



## MINUTES

(Approved on June 7, 2023)

**MEETING:** Regular Meeting (hybrid)

**DATE/TIME:** Wednesday, March 1, 2023, 5:00 p.m.

**PRESENT:** Christopher Karnes (Chair), Robb Krehbiel, Brett Marlo, Matthew Martenson, Brett Santhuff, Anthony Steele

**ABSENT:** Andrew Strobel (Vice-Chair), Morgan Dörner

### **A. Call to Order**

Chair Karnes called the meeting to order at 5:01 p.m. A quorum was declared.

Chair Karnes read the Land Acknowledgement.

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

*Commissioner Krehbiel moved to approve the agenda as submitted. Commissioner Santhuff seconded the motion. The motion passed unanimously.*

### **D. Public Comments**

Stephen Atkinson, Principal Planner, reported that no written comments were received.

No individuals addressed the Planning Commission.

Public Comment ended at 5:03 p.m.

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

- October 5, 2022

*Commissioner Krehbiel moved to approve the minutes of the October 5, 2022, meeting. Commissioner Santhuff seconded the motion. The motion passed unanimously.*

### **E. Disclosure of Contacts and Recusals**

There were no disclosures of contacts or recusals.

### **F. Discussion Items**

#### **1. 2023 Amendment – “Delivery-Only Businesses”**

Atkinson presented the staff analysis and preliminary recommendations for the “Regulating Delivery-Only Businesses of Food and Other Consumables” (“Delivery-only” businesses) application, including an outline of the proposed code changes relating to definitions, standards, size considerations, and retail on pedestrian streets and next steps.

The Commission requested clarification regarding the in-person customer component definition, a front façade benchmark, the language used for the pedestrian street clause, classifying delivery-only businesses as commissary kitchens, potentially retitling the amendment, and the Gourmet Niche facility.

*Commissioner Krehbiel moved to amend Section 3 of Exhibit A to state “retail uses are required to primarily conduct direct, in-person customer sales at the storefront when located on designated pedestrian streets”. Commissioner Martenson seconded the motion. The motion passed with the following votes:*

Ayes: 5 – Karnes, Krehbiel, Marlo, Martenson, Santhuff  
Abstain: 1 – Steele

Commissioner Krehbiel moved to release the “Delivery-Only Businesses” Staff Report and exhibit, as amended, for public review and comments. Commissioner Marlo seconded the motion. The motion passed with the following votes:

Ayes: 5 – Karnes, Krehbiel, Marlo, Martenson, Santhuff  
Abstain: 1 – Steele

## **2. 2023 Amendment – “Minor Plan and Code Amendments”**

Atkinson presented the staff analysis and preliminary recommendations for the “Minor Plan and Code Amendments” application, including background, an outline of the issues and proposed amendments, and next steps.

Commissioners requested clarification on the home address signage amendment.

Commissioner Steele moved to release the “Minor Plan and Code Amendments” Staff Report and exhibits for public review. Commissioner Krehbiel seconded the motion. The motion passed unanimously.

## **3. 2023 Amendment Package**

Atkinson outlined the 2023 Amendment docket and next steps.

Commissioner Krehbiel moved that the commission set April 5, 2023, as the date for a public hearing on the 2023 Amendment package and set April 7, 2023, at 5:00 p.m. as the deadline for written comments. Commissioner Santhuff seconded the motion. The motion passed unanimously.

## **4. 2024 Comprehensive Plan Update**

Atkinson reviewed the 2024 Comprehensive Plan update, including the regional planning framework; Vision 2050 aspects, noting regional collaboration, environment, climate, development patterns, housing, public services, transportation, and economy; opportunities through the update; other priorities; other projects; and milestones. Atkinson facilitated a discussion on partnership opportunities that would be critical, key issues to address, and desired priority outcomes.

The Commission provided feedback regarding 20-minute neighborhoods, addressing equity in the placement of retail, community engagement and brainstorming, defining centers, parks and open space designations, impact fees, hazards due to climate change, road diets, coordination with regional tribes, and transportation planning.

## **G. Upcoming Meetings (Tentative Agendas)**

(1) Agenda for the March 15, 2023, meeting includes:

- Urban Design Review Program
- Home In Tacoma Project Phase 2

(2) Agenda for the April 5, 2023, meeting includes:

- Pacific Avenue Subarea Plan Update
- 2023 Annual Amendment Package – Public Hearing

Atkinson noted that the tentative agenda items for the March 15, 2023, meeting were incorrect on the agenda and outlined the correct upcoming agenda items.

## **H. Communication Items**

The Commission acknowledged receipt of communication items on the agenda.

Brian Boudet, Planning Manager, informed the Commission of the following:

- The Infrastructure, Planning, and Sustainability Committee recommended and forwarded the McKinley Hill Neighborhood Plan to the full City Council.
- Ordinance No. 28872, relating to the South Tacoma Groundwater Protection District moratorium, was set over for final reading on March 7, 2023.

- Sound Transit's Tacoma Dome Link Extension faced challenges in their design process and is looking at alternatives in Fife and south Federal Way, and the projected service date has shifted to 2035.

Commissioner Steele reported that the Facility Advisory Committee toured the Tacoma Dome, the Greater Tacoma Convention Center, and theaters.

Commissioner Marlo reported that she attended the Housing Equity Champions training on February 25, 2023.

## **I. Adjournment**

The meeting was adjourned at 6:58 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:*  
[http://www.cityoftacoma.org/government/committees\\_boards\\_commissions/planning\\_commission/agendas\\_and\\_minutes/](http://www.cityoftacoma.org/government/committees_boards_commissions/planning_commission/agendas_and_minutes/)