



RESOLUTION NO. 40967

1 BY REQUEST OF COUNCIL MEMBERS HINES, McCARTHY, AND RUMBAUGH

2 A RESOLUTION relating to development services; transitioning the Tacoma
3 Permit Advisory Task Force, established in December 2017 pursuant to
4 Resolution No. 39894, into the Tacoma Permit Advisory Group.

5 WHEREAS, in December 2017, the City Council adopted Resolution
6 No. 39894, which formally established the Tacoma Permit Advisory Task
7 Force ("TPATF") at the request of professionals and permit applicants who
8 interface with the City, and who had convened various groups to discuss process
9 improvements to the permitting system and provide feedback to the City, and
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11 WHEREAS, in December 2019, the City Council adopted Resolution
12 No. 40531, removing member restrictions from the TPATF to allow the City
13 Manager flexibility in appointing representatives as appropriate, and

14 WHEREAS the City describes a task force as "a body appointed by the
15 City Council to study or work on a particular subject or problem," and the formal
16 definition states that a task force is "a temporary grouping under one leader for
17 the purpose of accomplishing a definite objective," and
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19 WHEREAS a task force will often cease to exist upon completion of its
20 charge as given by the City Council, and

21 WHEREAS the TPATF has evolved to do continuous work in collaboration
22 with City staff, and
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24 WHEREAS, in addition to reviewing specific practices and policies related
25 to City of Tacoma permitting, the TPATF is asked for advice on upcoming
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1 legislation and changes at the City, which broader scope is beyond the role of a
2 task force, and

3 WHEREAS the TPATF has reviewed the various types of volunteer
4 organizations currently run by the City, including committees, boards,
5 commissions, task forces, and advisory groups, and recommends that the TPATF
6 be transitioned into the Tacoma Permit Advisory Group (“Advisory Group”), and

7 WHEREAS this new structure would formalize the Advisory Group’s existing
8 work and imbed membership and recruitment standards which are more closely
9 aligned with the City’s equity goals, and

10 WHEREAS the Advisory Group would consist of 18 members, as follows:

- 11 • At-large stakeholders (7); and
- 12 • Development stakeholders (11) in the following categories:
 - 13 ○ Hospitality;
 - 14 ○ Retail;
 - 15 ○ Healthcare;
 - 16 ○ Public Sector;
 - 17 ○ Residential Contractor/Developer;
 - 18 ○ Commercial Contractor/Developer;
 - 19 ○ Land Use Attorney;
 - 20 ○ Urban Design;
 - 21 ○ Architect;
 - 22 ○ Civil Engineer; and
 - 23 ○ Affordable Housing
- 24 • Within these 18 positions, each Council District should be represented
25 by at least one member;
- 26 • Members should be representative of a broad base of permit
applicants or other development stakeholders who routinely apply for
permits or engage directly with City staff on development proposals,
with an emphasis placed on membership working in and/or living in
the City of Tacoma. By January 1, 2025, it is the intention of the City



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Council that at least half of the membership reside in the City of Tacoma. If this goal is not attained, then the City Council will review membership criteria and make changes as necessary, and

WHEREAS each member of the Advisory Group would be appointed for a two-year term, for a maximum of three terms, or six years total, and

WHEREAS the recruitment, application, and selection process for the Advisory Group would be as follows:

(1) Information on how to apply to join the Advisory Group would be included on the group’s website, and would be a simplified application process run by Advisory Group staff rather than City Clerk staff. When positions become available, the City would issue a news release. Additional outreach would be performed by Advisory Group volunteers and staff as capacity allows. Staff should work with the intent to add diversity and enhance equity in the current membership;

(2) Application materials would be reviewed by the Advisory Group chair, co-chairs, and staff, with the potential for candidate interviews, culminating in a recommendation to the City Manager for appointment. The City Manager would have final authority to appoint members; and

(3) New members would serve for a two-year term. New members would have an onboarding meeting with Advisory Group staff and would be required to complete public disclosure training, and

WHEREAS the duties and responsibilities of the Advisory Group would be as follows:



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(1) Make Permit System Recommendations: Meet monthly with City staff to review, discuss, and provide recommendations to the 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; and monitor implementation progress and recommend adjustments;

(2) Review City Policies Under Consideration: Review and provide recommendations to the City Manager and City Council regarding proposed City policies and laws which affect the development code and permitting system, and

(3) Establish Guiding Principles: Establish guiding principles to guide policy and best practice recommendations made by the Advisory Group, and

WHEREAS an update from the Advisory Group will be scheduled at a Council Committee meeting in 2023 to review its workplan and implementation of new recruitment and appointment processes, and

WHEREAS the TPATF acknowledges that all volunteer groups at the City will incorporate policy recommendations in response to Resolution No. 40622, adopted by the City Council in 2020, directing the City Manager to create an Equitable and Anti-Racist Tacoma, which may lead to changes in committees, boards, and commissions and other volunteer group structures, including the Advisory Group; Now, Therefore,

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF TACOMA:

Section 1. That the Tacoma Permit Advisory Task Force is hereby transitioned into the Tacoma Permit Advisory Group (“Advisory Group”), to consist of 18 members, as follows:



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- At-large stakeholders (7); and
- Development stakeholders (11) in the following categories:
 - Hospitality;
 - Retail;
 - Healthcare;
 - Public Sector;
 - Residential Contractor/Developer;
 - Commercial Contractor/Developer;
 - Land Use Attorney;
 - Urban Design;
 - Architect;
 - Civil Engineer; and
 - Affordable Housing
- Within these 18 positions, each Council District should be represented by at least one member.
- Members should be representative of a broad base of permit applicants or other development stakeholders who routinely apply for permits or engage directly with City staff on development proposals, with an emphasis placed on membership working in and/or living in the City of Tacoma. By January 1, 2025, it is the intention of the City Council that at least half of the membership reside in the City of Tacoma. If this goal is not attained, then the City Council will review membership criteria and make changes as necessary.

Section 2. That each member of the Advisory Group will be appointed for a two-year term, for a maximum of three terms, or six years total.

Section 3. That the recruitment, application, and selection process for the Advisory Group will be as follows:

(A) Information on how to apply to join the Advisory Group would be included on its website, and would be a simplified application process run by Advisory Group staff rather than City Clerk staff. When positions become available, the City would issue a news release. Additional outreach would be performed by Advisory Group volunteers and staff as capacity allows. Staff



1 should work with the intent to add diversity and enhance equity in the current
2 membership.

3 (B) Application materials would be reviewed by the Advisory Group chair,
4 co-chairs, and staff, with the potential for candidate interviews, culminating in a
5 recommendation to the City Manager for appointment. The City Manager would
6 have final authority to appoint members.

7 (C) New members would serve for a two-year term. New members
8 would have an onboarding meeting with Advisory Group staff and would be
9 required to complete public disclosure training.

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11 Section 4. That the duties and responsibilities of the Advisory Group will
12 be as follows:

13 (A) Make Permit System Recommendations: Meet monthly with City
14 staff to review, discuss, and provide recommendations to the City Manager and
15 City Council for the improvement of City policies, codes, and procedures for the
16 issuance of residential and commercial permits; review best practices in peer
17 communities; and monitor implementation progress and recommend
18 adjustments.

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20 (B) Review City Policies Under Consideration: Review and provide
21 recommendations to the City Manager and City Council regarding proposed City
22 policies and laws which affect the development code and permitting system.

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24 (C) Establish Guiding Principles: Establish guiding principles to guide
25 policy and best practice recommendations made by the Advisory Group.
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Section 5. That an update from the Advisory Group will be scheduled at a Council Committee meeting in 2023 for the purpose of reviewing its workplan and implementation of new recruitment and appointment processes.

Adopted _____

Mayor

Attest:

City Clerk

Approved as to form:

City Attorney