



**City of Tacoma**  
Planning & Development Services  
Final Plat Decision

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**FINAL PLAT APPLICATION OF:**

**FILE NO: LU20-0126**

East 88<sup>th</sup> LLC  
c/o Tsang S Lay  
15314 135<sup>th</sup> Ave E  
Puyallup, WA 98374-9236

**SUMMARY OF PROPOSAL AND DECISION**

**Proposal:**

The applicant requests Final Plat Approval of “Gem 88”, a 12-lot subdivision for single-family development.

**Location:**

1054 South 88<sup>th</sup> Street, Parcel Numbers 0320324001 and 0320324074.

**Public Process:**

The Hearing Examiner approved the Preliminary Plat of “Gem 88” on October 5, 2018. The Preliminary Plat Approval was for a 12-lot subdivision for single family residential lots. A summary of the decision was sent to all parties of record.

**Decision of Director:**

Approved as conditioned.

**Notes:**

The appeal period on this decision closes December 14, 2020, and the effective date of this decision is the following business day, provided no requests for reconsideration or appeals are timely filed as identified in APPEAL PROCEDURES of this report and decision.

The Director has jurisdiction in this matter per *TMC* 13.04.100.E.

Section 13.04.100 provides, *inter alia*:

... Approval of the preliminary plat, however, shall be assurance to a subdivider that the final plat will be approved provided: (a) that the final plat conforms to the approved preliminary plat: (b) that all requirements specified for the final plat are fully complied with...

**FOR ADDITIONAL INFORMATION CONCERNING THIS LAND USE PERMIT PLEASE CONTACT:**

John W. Harrington, Jr., Principal Planner  
Planning & Development Services  
747 Market Street, Room 345, Tacoma, WA 98402  
253-279-8950 or [jharrington@cityoftacoma.org](mailto:jharrington@cityoftacoma.org)

## FINDINGS

1. The applicant, East 88<sup>th</sup> LLC, is requesting final plat approval for a residential subdivision known as “Gem 88”. The project will consist of 12-lots for the development of single-family dwellings.
2. The site received preliminary plat approval on October 5, 2018. (HEX 2018-019 and LU18-0177).
3. The City’s *Comprehensive Plan* currently designates the site as “Single Family Residential.” The proposed development conforms to the *Comprehensive Plan* designation.
4. The site is located within the “R-2” Single-Family Residential zoning district. The proposed development meets the applicable zoning requirements.
5. Since Preliminary Plat, the following permits have been approved by the City of Tacoma for development of the subdivision.
  - a. Site Development Permits SDEV19-0068, SDEV19-0311, SDEV19-0397, SDEV19-0427, SDEV19-0428, SDEV20-0099 and SDEV20-0101
  - b. Work Order Permits WO19-0039 and WO20-0020
  - c. Bonds BOND19-0451 and BOND20-0147
  - d. Building Permits BLDRN19-0134, BLDRN19-0270, BLDRN19-0271, BLDRN20-0053, and BLDRN20-0055
6. Planning and Development Services has confirmed that the applicant has met required conditions related to required on-site and off-site improvements by constructing or bonding for such improvements.
7. Tract A is a cul-de-sac that provides roadway, curb, gutter, sidewalk and utility access for the new lots.
8. Exterior plat monuments have been set at all perimeter boundary locations and are found and accepted as the true location, as verified by the City. Interior monuments, including property corners, are included in the plat bond.
9. The City has issued a house numbering system, which has been incorporated into the plat.
10. A homeowner’s association will be established for the maintenance of the common areas and facilities within the development. Prior to recording of the final plat, documents establishing the entity responsible for maintaining these common areas and facilities will be recorded.
11. All conditions of the approved Preliminary Plat not specifically referenced herein will be satisfied at the time of development.
12. Building permits will be held to all applicable standards of the *Tacoma Municipal Code*.
13. All redline corrections on the draft final plat shall be corrected prior to signatures on the plat.

## **CONCLUSIONS<sup>1</sup>**

1. The final plat, as presented and represented by the applicants and Planning and Development Services, conforms to the Preliminary Plat previously approved and all conditions imposed thereon have been satisfied. Accordingly, the final plat should be approved.

## **DECISION**

The final plat of "Gem 88" is approved consistent with the findings and conclusions.

DATED this 2<sup>nd</sup> day of DECEMBER, 2020.



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PETER HUFFMAN  
Director, Planning & Development Services

**FULL DECISION TRANSMITTED** by first class mail and interoffice email to:

**First Class Mail/Email:**

Tsang Lay, East 88 LLC, 15314 135<sup>th</sup> Ave E, Puyallup, WA 98374, [east88llc@gmail.com](mailto:east88llc@gmail.com)  
Thornton Land Surveying, PO Box 249, Gig Harbor, WA 98335, [info@thorntonls.com](mailto:info@thorntonls.com)  
South End Neighborhood Council

**Interoffice Email:**

City Clerk  
Joy Rodriguez, Site Development  
Corey Newton, Site Development  
Jennifer Kammerzell, Traffic Engineering  
Chris Seaman, Fire Engineer  
Karla Kluge, Planning and Development Services  
Lucas Shadduck, Planning and Development Services  
Jeff Rusler, Tacoma Power  
Chris Hicks, Tacoma Water  
Lyle Hauenstein, Solid Waste  
Gary Allen, City Surveyor

**Attachments:**

Redlines

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<sup>1</sup> Conclusions are based upon the applicable criteria and standards set forth in the *Tacoma Municipal Code (TMC)*, the policies of the Comprehensive Plan, and the Attachments, Exhibits, and Findings of Fact listed herein. Any conclusion of law hereinafter stated which may be deemed a finding of fact herein is hereby adopted as such.

Pursuant to RCW 36.70B.130, you are hereby notified that affected property owner(s) receiving this notice of decision may request a change in valuation for property tax purposes consistent with Pierce County's procedure for administrative appeal. To request a change in value for property tax purposes you must file with the Pierce County Board of Equalization on or before July 1st of the assessment year or within 30 days of the date of notice of value from the Assessor-Treasurer's Office. To contact the Board call 253-798-7415 or [www.co.pierce.wa.us/boe](http://www.co.pierce.wa.us/boe).

## **APPEAL PROCEDURES**

Any request for RECONSIDERATION and/or any APPEALS must be submitted in the applicable manner as outlined below on or before **December 14, 2020**.

### **RECONSIDERATION:**

Any person having standing under the ordinance governing this application and feeling that the decision of the Director is based on errors of procedure or fact may make a written request for review by the Director within fourteen (14) days of the issuance of the written order. This request shall set forth the alleged errors, and the Director may, after further review, take such further actions as deemed proper, and may render a revised decision. A request for RECONSIDERATION of the Director's decision in this matter must be filed in writing to the staff contact listed on the first page of this document along with a fee of **\$260**.

### **APPEAL TO HEARING EXAMINER:**

Any decision of the Director may be appealed by any aggrieved person or entity as defined in Section 13.05.050 of the *Tacoma Municipal Code*, within fourteen (14) days of the issuance of this decision, or within seven (7) days of the date of issuance of the Director's decision on a reconsideration, to appeal the decision to the Hearing Examiner.

An appeal to the Hearing Examiner is initiated by filing a Notice of Appeal accompanied by the required filing fee of **\$1,030**. Filing of the appeal shall not be complete until both the Notice of Appeal and required filing fee has been received. **THE FEE SHALL BE REFUNDED TO THE APPELLANT SHOULD THE APPELLANT PREVAIL.** (Pursuant to Section 2.09.020 of the *Tacoma Municipal Code*, fees for appeals shall be waived for qualifying senior citizens and persons who are permanently handicapped who are eligible for tax exemption because of financial status.)

The Notice of Appeal must be submitted in writing to the Hearing Examiner's Office, Seventh Floor, Tacoma Municipal Building, and shall contain the following:

- (1) A brief statement showing how the appellant is aggrieved or adversely affected.
- (2) A statement of the grounds for the appeal, explaining why the appellant believes the administrative decision is wrong.
- (3) The requested relief, such as reversal or modification of the decision.
- (4) The signature, mailing address and telephone number of the appellant and any representative of the appellant.

## RECORDING

This application has been approved. In order to execute this approved Final Plat, the following steps must be completed:

1. The City of Tacoma has made redline corrections to the plat map print submitted with the Final Plat application. These redlines' have been mailed with a copy of this Decision to the Professional Land Surveyor. The Surveyor must complete the redlined corrections on the final site plan.
2. The final site plans must be signed by the Property Owner(s), the Pierce County Assessor/Treasurer (for tax purposes only), the City of Tacoma Treasurer, and all required notaries. ALL SIGNATURES AND STAMPS MUST BE IN PERMANENT BLACK INK. Ball point ink pen, blue ink, embossed notary stamps, etc. are not acceptable.
3. The following items shall be mailed in a mailing tube to John Harrington, City of Tacoma, Planning and Development Services Department, 747 Market Street, Room 345, for recording. Mark tube with "Documents enclosed for Recording" and email :
  - Signed final plat prepared, according to Pierce County recording standards and all applicable State laws and City Codes. Documents not meeting County, State, and City requirements will be rejected.
  - Statement of Legibility from County Recording office.

See the attached SOP for recording during COVID-19 work-from-home operations. **Do not mail until you call John Harrington at 253-279-8950.**

4. Per TMC 13.04.100, the approved final plat decision of the Director shall be forwarded, by resolution, to the City Council for approval, unless the decision is appealed to the Hearing Examiner within 14 days of the date of the Director's decision.
5. Prior to recording, you will be invoiced by the City of Tacoma \$862.50 for the following items:
  - Pierce County Auditor recording fees of \$192.50 (\$187.50 for the first page and \$5.00 for 2<sup>nd</sup> page);
  - City of Tacoma GIS Drafting fee of \$600.00 (\$50/lot); and
  - City of Tacoma E-Vault scanning fee of \$70.00 (\$35.00 per page x 2).

All the above fees are subject to revision.

6. Per TMC 13.04.100 approval by the Director shall be null and void if the plat is not recorded within 90 days after the date of approval, unless, during said 90-day period, written application to the Director for an extension of time is made and granted.

Please allow a minimum of ten (10) working days from the day the Site Plans are submitted to the City of Tacoma, for completion of the recording process.



**CITY OF TACOMA PLANNING AND DEVELOPMENT SERVICES**  
**Standard Operating Procedure** (The steps a team takes to complete an action loop)

**Subject: Recording process for final plats, final short plats and BLAs during work-from-home operations**

**Division:** Land Use

**Reference No:**

- 1.0 Purpose: To create an efficient and standardized way for Planners to obtain wet signatures on documents to be recorded from the City Treasurer, City Surveyor and PDS Director, record signed document and disseminate the recorded document to the applicant, surveyor and applicable staff. Procedure minimizes number of staff involved, maximizes social distancing and personal protection procedures and allows documents to be recorded.
  
- 2.0 Procedure:  
The below procedure assumes the City of Tacoma Mail Room is staffed and assumes staff can access the Municipal Building. If either of these is not the case, staff will utilize USPS to mail documents between departments and may include mailing to staff at a remote location. Remote location, if necessary, will be identified by the authorized signatory.

Step	Action	Details	Work Flow
1	Receive document to be recorded from applicant/surveyor	<ul style="list-style-type: none"> <li>• Applicant mails document to (Planner name), PDS Land Use, Rm 345, 747 Market St, Tacoma WA 98402, or designated alternate location, in mailing tube with all required signatures from applicant, surveyor and County Assessor-Treasurer</li> <li>• In addition to the address and return label, the tube is to be marked "Contains land use document(s) for recording"</li> <li>• Mailroom will deliver mailing tube to 4<sup>th</sup> floor mailbox of planner on address label.</li> </ul>	
2	PDS Land Use Review	<ul style="list-style-type: none"> <li>• Once a week (Wednesday), PDS planner will go to office with laptop (and docking station) to review documents to be recorded for completeness and do the following <ul style="list-style-type: none"> <li>- With latex gloves on – wipe down mailing tube with Clorox wipes and let dry; take off gloves</li> <li>- Review document for correctness. If correct you then;</li> <li>- Engage computer and prepare recording invoice and interoffice routing label to Treasurer, City Surveyor and PDS Director. The recording invoice stays with the document as it is routed.</li> <li>- Planner will email City Treasurer, City Surveyor and PDS Director letting them know a document(s) are coming through interoffice mail.</li> <li>- Disengage computer/docking station to take with you and wash hands. Use Clorox wipe on door handles leaving building.</li> </ul> </li> </ul>	
3	Review and signatures by City officials	<ul style="list-style-type: none"> <li>• <u>City Treasurer</u>. Treasurer receives mailing tube in interoffice mail (wrapped in routing slip). After signing, Treasurer routes to City Surveyor in interoffice mail.</li> <li>• <u>City Surveyor</u>. Once a week City Surveyor will review and sign documents he received the previous week from Treasurer's Office. He then Routes tube(s) in interoffice mail to PDS Director office.</li> <li>• <u>PDS Director</u>. PDS Director reviews and signs map and mails the map and invoice for recording in mailing tube to: Pierce County Auditor, Rm 200 2401 S 35<sup>th</sup> Street Tacoma WA 98409</li> </ul>	
4	Record signed document(s)	<ul style="list-style-type: none"> <li>• Upon recording, Pierce County will e-mail recorded document to planner designated on invoice sheet and <a href="mailto:pdszoning@cityoftacoma.org">pdszoning@cityoftacoma.org</a> and planner email on invoice.</li> </ul>	

Step	Action	Details	Work Flow
5	Disseminate recorded document(s)	<ul style="list-style-type: none"><li data-bbox="574 275 1287 338">• PDS Staff will forward recording information to applicant, surveyor and applicable staff.</li></ul>	