



Permit Process Improvements

City of Tacoma | Planning and Development Services

Infrastructure, Planning, and Sustainability

February 14, 2018

OVERVIEW



- Planning and Development Services has been working collaboratively with Master Builders of Pierce County to present a series of permit process improvements.
- To date, improvements include e-permits, on-line fee calculator, published staff contacts, and shopping cart.
- Outstanding items include implementation of changes to Right-of-Way Occupancy Permits and Performance Bonds.

● ● ● BACKGROUND



- This initiative has been driven by the Master Builders of Pierce County, with the sponsorship of Council Members McCarthy and Thoms.
- The proposed changes to Right-of-Way Occupancy Permits and Performance Bonds are necessary to reduce barriers to development and streamline permitting.



ISSUES



- Chapter 9.08 Right-of Way-Occupancies, has not been updates since 1977. Changes are necessary to reflect current practices.
- In addition, changes to Chapters 9.08 and 10.22 have been proposed in an effort to reduce barriers to development. With the reduction in process and cost, it will be easier to enhance property city-wide.



PROPOSED REVISIONS



- **City Code Chapter 9.08**
 - Remove requirement to obtain ROW Occupancy Permit for “diminimus” development in ROW adjacent to single family development. Includes:
 - Fences less than 7 feet in height; at-grade stairs; retaining walls less than 4 feet; and garden areas.
 - All development must meet PW Design Manual.

PROPOSED REVISIONS



- **City Code Chapter 9.08**
 - When a Right-of-Way Occupancy Permit is required adjacent to residential development, review with associated development permit to reduce process.
 - Do not require that nonconforming development to obtain a Right-of-Way Occupancy Permit.



PROPOSED REVISIONS



- **City Code Chapter 9.08**
 - Remove requirement for certain Commercial Annual Use fees, to include:
 - Development that provides a public benefit and development required by city code.
 - Move towards financial sustainability by increasing permit fee from \$320.00 to \$640.00.



PROPOSED REVISIONS



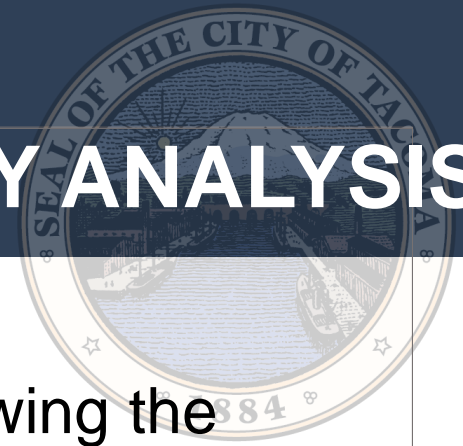
- **City Code Chapter 10.22**
 - At Director's discretion, performance bond may be reduced to 30% (minimum of \$15k). However....
 - Non-Performance or Working without Permits:
 - Bond amount will be 150% for 5 years.
 - After 5 years, bond amount will be set at 100% with no option for reducing.

The seal of the City of Tacoma is located in the top right corner of the slide. It is a circular emblem with a blue and white color scheme. The outer ring contains the text "SEAL OF THE CITY OF TACOMA" at the top and "1884" at the bottom. The inner circle features a landscape with a mountain, a ship, and a sun.

● ● ● HEALTH, EQUITY & SUSTAINABILITY ANALYSIS

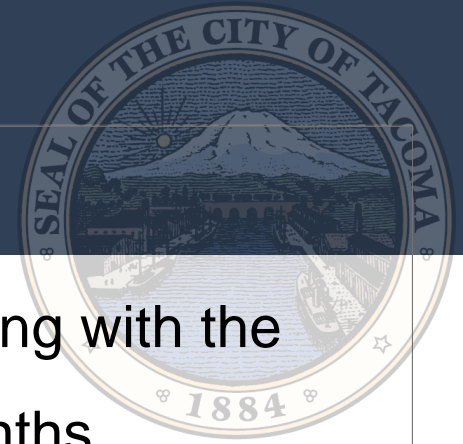
- All process improvements reduce barriers to development which is expected to translate into development in underserved areas.
- The proposed changes reduce the burden on persons improving residential property by allowing them the same “rights” as existing housing stock.

● ● ● HEALTH, EQUITY & SUSTAINABILITY ANALYSIS



- However concerns have been expressed that allowing the development in right-of-way without some sort of Notice on Title could negatively impact future homeowners; and allowing the development without proof of insurance could put the City at risk.
- Also, there will be a fiscal impact to the City's General Fund. Impact as proposed would be about \$75,000.00

OUTREACH



- Planning and Development Services has been dialoguing with the Master Builder's of Pierce County over the past 18 months regarding changes to Chapter 9.08 and Chapter 10.22.
- Staff has also met with internal stakeholders, including Asset Management and Real Property Services.
- Planning and Development Services has presented to Infrastructure, Planning, and Sustainability on February 22, 2017 and March 28, 2017.

OUTREACH



- Consensus has been built around acknowledgement that residential development should be treated differently than commercial development. There is support for not requiring a Right-of-Way Occupancy Permit for diminimis residential development
- There is not consensus among internal stakeholders related to removal of requirement to record on title and to removal of requirement to provide proof of insurance.

●●● NEXT STEPS



- City Council Study Session – February 27, 2018
- City Council First Reading March 20, 2018
- Ordinance Effective Date – April 6, 2018

● ● ● RECOMMENDATIONS



- Staff recommends the Infrastructure, Planning, and Sustainability Committee forward the code as presented to City Council for consideration and approval.



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