



TO: Elizabeth A. Pauli, City Manager
FROM: Peter Huffman, Planning and Development Services Director 
COPY: Corey Newton, P.E., Planning and Development Services Division Manager
SUBJECT: Resolution – Planning and Development Services Special Projects of Limited Duration –
December 15, 2020
DATE: November 30, 2020

SUMMARY AND PURPOSE:

A resolution relating to Special Projects; designating three Planning and Development Services projects as special projects of limited duration; and designating general salary classifications and benefits for persons employed on said projects pursuant to Tacoma Municipal Code Sections 1.12.155, 1.24.187, 1.24.980 through 1.24.986, 130.300, and Section 61(h) of the Tacoma City Charter.

BACKGROUND:

This resolution will identify and designate the projects listed below as special projects of limited duration and allow the Planning and Development Services (PDS) Department to acquire project staff to supplement permanent staffing levels on an as-needed basis to support the following projects:

- Strategic Permitting Projects
- Affordable Housing Streamlining
- Neighborhood Planning Projects

Project staff may include, but not be limited to, construction inspectors, inspectors, project managers, development specialists, engineers, engineering technicians, planners, natural resource specialists, management analysts, customer service representatives, and permit specialists. Project staff would receive all appropriate employee benefits.

COMMUNITY ENGAGEMENT/ CUSTOMER RESEARCH:

This resolution will allow PDS to provide resources to assist, engage, and outreach with the community on civic partnership projects, strategic permitting advancements, affordable housing permitting improvements, and neighborhood planning project.

2025 STRATEGIC PRIORITIES:

Equity and Accessibility:

This resolution is intended to ensure PDS can meet our equity and accessibility commitments. By allowing PDS to hire project positions, this ensures PDS can make fiscal responsible hiring decisions. This helps to demonstrate that our actions show accountability for our decisions, alignment to our values and principles of operation, equity and transparency in communication and outreach, service levels, and staffing that meet the needs of the community.

Economy/Workforce: *Equity Index Score:* High Opportunity

Increase the number of infrastructure projects and improvements that support existing and new business developments.



Civic Engagement: *Equity Index Score:* High Opportunity

Increase the percentage of residents who believe they are able to have a positive impact on the community and express trust in the public institutions in Tacoma.

Livability: *Equity Index Score:* High Opportunity

Increase the number of Complete Compact Communities/ 20-Minute Neighborhoods throughout the city.
Select an indicator.

Explain how your legislation will affect the selected indicator(s).

Designating these special projects of limited duration allows PDS to demonstrate its commitment to fiscal responsibility by hiring limited duration positions to advance specific projects. This helps to ensure PDS can meet its mission of partnering with the community to build a livable, sustainable, and safe City by providing strategic, timely, predictable, cost-effective planning and development services with a culture focused on community engagement, customer service, creativity, accountability, and continuous improvement.

ALTERNATIVES:

Alternatives include hiring additional regular staff, versus hiring project staff on an as-needed basis, or outsourcing. Hiring project staff as needed provides the most benefit at the least cost.

FISCAL IMPACT:

This resolution will have no fiscal impact on listed project budgets. Projects have been or will be budgeted through the biennium budgeting process.

ATTACHMENTS:

2020 PDS Special Projects of Limited Duration



2020 PDS Special Projects of Limited Duration

Strategic Permitting Projects:

These projects are intended to provide PDS with additional fiscally responsible resources. PDS's objective is to positively transform the way we interact with our community. Engagement is intended to be proactive so the community can better understand the development process, associated standards, and how best to engage in the process. These projects will also focus on our existing processes and identify opportunities for improvements, and provide necessary resources for external civic partnership projects. These projects include but are not limited to:

- Permitting System Improvements
- Critical Area Permitting
- Wetland Mapping
- Continuity of Operation Update
- FEMA Community Rating System
- Unreinforced Masonry Building Mapping
- Technology Improvements
- Civic Partnership Projects

Total Estimated Project Cost: \$3,942,324

Contact: Corey Newton, P.E., 253-591-5765

Designation Duration: Continues until December 31, 2026

Affordable Housing Streamlining:

This project will focus on affordable housing projects across the City with the goal of assessing projects quickly, providing options, prioritizing affordable housing projects, and helping incentivize new units. This project will allow staff to coordinate projects to address permitting concerns proactively, and provide coordination between review and inspection, which will promote clarity during pre-development and reduce delays to permitting, construction, and occupancy.

Total Estimated Project Cost: \$527,028

Contact: Philip Kao, 253-591-5611

Designation Duration: Continues until December 31, 2024

Neighborhood Planning Projects:

These projects are intended to prioritize new and existing projects. These involve Comprehensive Plan and Land Use Regulatory Code amendments, including projects related to affordable housing, urban design and specific neighborhood and corridor planning projects.

Total Estimated Project Cost: \$498,911

Contact: Brian Boudet, 253-573-2389

Designation Duration: Continues until December 31, 2024