



MINUTES

(Approved on February 20, 2025)

MEETING: Regular Meeting (hybrid)

DATE/TIME: Thursday, January 16, 2025, 5:30 p.m.

PRESENT: Clara Cheeves, Stephanie Gowing, Krystal Monteros, Deborah Ranniger, Chris Reeh, Brett Santhuff, Jennifer Weddermann

ABSENT: N/A

A. Kick-off

Stephen Antupit, Senior Planner, called the meeting to order at 5:32 p.m.

Brian Boudet, Planning Division Manager, provided welcome remarks.

The Urban Design Board recessed at 5:36 p.m. to take a group photo and reconvened at 5:39 p.m.

Antupit read the Land Acknowledgement.

B. Board Member Introductions

Staff and board members introduced themselves.

C. Discussion Items

1. Urban Design Board (UDB) Orientation

Antupit provided an overview of the Board Reference Handbook, including the Board's Bylaws and the Open Public Meetings Act (OPMA).

Steve Victor, Chief Deputy City Attorney, outlined the legal requirements of the board as it pertains to OPMA.

Carl Metz, Senior Planner, gave a brief introduction to the Urban Design Project Review (UDPR) process.

Discussion ensued throughout regarding potential task forces, projects that fall under the UDPR process, the Board's role in the UDPR process, and board members recusing themselves when appropriate.

2. Election of Chair and Vice-Chair

Board Member Ranniger moved to elect Board Member Santhuff as chair of the Urban Design Board through January 2026. Board Member Cheeves seconded the motion. The motion passed unanimously.

Board Member Gowing moved to elect Board Member Weddermann as vice-chair of the Urban Design Board through January 2026. Board Member Santhuff seconded the motion. The motion passed unanimously.

3. Approval of the Urban Design Board's Rules and Regulations ("Bylaws")

The Board discussed the Bylaws, including the following sections: Annual Report and Conduct of UDPR Public Meetings.

Board Member Santhuff proposed amending Section IV.H.3.f. to strike a portion and to read as follows: "Chair closes the public comment portion of the meeting."

Board Member Weddermann moved to approve the “Bylaws” with minor revision to IV.H.3.f. Board Member Reeh seconded the motion. The motion passed unanimously.

D. Adjournment

The Board discussed the timeline of potential projects, the next agenda, virtual attendance of meetings, and reviewing potential site scenarios.

The meeting was adjourned at 6:48 p.m.

**These minutes are not a direct transcription of the meeting, but rather a brief capture. For full-length audio recording of the meeting, please visit: www.cityoftacoma.org/UDB*