT: BACKGROUND AND PLANNING MANDATES

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.

2. Amendment Process

Pursuant to TMC 13.02.070 – Adoption and Amendment Procedures, applications are submitted to the Planning and Development Services Department, and subsequently forwarded to the Planning Commission for their assessment. The Planning Commission decides which applications should move forward as part of that Amendment package. Those applications then receive detailed review and analysis by staff and the Planning Commission and input is solicited from stakeholders and the community.

3. Planning Mandates

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 2050* Multicounty Planning Policies;
- The Puget Sound Regional Council's *Transportation 2040*;
- The Puget Sound Regional Council's Subarea Planning requirements;
- The Countywide Planning Policies for Pierce County; and
- TMC 13.02.070 – Adoption and Amendment Procedures.

D. FINDINGS OF FACT: POLICY REVIEW

1. Permitting Level of Service and Public Notice Code Amendment:

As documented in the Staff Analysis Report reviewed by the Planning Commission on May 1, 2024, the Commission reviewed the application for consistency with policies from Economic Development Element of the Comprehensive Plan. The proposal is supported by policies in the Economic Development chapters of the *One Tacoma* Comprehensive Plan.

E. FINDINGS OF FACT: STAFF ANALYSIS

1. Permitting Level of Service and Public Notice Code Amendment:

Staff conducted analysis to understand potential impacts of proposed process changes. The Public Review Document contains the full record of analysis and was provided to the Commission on May 1, 2024. Key components of this staff analysis include:

The proposed amendments are in response to State mandates. The proposed amendments do not affect the City's standards for development, only the timelines and procedures for issuing permit decisions. The permit level of service standards would apply city-wide depending on the type of application.

Specific to the new levels of service, the code does put the burden on the City to issue decisions quicker and may result in budget impacts if the City has to hire additional staff and/or refund fees. In theory, by issuing decisions faster, development will get built faster and the developer will incur less cost.

Specific to the new public notice requirement, this is intended to provide clarity to the community when they can comment on a project. Clear communication during the permit process is key to building trust with the community.

F. FINDINGS OF FACT: PLANNING COMMISSION REVIEW

The Planning Commission conducted reviews of the Permitting Level of Service and Public Notice Code Amendment at the following meetings, listed in reverse chronological order, with key decision points and milestones boldfaced:

- **06/26/24 – Debriefing of Public Hearing; Made recommendations to the City Council**
- 06/07/24 – Public Hearing Record closed; deadline for submittal of written comments
- **06/05/24 – Public Hearing on Permit LOS/Public Notice Code Amendment Package**
- 05/01/24 – Assessment of Permit LOS/Public Notice Code Amendment and release for public review

G. FINDINGS OF FACT: ENVIRONMENTAL REVIEW

Pursuant to Washington Administrative Code (WAC) 197-11-800, this proposal is categorically exempt from the requirement to issue threshold determination under the State's Environmental Policy Act.

H. FINDINGS OF FACT: CONSULTATION WITH THE PUYALLUP TRIBE OF INDIANS

There are no known proposals included in the Permit LOS/Public Notice Code Amendment Package that would impact the Puyallup Land Claims Settlement of 1990. A letter of consultation was sent to directors of planning and natural resources for the Puyallup Tribe of Indians, on May 22, 2024, seeking their feedback on the Permit LOS/Public Notice Code Amendment Package. No comments were received.

I. FINDINGS OF FACT: PUBLIC NOTIFICATION AND INVOLVEMENT

1. Planning Commission Public Hearing:

The Planning Commission conducted a public hearing on June 5, 2024 to receive oral testimony, and left the hearing record open through June 7, 2024 to accept additional written comments, concerning the Permit LOS/Public Notice Code Amendment Package.

The complete text of the proposed amendments and the associated staff analysis were compiled in a Public Review Document. The document was posted on the project's website at www.cityoftacoma.org/CodeAmendments.

Notification for the public hearing was conducted to reach a broad-based audience, through the following efforts:

- (a) **Public Notices** – The notice for the public hearing was emailed during the week of May 20, 2024, to the Permit Advisory Board, the Pierce County Master Builders Association, and individuals on the Planning Commission's interested parties list that includes the City Council, Neighborhood Councils, Neighborhood Business Districts, the Puyallup Tribal Nation, adjacent jurisdictions, City and State departments, and others.
- (b) **News/Social Media** – A legal notice concerning public hearing was placed in the Tacoma Daily Index on May 22, 2024. Notice of the public hearing was posted on the Code Amendments and City's Permitting websites starting the week of May 6, and on the City's social media accounts starting the week of May 27.
- (c) **60-Day Notices** – A "Notice of Intent to Adopt Amendment 60 Days Prior to Adoption" was filed with the State Department of Commerce (per RCW 36.70A.106) on May 23, 2024. A similar notice was sent to the Joint Base Lewis-McChord (per RCW 36.70A.530(4)) on May 23, 2024, asking for comments within 60 days of receipt of the notice.
- (d) **Tribal Consultation** – A letter was sent to Planning staff of the Puyallup Tribe of Indians on May 23, 2024 to formally invite the Tribe's consultation on the Permit LOS/Public Notice Code Amendment.

2. Other Community Engagement:

- 5/14/2024 – Meeting with the Pierce County Master Builders Association Legislative Committee
- 4/17/2024 – Briefed the Tacoma Permit Advisory Committee

J. FINDINGS OF FACT: COMMENTS AND RESPONSES

Shown in the table below are the numbers of comments the Planning Commission received on the Permit LOS/Public Notice Code Amendment during the public hearing process:

Application	Comments Received	
	Oral	Written
Permit LOS/Public Notice Code Amendment	1	0
TOTAL	1	0

Provided below is a summary of the comment received and, where applicable, the Commission's responses and amendments. More detailed information is documented in the "Public Comments and Staff Responses and Suggestions" exhibits reviewed by the Commission on June 26, 2024.

Permitting Level of Service and Public Notices Summary of Comment:

- (a) More responsibility should be put on developers in submitting good documents for review and adhering to timelines.
- (b) Written notice from local government to the applicant for additional information that is further required to process the application must include a notice that non-responsiveness for 60 consecutive days may result in 30 days of delay in the application, This should be reversed and onus on applicant that any delay of 30 days will result in 60 days of additional time.
 - Staff will consult with Legal and will be prepared to respond at June 26 meeting. It is expected that this proposed amendment would result in a code that is out of compliance with state mandate.
- (c) Encourage City staff to provide presentation to Planning Commission on land use permit process using Bridge Industrial as an example.

K. CONCLUSIONS:

In drawing its conclusions on the Permit LOS/Public Notice Code Amendment, the Planning Commission considered the criteria as set forth in TMC 13.02.070.H:

- (a) Whether 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;
- (b) Whether the proposed amendment conforms to applicable provisions of State statutes, case law, regional policies, and the Comprehensive Plan; and

This amendment is in response to a state mandate. Therefore, the Planning Commission concludes that, generally, the proposed amendment is not detrimental to the City as a whole and is consistent with the health, welfare, and safety of the community.

L. RECOMMENDATIONS:**1. Permit LOS/Public Notice Code Amendment:**

Recommended for Adoption as proposed in **Exhibit 1**.

The Planning Commission recommends approval of the amendment changing level of service specific to processing land use permits and information provided with public notice.

M. RECORD OF DECISIONS:

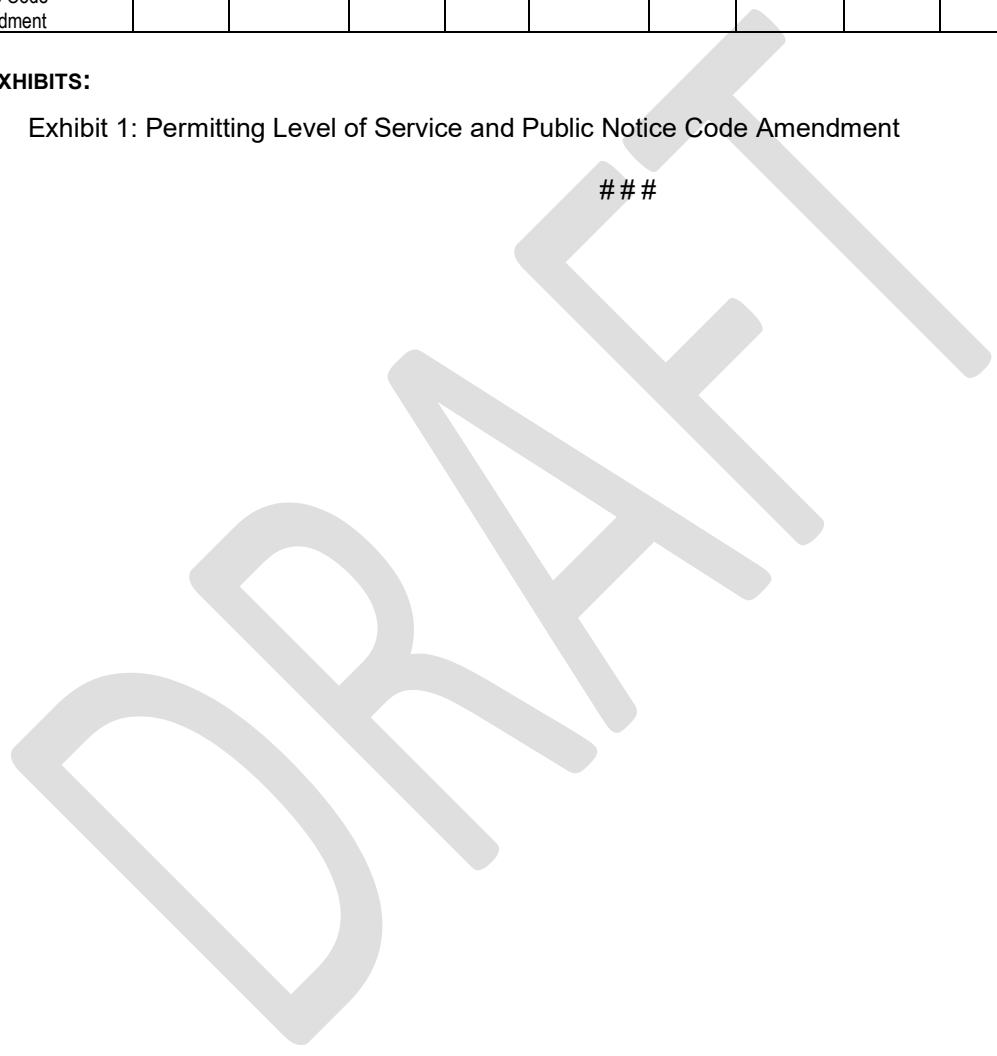
The voting records of the Planning Commission associated with the above-mentioned recommendations are displayed below:

Amendment Application	Commissioners									Vote Counts	Recommendation
	Morgan Dorner	Christopher Karnes	Robb Krehbiel	Brett Marlo	Matthew Martenson	Jordan Rash	Sandesh Sadalge	Brett Santhuff	Anthony Steele		
1. Permit LOS/Public Notice Code Amendment											

N. EXHIBITS:

- Exhibit 1: Permitting Level of Service and Public Notice Code Amendment

###



DRAFT CODE - Level of Service and Public Notice Updates (June 26, 2024)

TACOMA MUNICIPAL CODE 13.05.020.C.2

2. Pre-Application Meeting

The pre-application meeting is a meeting between Department staff and ~~an potential~~ applicant for a land use permit to ~~discuss-review~~ the application submittal ~~requirements and pertinent fees~~ documents. A pre-application meeting is required prior to submittal of an application for rezoning, platting, height variances, conditional use permit, shoreline management substantial development (including conditional use, variance, and revision), wetland/stream/Fish and Wildlife Habitat Conservation Area (FWHCA) development permits, wetland/stream/FWHCA minor development permits, and wetland/stream/FWHCA verifications. This requirement may be waived by the Department. The pre-application meeting is optional for other permits.

* * *

TACOMA MUNICIPAL CODE 13.05.020.F

F. Inactive Applications.

1. If, upon request for payment, an applicant fails to pay within 30 days, the application may be considered inactive and the file may be closed.

2. If an applicant fails to submit information identified in the notice of incomplete application or a request for additional information within 120 days from the Department's ~~notification~~ mailing date, or does not communicate the need for additional time to submit information, the Department may consider the application inactive and, after notification to the applicant, may close out the file and refund a proportionate amount of the fees collected with the application.

* * *

TACOMA MUNICIPAL CODE 13.05.020.J

J. Time Periods for Decision on Application.

1. Upon issuance of Complete Application, a final decision, as defined in subsection 5, on applications considered by the Director shall be made within the time specified below. ~~120 days of complete application.~~

- Final decision on permits that do not require a public notice shall be made within 65 calendar days
- Final decision on permits that do require a public notice shall be made within 100 calendar days
~~Final decision that requires a public hearing shall be made within 170 days~~
- Applications within the jurisdiction of the Hearing Examiner shall be processed within the time limits set forth in Chapter 1.23. ~~The notice of decision on a land use permit shall be issued (and postmarked) within the prescribed number of days after the Department notifies the applicant that the application is complete or is found complete as provided in Section 13.05.010.D.3.~~

- The following time periods shall be exempt from the time period requirement:

a. Any period during which the applicant has been requested by the Department to correct plans, perform required studies, or provide additional required information due to the applicant's misrepresentation or inaccurate or insufficient information.

b. Any period during which an environmental impact statement is being prepared; however, in no case shall the time period exceed one year, unless otherwise agreed to by the applicant and the City's responsible official for SEPA compliance.

c. Any period after an applicant informs the local government, in writing, that they would like to temporarily suspend review of the project permit application until the time that the applicant notifies the local government, in writing, that they would like to resume the application. A local government may set conditions for the temporary suspension of a permit application;

d. Any period between the Notice of Public Meeting and the public meeting, when request for public meeting is filed during the public comment period.

e. Any period for administrative appeals of land use permits.

e. Any period after Hearing Examiner Recommendation and before Final Reading at Council, when said Recommendation must be approved by the City Council.

f. Any extension for any reasonable period of time mutually agreed upon in writing between the applicant and the Department.

2. If, at any time, an applicant informs the local government, in writing, that the applicant would like to temporarily suspend the review of the project for more than 60 days, or if an applicant is not responsive for more than 60 consecutive days after the county or city has notified the applicant, in writing, that additional information is required to further process the application, an additional 30 days may be added to the time periods for local government action to issue a final decision for each type of project permit that is subject to this chapter. Any written notice from the local government to the applicant that additional information is required to further process the application must include a notice that nonresponsiveness for 60 consecutive days may result in 30 days being added to the time for review. For the purposes of this subsection, "nonresponsiveness" means that an applicant is not making demonstrable progress on providing additional requested information to the local government, or that there is no ongoing communication from the applicant to the local government on the applicant's ability or willingness to provide the additional information.

3. The time periods for a local government to process a permit shall start over if an applicant proposes a change in use that adds or removes commercial or residential elements from the original application that would make the application fail to meet the determination of procedural completeness for the new use, as required by the local government under RCW 36.70B.070.

24. The ~~120-day~~ time period established in Section 13.05.020.J.1 for applications to the Director shall not apply in the following situations:

a. If the permit requires approval of a new fully contained community as provided in RCW 36.70A.350, master planned resort as provided in RCW 36.70A.360, or the siting of an essential public facility as provided in RCW 36.70A.200.

~~b. If, at the applicant's request, there are substantial revisions to the project proposal, in which case the time period shall start from the date on which the revised project application is determined to be complete, per Section 13.05.020.E.3.~~

~~35.~~ Decision when effective. A decision is considered final at the termination of an appeal period if no appeal is filed, or when a final decision on appeal has been made pursuant to either Chapter 1.23 or Chapter 1.70. In the case of a zoning reclassification, the City Council's decision on final reading of the reclassification ordinance shall be considered the final decision.

~~46.~~ If unable to issue a final decision ~~within the 120-day time period~~ within the specified timeframe, a written notice shall be made to the applicant, including findings for the reasons why the time limit has not been met and the specified amount of time needed for the issuance of the final decision.

~~57.~~ Time Computation. In computing any time period set forth in this chapter, the day of the act or event from which the designated period of time begins to run shall not be included. The last day of the period so computed shall be included, unless it is a Saturday, a Sunday, or a legal holiday, in which event the period runs until the end of the next day which is neither a Saturday, a Sunday, nor a legal holiday. Legal holidays are described in RCW 1.16.050.

* * *

TACOMA MUNICIPAL CODE 13.05.070.F.2

F. Content of Public Notice and Notice of Application

* * *

2. The notice of application shall contain the following information, where applicable, in whatever sequence is most appropriate for the proposal, per the requirements of RCW 36.70B.110. The notice shall be made available, at a minimum, in the project's online permit file, and by any other methods deemed appropriate:

* * *

i. Public comment period (not less than 14 nor more than 30 days), to include start date and end date of public comment period, statement of right to comment on the application, receive notice of and participate in hearings, request a copy of the decision when made, and any appeal rights;

* * *

TACOMA MUNICIPAL CODE 13.05.090.C

C. Timing of Decision.

~~After examining all pertinent information and making any inspections deemed necessary by the Director~~ Upon issuance of a Complete Application, the Director shall issue a decision as set forth below,

~~within 120 days from the date of notice of a complete application,~~ unless additional time has been agreed to by the applicant, or for other reasons as stated in Section 13.05.020.

Permits that do not require public notice - final decision shall be issued within 65 days

Permits that require a public notice - final decision shall be issued within 100 calendar days

In the event the Director cannot act upon a land use matter within the time limits set forth, the Director shall notify the applicant in writing, setting forth reasons the matter cannot be acted upon within the time limitations prescribed, and estimating additional time necessary for completing the recommendation or decision.