



TO: Elizabeth Pauli, City Manager
FROM: Deputy Mayor Conor McCarthy and Council Assistant Lynda Foster
COPY: City Council and City Clerk
SUBJECT: **Resolution – Amending the Tacoma Permit Advisory Task Force Membership Limit – Requested for December 17, 2019**
DATE: 12/5/2019

SUMMARY & PURPOSE:

A resolution removing the 12 – 15 member limitation from the Tacoma Permit Advisory Task Force.
[Deputy Mayor Conor McCarthy]

COUNCIL SPONSORS:

Deputy Mayor Conor McCarthy; Council Members Hunter and Thoms

BACKGROUND:

This Council Member’s Recommendation is Based On:

In December of 2017, the Tacoma City Council created the Tacoma Permit Advisory Task Force. The purpose of this task force is to:

- **Make Permit System Recommendations:** Meet monthly with City staff to review, discuss, and provide recommendations to City Manager and City Council for the improvement of City policies, codes, and procedures for the issuance of residential and commercial permits. Review best practices in peer communities. Monitor implementation progress and recommend adjustments.
- **Review of City Policies Under Consideration:** Review and provide recommendations to the City Manager and City Council regarding proposed City policies and laws which affect the permitting system.
- **Consultation on Customer Problems:** Consult and advise on customer issues that arise in the permitting process.
- **Establish Guiding Principles:** Establish guiding principles to guide policy and best practice recommendations made by task-force.

In the original resolution, it was determined the task force would consist of 12-15 members representative of a broad base of permit applicants who regularly apply to the City for permits. Members are appointed by the City Manager.

At the Nov. 14, 2019 Task Force meeting, Task Force members discussed future Task Force priorities and what perspectives were not yet represented in the Task Force membership that would be valuable for the work ahead. Current Task Force members identified a need to include representatives from various industries, including affordable housing, legal, restaurants, and others that engage with the permitting system. They formally requested that the membership restrictions be removed so that the City Manager could have the flexibility to appoint representatives to the Task Force as appropriate.

COMMUNITY ENGAGEMENT/ (CUSTOMER RESEARCH):

Before the creation of the task force, professionals and permit applicants which interface with the City have convened various groups to discuss process improvements to the permitting system and provide feedback to the



City. They requested the City bring the various stakeholders together and formalize these discussions through the creation of a task force made up of the broad range of stakeholders needed to present recommendations on how to further an efficient, predictable, safe, and customer-oriented permitting process.

More recently, the Tacoma Permit Advisory Task Force requested this change.

2025 STRATEGIC PRIORITIES:

Equity and Accessibility:

An efficient, predictable, safe, and customer-orientated permitting process is essential to all individuals in Tacoma being able to access our permit system and resolve challenges when they arise. Improvements to the permit system have the greatest impact on individuals who aren't familiar with how it works and who don't know how to navigate the system.

The Tacoma Permit Advisory Task Force is also reviewing how they can assist in encouraging affordable housing in the City of Tacoma and would like to bring in membership with expertise that would augment their work on this topic. This work would support the Affordable Housing Action Strategy and be in alignment with City Council goals.

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

Increase the number of Tacoma households that have livable wage jobs within proximity to the city.

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

Increase the percentage of people relocating to the city and affordability of housing compared to neighboring jurisdictions.

Decrease the number of vacant properties downtown and in the neighborhood business districts.

Increase positive public perception related to the Tacoma economy.

Civic Engagement: *Equity Index Score: Moderate Opportunity*

Increase the number of residents who participate civically through volunteering and voting.

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.

Construction is a major economic driver in Tacoma, annually producing millions of dollars in local income and tax revenue, and hundreds of jobs. An efficient, predictable, safe, and customer-orientated permitting process is essential to the growth and transformation of our City by boosting investment and development in our City. The City is responsible for regulating and administering the growth and renewal of its built environment. Having a proficient permitting regime can truly facilitate and accelerate the revitalization of downtown, the rejuvenation of the single family home stock, the ascension of multi-family and residential infill, and the renaissance of commercial development.

Daily, City staff and the development community, (including contractors, engineers, architects, and homeowners), work hand in hand to co-produce permits which ensure that new structures and places are built safely and meet the City's planning objectives and aspirations. This partnership is destined to improve through honest and relevant dialogue with the permit system's primary users. The Permit Advisory Task Force will provide constructive feedback to City staff and policy makers for the continual improvement of the City's policies, codes, and procedures for the issuance of residential and commercial permits.



ALTERNATIVES:

Alternative	Positive Impacts	Negative Impacts
1. Maintain current membership requirements	Ensures the size of the Task Force will not become unwieldy	Limits flexibility of membership and ability to adapt to new priorities

EVALUATIONS AND FOLLOW UP:

Staff will report Council's decision to the Tacoma Permit Advisory Task Force. If this passes, the Task Force will make recommendations for who should be appointed for the City Manager's review.

COUNCIL MEMBER RECOMMENDATION:

Council recommends removing the 12 - 15 member limitation from the Tacoma Permit Advisory Task Force.

FISCAL IMPACT:

This resolution does not have any fiscal impact.