



WEEKLY REPORT TO THE CITY COUNCIL

April 12 2018

Members of the City Council
City of Tacoma, Washington

Dear Mayor and Council Members:

ACTION REQUESTED

1. Please note the next two **Committee of the Whole Special Meetings, April 17th and 24th, at 3:00 p.m.**, in the Tacoma Municipal Building North, Room 16. The purpose of the meetings will be to discuss the City Council Strategic Priorities and components that were identified at the February 23rd Strategic Planning Work Session.
2. This is a reminder that **you are required to submit** to the Public Disclosure Commission, **no later than Monday, April 16th, your “Personal Financial Affairs Statement.”** In addition, **please provide a copy of your report to the City Clerk’s Office for our records.** The Public Disclosure Commission’s link for filing is: <https://www.pdc.wa.gov/learn/file-online>.

ITEMS OF INTEREST

3. Planning and Development Services Director Peter Huffman forwards the attached notice regarding the upcoming **Open House Sound Transit is holding for the Tacoma Dome Link Extension project.** The Open House is on **Tuesday, April 17th, from 6:00-8:00 p.m.**, and is being hosted at the Best Western Plus Tacoma Dome Hotel (2611 East E Street). This project, which is the planned extension of Central Link light rail service from Federal Way to the Tacoma Dome area, is just at the beginning of its planning stage. Next week’s Open House is one of the first opportunities for community members to come and learn more about the project and the planning process, and to provide early input about what issues, opportunities and alternatives should be considered.
4. Neighborhood and Community Services staff report the **Temporary Overflow Family Shelter is operating at Bethlehem Baptist Church**, with support services provided by The Salvation Army. Known as “Sheltering Arms,” the temporary shelter is currently permitted to operate through the end of September 2018. Five families are currently served by the program, totaling 17 individuals. Support services include evening meals, case management, transportation, referrals for medical, mental health and substance use disorder, and education and employment assistance. All shelter referrals are processed through Coordinated Entry, and include referrals for housing placement.

5. The City has been approached by Pierce County to launch a collaborative planning effort for the **potential annexation of a small portion of the Manitou Neighborhood**. Planning and Development Services Director Peter Huffman provides the attached memorandum, which includes additional information about the area, the process, and the upcoming community meeting on the subject.
6. **Economic Development Update Report** – Please see the attached update report on projects and initiatives from the Community and Economic Development Department for the **week of April 9, 2018**.

STUDY SESSION/WORK SESSION

7. The **City Council Study Session** of Tuesday, April 17, 2018, will be held in Room 16 of the Tacoma Municipal Building North, at Noon. Discussion items will include: (1) **Pierce Transit Bus Rapid Transit Project**; (2) **Six-Year Transportation Improvement Program**; (3) **Local Employment & Apprenticeship Program (LEAP) Proposed Changes**; (4) **Other Items of Interest**; (5) **Committee Reports**; and, (6) **Agenda Review and City Manager's Weekly**.

At Tuesday's Study Session, **Pierce Transit staff will provide the Council an update on their Bus Rapid Transit Project**. The Project will enhance a 14.4 mile corridor from Downtown Tacoma, through Dome Station, and continuing down Pacific Avenue/State Route 7 to Spanaway.

As a second item at Tuesday's Study Session, Public Works staff will present the **Draft Annual Amendment of the Six-Year Transportation Improvement Program**, which is required to be annually updated by state law.

In addition at the Study Session, Community and Economic Development staff will present the **proposed Local Employment & Apprenticeship Program code changes to be consistent with state and federal laws**.

8. The updated **Tentative City Council Forecast** and **Consolidated Standing Committee Calendars** are attached for your information.

COUNCIL MEETING

9. In preparation for the next City Council meeting, please see the attached memorandum regarding **issues with the audio system in the Council Chambers**.

COUNCIL REQUESTS/INQUIRIES

10. Planning and Development Services Director Peter Huffman provides the attached memorandum in response to Council Member Mello's request for information regarding a **possible mixed-use building at 3402 North Proctor Street**. The memorandum provides the history and zoning of the location, details of the pre-application request for a mixed-use building on the site, and possible next steps.
11. In response to a number of recent Council questions, Planning and Development Service Director Peter Huffman provides the attached memorandum regarding the **City's zoning and the various processes that are available for modifying zoning**, as well as temporary measures such as **moratoria and interim zoning**.
12. At the last Committee of the whole, Council requested additional information on some of the **state legislation that provides funding to local governments and what that would mean to the City in the future**:

- HB 1570, known as the **Washington Housing Opportunities Act**, provides funding for improved resources available to aid with increasing access and removing barriers to housing for individuals and families. The document fee increased \$22, of which \$10 remains with Pierce County Human Services Department, and the remaining \$12 is split 60% to the County and 40% to the State.

Over the past few years Pierce County has retained about \$4 million per year. The County's portion of the \$22 should add an estimated additional \$2 million. If the City directly received these dollars, it would need to create a Housing/Homelessness Plan. The City of Tacoma's "share" of the Document Recording Fee (DRF) is equal to its Real Estate Excise Tax (REET) collection, which is 21.19%. That's about \$850,000 of \$4 million, or \$1.3 million of \$6 million. Given the concentration of service, the City has likely received benefit from the DRF far in excess of \$850,000 through the County's investment of DRF in shelters, Rapid Re-Housing, Coordinated Entry, and Permanent Supportive Housing.

- Under the **Marijuana Tax Revenues Shared by the State**, the City currently receives approximately \$440,000 per year. Under the newly passed law, the City anticipates receiving another \$600,000. This will be a one-time revenue since the legislation returns the \$6 million cap of distributions in subsequent biennia, which will return the revenue back to the current revenue amount.

13. At the March 27th Study Session, during the Streets Initiative presentation, Council Member Hunter asked to see the **Streets Initiative funded projects in terms of labor hours**. Public Works staff report they do not currently have a process in place where actual labor hours are tracked and easily aggregated for all projects. Based on discussions with staff and contractors, our best estimate is that about 130,000 labor hours have been or will be worked through Streets Initiative funded projects. That estimate only accounts for projects fully or partially funded by the Streets Initiative that have already have been awarded a contract and does not count projects that have not yet been awarded a contract. The estimate was developed using the total awarded contract amount and the assumption that 30% of the contract goes towards labor, and that the fully burdened rate for labor averages of \$65/hour. Going forward Public Works will develop a more accurate process for gathering this information.

MARK YOUR CALENDARS

14. You have been invited to the following events:

- **Tacoma Community House 108th Annual Luncheon on Friday, April 13th, Noon**, at the Greater Tacoma Convention Center, located at 1500 Commerce Street.
- **57th Annual Junior Daffodil Parade on Saturday, April 14th, 10:00 a.m.**, on Proctor between North 28th and 26th Streets, then heading east on North 26th Street from Proctor to Washington Streets.
- **11th Annual South Sound Sustainability Expo on Saturday, April 14th, 10:00 a.m. to 3:00 p.m.**, at the Tacoma Convention Center (1500 Commerce Street) and Tollefson Plaza (1548 Pacific Avenue).
- **Tacoma-Pierce County Chamber Annual Luncheon *Pierce County Outlook* on Wednesday, April 18th, 11:30 a.m. to 1:00 p.m.**, at Pacific Lutheran University, Chris Knutzen Hall, located at 12180 Park Avenue South.
- **Cheers to a Healthy Bay Benefit Dinner & Auction on Saturday, April 21st, 5:30 to 10:30 p.m.**, at the Foss Waterway Seaport, located at 705 Dock Street.
- **Forterra's Annual Breakfast *Land for Good* on Thursday, April 26th, 7:30 – 9:00 a.m.**, at the Washington State Convention Center, 6th Floor Ballroom, located at 705 Pike Street, Seattle.

- **Graduate Tacoma Community Impact Report Forum on Friday, April 27th, 8:00 a.m.**, at the STAR Center, located at 3873 South 66th Street.
- **Pierce County Law Enforcement Memorial Ceremony on Wednesday, May 2nd, 6:00 p.m.**, at the McGavick Student & Conference Center at Clover Park Technical College, located at 4500 Steilacoom Blvd. SW, #23, Lakewood.
- **Travel Tacoma & Pierce County 2018 Annual Meeting on Thursday, May 10th, 2:00-5:00 p.m.**, at Pioneer Park Pavilion, located at 330 South Meridian, Puyallup.
- **Grand Opening Event for NewCold Tacoma Cold Store on Thursday, May 24th**, 4601 South Orchard Street. Program begins at **11:00 a.m.**, followed by a 12:30 p.m. luncheon and warehouse tour.

Sincerely,



Elizabeth A. Pauli
City Manager

EAP:crh
Attachments

Tacoma Dome Link Extension and Operations & Maintenance Facility

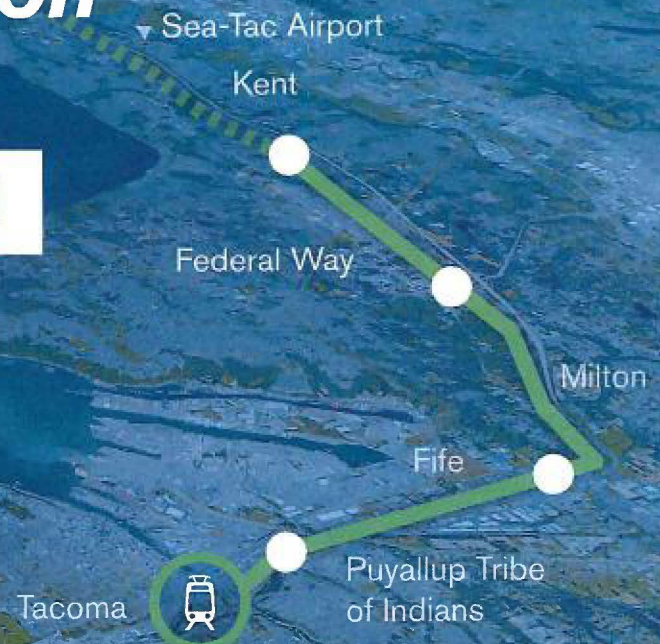
Connecting light rail to the South Sound

**Help shape the future of your regional light rail.
Attend one of the following community open houses:**

Tacoma // Tuesday, April 17, 6-8 p.m.
Best Western Plus Tacoma Dome Hotel // 2611 E. E Street

Federal Way // Wednesday, April 18, 6-8 p.m.
Todd Beamer High School // 35999 16th Ave. S.

Fife // Tuesday, April 24, 6-8 p.m.
Fife Community Center // 2111 54th Ave. E.



SOUNDTRANSIT

Fly through traffic

from Tacoma to Sea-Tac Airport in 35 minutes

► Engage online: tdlink.participate.online

Connecting light rail to Tacoma will improve transportation for residents across the South Sound. Riders will enjoy fast, reliable travel across an eventual 116-mile regional system and won't compete for space on increasingly congested roads.

Visit an in-person or online open house for your first opportunity to:

- Learn about the project background, timeline and how to stay informed and involved.
- Provide input on the route, stations, potential alternatives, benefits and impacts.
- Provide input on the potential location of the Operations and Maintenance Facility in the south corridor.

Submit comments by May 3* (in person, online, mail or email)

Online: tdlink.participate.online // Email: tdlink@soundtransit.org // Phone: 206-903-7118 // Mail: Tacoma Dome Link Extension, c/o Senior Environmental Planner Steven Kennedy, Sound Transit, 401 S. Jackson St. Seattle, WA 98104

Sound Transit has two new light rail projects in Pierce County. The 9.7 mile Tacoma Dome Link Extension will extend the regional light rail system from Federal Way to Fife and Tacoma. The Hilltop Tacoma Link Extension will extend current service 2.4 miles within the city.

*The 30-day early scoping period, which ends May 3, is just the first opportunity for public input.

To request accommodations for persons with disabilities or information in alternative formats, call 1-800-201-4900/TTY Relay: 711 or email accessibility@soundtransit.org.

Para información acerca del proyecto llame al: 1-800-823-9230 // Звоните 1-800-823-9230, чтобы получить информацию о проекте // 프로젝트에 관한 정보는 다음으로 연락하십시오: 1-800-823-9230



Union Station
401 S. Jackson St.
Seattle, WA 98104-2826

More info and to sign up
for project news:

► soundtransit.org/tdlink

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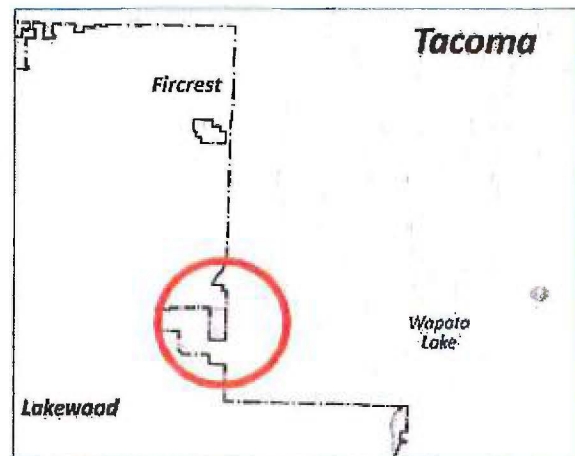


TO: Elizabeth A. Pauli, City Manager
FROM: Peter Huffman, Director, Planning and Development Services
CC: ^{BBS} Brian Boudet, Long-Range Planning Manager, Planning and Development Services
Tadd Wille, Assistant City Manager
SUBJECT: Potential Annexation of the Manitou Area
DATE: April 11, 2018

We have been approached by Pierce County to launch a collaborative planning effort for the potential annexation of a small portion of the Manitou Neighborhood. The subject area is the 37-acre piece of unincorporated Pierce County located on the southwest corner of the City, adjacent to the Meadow Park Golf Course and the Calvary Cemetery (highlighted in the map below).

This area is one of the unincorporated "islands" in Pierce County where future annexation to the respective abutting municipalities is expected by the State Growth Management Act (GMA) and considered a high priority in regional policies. This is also one of City's Urban Growth Areas, as designated by both the County and the City pursuant to GMA. A basic premise of the GMA is that denser urban development should be supported by urban services, such as roads, transit, sidewalks, water, sewer, parks, and libraries, and should be located in cities to ensure the most efficient provision of service.

The potential annexation of the Manitou area would generally go through the following process: (1) Project Initiation by County and City Councils (by resolutions), (2) Staff Analysis, (3) County-City Interlocal Annexation Agreement, and (4) City Annexation Ordinance. Community Outreach is a key component and will be conducted prior to project initiation and throughout the process. The whole process may take 6 to 12 months.



**Community Meeting on
Potential Manitou Annexation**

Monday, May 14, 2018, 6:00–7:30 p.m.
Manitou Park Elementary School – Cafeteria
4330 South 66th Street

Planning and Development Services staff has begun working with Pierce County staff to plan a community meeting on May 14, 2018, to kick-off the process. County Council Member Connie Ladenburg (District No. 4) and City Council Member Chris Beale (District No. 5) have been invited to the meeting. A joint letter to the community from the County's and City's planning departments will be distributed next week to tax payers and stakeholders.

We are currently gathering inventory and profile information for the area, including but not limited to: population, land use and zoning, streets, sewage and storm drainage, refuse collection, electricity, water, police and fire protection, schools, libraries, taxes, economic development, and addressing.

If you have any questions, please contact Lihuang Wung at 253-591-5682 or lwung@cityoftacoma.org, or Brian Boudet, Long-Range Planning Manager, at 253-573-2389 or bboudet@cityoftacoma.org.

ECONOMIC DEVELOPMENT WEEKLY UPDATE REPORT

Week of April 9, 2018

2018 Japan America Grassroots Summit

Tacoma is a "host city" for the 2018 Japan America Grassroots Summit, hosted by the Japan-America Society of the State of Washington in partnership with the John Manjiro-Whitfield Commemorative Center for International Exchange in Japan. The annual Summit, a large-scale exchange of Japanese and American people, is held alternately in Japan and the United States and aims to strengthen the peaceful relationship between our two countries by fostering friendship at the grassroots level.

The 2018 Summit, taking place in September, will bring nearly 150 Japanese visitors to Washington State. Following various tours in Seattle, visitors will head to Tacoma and 13 other cities for three-night homestays with local host families. The City of Tacoma will put on a two-day program for Tacoma homestay visitors focusing on the city's arts and cultural assets.

Artwork along South Tacoma Way

Installation has commenced for Sheila Klein's artwork along South Tacoma Way at the crosswalks between South 52nd and South 56th Streets. Tacoma Arts Administrator Amy McBride and Program Development Specialist Shari Hart will coordinate with the South Tacoma Business District on a future dedication event date to showcase the artwork.

**City of Tacoma 2018
City Council Forecast Schedule**

Date	Meeting	Subject	Department	Background
April 17, 2018	City Council Study Session (TMBN 16, Noon)	Pierce Transit Bus Rapid Transit Project	Pierce Transit	Pierce Transit staff will provide the Council an update on their Bus Rapid Transit Project, which will enhance a 14.4 mile corridor from Downtown Tacoma, through Dome Station, and continuing down Pacific Avenue/State Route 7 to Spanaway.
		Six-Year Transportation Improvement Program	PW	Draft Annual Amendment of the Six-Year Transportation Improvement Program, which is required to be annually updated by state law.
		Local Employment & Apprenticeship Program (LEAP) Proposed Changes	CED	CED/LEAP staff will present the proposed LEAP code changes to be consistent with the state and federal laws.
	Special Committee of the Whole (TMBN 16, 3:00)	Council Strategic Priority Discussion	CED and Council	At the February 23rd Council Strategic Planning Work Session, the Council identified their top four strategic priorities. At this meeting, staff will provide Council an update on their discussions on how to achieve the components identified under the priorities.
	City Council Meeting (TMB Council Chambers, 5:00 PM)			
April 24, 2018	City Council Study Session (TMBN 16, Noon)	One Tacoma Comprehensive Plan Overview	PDS	One Tacoma is the City's Comprehensive Plan which guides our community's development over the long term and describes how our community's vision for the future is to be achieved (blueprint for future character of the City).
		Tacoma Mall Neighborhood Subarea Plan	PDS	Council will consider, gathered public input and take action on the Tacoma Mall Neighborhood Subarea Plan, a package of zoning and standards changes, and conceptual streetscape designs.
		Executive Session - Pending Litigation	CAO	
	Special Committee of the Whole (TMBN 16, 3:00)	Council Strategic Priority - Public Safety Discussion		At the February 23rd Council Strategic Planning Work Session, the Council identified their top four strategic priorities. At this meeting, staff will provide Council an update on their discussions on how to achieve the components identified under the priorities.
	City Council Meeting (TMB Council Chambers, 5:00 PM)	Tacoma Mall Neighborhood Subarea Plan Public Hearing	PDS	

**City of Tacoma 2018
City Council Forecast Schedule**

Date	Meeting	Subject	Department	Background
May 1, 2018	City Council Study Session (TMBN 16, Noon)	Tacoma Mall Neighborhood Subarea Plan	PDS	Council will receive a summary of input provided during the City Council Public Hearing.
		Asset Management Presentation	OMB/PW	OMB and PW staff will provide a high-level overview of the state of General Government assets including discussion of best practices and anticipated needs in the 2019-2020 biennium.
		Small Cell/5G Facilities in the City's right-of-way	PDS	Proposed code changes for development standards related to the installation of Small Cell/5G facilities in the City's right-of-way. The standards include limitations on height, bulk, color, as well as other standards that will minimize aesthetic impacts.
	Special Committee of the Whole (TMBN 16, 3:00)	Tacoma Public Utilities Low Income Program Update	TPU	
	City Council Meeting (TMB Council Chambers, 5:00 PM)			
May 8, 2018	City Council Study Session (TMBN 16, Noon)	Racial Equity and Homelessness Report	OEHR	Author Marc Dones will share information on the Supporting Partnerships for Anti-Racist Communities (SPARC) report on Racial Equity and Homelessness.
	City Council Meeting (TMB Council Chambers, 5:00 PM)	Tacoma Mall Neighborhood Subarea Plan First Reading	PDS	
May 15, 2018	Joint Utility Board Study Session (TMBN 16, Noon)	Director of Utilities Candidates' Interviews (tentative)	Council/TPU	
	City Council Study Session (TMBN 16, Noon)	Year End 2017 and First Quarter of 2018 Financials and Six Year Financial Forecast	OMB	
	City Council Meeting (TMB Council Chambers, 5:00 PM)	Tacoma Mall Neighborhood Subarea Plan Final Reading	PDS	
May 22, 2018	Joint Utility Board Study Session (TMBN 16, Noon)	CTC Energy and Technology Recommendation for Proposals on the Alternative Click! Partnership Model	CAO	CTC Energy & Technology consultant will provide the Council and U-Board recommendations for the proposed Click! alternative partnership model.
	Study Session (TMBN 16, Noon)	Local Food Access and Equity Research and Projects	ESD/OEPS	Harvest Pierce Co & Puyallup Watershed Initiative's Just and Healthy Food Community presentation on local food access and equity research, projects, and the community they are growing.
	City Council Meeting (TMB Council Chambers, 5:00 PM)			

Community Vitality and Safety				
Committee Members: Blocker (Chair), Beale, Camarata, Ushka, Alternate-Hunter Executive Liaison: Linda Stewart; Staff Support - Will Suarez		2nd and 4th Thursdays 4:30 p.m. Room 248	CBC Assignments: • Citizen Police Advisory Committee • Human Services Commission • Human Rights Commission • Housing Authority • Commission on Disabilities • Library Board • Tacoma Community Redevelopment Authority	
April 26, 2018	2018 Innovative Grant Application and Schedule	Shari Hart, Program Development Specialist, Community and Economic Development	Update on the 2018 Innovative Grant Application and schedule to include a presentation of recommended neighborhood projects	
	Human Rights Commission Annual Report (informational briefing)	Rebecca Slith, Chair, Human Rights Commission	Presentation about the accomplishments of the Human Rights Commission in 2017 and future projects.	
	Fire Station #5, Tideflats (informational Briefing)	Jim Duggan, Fire Chief and Josh Clarke, Assistant Division Manager, Public Works	Project update regarding Fire Station #5 in the Tideflats	
FUTURE:				
May 10, 2018	Human Services Commission Interviews	Clerk's Office	4 vacancies	
May 24, 2018	UPWC Center for Stronger Families	Pam Duncan and Christopher Wright		

Economic Development Committee			
Committee Members: McCarthy (Chair), Hunter, Ushka, Woodards, Alternate-Beale Executive Liaison: Tadd Wille; Staff Support - Lynda Foster		2nd, 4th, and 5th Tuesdays 10:00 a.m. Room 248	CBC Assignments: •Tacoma Arts Commission •Greater Tacoma Regional Convention Center Public Facilities District •Foss Waterway •City Events and Recognition Committee
CBC Assignments: <ul style="list-style-type: none"> • Tacoma Arts Commission • Greater Tacoma Regional Convention Center Public Facilities District 		<ul style="list-style-type: none"> • Foss Waterway • City Events and Recognition Committee 	
April 24, 2018	Office Market Opportunities (informational briefing)	Elly Walkowiak	Staff and representatives from the Economic Development Board will present on how to leverage the Amazon HQ2 proposal to market Tacoma and fill office space vacated by State Farm
FUTURE:			
May 8, 2018	Update on RAIN and Aqualyst: Biotech and Clean Water Incubator (informational briefing)	Pat Beard, Project Manager, CEDD - Private Capital Division	David Hirschberg, Ph.D., from the Readiness Acceleration and Innovation Network, will report on their first year in operation - activities being implemented such as the Women's Entrepreneur Network, IGEM student competition and Super Heroes of Science Series, as well as companies forming within the incubator at 2304 Jefferson Avenue.
	Tentative: leveling development the playing field	CM Ushka & staff	Research national best practices in urban environments using public, private, and public private partnerships to aid in leveling the development playing field between areas with good infrastructure compared to those areas where infrastructure has been under funded and or seriously deferred.
May 22, 2018			

Government Performance and Finance Committee			
Committee Members: Ibsen (Chair), Blocker, Hunter, Mello, Alternate-Camarata Executive Liaison: Andy Cherullo; Staff Support - Rebecca Boydston		1st and 3rd Tuesday 10 a.m. Room 248	CBC Assignments: •Public Utility Board •Board of Ethics •Audit Advisory Board •Civil Service Board
April 17, 2018	Review of participatory budgeting	Katie Johnston, Budget Manager, Office of Management and Budget	An informational update regarding participatory budgeting approaches and strategies
FUTURE:			
May 1, 2018	Fossil fuels and sustainable alternatives	Kathleen Simpson, CFO, Russell Family Foundation, Richard Woo, COO, Russell Family Foundation, Brad Harrison, and Managing Director of Tiedemann Wealth Management	The Russell Family Foundation will share its experience with divesting of fossil fuels and reinvesting in sustainable alternatives.
May 15, 2018	Public Utility Board Interviews	Doris Sorum, City Clerk	1 position
	2017 Year End and 2018 First Quarter Financial Update	Katie Johnston, Budget Manager, Office of Management and Budget	

		Infrastructure, Planning and Sustainability Committee	
Committee Members: Mello (Chair), Beale, Ibsen, McCarthy, Alternate-Hunter Executive Liaison: Kurtis Kingsolver; Staff Support - Rebecca Boydston		2nd and 4th Wednesdays 4:30 p.m. Room 16	CBC Assignments: •Sustainable Tacoma Commission •Planning Commission •Landmarks Preservation Commission •Board of Building Appeals •Transportation Commission
April 25, 2018	Sustainable Tacoma Commission Annual Update [briefing]	Kristi Lynett, OEPS	Annual update on the progress and work plan of the Sustainable Tacoma Commission
	Environmental Action Plan Year Two Progress Report [briefing]	Kristi Lynett, OEPS	Progress report on the implementation of the Environmental Action Plan
	Tree Planting Policy/Urban Forestry	Jim Parvey, OEPS; Mike Carey, OEPS Urban Forestry; Rae Bailey, Street Operations Division Manager, Public Works; Sarah Low, OEPS Urban Forestry	Overview of City's tree planting policy, and feasibility of urban forestry work crew
FUTURE:			
May 9, 2018	Sustainable Tacoma Commission Interviews [request for recommendation]	Doris Sorum, City Clerk	6 vacancies
	Landmarks Preservation Commission Annual Report [briefing]	Reuben McKnight, Historic Preservation Officer, PDS	The Landmarks Preservation Committee will discuss their work plan and give an overview of the year's activities.
	Traffic Light Synchronization [briefing]	Kurtis Kingsolver, Director, Public Works; Leigh Starr, Division Manager, Public Works	Recent media coverage and community surveys have identified traffic synchronization as a growing concern in Tacoma. Public Works staff will provide an overview of traffic signal synchronization and provide information about the City of Tacoma's Traffic Signal Infrastructure
May 23, 2018	CANCELLED		



TO: Mayor and Council Members
FROM: Elizabeth Pauli, City Manager *EP*
COPY: Tanisha Jumper, Interim Media and Communications Director
Jeff Lueders, Cable Communications & Franchise Services Manager
RE: Issues with Audio System in City Council Chambers
DATE: April 11, 2018

The audio system in the City Council Chambers was designed and installed by a vendor in 2016. The system is not operating to our satisfaction. In response to the issues raised about the audio quality, I have asked staff to troubleshoot. The preliminary findings and efforts are outlined below.

Issues identified:

- In some cases, Council Members are not talking directly into their microphones, which could be because they are turning their heads toward the Mayor and their colleagues and away from their microphones, thus their voices are not being heard. To best be heard in the room and on TV, Council Members need to talk directly into their microphone. If you wish to face your colleagues when you talk, then please move the microphone so it is directly in front of where you are facing while you are speaking. TV Tacoma staff will make an effort to remind you to do so prior to each meeting.
- The audio system is set up to allow six microphones to be open at any one time. As each microphone is turned on, the overall audio is automatically turned down slightly to reduce the potential for feedback in the room. Staff believes this might also have something to do with the overall audio becoming lower. In an attempt to overcome this issue, staff will reduce the open microphone setting to three so the room volume should remain higher and the people in the back should be able to hear much better. What this will mean to the Council Members is that after the first three mic's are open the other Council Members that try to open their microphones will get a blinking green circle on their microphone. The green light indicates you are in the cue but your mic will not open until you are one of the top three, at which time the light will turn red and you will be able to proceed when recognized to speak by the Mayor.

- The audio system in the Council Chambers is tested each Tuesday at the beginning of every meeting when there is no one in the room. However, when the doors are opened and the room fills up, it creates a different dynamic for audio and requires additional volume and additional monitoring by our staff (coming out of the control room to make sure the audio level in the room is still at a good level). Media and Communications staff will address this at their next staff meeting on Monday morning. If needed, they will set up a plan to have the audio staff come out of the control room on a more regular basis to verify that the sound quality in the room is operating at the highest level.
- Staff will be monitoring a potential situation in which the system might be reducing volume as the meeting goes on and the equipment heats up. If in their monitoring it becomes apparent that everything else is working but later on during the meeting the volume is decreasing, they will bring this to the attention of a professional audio representative and have that person complete an analysis of what could be causing this problem.

Potential next steps:

- If these small but significant changes do not help us achieve the desired results, we will bring in a professional audio representative to complete an analysis of the system and make any necessary recommendations and changes to the system to get us to where we need to be.



TO: Elizabeth A. Pauli, City Manager
FROM: *TEB* Peter Huffman, Director, Planning and Development Services
Jana Magoon, Planning Manager, Planning and Development Services
COPY: City Council and City Clerk
SUBJECT: Potential Mixed-Use Project – 3402 North Proctor Street
DATE: April 12, 2018

On April 3, 2018, Council Member Mello requested information related to possible development at 3402 North Proctor Street. This property is currently a gravel lot adjacent to Terry's Office Tavern, as well as a small vacant commercial building abutting to the west; and measures about 10,000 square feet. The property is within an area zoned "C-2" General Community Commercial District. This zoning, put in place in 1953, includes properties on both sides of Proctor Street stretching from the north edge of Terry's Office Tavern south to North 33rd Street. The most recent use on the gravel lot was a gas station, which existed until the late 1970s; since that time it has effectively been an informal parking lot.

On March 21, 2018, Planning and Development Services received a pre-application request (PRE18-0131) for a mixed-use building on the corner site. The applicant provided schematic drawings for a three-story building containing retail and parking on the first floor, with the retail facing Proctor Street and the parking to the rear inside the building. The drawings also showed up to 14 apartments on the upper two floors. The purpose of the pre-application is to understand the associated infrastructure requirements that would be required if the development proceeds, such as sidewalk improvements, requirements for on-street parking, utilities, transit, etc. After reviewing the comments from the pre-application meeting, which were provided April 4, 2018, the applicant will decide if they want to proceed with development plans.

The "C-2" zoning allows the uses proposed. In addition to the proposed retail and residential uses, other allowed uses include offices, restaurants, gas stations, vehicle sales, and hotel. Generally, a building in the "C-2" District must be no taller than 45 feet and may be located adjacent to property lines. Depending on size and use, a future building would be subject to various building design standards, landscaping, and parking requirements. If the applicant continues with plans as shown in the pre-application request, it appears a parking variance and State Environmental Policy Act (SEPA) environmental review would be necessary.

Public comments will be solicited if the project requires a land use permit (such as a variance) or if the project requires review under the SEPA. Typically, SEPA review is triggered if the building exceeds 12,000 square feet, contains more than 20 dwelling units, and/or creates parking for more than 40 vehicles.

Please contact Jana Magoon at (253) 594-7823 if you have questions.



TO: Elizabeth A. Pauli, City Manager
FROM: Peter Huffman, Director, Planning and Development Services
CC: Brian Boudet, Planning Division Manager, Planning and Development Services
SUBJECT: Tadd Wille, Assistant City Manager
DATE: Information on Zoning, Rezones, Moratoria, and Interim Zoning
April 12, 2018

City Councilmembers have recently requested information regarding the City's zoning and the various processes that are available for modifying zoning, including temporary measures such as moratoria and interim zoning. The information below is intended to provide a general overview in response to these questions.

How can zoning be changed?

City Code established two basic methods for changing zoning – Area-wide Rezones and Site-specific Rezones. Each method is described below:

Area-wide Rezones

An area-wide rezone is a change in zoning classification(s) on an area-wide basis in order to implement and/or maintain the consistency of the Comprehensive Plan. Area-wide rezones are generally of broad significance, usually involving many separate properties under various ownerships, may involve several of the City's zoning classifications, and are often associated with larger planning studies and related Comprehensive Plan changes. Area-wide rezones are a legislative action, processed through the Planning Commission and City Council.

Site-Specific Rezones

Site-specific rezones are changes in zoning classification(s) for a defined site usually under a single ownership and focusing on changes which affect specific parcels of property often associated with specific project proposals. Site-specific rezones must be consistent with the Comprehensive Plan; otherwise a change to the Comprehensive Plan would first be required. Changes to certain zoning districts in the City, such as mixed-use center districts and overlay districts, are not allowed through the site-specific process and area only allowed through the area-wide process. Site-specific rezones are a quasi-judicial action, processed through the Hearing Examiner and City Council.

What is a Moratorium and what is the process for instituting one?

A moratorium is effectively a "time out" on permitting. A moratorium suspends the acceptance or processing of new applications for building, zoning, subdivisions, or other types of development permits in order to preclude development from occurring under the current regulations for a specified period of time, usually to allow for plans, policies or regulations to be revised before any further permitting is allowed. Moratoria can be limited to certain geographic areas, certain types of permits, and/or certain types of development projects. Moratoria can be initiated by the Planning Commission or City Council, but the City Council has the sole discretion to adopt development moratoria. There are specific requirements for the establishment of moratoria (provided in Section 13.02.055 of the Code, attached), including that the City Council must hold a public hearing and find that an emergency situation exists or that there is a specific need for this types of temporary protective measure.

Elizabeth A. Pauli, City Manager
Information on Zoning, Rezones, Moratoria, and Interim Zoning
April 12, 2018
Page 2 of 2

What is Interim Zoning, and what is the process for establishment?

Interim zoning is an immediate, but temporary, change in existing zoning classifications or development regulations. Interim zoning can be limited to certain geographic areas, certain types of permits, and/or certain types of development projects, and is designed to regulate specific types of development while zoning or regulations are being revised so that when the new plans and/or zoning are adopted they will not have been rendered moot by intervening development. Just like moratoria, interim regulations can be initiated by the Planning Commission or City Council, but the City Council has the sole discretion to adopt interim regulations. As with moratoria, there are specific requirements for the establishment of interim regulations, including that the City Council must hold a public hearing and find that an emergency situation exists or that there is a specific need for this types of temporary protective measure.

If you have further questions, please contact me or Brian Boudet, Long-Range Planning Manager, at 253-573-2389 or bboudet@cityoftacoma.org.

Attachments:

- A. TMC Section 13.02.055 – Moratoria and Interim Zoning

**Tacoma Municipal Code
Chapter 13.02
PLANNING COMMISSION**

(Excerpt)

13.02.055 Moratoria and interim zoning.

A. Moratoria and/or interim zoning controls adopted by ordinance of the City Council may be considered either as a result of an emergency situation or as a temporary protective measure to prevent vesting of rights under existing zoning and development regulations. Those empowered to submit a request for a moratorium or interim zoning shall be the same as in Section 13.02.045.C. Those empowered may petition the City Council or Planning Commission, in writing, to request moratoria or interim zoning, including the specific geographic location and describing what circumstances contribute to an emergency situation or the need for protective measures.

B. Moratoria or interim zoning may be initiated by either the Planning Commission or the City Council by means of determination at a public meeting that such action may be warranted. Where an emergency exists, prior public notice may be limited to the information contained in the public meeting agenda. City Council-initiated moratoria or interim zoning shall be referred to the Planning Commission for findings of fact and a recommendation prior to action; provided, that where an emergency is found to exist by the City Council, it may act immediately and prior to the formulation of Planning Commission findings of fact and recommendation. The City Council shall hold a public hearing within at least 60 days of adopting any moratorium or interim zoning, as provided by RCW 36.70A.390. The City Council shall adopt findings of fact justifying the adoption of any moratorium or interim zoning before, or immediately after, the public hearing.

C. As part of its findings of fact and recommendation, the Planning Commission shall address the appropriate duration and scope for the moratorium or interim zoning controls and note if a study, either underway or proposed, is expected to develop a permanent solution and the time period by which that study would be concluded. Moratoria or interim zoning may be effective for a period of not longer than six months, but may be effective for up to one year if a work plan is developed for related studies requiring such longer period. Moratoria or interim zoning may be renewed for an unlimited number of six-month intervals following their imposition; provided, that prior to each renewal, a public hearing is held by the City Council and findings of fact are made which support the renewal.