





# Urban Design Board

1/16/2025 Urban Design Studio 1

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## Agenda

- Kick-off
  - Welcome statement
  - Roll call
  - Land acknowledgement
- Board Member Introductions
- Urban Design Board Orientation
- Potential Actions
  - Election of Chair and Vice-Chair
  - Approval of the UDB's Rules and Regulations (aka "Bylaws")
- Adjournment

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# Meeting Kick-off





- Welcome statement
- Roll call
- Land acknowledgement

Agenda  
Kick-off  
Board Member Introductions  
Urban Design Board Orientation  
Potential Actions  
Adjournment

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# Board Member Introductions



Agenda  
Kick-off  
Board Member Introductions  
Urban Design Board Orientation  
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# Orientation



## Agenda

Kick-off

Board Member Introductions

Urban Design Board Orientation

Potential Actions

Adjournment

- Handbook
- Draft Bylaws
- Open Public Meetings Act
- Other legal requirements
- Urban Design Project Review (UDPR) introduction

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# Orientation: Handbook



## Agenda

Kick-off

Board Member Introductions

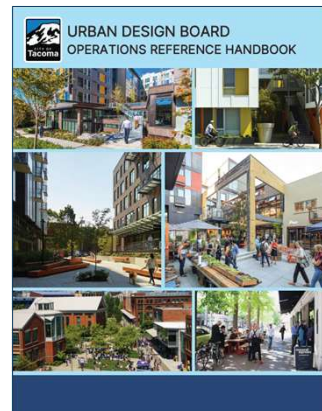
Urban Design Board Orientation

- Handbook

Potential Actions



Adjournment

Tab	Item
00.	UDB One-sheet <a href="#">(link here)</a>
01.	Resolution No. 41573, adopted Dec. 10, 2024 (appointments)
02.	UDB Roster
03.	Ordinance No. 28966, passed May 7, 2024 <a href="#">(link here)</a>
04.	TMC 13.19 (Exh. C, pp. 81-90 of Ord. No. 28966)
05.	City Ethics Code (TMC 1.46)
06.	Tacoma Boards and Commissions Orientation Handbook--by CBC
07.	UDB Bylaws
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10.	Open Public Meetings Act (RCW 42.30)
11.	Useful City Web Links-- Urban Design Project Review (UDPR) and UDB
12.	UDPR Tip Sheet
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# Orientation: Handbook

**Agenda**

Kick-off

Board Member Introductions

Urban Design Board Orientation

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Potential Actions

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**CHAPTER 13.19**  
**URBAN DESIGN BOARD AND PERMIT REVIEW**



Sections:

13.19.010 Short title.  
13.19.020 Authority and Responsibilities.  
13.19.030 Urban Design Board.  
13.19.040 Urban Design Project Review.  
13.19.050 Urban Design Project Review Manual.

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# Orientation: Handbook

**Agenda**

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**13.19.030 Urban Design Board**

A. Declaration of purpose.

It is hereby declared, as a matter of public policy, that the functionality and enhancement of the built environment is a public necessity and required in the interest of the prosperity, civic pride, and general welfare of the people.

...



G. Powers and duties of the Board.

The primary duty of the Urban Design Board is to provide expert guidance and recommendations and render decisions as part of the City's Urban Design Project Review permit process, and to serve as the City's primary resource in matters of urban design, as provided for in this chapter and Chapter 13.05 of TMC.

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# Orientation: Handbook

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**13.19.040 Urban Design Project Review**



A. Purpose.

To foster development that is equitable, well functioning, and logically integrated in the built form of Tacoma, the City requires thoughtful consideration of the design decisions of individual developments through the urban design project review process. In addition to other provisions of this Chapter, the City finds it necessary in the interests of the prosperity, civic pride and ecological and general welfare of all its citizens to engage in urban design project review. The City further finds that the economic, cultural, and aesthetic standing of the City will be supported and improved by providing urban design guidance to private development applications early in the development design process. The purpose of this Code section is to support those goals and provide a regulatory procedure for urban design decision making bodies.

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# Orientation: Handbook

**Agenda**

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**Separate CBC training**  
TBD

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# Orientation: Handbook






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# Orientation: Bylaws (draft)






<u>Agenda</u>	<b>Item</b>
Kick-off	The Rules and Regulations contain the following sections:
Board Member Introductions	I. Officers
Urban Design Board Orientation	II. Advisory Committees and Task Forces
• Draft Bylaws	III. Staffing
Potential Actions	IV. Meetings
Adjournment	V. Records
	VI. Annual Report
	VII. Miscellaneous
	VIII. Rules and Regulations Amendments

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# Orientation: Bylaws (draft)

**Agenda**

Kick-off

Board Member Introductions

Urban Design Board Orientation

- Draft Bylaws

Potential Actions

Adjournment

**Officers**

Chair & Vice-Chair elected by the Board each January  
One year terms  
Presides over all meetings. Vice-Chair performs duties of Chair if the Chair is absent.

Qualifications



- The Officers should be interested in holding the positions
- Prepared to make presentations to the City Council, community members, neighborhood groups, etc regarding Board responsibilities
- Have sufficient experience and/or understanding of the Board's functions
- Have a basic understanding of the City's policies, Land Use Code, and development regulations.

*Potential action to elect officers today*

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# Orientation: Bylaws (draft)

**Agenda**

Kick-off

Board Member Introductions

Urban Design Board Orientation

- Draft Bylaws

Potential Actions

Adjournment

**Meetings**

Third Thursday of every month – except holidays  
5:30 p.m., Municipal Building rm. 243  
Special meetings may be scheduled as needed  
*See Reference to Roberts Rules of Order (Handbook)*



**Disclosure of Contacts**

See memo regarding revision to disclosure of contacts requirements

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# Orientation: Open Meetings

**Agenda**

Kick-off

Board Member Introductions

Urban Design Board Orientation

- OPMA

Potential Actions



Adjournment

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# Orientation: Open Meetings

**Agenda**

Kick-off

Board Member Introductions

Urban Design Board Orientation

- OPMA

Potential Actions

Adjournment

**Open Government Trainings Act - OPMA and PRA**

All CBC members are to complete Open Public Meetings Act (OPMA) and Public Records Act (PRA) within 90 days of appointment, and every four years thereafter.

Please use the free trainings available from the Washington State Office of the Attorney General, online at:  
[www.atg.wa.gov/open-government-training](http://www.atg.wa.gov/open-government-training)

**CBC members should send an email to Serve Tacoma** ([servetacoma@cityoftacoma.org](mailto:servetacoma@cityoftacoma.org)) **to confirm they have finished the five modules.**



The City's in-person CBC orientation session will be held in March (tbd). UDB members will receive information after tonight's meeting.

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# Orientation: Legal Considerations



**Agenda**

- Kick-off
- Board Member Introductions
- Urban Design Board Orientation
  - Legal Considerations
- Potential Actions
- Adjournment

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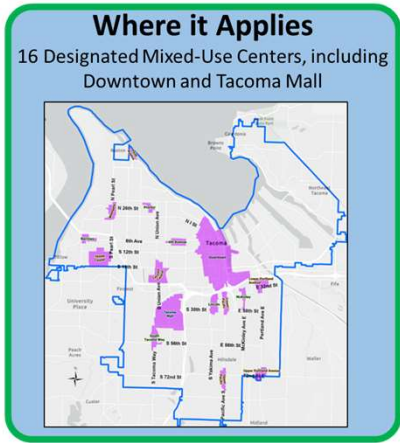
# Orientation: Urban Design Project Review

**Agenda**

- Kick-off
- Board Member Introductions
- Urban Design Board Orientation
  - UDPR
- Potential Actions
- Adjournment



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Location	UDPR Required	
	Administrative Review	Board Review
Neighborhood Center	10,000 – 40,000 sq. ft. 	40,000 + sq. ft. 
Downtown Tacoma Mall Crossroads Center	20,000 – 100,000 sq. ft. 	100,000 + sq. ft. 

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# Orientation: Urban Design Project Review

**Agenda**

Kick-off

Board Member Introductions

Urban Design Board Orientation

- UDPR

Potential Actions

Adjournment

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Submit Pre-Application

Consult with UDS staff prior to Concept Design Review

2

Submit Concept Design

Public engagement is emphasized with public notice and one public meeting (Board Review only)

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Submit Final Design

Final Design must be responsive to Concept Review Guidance Report

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# Potential Action Items

**Agenda**

Kick-off

Board Member Introductions

Urban Design Board Orientation

Potential Actions

- Election of Officers

Adjournment

**Election of Officers**

**Steps**

Discussion – including any statements of interest to serve

Chair

Please indicate your interest/willingness to serve as the Chair by raising your hand

Entertain motions to recommend an interested member to serve as Chair

If seconded, open for discussion

Voice vote

If a majority is not reached, re-open

Vice-Chair



Elect Vice-Chair by same procedures

*If Officers cannot be elected, entertain motions to table matter until next meeting*

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# Potential Action Items

**Agenda**

Kick-off

Board Member Introductions

Urban Design Board Orientation

Potential Actions

- Approval of Bylaws

Adjournment

**Approval of Bylaws**

**Steps**

Discussion

Entertain motions to approve the draft Rules and Regulations (aka Bylaws) with revised Disclosure of Contacts

If seconded, open for discussion including motions to amend

Any amendments follow same procedures

Once all amendments are voted on, the main motion, as amended, is voted on

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# Adjournment




**Agenda**

Kick-off

Board Member Introductions

Urban Design Board Orientation

Potential Actions

- Election of Officers

Adjournment

**Next Meeting**

Thursday, February 20<sup>th</sup>

5:30 p.m.

**Tentative Agenda**

Urban Design Project Review (UDPR) application process

*Suggestions from Board members*

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