



## AGENDA

**MEETING:** Regular Meeting (Hybrid)  
**DATE/TIME:** Thursday, March 20, 2025, 5:30 p.m.  
**LOCATION:** Conference Room 243, 2nd Floor of the Tacoma Municipal Building  
747 Market Street, Tacoma, WA 98402  
**ZOOM INFO:** Link: <https://www.zoom.us/j/82923259724>  
Dial-in: +1 253 215 8782  
ID: 829 2325 9724

### A. Call to Order

- Quorum Call
- Land Acknowledgement

### B. Approval of Agenda

### C. Approval of Minutes

- February 20, 2025

### D. Public Comments

This is the time set aside for public comment. Public comments must not address UDPR Concept Design review permits on the agenda. Comments on UDPR Concept Design review permits will be taken during that agenda item.

- Written comments must be submitted to [UrbanDesign@cityoftacoma.org](mailto:UrbanDesign@cityoftacoma.org) by 12:00 noon prior to the meeting. Comments will be compiled, distributed to the Commission, and posted on the [Board's webpage](#).

### E. Disclosure of Contacts and Recusals

### F. Discussion Items

#### 1. Urban Design Project Review (UDPR) process, submittals, review steps, and documentation

Staff will present the requirements, procedures, and sample materials that the Board will be provided for conducting the UDPR decision-making process.

- State-mandated permitting timelines
- PreApplication (PreApp) including Application Checklists and Application Guide
- Concept Design Review (CDR) including Public Notice, Staff analysis and report, and UDB conduct of the Public Meeting



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.

- UDB authority to “Off-Ramp” Applications to Administrative Final Design Review
- Final Design Review (FDR) and UDPR decision.

- Attachments:**
1. [UDPR Tip Sheet \(link only\)](#)
  2. [UDPR Application Guide \(link only\)](#)
  3. [UDPR Submittal Checklist: Pre-Application Conference \(link only\)](#)
  4. [UDPR Submittal Checklist: Concept Design Review \(link only\)](#)
  5. [UDPR Submittal Checklist: Final Design Review \(link only\)](#)

**Attachments Note:** Staff will provide printed copies of attachments at the meeting upon request. The UDPR Application Guide is 45 pages of color illustrations.

## 2. Design Departures

- Standards eligible for departure
- Approval criteria
- Voluntary UDPR process for “below threshold” projects in eligible locations.

- Attachments:**
6. Design Departures: Excerpt of TMC 13.16.040.E
  7. Design Departures: Excerpt of TMC 13.16.040.G (2)

## G. Communication Items

- Pre Application activity (Staff)
- April POSSIBLE Special Meeting (location change)
- Procedures, Chair, and Quorum for May 15 Meeting

## H. Adjournment



## MINUTES (draft)

**MEETING:** Regular Meeting (hybrid)

**DATE/TIME:** Thursday, February 20, 2025, 5:30 p.m.

**PRESENT:** Brett Santhuff (Chair), Jennifer Weddermann (Vice-Chair), Clara Cheeves, Stephanie Gowing, Deborah Ranniger, Chris Reeh

**ABSENT:** Krystal Monteros

### A. Call to Order

Chair Santhuff called the meeting to order at 5:31 p.m.

Chair Santhuff read the Land Acknowledgement.

### B. Approval of Agenda

*Vice-Chair Weddermann moved to approve the agenda as submitted. Board Member Ranniger seconded the motion. The motion passed unanimously.*

### C. Approval of Minutes

*Board Member Reeh moved to approve the January 16, 2025, meeting minutes as submitted. Vice-Chair Weddermann seconded the motion. The motion passed unanimously.*

### D. Public Comments

There were no written comments. No individuals addressed the Board.

### E. Disclosure of Contacts and Recusals

There were no disclosures of contacts or recusals.

### F. Discussion Items

#### 1. Quasi-Judicial Role and Urban Design Board Bylaws

Stephen Antupit, Senior Planner, provided an overview of the proposed amendment to the Board's Bylaws.

*Vice-Chair Wedderman moved to approve the "Bylaws" with minor revision to IV.H.3.f. Board Member Cheeves seconded the motion. The motion passed unanimously.*

The Urban Design Board recessed at 5:37 p.m. and reconvened at 5:41 p.m.

#### 2. Urban Design Project Review (UDPR) Manual

Antupit and Carl Metz, Senior Planner, provided an overview of the UDPR Manual, including document organization and the design objective and goals of each of the Urban Design Topics.

Discussion ensued regarding the goals and objectives of the Urban Design Topics, when project review falls in the timeline, and how much time the Board has to review.

### **3. Simulation**

Metz outlined potential UDPR scenarios.

Discussion ensued throughout regarding the desired objectives for the UDPR scenarios.

### **G. Communication Items**

Chair Santhuff reminded the Board to register for an upcoming City committees, boards, and commissions training opportunity.

### **H. Adjournment**

The meeting was adjourned at 7:02 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](http://www.cityoftacoma.org/UDB)*

Properties designated as a City Landmark and subject to historic preservation land use controls, including design review, are exempt from Urban Design Project Review.

#### E. Urban Design Project Review permit.

##### 1. Predevelopment conference.

The predevelopment conference is intended to have an applicant introduce a project at the earliest possible juncture in order to provide relevant Urban Design guidance to the applicant and avoid unnecessary revisions later in the process. At this meeting, the applicant and staff will discuss the project scope; the applicant's approach to meeting the UDPR criteria, including Design Objectives; and identify opportunities and constraints particular to the subject site. Staff will also provide initial insights into the design review process, application requirements, and any key design issues prior to preparing the application package. Potential UDPR applicants are required to schedule a predevelopment conference with Urban Design Studio staff prior to submittal of an Urban Design Project Review permit application. These should generally precede the required pre-application meeting but it may follow at the discretion of the Department.

##### 2. Preapplication meeting.

The pre-application meeting is a meeting between Department staff and a potential applicant for a land use permit to discuss the application submittal requirements and pertinent fees. Potential UDPR applicants are required to schedule a pre-application meeting with Department staff, including Urban Design Studio staff, prior to submitting an Urban Design Project Review permit application.

##### 3. Concept Design application package.

An Urban Design Project Review permit consists of two successive submittal packages. The first Concept Design application package will consist of the application form, a narrative, and all other required documents, plans, or maps, as outlined in the TMC and the application submittal form. The purpose of the Concept Design review is to confirm the project's approach to meeting applicable criteria, advise any necessary changes, and identify areas of emphasis or concern to be reflected in the Final Design. The applicant's materials should reflect this early scope, with more refined and detailed designs only expected at the Final Design review. Following Concept Design review, the applicant will receive a consolidated review and guidance summary report.

##### 4. Final Design application package.

The Final Design submittal package, the second such submittal for an Urban Design Project Review permit, may be submitted within one year of receiving the Concept Design review and guidance summary report. This package will consist of the application form, a narrative (including responses to Concept Design review and guidance), and all other required documents, plans, or maps, as outlined in the TMC and the application submittal form. Following review of the complete application, the Final Design will be approved (as submitted or with conditions) or denied.

##### 5. Application requirements.

- a. Minimum application requirements are outlined in the TMC 13.05.020 and the application submittal form.

##### 6. Departures.

- a. Developments subject to Urban Design Project Review requirements may propose alternative designs to the requirements of the following Code sections as part of their Urban Design Project Review permit application.
- b. Developments located within a designated Mixed Use Center but where Urban Design Project Review requirements do not otherwise apply (building size is below the Type I thresholds) may request alternative designs to the Code sections listed below. These requests are to be processed a Type I review, except that Concept Design review is not required and is subject only to Final Design review. Predevelopment conference and pre-application meeting requirements may be waived by the Department.
- c. Departure requests are processed in lieu of the pertinent variance in Section 13.05.010.B.2.
- d. TMC Sections eligible for design departure request

- (1) Mixed-Use Center Districts: Prohibition of ground-floor residential uses along designated Pedestrian Streets in Section 13.06.040.E.3.
- (2) Mixed-Use Center Districts: Minimum setbacks in Section 13.06.040.E.1.e.
- (3) Mixed-Use Center Districts: Height in Section 13.06.040.F.2.
- (4) Mixed-Use Center Districts: Maximum floor area in Section 13.06.040.F.4.
- (5) Mixed-Use Center Districts: Maximum setbacks in Section 13.06.040.H.
- (6) Mixed-Use Center Districts: Amenity space requirements in Section 13.06.040.I.
- (7) Downtown Districts: Height limits in Section 13.06.050.F.3.
- (8) Downtown Districts: Maximum setback in Section 13.050.F.8.
- (9) Drive-throughs in Sections 13.06.090.A.
- (10) Landscaping standards in Sections 13.06.090.B
- (11) Parking lot development standards in Sections 13.06.090.C, 13.06.090.D, and 13.06.090.E, excluding off-street parking space quantity standards in Sections 13.06.090.C.3 through “5.”
- (12) Pedestrian and bicycle support standards in Sections 13.06.090.F.
- (13) Short and long term bicycle parking in Sections 13.06.090.G.
- (14) Transit support facilities in Sections 13.06.090.H.
- (15) Sign standards in Sections 13.06.090.I.
- (16) Residential transition standards in Sections 13.06.090.J.
- (17) Fences and retaining walls in Sections 13.06.090.K.
- (18) Utilities in Sections 13.06.090.L.
- (19) Street level building transitions in Sections 13.06.090.M.
- (20) Design standards in Section 13.06.100.

#### 7. Modification to permits.

Any modification to a previously approved permit shall be processed consistent with TMC 13.05.130.

#### F. Permit processes.

This section describes the permit review steps and associated time frames for Director and Urban Design Board decisions.

##### 1. Type I: Director decision.

###### a. Concept Design package review.

###### (1) Completeness review.

The initial completeness review of an application shall be conducted consistent with TMC 13.05.020.E.

###### (2) Complete application review.

Once the application is deemed complete, public notice will be made and comment will be received within the specified time. Following the public comment period expiration, a Concept Design review and guidance summary report will be provided to the applicant.

###### b. Final Design package review.

An Urban Design Project Review application will be approved if the applicant has demonstrated the proposal complies with the Design Objectives contained within the Urban Design Project Review Manual. This determination shall be based on consideration of the clear and objective guidance contained within the Urban Design Project Review Manual in effect at the time application is made.

## 2. Design Departure Criteria.

a. In addition to the general criteria, a design departure will be approved if the applicant has demonstrated the proposed alternative design achieves at least one of the following:

(1) Provides equal or superior results to the requirement from which relief is sought in terms of quantity, quality, location, and function.

(2) Allows the design to better address the general criteria for Urban Design Project Review approval.

b. Aspects of the development that may be considered in support of a proposed design departure include:

(1) Mitigation of impacts to and/or preservation of natural and built features including, but not limited to, trees, other vegetation, natural grade, historic or cultural artifacts, and public views of landmarks

(2) Optimization or innovative use of low impact design/green stormwater infrastructure, energy efficient design (e.g. passivehaus, solar orientation), or other green building best practices, methods and/or technologies.

(3) Supports relevant adopted City goals and/or policies.

## 3. Factors reviewed through Urban Design Project Review and limitations.

The review may evaluate most aspects of a given development including those pertaining to site planning, including structure placement, points of access, on-site connections, parking placement and access, public and private streets; architectural design, including dimensions, massing, entry orientation, environmental responsiveness, building materials, fenestration; open spaces, including active spaces, passive spaces, landscaping; as they relate to the relevant Design Objectives and the clear and objective guidance contained within the Urban Design Project Review Manual.

While the review may evaluate the distribution of massing and placement of structures on the site, the review may not require the applicant to reduce the total floor area, height, bulk, scale, or density.

## H. Public notice.

### 1. General.

Public notice shall be provided consistent with TMC 13.05.070.

### 2. Type I: Director decisions.

Type I permits are subject to Process II requirements in TMC 13.05.070.D.

### 3. Type II: Urban Design Board decision.

Type II permits are subject to Process III requirements in TMC 13.05.070.E.

## I. Appeals.

### 1. Type I: Director decisions.

Appeals of a Type I permit decision is referred to the Hearing Examiner for public hearing. Such appeals are subject to the processes and requirements in TMC 13.05.100.

### 2. Type II: Board decisions.

Appeals of a Type II permit decision is referred to the Hearing Examiner for public hearing. Such appeals are subject to the processes and requirements in TMC 13.05.100.