



CITY OF TACOMA

RESIDENTIAL INFILL PILOT PROGRAM

A handbook for building new housing on existing
residential properties



TMC 13.05.115 Residential Infill Pilot Program
September 2016

RESIDENTIAL INFILL PILOT PROGRAM

Cover Photo: Third Street Cottages, Langley, WA.
Photo credit: Ross Chapin Architects.

FORWARD

Infill Housing is one of the most powerful ingredients toward providing vitality, quality, affordability, and compactness to a revitalized Tacoma's housing mix. The City of Tacoma's innovative program, the Infill Housing Pilot, will allow us to test best practices and learn how to better serve homeowners and developers as we try out new ideas and strategies.

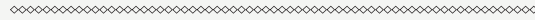
Our diverse citizens, from students to young professionals to families, are looking for quality places to live in established communities near to where they work, learn and enjoy Tacoma's considerable amenities. Forward-thinking in how we develop our housing stock provides more and better options for residents that integrate into our existing neighborhood fabric. Detached accessory dwelling units, townhouses, cottage housing and multifamily developments offer existing neighborhoods, developers and the City an opportunity to work together to create the type of new housing that complements Tacoma's growth, as well as the beauty of its existing neighborhoods.

We look forward to hearing from the community and to seeing high quality, exciting infill housing projects.



Peter Huffman
Planning and Development Services Director

ABOUT THIS MANUAL



The City of Tacoma has created this manual in support of an innovative program we are launching in 2017, the Infill Pilot Program. The first part of this manual describes the purpose, principles, and types of infill housing. The second half is focused on the details of the program and the process for participating, from associated code language to permitting.

We hope this document contains the answers to your questions about the program and provides guidance toward the development of many exciting projects.

CITY OF TACOMA

Elliott Barnett | Associate Planner

Lauren Flemister | Senior Planner

Brian Boudet | Planning and Development Services Division Manager

MAKERS AND MIG|SVR

John Owen, AIA, AICP | Architect and Planner

Sean McCormick, LEED AP BD+C | Architectural Designer

Amalia Leighton, PE, AICP | Civil Engineer and Planner

Amanda Bailey, PLA | Landscape Architect

Dave Rodgers, PE, LEED AP | Civil Engineer

September 2016

City of Tacoma
747 Market Street, Tacoma, WA 98402
<http://www.cityoftacoma.org>

CONTENTS

Ø1 INTRODUCTION

- Purpose 1
- Background 1
- Conditional Use Permits 2

Ø2 TYPES OF INFILL

- ACCESSORY DWELLING UNITS ... 5
- TWO-FAMILY HOUSING 9
- MULTI-FAMILY HOUSING 13
- COTTAGE HOUSING 19

Ø3 PILOT PROGRAM

- Code Language 21
- Timeline 21
- Locating Infill Projects 22
- Statements of Interest 24
- Submittal Application 24
- Review Process 25
- Selection 25
- Procedures and Fees 26

Ø4 RESOURCES

- Tacoma Projects 29
- Other Cities’ Examples 29
- Planning Commission 29

TYPES OF INFILL:

ACCESSORY DWELLING UNITS



TWO-FAMILY HOUSING



MULTI-FAMILY HOUSING



COTTAGE HOUSING







Ø1 INTRODUCTION

PURPOSE

The purpose of the Infill Pilot Program is to promote innovative residential infill development types, while ensuring that such development demonstrates high quality building and site design that is responsive to and harmonious with neighborhood patterns and character. In addition, the Pilot Program is intended to develop a body of successful, well-regarded examples of innovative residential infill in order to inform a future Council decision on development regulations and design standards for some or all of these infill housing types.

BACKGROUND

In December 2015, the City Council adopted code language enacting the Infill Pilot Program as part of a package of Affordable/Infill Housing code updates. The following infill housing types will be reviewed under the Pilot Program:

-  Detached Accessory Dwelling Units (DADU) in single-family zoning districts (R-1, R-2, R2-SRD, HMR-SRD)
-  Two-family or townhouse (TF) development within the R-2 Single-Family District
-  Small-scale multifamily (MF) development within the R-3 District
-  Cottage Housing (COT) development within any residential district except HMR-SRD District

A maximum of three of each infill housing type may be developed a maximum of twelve projects through the Pilot Program.

Infill Defined:

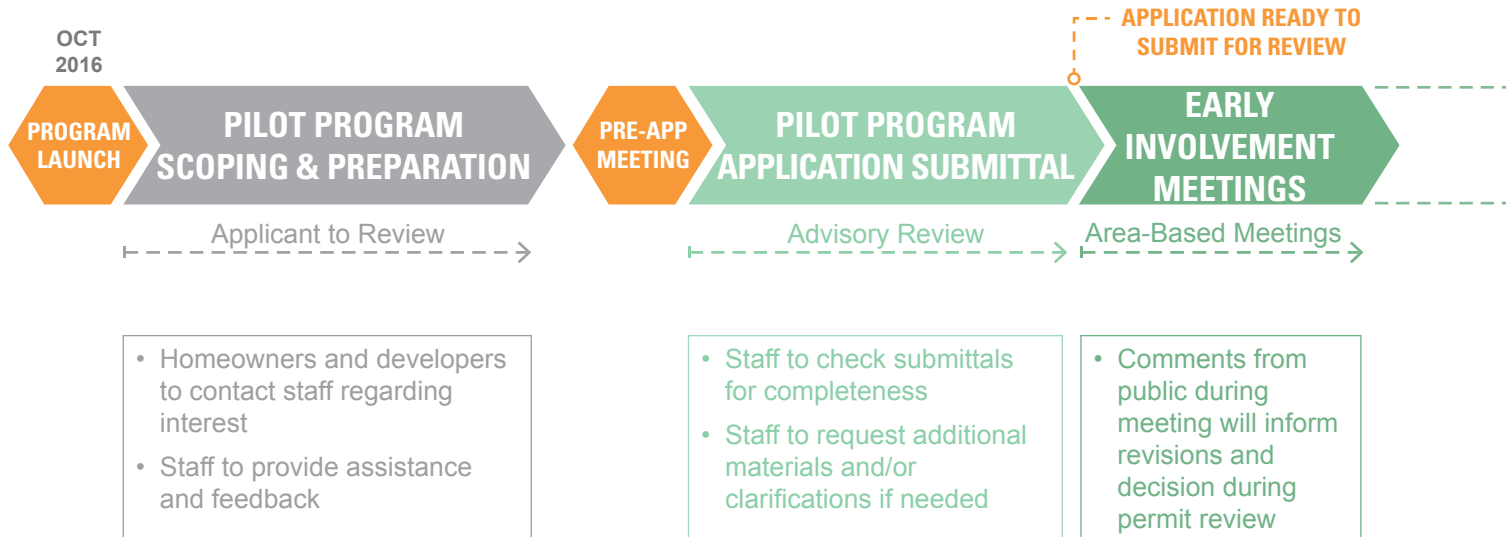
New development that is sited on vacant or undeveloped land within an existing community, and that is enclosed by other types of development.

Infill Housing Types:

	DADU	TF	MF	COT
Maximum number of applications that will be selected for the Pilot Program	1	1	1	1
	2	2	2	2
	3	3	3	3
	4	4	4	
	5		5	

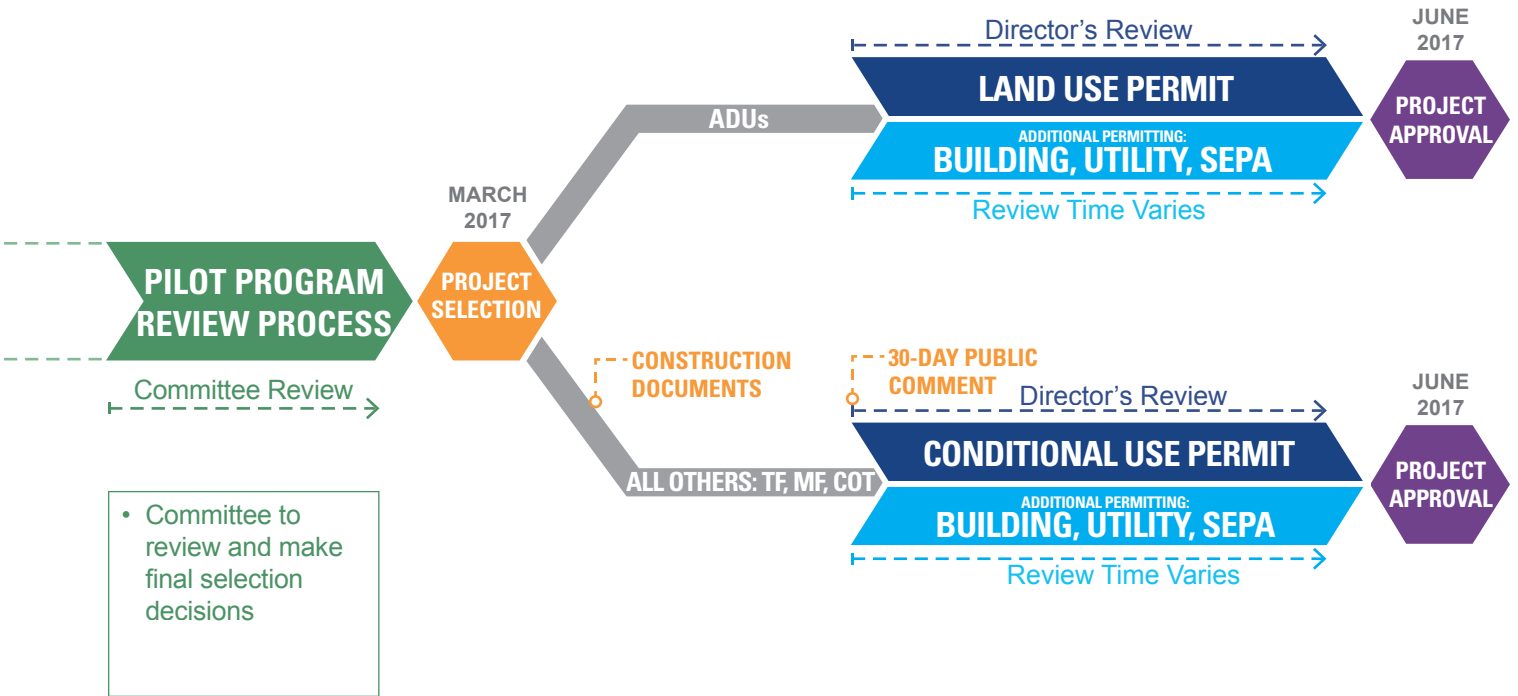
The anticipated Residential Infill Pilot Program launch is October 2016. Then, the City will begin accepting statements of interest from applicants wishing to develop one of the infill housing options. The Planning and Development Services (PDS) will select up to three of each housing type based on how well they demonstrate the Pilot Program's design principles and objectives, as well as meet related City requirements. Proponents of the projects selected will be invited to submit full permit applications.

PILOT PROGRAM PROCESS DIAGRAM



CONDITIONAL USE PERMITS

In many zones, there are uses that may be compatible, but because of their size, operating characteristics, potential off-site impacts, and/or other similar reasons, these uses warrant special review on a case-by-case basis. The purpose of the conditional use permit review process is to determine if such a use is appropriate at the proposed location and, if appropriate, to identify any additional conditions of approval necessary to mitigate potential adverse impacts and ensure compatibility between the conditional use and other existing and allowed uses in the same zoning district and in the vicinity of the subject property. The zoning district use tables identify which uses require a conditional use permit (see Sections 13.06.100, -.200, -.300, and -.400). These uses may be authorized by the Director or Hearing Examiner in accordance with the procedures established in TMC 13.05 and the applicable criteria outlined in Chapter 3 - Procedures and Fees.





ADU. Photo Credit: Muffy Kibbey.



Photo Credit: Aaron Leitz Photography



ADU in Seattle, WA. Photo Credit: Seattle Department of Construction and Inspections.

Ø2 TYPES OF INFILL

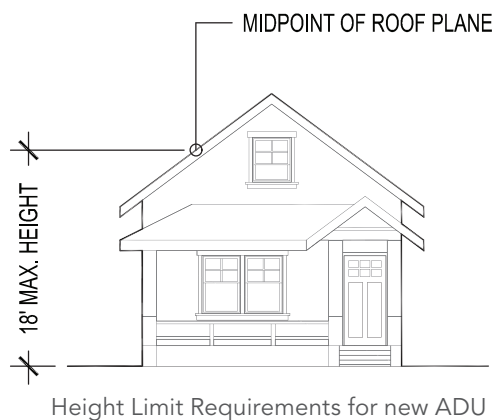
ACCESSORY DWELLING UNITS

Accessory dwelling units, referred to as “ADUs,” are intended to:

- Provide homeowners with a means of providing for companionship and security.
- Add affordable units to the existing housing supply.
- Make housing units within the City available to moderate income people.
- Provide an increased choice of housing that responds to changing needs, lifestyles (e.g., young families, retired), and modern development technology.
- Protect neighborhood stability, property values, and the single-family residential appearance.
- Increase density in order to better utilize existing infrastructure and community resources and to support public transit and neighborhood retail and commercial services.

References

- TMC 13.05.115 - Residential Infill Pilot Program
- TacomaPermits.org - Conditional Use Permit Application



ADU REQUIREMENTS:



Maximum Units:

- One ADU allowed per residential lot

DADU Floor Area Limits:

- 1,000SF or 2/3 MB (whichever is smaller)
- DADU + Other Accessory Buildings = 1,500 SF max.

Attached ADU Minimum Lot Size:

- 4,500 SF in R-2

DADU Minimum Lot Size:

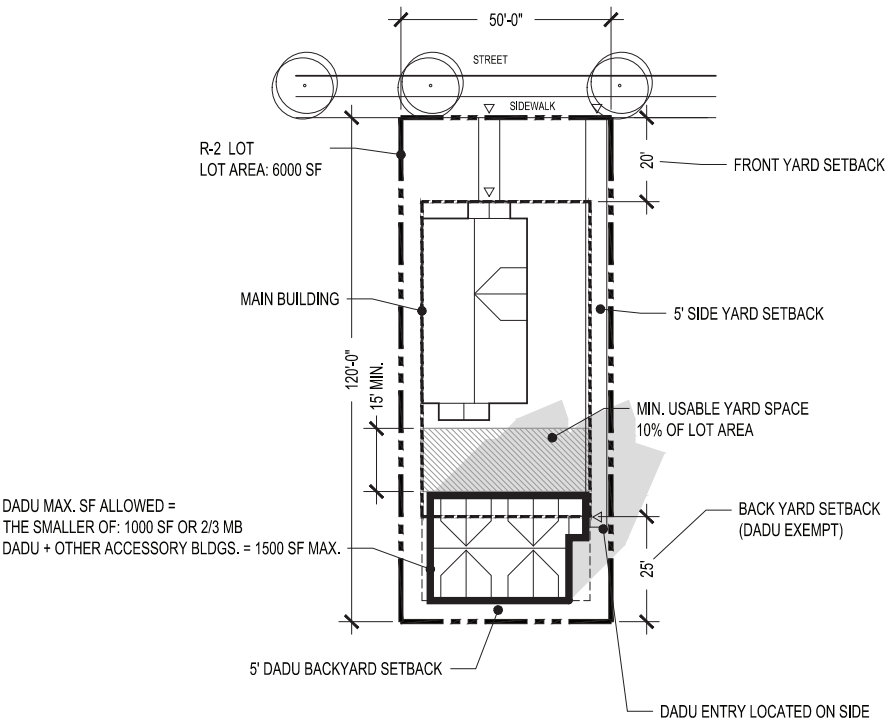
- 7,500 SF in R-1
- 5,000 SF in other R zones

Parking:

- No additional parking required

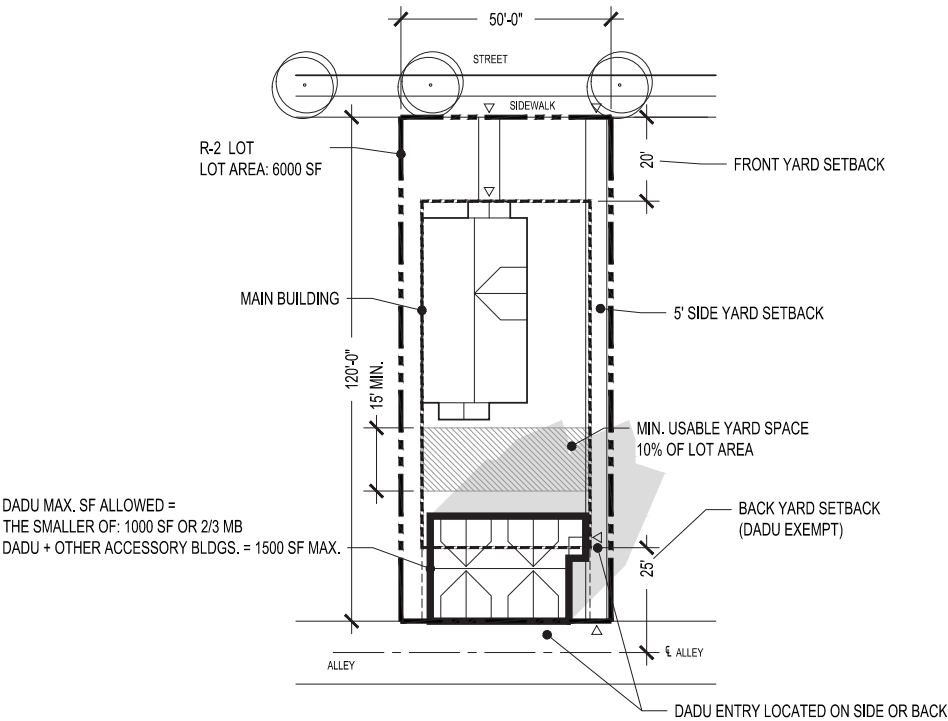
Design Criteria:

- No more than four occupants in ADU.
- Property owner must maintain occupancy in the main building or ADU.
- ADU shall include facilities for cooking, living, sanitation and sleeping.
- Home occupations allowed.
- DADU footprint must be less than 85% of main building footprint and less than 15% of the lot area.
- A 4-foot pedestrian walkway composed of distinct materials from adjacent vehicle driving or parking surfaces shall be provided between the ADU and the nearest public sidewalk or street right-of-way when no sidewalk exists.



Example 1: DADU with No Alley

DADUs also need to meet standards in TMC 13.06.100.F building standards



Example 2: DADU with Alley

DADUs also need to meet standards in TMC 13.06.100.F building standards



Capitol Hill ADU in Seattle, WA. Photo Credit: microhouse.



ADU in Portland, OR. Photo Credit: Rainbow Valley Construction.



Ballard ADU in Seattle, WA. Photo Credit: Cast Architecture.



Two-family housing rendering with separate entries on corner lot. Photo credit: Houseplans.pro.



Two-family housing rendering with separate entrances on corner lot with alley access.

TWO-FAMILY HOUSING

Two-family development on corner lots may be allowed by conditional use permit in R-2 Districts, as long as they meet the following criteria presented in this section.

Submittal Requirements

In addition to the submittal requirements under the provisions of the Residential Infill Pilot Program and the Conditional Use Permit application, the applicant shall submit information on building materials.

References

- TMC 13.06.640.G Conditional Use - two-family development on corner lots in the R-2 District
- TMC 13.05.115 - Residential Infill Pilot Program
- TacomaPermits.org - Conditional Use Permit Application



Two-family housing rendering with separate entrances on corner lot with alley access.

TWO-FAMILY REQUIREMENTS:

Maximum Units:

- **Two dwelling units in R-2**

Minimum Lot Size:

- **6,000 SF in R-2**

Location:

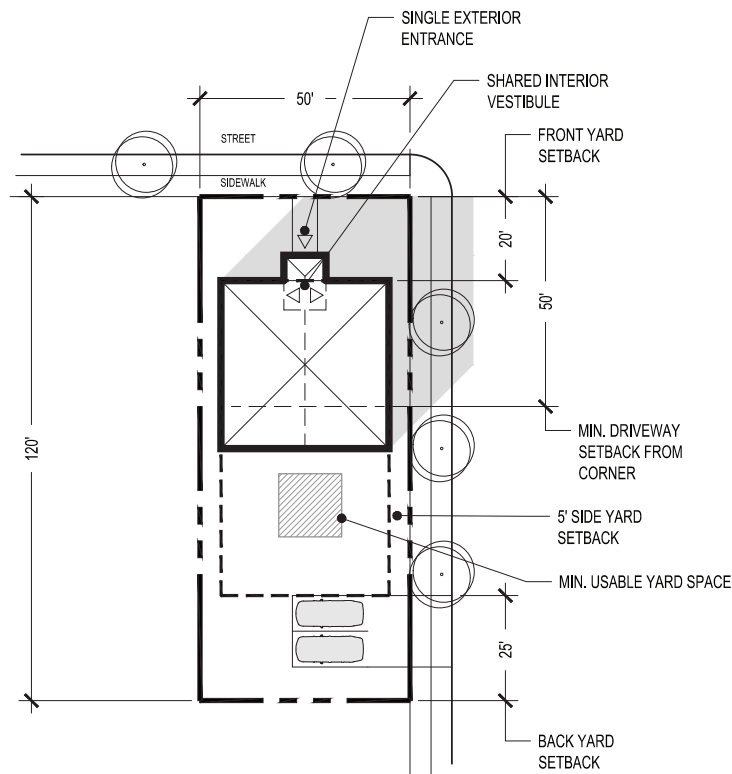
- **Corner lot**

Parking:

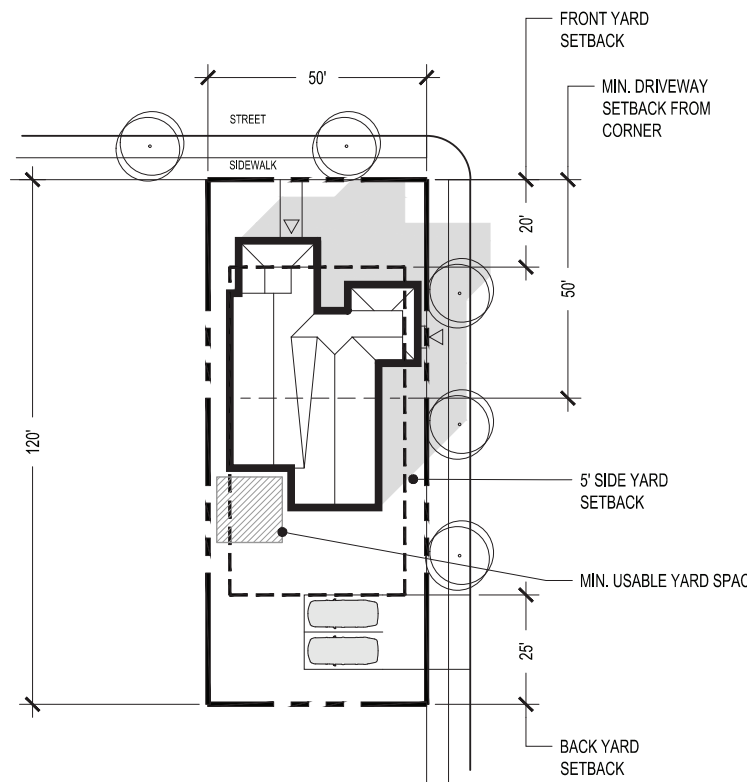
- Each unit shall provide no more than 1 off-street parking space.
- Locate parking in a designated rear yard.

Design Criteria:

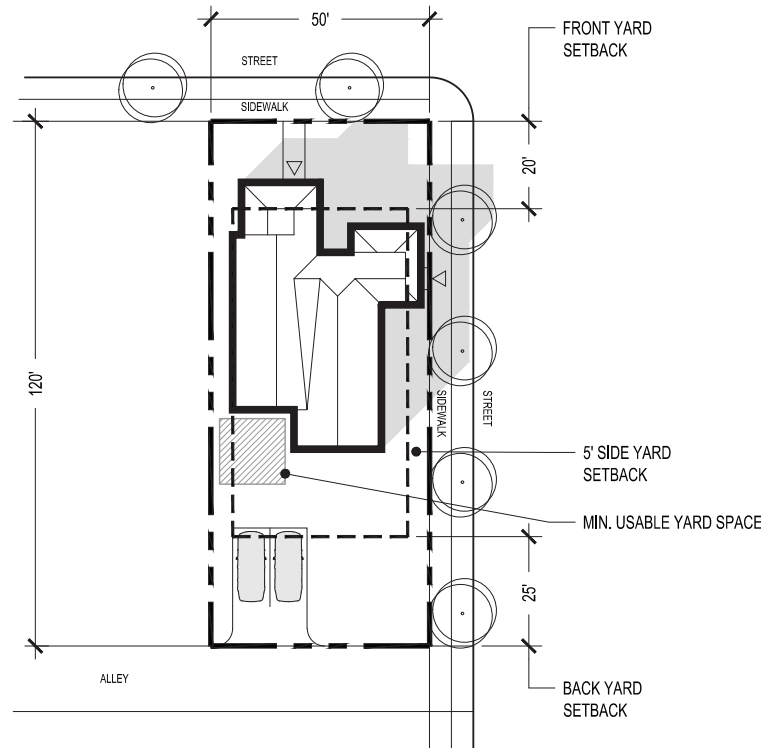
- Development must present general appearance of detached single-family dwelling in terms of architecture, bulk and front and rear setbacks.
- Must comply with one of two approaches:
 1. Each unit is oriented onto a different street frontage, or
 2. Each unit is accessed through a shared entrance.



Example 1: Corner Lot Two-Family R2 Zone Single Entry with No Alley



Example 2: Corner Lot Two-Family R2 Zone with No Alley



Example 3: R2 Zone Corner Lot Duplex with Alley



Two-entry duplex in Bend, OR. Photo credit: West Bend Property Co.



Corner lot duplex in Minneapolis, MN. Photo credit: duplexchick.com



Puyallup Tribal Multi-family development in Tacoma, WA. Photo credit: PremierSIPs on flickr.



Multi-family residences in Houston, TX. Photo credit: Jack Thompson.

MULTI-FAMILY HOUSING

Multi-family development up to a maximum of six dwelling units may be allowed by conditional use permit in the R-3 District. A conditional use permit for a multi-family dwelling unit in R-2 Districts shall only be approved upon a finding that such use is consistent with all of the criteria listed in this section.

Submittal Requirements

In addition to the submittal requirements under the provisions of the Residential Infill Pilot Program and the Conditional Use Permit application, the applicant shall submit information on building materials.

References

- TMC 13.06.640.H Conditional Use – multi-family development in the R-3 District
- TMC 13.05.115 - Residential Infill Pilot Program
- TacomaPermits.org - Conditional Use Permit Application

MULTI-FAMILY REQUIREMENTS:

Maximum Units:

- **Six dwelling units in R-3**

Minium Lot Size:

- **9,000 SF in R-2**

Parking:

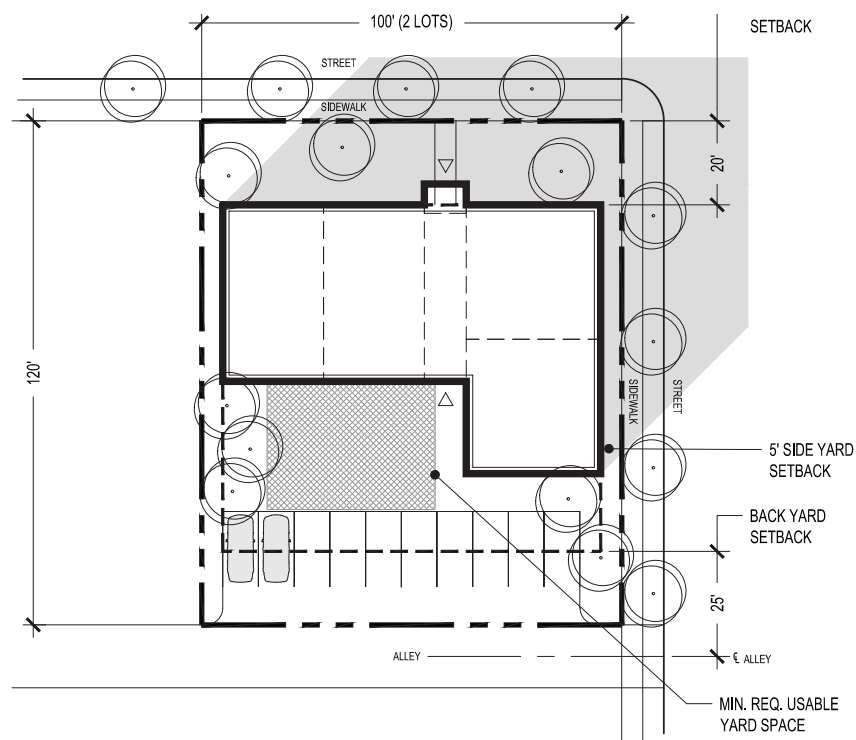
- Limited to one space per unit
- Located in rear of the site, obscured from street frontage view

Design Criteria:

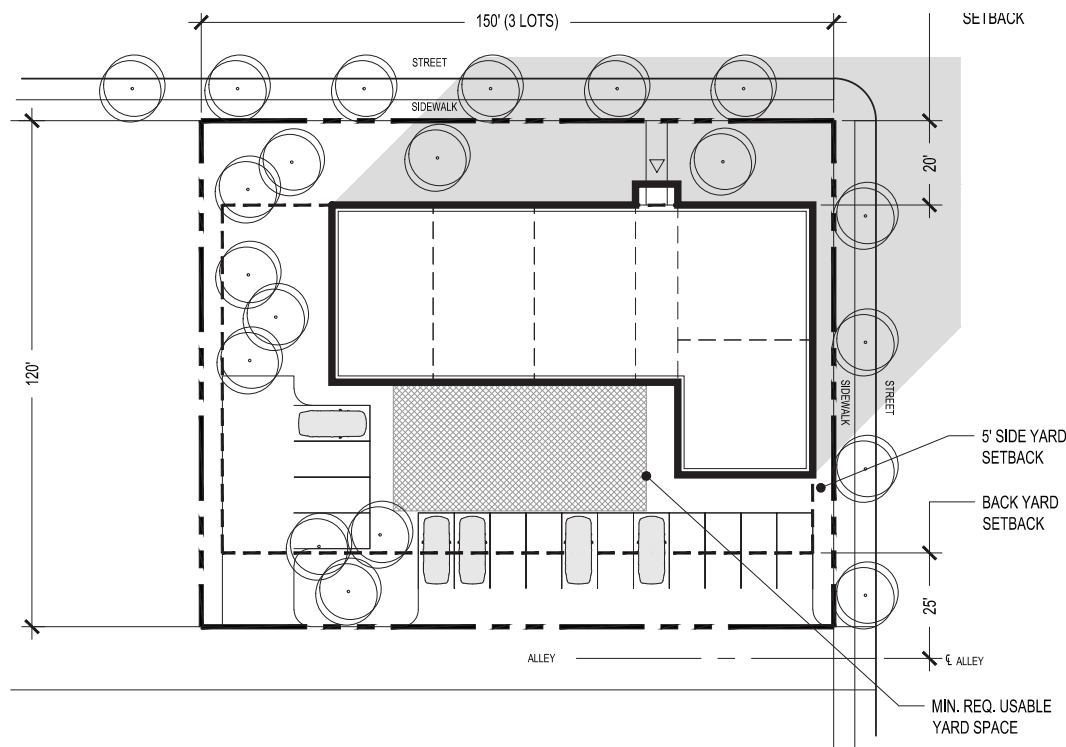
- Minimize overall impression of density and bulk.
- Fit with established neighborhood patterns.
- Access to dwellings shall be through a shared primary entrance.



High Point multi-family and low-income development in Seattle, WA. Photo credit: Juan Hernandez.



Example 1: Multi-Family R-3 Zone Two Lot Development on Corner with Alley



Example 2: Multi-Family R-3 Zone Three Lot Development on Corner with Alley



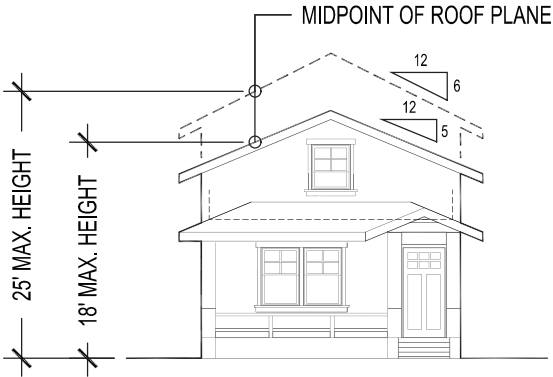
Multi-family development in Seattle, WA. Photo credit: Seattle Department of Construction and Inspections.



High Point multi-family and low-income development in Seattle, WA. Photo credit: Juan Hernandez.



Chico Beach Cottages, Silverdale, WA. Photo credit: Charlie Wenzlau.



Height Limit Requirements for new cottage housing.



COTTAGE HOUSING

Cottage housing developments are intended to:

- Add affordable units to the existing housing supply.
- Provide an increased choice of housing that responds to changing needs and lifestyles (e.g., young families, retired people).
- Protect neighborhood stability, property values, and the single-family residential appearance by ensuring that cottage housing developments are designed in a compatible manner.
- Increase density in order to better utilize existing infrastructure and community resources and to support public transit and neighborhood retail and commercial services.

- A completed Preliminary Plat application, if applicable.
- A completed environmental checklist, if applicable.
- A completed application for a site plan approval.
- Documentation of the proposed ownership.
- Property management approach, such as condominium or homeowners association.

References

- TMC 13.06.160 - Cottage Housing
- TMC 13.05.115 - Residential Infill Pilot Program
- TacomaPermits.org - Conditional Use Permit Application

Cottage Housing Types

- Cottage – A detached, single-family dwelling unit containing no more than 1,200 square feet of gross floor area with no more than 800 ground floor square feet.
- Carriage – A single-family dwelling unit, not to exceed 800 square feet in gross floor area, located above a garage structure in a cottage housing development.
- Two/Three-dwelling Buildings – A structure containing two or three dwelling units, not to exceed 1,000 square feet per unit on average, designed to look like a detached single-family house. Two/three-dwelling cottage buildings are not permitted in the R-1 or R-2 Districts.

Submittal Requirements

In addition to the submittal requirements under the provisions of the Residential Infill Pilot Program and the Conditional Use Permit application, the applicant shall submit the following:

COTTAGE HOUSING REQUIREMENTS:

Maximum Units:

- **Four to twenty-four dwellings;
Maximum 12 cottages per cluster**

Floor Area Limits:

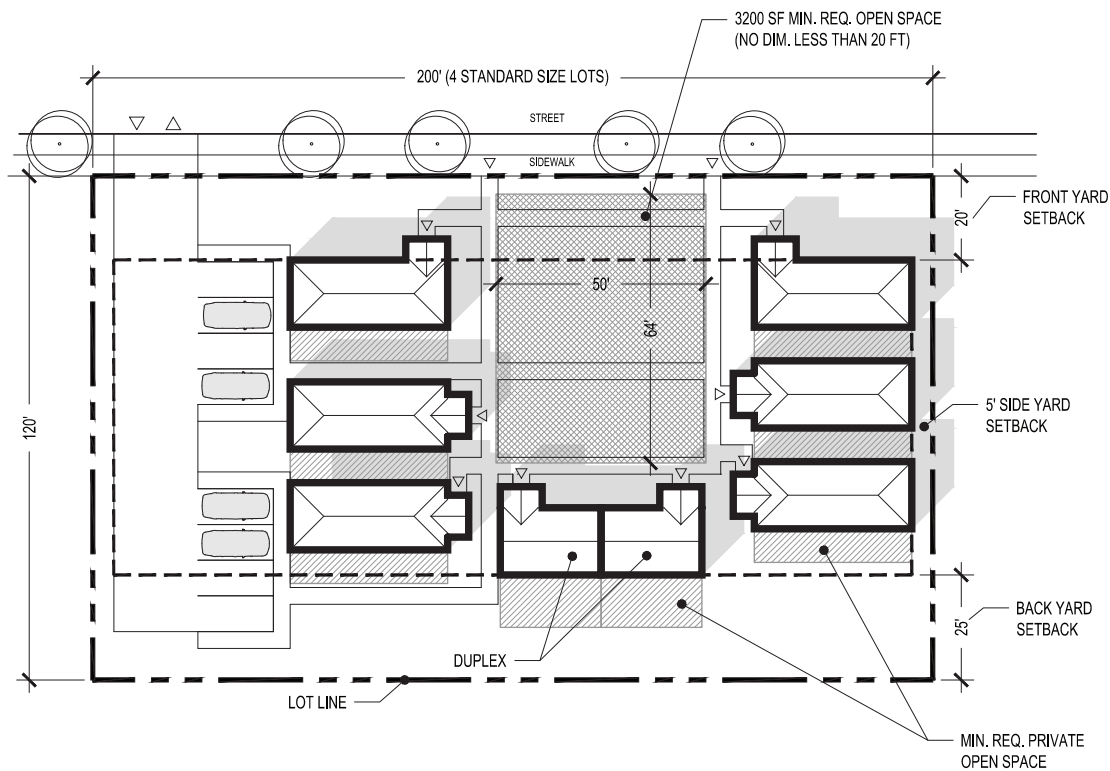
- Maximum 0.5 FAR required for overall site.

Minimum Lot Size:

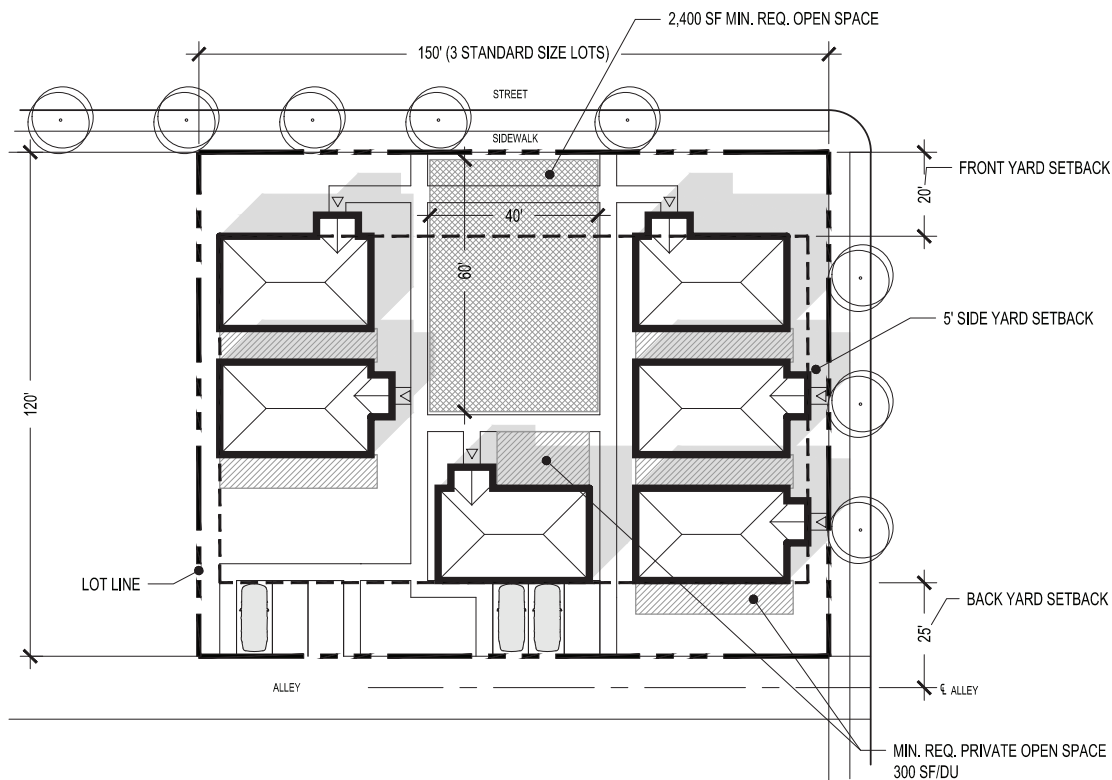
- **10,000 SF**

Parking:

- One off-street parking space per unit.
- Detached garage floor area limit of 250 SF. Shared garages floor area limit of 1,200 SF. Clustered parking areas limit of four spaces.



Example 1: Cottage Housing R-2 Zone Mid-Block with No Alley



Example 2: Cottage Housing R-2 Zone Corner Lot with Alley

COTTAGE HOUSING REQUIREMENTS CONTINUED:



Design Criteria:

- Number of developments permitted = 1.5 times the maximum number of dwelling units in the applicable zoning district.
- The external setbacks of the underlying zoning district shall apply.
- Minimum 8 feet between structures containing dwelling units.
- Covered porch required per building; minimum 50 SF with no dimension less than 5 feet.
- Each carriage unit shall have a deck or balcony oriented toward the common open space.
- Buildings must orient entrances toward the public right-of-way where adjacent, provide a minimum of 15% façade transparency, and modulate the façade, vary the roofline or other design features.
- Vehicular access shall be from the rear of the site whenever suitable access is available or feasible. If not feasible, then driveway or private roads shall be minimized to the maximum extent feasible. Driveways to individual units shall consist of paved runner strips or pervious surfacing.
- All cottage housing and landscaping shall be designed in an attractive way and according to a coherent design concept that allows for variation in style, features, materials and colors.
- A variety of unit sizes, building/ site design, building styles, features, colors and site design elements are required.
- Shall be stick-built.
- Minimum 400 SF common open space with no dimension less than 20 feet.
- Common open space shall be located in a central area that is easily accessible and visible to all dwellings within the cottage cluster. No sight-obscuring fences are permitted within common open spaces. The common open space shall be surrounded by cottage or common buildings on at least three sides, unless topography precludes this. Common open space shall be improved with gathering space, gardening, walkways or recreational features.
- Minimum 300 SF private open space per unit.
- Community buildings in common ownership are permitted within cottage housing developments, and shall be incidental in use and size to the cottage dwellings.
- All dwelling units shall be directly connected to the public sidewalk.
- Provide required street trees per TMC 13.06.502.
- Parking areas shall be softened or screened with landscaping.
- Internal landscaping shall be determined through the Residential Infill Pilot Program review process.
- ADUs are not permitted.



Danielson Grove, Kirkland, WA. Photo credit: Triad.



Bay Vista multi-family housing in Bremerton, WA. Photo Credit: Tonkin Architecture.

Ø3 PILOT PROGRAM PROCESS

CODE LANGUAGE

On December 1, 2015 the City Council adopted Amended Ordinance Number 28336, approving proposed amendments to the Tacoma Municipal Code concerning affordable and infill housing. This action adopts a range of affordable and infill housing code changes based on concepts initially recommended by the Affordable Housing Policy Advisory Group. Key changes include:

- Lot size flexibilities and Small Lot design standards
- Creation of a Residential Infill Pilot Program for certain housing types
- Creation of Affordable Housing Incentives and Bonuses, and Requirements for Residential Upzones.

TIMELINE

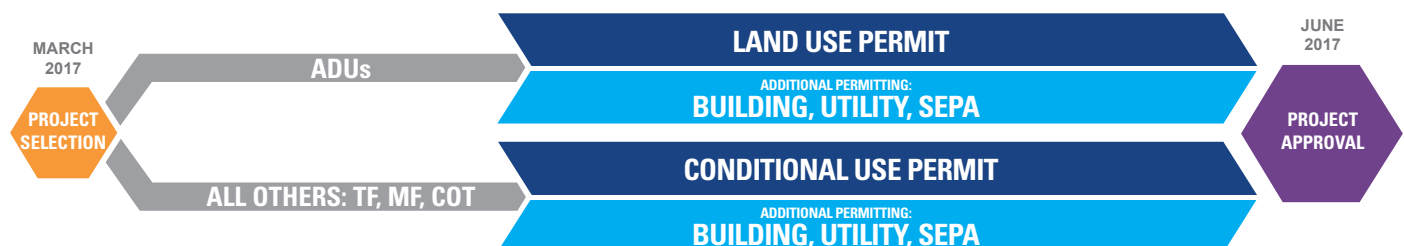
The infill pilot program will launch in October 2016 with the goal to have projects under construction by the middle of 2017. This permitting process for this program will move in tandem with the conditional use permit process as needed, sharing submittals, review meetings and State Environmental Permitting Act documentation and public notice. Some of these items vary based on the type of infill proposed. For example, ADUs do not need to go through a conditional use permit process.

At any point in the process, City of Tacoma staff are available to answer any questions about the timeline and schedule.

PART 1. PILOT PROGRAM



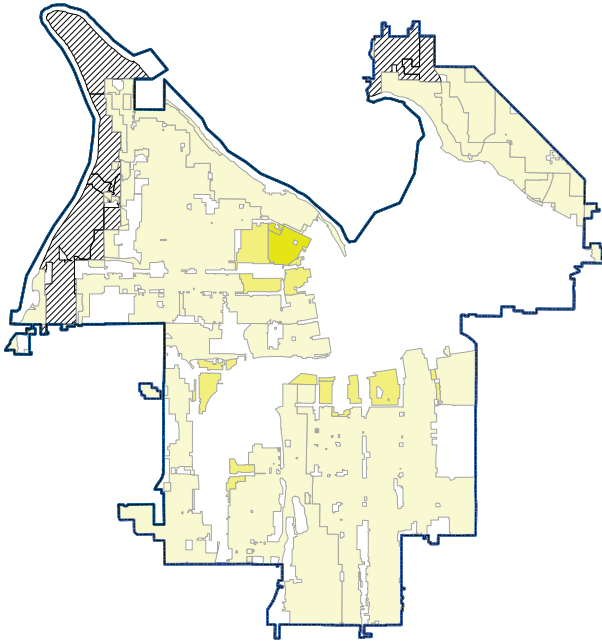
PART 2. PERMIT REVIEW PROCESS



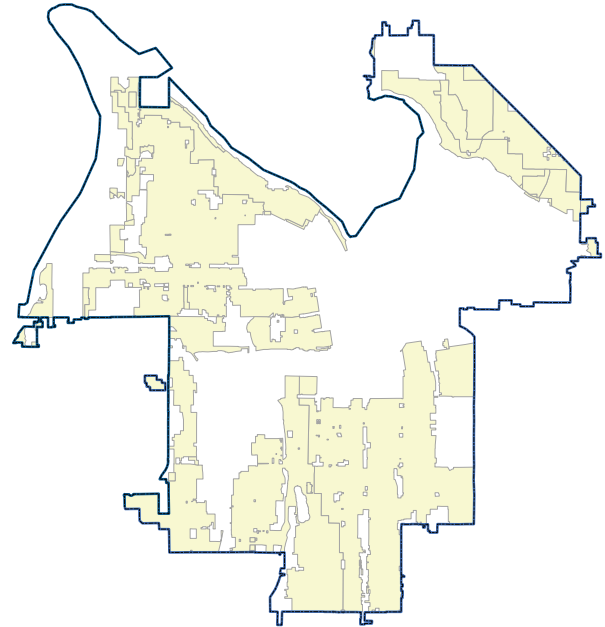
See pages 2-3 for more details on the Pilot Program and permit process.

ZONING FOR ALLOWABLE HOUSING TYPES:

1. Detached Accessory Dwelling Units



2. Two-Family Housing



LOCATING INFILL PROJECTS

The Tacoma Residential Infill Program is limited to the following areas in City of Tacoma. The zoning maps above identify locations where the following infill is allowed.

1. Detached Accessory Dwelling Units within the R-1, R-2, R2-SRD and HMR-SRD Districts,
2. Two-family or townhouse development within the R-2 District,
3. Multifamily development within the R-3 District, and
4. Cottage Housing development within any residential district except the HMR-SRD District.

During the infill program there shall be a minimum distance of 1,000 feet separating pilot program housing developments within the same category.

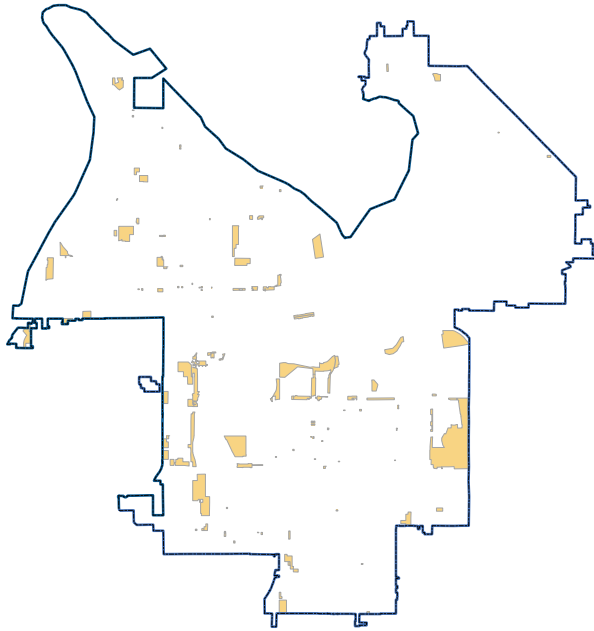
KEY

	R2-SRD : One Family Dwelling - Special Review District
	HMR-SRD : Historic Mixed Use Special Review District
	R-1 : One Family Dwelling
	R-2 : One Family Dwelling
	R-3 : Two-Family Dwelling
	R-4L : Low-Density Multi-Family Dwelling
	R-4 : Multi-Family Dwelling
	R-5 : Multi-Family Dwelling

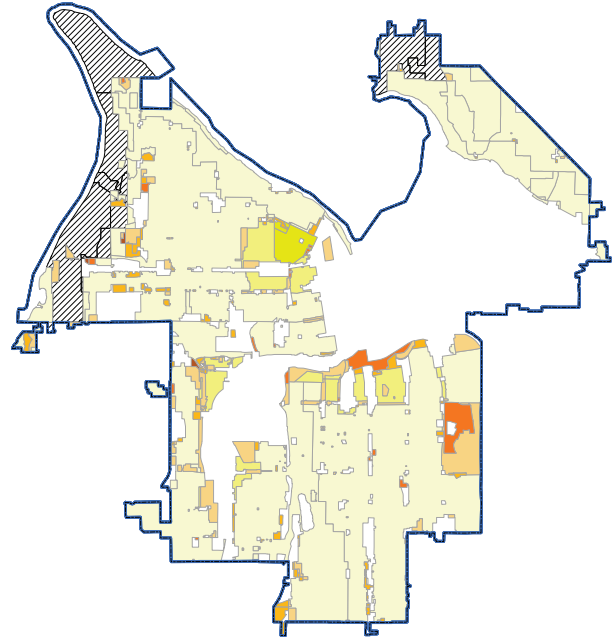
For a more detailed map and to find what district your property is located in, visit: <http://www.govme.org/Common/gMap/MGMain.aspx>.

You may also call Planning and Development Services at (253) 591-5577 for more information.

3. Multi-Family Housing



4. Cottage Housing



Residential Zoning Districts Defined

The residential zoning district's primary use is for single-family and multi-family housing. Community facilities such as parks, schools, daycares, golf courses, and religious facilities may also be appropriate in the residential districts. The specific purpose of the residential districts can be found in the Tacoma Municipal Code Section 13.06.100.

R-1: Single-Family Dwelling District. The R-1 District is intended for a typical single-family residential neighborhood. It is most appropriate in established areas with a relatively quiet and stable neighborhood environment. The R-1 District has low traffic volumes and larger lot sizes. The minimum standard lot size in the R-1 District is 7,500 sq. feet; small lots may be 6,750 sq. ft. The minimum front setback is 25 feet and the maximum building height in this district is 35 feet.

R-2: Single-Family Dwelling District. The R-2 District is the most common residential zoning district in the City. This district is similar to the R-1 District,

however its density is slightly higher than the R-1 District. It permits all uses allowed in the R-1 and may also allow for lodging uses limited to one guest room. It generally abuts more intense residential and commercial districts. The minimum standard lot size in the R-2 District is 5,000 sq. feet; small lots may be 4,500 sq. ft. The minimum front setback is 20 feet and the maximum building height in the R-2 district is 35 feet.

R2-SRD: Residential Special Review District. The R2-SRD District is very similar to the R-2 District. However, it allows for a limited number of two and three-family dwellings, subject to an approved conditional use permit. Some pre-existing multifamily dwellings may also exist in this district. The minimum lot size in the R2-SRD District is 5,000 sq. feet for single-family dwellings, 6000 sq. feet for two-family dwellings, and 9,000 sq. feet for three-family dwellings. For townhouses the minimum lot area is 3,000 sq. feet. The minimum front yard setback requirement is 20 feet and the maximum building height in this district is 35 feet.

HMR-SRD: Historic Mixed Residential Special Review District. The HMR-SRD District is designed to apply to existing neighborhood areas or portions of existing neighborhood areas which have been designated as a Historic Special Review District because the buildings within reflect significant aspects of Tacoma's early history, architecture and culture. Single-family dwellings are the predominant land use within the HMR-SRD District. The maximum building height in this district is 35 feet.

R-3: Two-Family Dwelling District. The R-3 District is intended for one-, two-, and three-family dwellings. Some lodging and boarding homes are also appropriate. The R-3 District is characterized by low residential traffic volumes and generally abuts more intense residential and commercial districts. The setback requirements are the same as the R-2 District. The maximum building height in this district is 35 feet.

R-4L: Low Density Multiple-Family Dwelling District. The R-4L District is intended for low-density multiple-family housing, retirement homes, and group living facilities. The R-4L district is very similar to the R-4 District, but has more restrictive site development standards which are intended to minimize adverse impacts of permitted and conditional uses on adjoining land. The minimum front setback requirement is 20 feet for the R-4L District. The maximum building height in this district is 35 feet.

R-4: Multiple-Family Dwelling District. The R-4 District is intended for medium-density multiple-family housing. Other appropriate uses may include day care centers, and certain types of special needs housing. The R-4 District is located generally along major transportation corridors and between higher and lower intensity uses. The maximum building height in this district is 60 feet.

R-5: Multiple-Family Dwelling District. The R-5 District is intended for high-density multiple-family housing and also permits residential hotels, retirement homes, and limited mixed-use buildings. The district is generally located in the center of the City in close proximity to employment centers, conveniences, services, major transportation corridors, and public transportation facilities. Minor retail businesses such as drug stores, personal services such as beauty salons, and minor eating and drinking establishments are also permitted in the R-5 District. The maximum building height in this district is 150 feet.

PILOT PROGRAM APPLICATION CHECKLIST

- ✓ Site plan to scale
- ✓ Building elevations (exterior view of all sides)
- ✓ Massing study
- ✓ Existing condition photos
- ✓ Narrative and supporting exhibits
- ✓ Application and applicable fees for any required land use permits (may require public notification or meetings)
- ✓ Demonstrate meeting TMC 13.06.100 and other pertinent requirements
- ✓ Any additional information or documentation requested by the Director prior to beginning the City's review

Checkmarks (✓) throughout the remainder of this document identify completed Pilot Program application requirements above. These items overlap the Building Permit and CUP Submittal checklists, though they may need to be modified throughout the selection process to reflect City and public feedback.

For more information, see TMC 13.05.115.

STATEMENTS OF INTEREST

City will immediately begin accepting statements of interest from applicants wishing to develop one of the infill housing options. A review committee will select up to three of each housing type based on how well they demonstrate the Pilot Program's design principles and objectives, meet community needs, and meet related City requirements. Proponents of the projects selected will be invited to submit full permit applications with a desired 2017 construction starting time.

SUBMITTAL APPLICATION

Invited applicants of any of the infill types will be required to submit an application checklist and

attach items to describe and graphically represent the proposed development.

The applications will be submitted through the City of Tacoma Accela system (see image below).

REVIEW PROCESS

The Director of Planning and Development Services (Director) will convene a special advisory review body. This group will review complete applications in an advisory capacity and make recommendations to the Director or the Hearing Examiner. The Director or Hearing Examiner will review the recommendations and make final decision and identify conditions of approval.

The screenshot shows the City of Tacoma Accela system interface. At the top, there is a header with the City of Tacoma logo and name. Below the header, there are navigation links: Home, Permits, and Advanced Search. A dropdown menu for Announcements(1) is open, showing a message about supported web browsers. To the right, there are links for Accessibility Support, Register for an Account, and Login. A search bar is also present. The main content area is divided into two columns. The left column contains a welcome message, a partnership announcement with Accela, Inc., and a list of services available on TacomaPermits.org. The right column contains a login form with fields for User Name or E-mail and Password, a Login button, and links for Remember me, forgotten passwords, and new users.

City of Tacoma
WASHINGTON

Announcements(1) ☐ Accessibility Support Register for an Account Login

Supported Web Browsers: Please be aware that TacomaPermits supports IE10, IE11, Firefox 37, Safari 8, Chrome 42, and Opera 29 for the submission of permits. For full feature functionality, please use ... [more](#)

Home Permits

Advanced Search ▼

Mark as Read

Welcome to the Tacoma Permits!
We are pleased to offer our citizens, businesses, and visitors access to government services online, 24 hours a day, 7 days a week.

In partnership with [Accela, Inc.](#), we are fulfilling our promise to deliver powerful e-government services and provide valuable information about the community while making your interactions with us more efficient, convenient, and interactive.

What would you like to do today?
To get started, select one of the services listed below:

TacomaPermits.org

- Electronic File Standards
- Submittal Checklists
- Tip Sheets
- Staff Directory

Login

User Name or E-mail:

Password:

[Login »](#)

☐ Remember me on this computer

[I've forgotten my password](#)
[New Users: Register for an Account](#)

Snapshot of Tacoma's Accela system for submitting infill applications.

INFILL PILOT PROGRAM SPECIAL ADVISORY REVIEW COMMITTEE

Advisory Review Committee consists of:

- The Director or designee
- Long-Range Planning Manager or designee
- City staff member with residential building and site development expertise
- Designee representing area Neighborhood Council
- Architect or urban designer
- Representative of Landmarks Presentation Commission

Final approval is given by the Director or Hearing Examiner and the Landmarks Presentation Commission.

For more information, see TMC 13.05.115.

PILOT PROGRAM DESIGN CRITERIA

- Responsiveness to existing neighborhood development patterns in the area
- Pedestrian-friendly design including access and connectivity
- De-emphasize parking (must meet parking requirements of TMC 13.06.510)
- Minimize scale contrasts, shading and privacy impacts
- Create usable and functional outdoor/yard spaces
- Incorporation of sustainable features. (Multi-Family and Cottage Housing must document sustainability features through a certification program such as Built Green 3 stars, LEED Bronze or Greenroads Bronze)
- Consistency with code requirements (see TMC 13.06)

For more information, see TMC 13.05.115.

SELECTION

Following the completion of the application submittal, the Infill Pilot Program Special Advisory Review Committee will make a recommendation to move forward. As part of the associated land use decision, the Director shall determine whether the proposal meets the intent of this section and incorporate conditions as appropriate into the land use and building permit approvals. In the case of projects in historic or conservation districts, or individually designated landmarks, Landmarks Preservation Commission approval will be required pursuant to TMC 13.05.045.

PROCEDURES & FEES

No fees will be assessed for the statements of interest to participate in the Infill Pilot Program. If selected to submit a full permit application, applicants will be assessed based on the type of infill project and if a land use or conditional use permit is required.

For two-family, multi-family and cottage housing, a conditional use permit will be required. ADUs do not require a conditional use permit. Instead, ADU applications require a land use permit and shall adhere to the following procedures.

BUILDING PERMIT SUBMITTAL CHECKLIST

- ✓ Site plan to scale
- ✓ Building elevations to scale
- △ Floor plans to scale
- △ Framing plans to scale
- △ Roof plans to scale
- △ Section plans and connection details
- △ Foundation details
- △ Energy code forms
- △ Stormwater site plan
- △ Stormwater pollution prevention plan
- △ Other items identified by City staff

Checkmarks (✓) identify completed Pilot Program application requirements. They may need to be modified throughout the application process.

ADU Procedures

Any property owner seeking to establish an ADU in the City of Tacoma shall apply for approval in accordance with the following procedures:

- **Application.** Prior to installation of an ADU, the property owner shall apply for an ADU permit with Planning and Development Services. A complete application shall include a properly completed application form, floor and structural plans for modification, and fees as prescribed below.
- **Fees.** Fees shall be required in accordance with Section 2.09.020. Upon sale of the property, a new owner shall be required to sign a new affidavit and to register the ADU, paying the applicable fee in accordance with Section 2.09.020.
- **Notice on Title.** The owner of any property containing an ADU shall record with the Pierce County Auditor a notice on title of the ADU. Such notice shall be in a form as specified by Planning and Development Services, and shall include as a minimum: (a) the legal description of the property which has been permitted for the ADU; (b) affirmation that the owner shall occupy either the main building or the ADU, and agrees to all requirements provided in subsection C.; and (c) the conditions necessary to apply the restrictions and limitations contained in this section. The property owner shall submit proof that the notice on title has been recorded prior to issuance of an ADU permit by Planning and Development Services. The notice on title shall run with the land as long as the ADU is maintained on the property. The property owner may, at any time, apply to Planning and Development Services for a termination of the notice on title. Such termination shall be granted upon proof that the ADU no longer exists on the property.
- **Permit.** An ADU permit shall be issued upon receipt of a complete application, application fees, proof of recorded notice on title and approval of any necessary building or other construction permits.
- **Inspection.** The City shall inspect the property to confirm that minimum and maximum size limits, required parking and design standards, and all applicable building, health, safety, energy, and electrical code standards are met.
- **Violations.** A violation of this section regarding provision of ownership shall be governed by subsection C.4, and a violation of provision of legalization of nonconforming ADUs shall be governed by subsection C.7. Violations of any other provisions shall be governed by Section 13.05.100.

- Detached ADUs in the R-1, R-2, R2-SRD and HMR-SRD Districts are reviewed under the provisions of the Residential Infill Pilot Program per TMC 13.05.115. Such applications shall provide for notification of property owners within 100 feet.

Conditional Use Permit (CUP) General Criteria

A CUP shall be subject to the following criteria:

- There shall be a demonstrated need for the use within the community at large which shall not be contrary to the public interest.
- The use shall be consistent with the goals and policies of the Comprehensive Plan, any adopted neighborhood or community plan, and applicable ordinances of the City of Tacoma.
- For proposals that affect properties that are listed individually on the Tacoma Register of Historic Places, or are within historic special review or conservation districts, the use shall be compatible and consistent with applicable historic preservation standards, and goals, objectives and guidelines of the historic or conservation districts. Proposed actions or alterations inconsistent with historic standards or guidelines as determined by the Landmarks Commission are a basis for denial.
- The use shall be located, planned, and developed in such a manner that it is not inconsistent with the health, safety, convenience, or general welfare of persons residing or working in the community. The following should be considered:
 - The generation of noise, noxious or offensive emissions, light, glare, traffic, or other nuisances which may be injurious or to the detriment of a significant portion of the community.

CUP SUBMITTAL CHECKLIST

- ✓ Land Use Application and permit fee
- ✓ Site plan to scale
- ✓ Building elevations (exterior view of all sides)
- ✓ Floor plans to scale
- △ SEPA environmental checklist
- △ Written response to criteria
- △ Building materials information
- △ Landscape plan
- △ Demonstrate property's inadequacy for single-family development

Checkmarks (✓) identify completed Pilot Program application requirements. They may need to be modified throughout the application process.

- Availability of public services which may be necessary or desirable for the support of the use. These may include, but shall not be limited to, availability of utilities, transportation systems (including vehicular, pedestrian, and public transportation systems), education, police and fire facilities, and social and health services.
- The adequacy of landscaping, screening, yard setbacks, open spaces, or other development characteristics necessary to mitigate the impact of the use upon neighboring properties.
- An application for a CUP shall be processed in accordance with the provisions of Chapter 13.05.

Ø4 RESOURCES

TACOMA PROJECTS

- Affordable Housing Work Program Phase 3 - October 1, 2014 (PDF)
- Affordable Housing Policy Advisory Group Recommendations Report - December, 2010
- APHAG Memo - October 13, 2011
- 2014 Affordable Housing Policy Phase 2 Packet as adopted by council

OTHER CITIES' EXAMPLES

- The Ins and the Outs: A Policy Guide to Inclusionary and Bonus Housing Programs in Washington - The Housing Partnership, 2007 (PDF)
- City of Portland, OR - Infill Design
- PSRC Housing Innovations Website

PLANNING COMMISSION

Amended Ordinance Number 28336 can be found [here](#).

Posted below are materials reviewed by the Planning Commission (PC). They are also posted on the 2015 Annual Amendment web page, under "2015-08 Affordable Housing Planning Work Program."

2015-08 PC Draft Code (July 1, 2015)

2015-08 PC Review Packet (July 1, 2015)

2015-08 PC Review Packet (June 17, 2015)

2015-08 PC Presentation (May 6, 2015)

2015-08 PC Review Packet (May 6, 2015)

2015-08 PC Review Packet (March 4, 2015)

2015-08 PC Review Packet (October 1, 2014)

2015-08 PC Presentation (October 1, 2014)

The Infill Design Toolkit: Medium-Density Residential Development



A Guide to Integrating Infill Development
into Portland's Neighborhoods

December 2008



September 2016

City of Tacoma
747 Market Street, Tacoma, WA 98402
<http://www.cityoftacoma.org>