



Urban Design Board


Meeting of March 20, 2025

3/20/2025

Urban Design Studio

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Agenda

- Urban Design Project Review (UDPR) Overview
 - Processes
 - Submittal requirements
 - Permitting timelines
- Departures
 - Eligible standards
 - Approval criteria
 - Voluntary UDPR - Projects below UDPR thresholds
- Communication Items
- Adjournment

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UDPR: Overview



Agenda

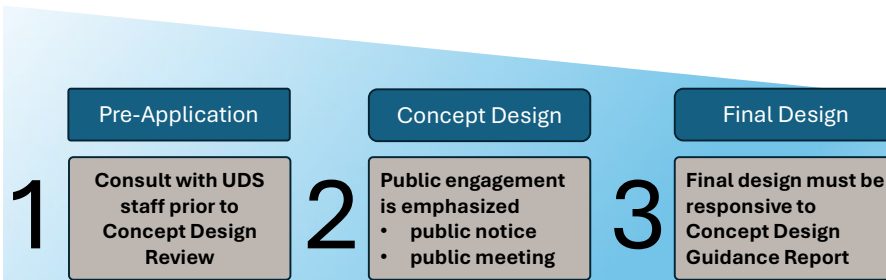
UDPR Review

- Process

Departures

Communication Items

Process Steps



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UDPR: Overview



Agenda

UDPR Review

- Supporting Documents

Departures

Communication Items

Checklists: Pre-App, CDR, & FDR

Provided	Submitted Checklist
<input type="checkbox"/>	Cover page
<input type="checkbox"/>	Table of contents
<input type="checkbox"/>	Owner's authorization form
<input type="checkbox"/>	Project narrative <ul style="list-style-type: none"> • Project description • Context and urban design response statement • Code review • Departures • Questions of staff
<input type="checkbox"/>	Urban design context analysis <ul style="list-style-type: none"> • Existing conditions description • How context informs the design • Vicinity map • Zoning map • Context maps and diagrams • Context photos w/ key map
<input type="checkbox"/>	Existing conditions plan
<input type="checkbox"/>	Site plan
<input type="checkbox"/>	Floor plans
<input type="checkbox"/>	Architectural missing concepts

Additional Notes
 The City of Tacoma has multiple tip sheets available to assist with navigating regulations and the permitting process. Applicable tip sheets can be searched by key title words within the [Tip Sheet Index](#).
 All permit applications must be submitted electronically: <https://pica.arcadis.com/tacoma/>.
 An email will be sent to the applicant of record when the materials submitted have been screened for intake. An invoice will be uploaded to the record for payment after the materials submitted are determined to be sufficient for review. The payment of the permit fee is required prior to application processing. To obtain an estimation of permit fees associated with the permits, the use of our [Cost Estimator Tool](#) is encouraged.
 Information regarding the time it may take for permit issuance is available on the [Permit Timeline](#) page.

Document	Required elements & details
Cover page	<ul style="list-style-type: none"> • Project address • Project name • UDPR info • Applicant team info (developer, architect, landscape architect)
Project narrative	<ul style="list-style-type: none"> • Development objectives including: <ul style="list-style-type: none"> • Approximate number of residential/work units • Approximate amount of total non-residential square footage • Approximate number and location of parking stalls • Any intended strategies related to green building and/or historic preservation
Context and urban design response statement	<ul style="list-style-type: none"> • Description of existing site conditions (topography, physical and natural features on site, trees "H" data) • Description of neighborhood context and how this context will inform the design approach, including any architectural codes • Description of how the project fits within and contributes to its context and is consistent with the site's zoning and land use designation • Description of how the proposal intends to address each of the seven (7) UDPR Urban Design Objectives and identify priority design guidelines
Code review	<ul style="list-style-type: none"> • Summary of key applicable development standards and how proposed development will meet these standards
Departures	<ul style="list-style-type: none"> • Preliminary Summary table for all requested development standard departures, including the following: <ul style="list-style-type: none"> ◦ Code citation ◦ Code requirement ◦ Proposed design departure
Questions of staff	
Urban design context analysis	<ul style="list-style-type: none"> • Description of the site's existing conditions including, but not limited to, structures, vegetation, and topography • Description of the surrounding context including, but not limited to, existing structures and uses, known future development, notable cultural and historic information (including landmarks), significant natural resources, and critical areas • Description of how the site's context, as described above, informs the proposed project design
Vicinity map	<ul style="list-style-type: none"> • Aerial photograph that clearly identifies the proposal in relation to the surrounding land for an area covering at least a 1/2 block (2 x 1/2) area with the subject site centered. Note date of photography and any site conditions change since photo • Label surrounding rights-of-way (streets, trails, and rail), uses, structures, and natural features
Zoning map	<ul style="list-style-type: none"> • Graphic that clearly identifies the site in relation to the surrounding land for a distance of at least a 1/2 block (2 x 1/2) area with the subject site centered • Label surrounding rights-of-way (streets, trails, and rail), zoning, overlays, and mapped critical areas

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UDPR: Overview



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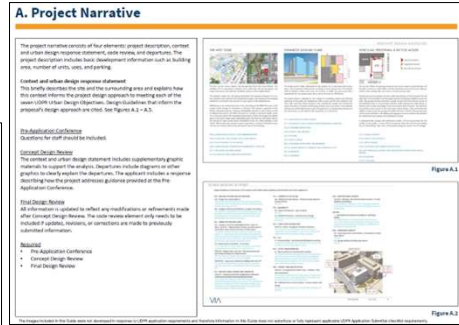
UDPR Review

- Supporting Documents

Departures

Communication Items

Application Guide



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UDPR: Overview



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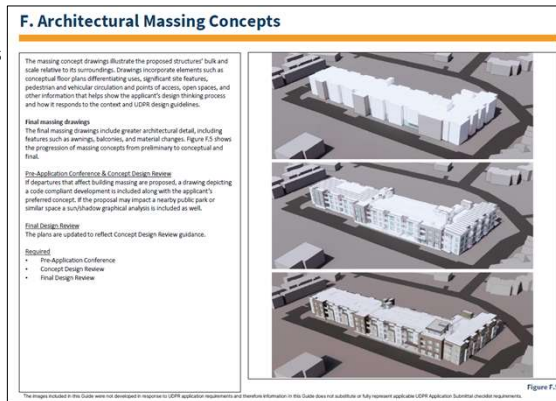
UDPR Review

- Supporting Documents

Departures

Communication Items

Application Guide



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UDPR: Overview



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UDPR Review

- Supporting Documents

Departures

Communication Items

Application Guide

J. Renderings

Three-dimensional illustrations of the proposal are a key resource to demonstrate the proposal's design concept and its consistency with relevant UDPR design objectives.

Conceptual renderings
A series of drawings from varying angles and perspectives, including eye-level, elevated, and aerial. See Figure J.1 – J.6.

Final Design Review
The plans are updated to reflect Concept Design Review guidance and additional details are included. Eye-level perspective drawings from both opposite street locations and one rendering depicting the entire project within the surrounding context are included.

- Required**
- Concept Design Review
 - Final Design Review



The images included in this Guide were not developed to replace UDPR application requirements and further information in this Guide does not substitute in any respect applicant UDPR Application Submitter checklist requirements.

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UDPR: Pre-Application



Agenda

UDPR Review

- Pre-Application

Departures

Communication Items

Elements in the Pre-Application Phase:

Submittal Checklist & Application Guide



Pre-App Submittal by Applicant

Applicant meeting with Staff

Staff Response Memo to Applicant

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UDPR: Pre-Application

Agenda

UDPR Review

- Pre-Application
 - Submittal

Departures

Communication Items



Supporting Documents: Checklist & Application Guide

Provided	Submittal Checklist
<input type="checkbox"/>	Cover page
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<input type="checkbox"/>	Floor plans
<input type="checkbox"/>	Architectural massing concepts

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UDPR: Pre-Application

Agenda

UDPR Review

- Pre-Application
 - Submittal

Departures

Communication Items

Submittal

March 5, 2024 / 2:00PM Project 4

Urban Design Project Review Pre-Application Conference Submittal

PROJECT NARRATIVE

01 SITE PLANNING

01 The arrangement of building, infrastructure, and open spaces support Urban Design Goals and objectives, and are contextually appropriate.

Response: Building is oriented toward the street, provided minimal setbacks, prominent entrances and active ground floor uses as pedestrian street, utilities and parking areas are at rear of the site.

02 Building placement and site design leverage topography and enhance unique site features.

Response: The building commercial area will have operable storefront and potential seating along adjacent areas. The building also features a resident amenity level. The building takes advantage of the great view to ocean and back with features Mt Tacoma, Commencement Bay and the Olympic Mountains.

02 CONNECTIVITY

02 Entrances and paths of access provide equitable and efficient access appropriate to the site's context.

Response: There will be immediate access at the site to public transit and active pedestrian (all design considerations) with ADA access where applicable. The building encompasses most of the site and therefore is in close proximity to the adjacent streets. The main entry of the lobby is recessed and the entry at the corner commercial space is angled to create welcoming spaces.

03 New streets and connections appropriately respond to existing block and desired mobility patterns.

Response: Entries allow for gathering while not interrupting sidewalk flow. Commercial spaces will have permeable private/public spaces to allow for connection on the street level. At the corner of S 10th street and Madison street, the combination of an angled entry and seating area within the landscape area will create a great public atmosphere for the neighborhood.

03 ARCHITECTURAL COMPOSITION

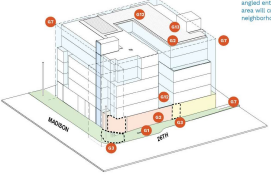
03 Architecture design is cohesive, provides visual interest, and enhances its context.

Response: The architectural design uses cohesive and contextual materials with horizontal and vertical patterning with a unified concept. There are visual cues that highlight main entries to lobby and commercial space. The design uses missing steps and modulation as opportunities to highlight.

04 Design creates a positive relationship with the surrounding area consistent with planned Urban Form.

Response: The project creates a connection to surrounding neighborhoods by using contextual materials, creating the building along main roads, and with other site blocks. The response to the sidewalk height for public, missing requirements, and creates more of a pedestrian scale along the main roads. The building will incorporate elements such as overhead canopies to help shade the building down when adjacent to the building. There will be a lot of glazing along the ground floor and upper levels to get more open to the street. Lighting from the building will help to light the sidewalk and pedestrian areas to create a safer environment.

As part of the future vision of Proctor District, the building responds to the scale and density that is encouraged within this urban growth area. The conceptual idea of being part of the fabric and back into the context creates opportunities to have vertical and horizontal elements to tie into the surroundings and give some visual interest.





NOTE: IMAGERY, AREAS AND NUMBERS ARE PRELIMINARY AND SUBJECT TO CHANGE

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UDPR: Pre-Application

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UDPR Review

- Pre-Application
 - Meeting & Response Memo

Departures

Communication Items



Staff Response Memo

Comments	UDPR Manual, UDC Creation
<p>6 Urban Design Objectives/Guidelines and Context Response: Tacoma Ave façade Blank/non-active/lack of transparency at ground level should be minimized to greatest extent possible. Possible approaches include providing secure glazing for views into bike parking, relocating some of the "active" interior uses, relocating amenity/fitness spaces to the ground level, and enhancing the function and visual prominence of the northern-most point of access, including providing access to the bicycle parking area.</p>	<p>Manual Guidelines: G3, G5, G6, G7, G9, G10</p>
<p>7 Urban Design Objectives/Guidelines and Context Response: North façade Given the highly visible nature of the north façade, due in part to the historic nature and generous setbacks of the adjacent building, visual interest and articulation should be provided and the extent of blank walls should be minimized. Possible approaches include setting the upper stories or portions back from property line enough to allow windows OR flip the location of the mid-unit recess to be closer to the front façade. <ul style="list-style-type: none"> • The width of the recess also needs to be a minimum of 15 ft. per code OR the unit must be set back at least 8 ft. to meet light and air access requirements (13.06.100.D.4.b(2). See also comment 4. </p>	<p>Manual Guidelines: G7</p>
<p>8 Urban Design Objectives/Guidelines and Context Response: Bicycle parking These types of spaces should be located and arranged with secure, street-facing transparency as a feature and climate-responsive transportation option with direct and convenient access from Tacoma Avenue.</p>	<p>Manual Guidelines: G3, G5, G18</p>
<p>9 Urban Design Objectives/Guidelines and Context Response: Cultural Heritage</p>	<p>Manual Guidelines: G6, G7, G14, G15</p>

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UDPR: Concept Design Review

Agenda

UDPR Review

- Concept Design Review

Departures

Communication Items

Elements of the Concept Design Review Phase

Application Submittal: Checklist & Application Guide

Application Review:

- Completeness
- Public Notice & Comment Period
- Staff substantive review
- UDB Packet



Public Meeting

"Off-Ramp" to Administrative Final Design Review

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UDPR: CDR Application

Agenda

UDPR Review

- Concept Design Review
 - Application Submittal

Departures

Communication Items



Supporting Documents: Checklist & Application Guide

Provided	Submittal Checklist
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<input type="checkbox"/>	Site plan
<input type="checkbox"/>	Floor plans
<input type="checkbox"/>	Architectural massing concepts
<input type="checkbox"/>	Site sections
<input type="checkbox"/>	Landscape plan
<input type="checkbox"/>	Building elevations
<input type="checkbox"/>	Renderings
<input type="checkbox"/>	Materials and color palette
<input type="checkbox"/>	Building sections
<input type="checkbox"/>	PRE Record Number PRE
<input type="checkbox"/>	Other

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UDPR: CDR Application Review


Agenda

UDPR Review

- Concept Design Review
 - Application Review

Departures

Communication Items



- Application is submitted
- Completeness review
- Deemed complete
- Public notice and comment period begins
- Routed for substantive staff review and analysis
- UDB packet distributed
- UDB Meeting

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UDPR: CDR Meeting Packet



Agenda

UDPR Review

- Concept Design Review
 - UDB Packet

Departures

Communication Items

UDB Packet

- Application materials
- Public notice documents
- Written comments
- Staff report
 - Analysis of applicable Code requirements and consistency with UDPR criteria
- Draft CDR Guidance Report
- Other pertinent information

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UDPR: CDR Public Meeting



Agenda

UDPR Review

- Concept Design Review
 - Public Meeting

Departures

Communication Items

Order of Proceedings

Chair calls the public meeting to order and announces the procedure for the public meeting:

- Staff presentation
 - ❖ The Board may ask preliminary questions of staff
- Applicant presentation
 - ❖ The Board may ask questions of the applicant
- Public comment is received
- Chair closes public comment
- Board considers all oral and written testimony and develops the CDR Guidance Report



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UDPR: CDR Guidance Report

Agenda

UDPR Review

- Concept Design Review
 - Guidance Report

Departures

Communication Items



Guidance Report

- Identify which aspects of the design or approach are consistent with UDPR criteria and guidelines
- Provide guidance for if/how the design should be adjusted to better meet UDPR criteria and guidelines – as specific as possible
- Board develops CDR Guidance Report based on draft from staff
 - ❖ Keeping, modifying, striking, or adding items

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UDPR: CDR Guidance Report

Agenda

UDPR Review

- Concept Design Review
 - FDR “Off-ramp”

Departures

Communication Items



Final Design Review “off-ramp”

- The Urban Design Board may authorize the Director to conduct the Final Design review and make the final decision.
- *This option can streamline Final Design Review process, timeline, and decision for well-prepared applications.*
- Applications eligible for this action must demonstrate specific site and/or application qualities **established by the Urban Design Board procedures.**

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UDPR: Final Design Review

Agenda

UDPR Review

- Final Design Review

Departures

Communication Items

Elements of the Final Design Review Phase

Application Submittal: Checklist & Application Guide

Application Review:



- Public Notice
- Staff substantive review
- UDB Packet

UDB Decision

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UDPR: FDR Submittal

Agenda

UDPR Review

- Final Design Review
 - Submittal

Departures

Communication Items



Supporting Documents: Checklist & Application Guide

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<input type="checkbox"/>	Urban design context analysis ¹	
<input type="checkbox"/>	Existing conditions plan ¹	
<input type="checkbox"/>	Site plan	
<input type="checkbox"/>	Floor plans	
<input type="checkbox"/>	Architectural massing concepts	
<input type="checkbox"/>	Site sections	
<input type="checkbox"/>	Landscape plan	
<input type="checkbox"/>	Building elevations	
<input type="checkbox"/>	Renderings	
<input type="checkbox"/>	Materials and color palette	
<input type="checkbox"/>	Building sections	
<input type="checkbox"/>	Exterior lighting plan	
<input type="checkbox"/>	Signage plan	
<input type="checkbox"/>	Preliminary site development plan	
<input type="checkbox"/>	PRE Record Number	PRE
<input type="checkbox"/>	LU - SEPA Record Number (when applicable)	LU
<input type="checkbox"/>	Copy of SEPA Determination and Checklist if issued by Lead Agency Other than City of Tacoma	
<input type="checkbox"/>	Other	

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UDPR: FDR Application Review

Agenda

UDPR Review

- Final Design Review
 - Application Review

Departures

Communication Items

30 days before meeting

• **Application is submitted - expedited completeness review**

Public notice

Routed for substantive staff review and analysis

7 days before meeting



• **UDB packet distributed**

UDB Meeting

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UDPR: FDR Meeting Packet

Agenda

UDPR Review

- Final Design Review
 - UDB Packet

Departures

Communication Items

UDB Packet

- Application materials
- Public notice documents
- Staff report
 - Analysis of applicable Code requirements, consistency with UDPR criteria & responsiveness to CDR Guidance Report
- Other pertinent information

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UDPR: FDR Decision



Agenda

UDPR Review

- Final Design Review
 - Decision

Departures

Communication Items

UDB Decision

- Quasi-Judicial Action of the City
- Subject to Reconsideration provisions and Appeal to Hearing Examiner
- Construction permits may NOT be issued without approved UDPR

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Departures



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UDPR Review

Departures

Communication Items

Overview

Potential departures should be identified as early in the UDPR process as possible but may be introduced at any stage.

- Introducing them at FDR does add an element of uncertainty – particularly if they result in substantial change from the CDR design, upon which the guidance was based



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Departures: Eligible Standards

Agenda

UDPR Review

Departures

- Eligible standards

Communication Items

Eligible Standards

Mixed-Use Center Zoning Districts

- Setbacks
- Height
- Maximum floor area
- Amenity space requirements

Downtown Zoning Districts

- Setbacks
- Height

Site Development Standards

- Landscaping
- Parking (Except for quantity standards)
- Pedestrian, bicycle, and transit support facilities
- Signage



Building Design Standards

- Ground level
 - Details & articulation
 - Weather protections
 - Building orientation
 - Transparency
- Building form and expression
 - Façade articulation
 - Mass reduction
 - Roofline
 - Transparency

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Departures: Approval Criteria

Agenda

UDPR Review

Departures

- Approval criteria

Communication Items

Approval Criteria

Must demonstrate 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.

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Departures: Approval Criteria



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UDPR Review

Departures

- Approval criteria

Communication Items

Approval Criteria (continued)

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: trees, other vegetation, natural grade, historic or cultural artifacts, public views of landmarks, etc.
- 2) Optimization or innovative use of low impact design/green stormwater infrastructure, energy efficient design, or other green building best practices, methods and/or technologies.
- 3) Supports relevant adopted City goals and/or policies.

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Departures: Voluntary UDPR



Agenda

UDPR Review

Departures

- Voluntary UDPR

Communication Items

Departures through Voluntary UDPR

- Developments located within a Mixed Use Center but where Urban Design Project Review requirements do not otherwise apply (*i.e., below applicable threshold*) may request Departure approval.
- These requests are processed as Administrative review, **subject only to Final Design review.**
- Predevelopment conference and pre-application meeting requirements may be waived by the Department.



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Communication Items

Agenda

UDPR Review

Departures

Communication Items

OPMA Training Deadline

Pre-Application Activity

Next Meetings

Thursday, April 17th

Tentative Agenda: Walking discussion of a selected neighborhood



Thursday, May 15th

Chair, Quorum, Procedures for possible UDPR Concept Review

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Adjournment

Next Meeting

Thursday, April 17th

5:30 p.m.

Tentative Agenda

Possible walking tour of recently completed/pre-UDPR projects

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