



## **MINUTES**

(Approved on May 15, 2025)

**MEETING:** Regular Meeting (hybrid)

**DATE/TIME:** Thursday, March 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 5:32 p.m.

Chair Santhuff read the Land Acknowledgement.

### **B. Approval of Agenda**

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

### **C. Approval of Minutes**

*Board Member Gowing moved to approve the February 20, 2025, meeting minutes as submitted. Board Member Reeh 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. Urban Design Project Review (UDPR) Process, Submittals, Review Steps, And Documentation**

Carl Metz, Senior Planner, provided an overview of the UDPR process, checklists, the application guide, elements in the pre-application phase, elements of the Concept Design Review (CDR) phase, and elements of the Final Design Review phase.

Discussion ensued throughout regarding completeness review requirements, anticipated timelines for ongoing cases, review process timeframes and contents, proceedings of the CDR public meetings, the CDR guidance report, streamlining the Final Design Review process, meeting steps, and review guidance proportionality relative to project costs.

Chair Santhuff provided remarks noting that there will be real projects with real stakes for applicants and the community, there are limits on what the Board has purview over, deliberations on those projects should be kept to Board meetings, and site visits are encouraged on an individual basis.

## **2. Design Departures**

Carl Metz, Senior Planner, provided an overview of design departure procedures, eligible standards, approval criteria, and departures through voluntary UDPR.

Discussion ensued regarding application fees.

Board Member Cheeves departed here at 6:47 p.m.

## **G. Communication Items**

Staff reminded board members of their OPMA training requirement.

*Vice-Chair Weddermann moved to cancel the April 17<sup>th</sup> Urban Design Board meeting and hold a walking/riding site visit at 5:30 p.m. beginning at Freight House Square, then touring recent developments through the Dome District, Stadium District, and Hilltop while utilizing the Link. Board Member Ranniger seconded the motion. The motion passed unanimously.*

## **H. Adjournment**

The meeting was adjourned at 7:00 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)*