



TO: T.C. Broadnax, City Manager
FROM: Peter Huffman, Planning and Development Services
COPY: Infrastructure, Planning and Sustainability Committee
SUBJECT: **Street Occupancy Permit and Permitting Process Improvements**
DATE: January 25, 2017

SUMMARY:

At the January 25, 2017, Infrastructure, Planning and Sustainability Committee meeting, staff from Planning and Development Services (PDS) will present a series of draft proposals aimed at streamlining the permit review process. The proposals would revise codified processes and procedures relating to Street Occupancy Permits, Performance Bonds, and Fees in Lieu for off-site improvements that are associated with development of new and/or altered single family homes in the City. The proposals have been developed over the last several months in collaboration with the Master Builders Association of Tacoma Pierce County (MBA).

BACKGROUND:

In July 2016, the MBA submitted to PDS a comprehensive list of suggested permitting process improvements relating to the construction of single family homes in Tacoma. Suggested improvements ranged from improvements in customer service approaches to revisions to the Tacoma Municipal Code. City staff has worked collaboratively with the MBA since July to develop and implement a series of changes in permitting processes and proposed revisions to the municipal code. To date, several customer service improvements have been put in place at the suggestion of the MBA, including improvements to on-line electronic permitting, a fee calculator, improved staff contact information, and other services aimed at facilitating the permitting of single family dwellings. Currently, staff continues to work with the MBA on proposed code changes to various aspects of the permitting process which are anticipated to go before the full City Council in March of this year.

ISSUE:

Staff will present a series of draft concepts that have been collaboratively developed with the MBA with the goal of improving permitting within Tacoma. Specifically, staff will present a summary of work completed by staff and the MBA and provide an overview of detailed proposed revisions to the following:

- Street Occupancy Permits
- Performance Bonds
- Fee In Lieu for Off-site Improvements

The proposed work has been developed with the MBA in response to improvements suggested by the MBA that would expedite and improve the permitting review of single-family construction and alterations in Tacoma.

ALTERNATIVES:

This is an information briefing only. There are no alternatives presented.



FISCAL IMPACT:

This is an information briefing only. There is no fiscal impact.

RECOMMENDATION:

This is an information briefing only. There is no recommendation.