



WEEKLY REPORT TO THE CITY COUNCIL

February 13, 2020

Members of the City Council
City of Tacoma, Washington

Dear Mayor and Council Members:

ACTION REQUESTED

1. This is a reminder that **you are required to submit** to the Public Disclosure Commission, **no later than Wednesday, April 15th, 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

2. **The Planning Commission will conduct a public hearing on Wednesday, March 4th, 2020, at 5:00 p.m., in the Council Chambers,** to receive public comment on the proposed **Residential Infill Pilot Program regulations.** The proposed changes are intended to implement improvements based on lessons learned through administration of Infill Pilot 1.0. The changes would expand infill housing types and number, modify design requirements and standards, and streamline the permit review process. The Commission is expected to forward its recommendations to the Council in late March for consideration for adoption in April 2020. Planning and Development Services Director Peter Huffman provides background and additional information in the attached memorandum.
3. **Tacoma's Affordable Housing Action Strategy (AHAS) calls for creating diverse and affordable housing as one way to address pressing housing challenges.** Through 2020, Tacoma's Planning Commission is asking the community to join in a discussion about housing needs, development trends, zoning, and neighborhood change. The Commission is now seeking public input on its proposed scope of work. **Comments are welcome in person at a Public Hearing at 5:30 p.m. on February 19, 2020, in the City Council Chambers,** or in writing through the end of February 2020. For more information, visit www.cityoftacoma.org/planningforhousing or contact Elliott Barnett, Senior Planner at Elliott.barnett@cityoftacoma.org or (253) 591-5389. Public hearing notice attached.

STUDY SESSION/WORK SESSION

4. The **Joint City Council/ Library Board of Trustees Study Session** of Tuesday, February 18, 2020, will be held in Room 16 of the Tacoma Municipal Building North, at Noon. Discussion items will include: (1) **Overview and Update on Tacoma Public Library's services.** Immediately following the Joint Study Session, there will be a regular City Council Study Session. Discussion items will include; (1) **Budget Development Overview;** (2) **Other Items of Interest;** (3) **Committee Reports;** (4) **Agenda Review and City Manager's Weekly Report;** and (5) **Executive Session- Pending Litigation.**

At Tuesday's Study Session, the **Tacoma Public Library** will share an **overview of the services they provide and an updates on the services provided in 2019.**

At the regular Study Session, the Office of Management and Budget will be providing an **overview of the planning process for the 2021-2022 biennium.**

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


MARK YOUR CALENDARS

6. You have been invited to the following events:
- **Tacoma-Pierce County Opioid Summit 2020 on Friday, February 21st, 9:00 a.m. - 3:00 p.m.,** at Pacific Lutheran University's Chris Knutzen Hall Anderson University Center, located at 12180 Park Avenue South.
 - In recognition of Black History Month, the **Tacoma Urban Performing Arts Center** will perform an excerpt from their original ballet, Harriet: The Black Swan and Rocka My Soul in the Bosom of Abraham and the **Lighthouse (10:00-10:30 am)** and Beacon Activity Center **(11:00-11:30 am)** on **February 25,2020.**
 - **The World Trade Center Tacoma** will be celebrating excellence in international trade at the **26th Annual Globe Awards , Thursday , February 27th, 5:00-7:00 pm.,** Port of Tacoma Administration Building, One Sitcum Plaza Tacoma, WA 98421
 - **2020 Urban Studies Forum: Attainable Housing and the Future of Prosperity and Inclusion in Pierce County, Wednesday March 4, 2020 8:15-1:30 pm.,** at the UW Tacoma William Phillip Hall.

Weekly Report
February 13, 2020
Page Three

- **Citizens for a Healthy Bay's *Cheers to a Healthy Bay* on Friday, March 27th, 5:30 to 10:30 pm.,** at the Foss Waterway Seaport Museum, located at 705 Dock Street.
- **T-Town: Play, Explore, Learn City Services Expo on Saturday, March 28, 10:00 a.m. to 3:00 p.m.,** at the Tacoma Dome, 2727 East D Street.


Sincerely,

A handwritten signature in black ink, appearing to read "Elizabeth A. Pauli", with a small "for" written below the signature.

Elizabeth A. Pauli
City Manager

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TO: Elizabeth Pauli, City Manager
FROM: Peter Huffman, Director, Planning and Development Services 
SUBJECT: Residential Infill Pilot Program – Planning Commission Public Hearing
DATE: February 12, 2020

On Wednesday, March 5, 2020, at 5:00 p.m. in Council Chambers, the Planning Commission will conduct a public hearing to receive comments on proposed changes to the Residential Infill Pilot Program regulations intended to make the program more effective. The Commission is expected to forward its recommendations to the City Council in late April for consideration for adoption before the end of the year.

BACKGROUND

In December 2015, the City Council established the Residential Infill Pilot Program, as part of a package of Affordable/Infill Housing code updates. The intent of the Pilot Program is to promote innovative residential infill that demonstrates high quality building and site design. The following infill housing types were reviewed under the Pilot Program:

- Detached Accessory Dwelling Units (DADUs) in single-family zoning districts
- Two-family development on corner lots in the R-2 Single-family district
- Small-scale multifamily development in the R-3 district
- Cottage Housing in most residential districts

The Pilot Program allows a maximum of three of each infill housing type to be developed (potentially up to 12 projects in total).

Since the Pilot Program was rolled out in 2017, the City has accepted a total of eight projects (three DADUs, three Two-family, and two Cottage Housing developments) through the Pilot Program. In March 2019, the City Council change the rules for DADUs, allowing them more broadly in single-family zoning districts and removing them from the Pilot Program.

The Planning Commission is now seeking input on recommended code changes intended to make the Pilot Program more effective. The proposed amendments to several sections of the Tacoma Municipal Code, Title 13 – Land Use Regulatory Code, would implement the following changes:

- Expand the program with a new Density-based Housing infill category and increase the number of each housing type allowed through the program
- Modify standards and design requirements to improve design outcomes, clarify the process, ensure consistency with the Building Code, and increase flexibility for the Cottage Housing and Two-family Housing types
- Streamline the permit process by integrating the Pilot Program review process into the Conditional Use Permit process (rather than requiring both separately)

Pending Council action, Planning and Development Services will update the Pilot Program handbook to reflect changes and enhance design guidance, then re-open the Program for applications. Staff anticipate Infill Pilot 2.0 will be up and running in June 2020.



PROPOSED TIMELINE:

| Date | Event |
|----------------|-------------------------------------------------------------------------|
| March 04, 2020 | Planning Commission – Public Hearing |
| April 29, 2020 | Planning Commission – Recommendation to City Council (tentative) |
| May – June | City Council – Review, Public Hearing, and Adoption (tentative) |

ADDITIONAL INFORMATION:

The following link provides additional information: www.cityoftacoma.org/infill.

For more information, please contact Mesa Sherriff, Senior Planner, at (253) 591-5480 or msherriff@cityoftacoma.org.

What types of housing do you want to see in Tacoma?

The City of Tacoma is thinking about how to make Tacoma a place everyone can call home.

Join the discussion about how to:

- Diversify housing types
- Create affordable housing options
- Enhance the character of our communities while planning for growth.

Accessory Dwelling Units



Cottages



Duplexes and Townhomes



Fourplexes



Multifamily



PUBLIC HEARING NOTICE

Get Involved in the Discussion About Housing

As part of the City's Affordable Housing Action Strategy, we are launching the At Home In Tacoma project to evaluate diverse housing types and inclusionary zoning options throughout Tacoma. The intent is to increase housing supply, create affordable housing options, and increase the choice of housing types throughout our neighborhoods.

Through 2020, Tacoma's Planning Commission is asking the community to join in a discussion about housing needs, development trends, zoning, and neighborhood change. Using community ideas and feedback, the Commission will make recommendations to the City Council for future Comprehensive Plan, Zoning, and Land Use Regulatory Code amendments.

Participate by:

- Comment in person at the Planning Commission public scoping hearing at 5:30 p.m. February 19 in the City Council Chambers (747 Market Street, First Floor)
- Provide written comments by February 28, 2020 to Planning Commission, 747 Market St., Room 345, Tacoma, WA 98402
- Email comments and questions to: planning@cityoftacoma.org
- Sign up to receive project updates: planning@cityoftacoma.org

For information, please visit: www.cityoftacoma.org/planningforhousing

We welcome your participation. To request this information in an alternative format or for language translation, please contact the City of Tacoma at 253.591.5030. For TTY or speech to speech users, please dial 711 to connect to Washington Relay Services.

**City of Tacoma 2020
City Council Forecast Schedule**

| Date | Meeting | Subject | Department | Background |
|--------------------------|------------------------------------------------------------------------------|---------------------------------------------------------|----------------|-----------------------------------------------------------------------------------------------------------------------|
| February 18, 2020 | Joint Library Board of Trustees & City Council Study Session (TMBN 16, Noon) | Overview and Update on Tacoma Public Library's services | Library | Tacoma Public Library will share an overview of the services they provide and an update on services provided in 2019. |
| | City Council Study Session (TMBN 16, Noon) | Budget Development Overview | OMB | Staff will provide an overview of the planning process for the 2021-2022 biennium |
| | | Executive Session- Pending Litigation | | |
| | City Council Meeting (TMB Council Chambers, 5:00 PM) | | | |
| February 25, 2020 | City Council Study Session (TMBN 16, Noon) | Pierce Transit Bus Rapid Transit Update | Pierce Transit | Pierce Transit outreach and milestone update for Bus Rapid Transit (BRT) Project |
| | Committee of the Whole (TMBN 16, 3:00 PM) | Strategic Planning Work Session Follow Up | | |
| | City Council Meeting (TMB Council Chambers, 5:00 PM) | | | |

This Document is a Tentative Schedule and Subject to Change

**City of Tacoma 2020
City Council Forecast Schedule**

| Date | Meeting | Subject | Department | Background |
|----------------|------------------------------------------------------|--------------------------------------------------------------|-----------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| March 3, 2020 | Joint Utility Board Study Session (TMBN 16, Noon) | Advanced Meter Project | Tacoma Power & Tacoma Water | |
| | | TPU Director Performance Review Process | HR | |
| | | Classification and Compensation Study | HR | |
| | | Joint Executive Session - Pending Litigation | CAO | |
| | City Council Meeting (TMB Council Chambers, 5:00 PM) | | | |
| March 10, 2020 | Cancelled | | | |
| March 17, 2020 | City Council Study Session (TMBN 16, Noon) | Interim Regulations Tideflats & Subarea Community Engagement | PDS | |
| | | Fossil Fuel Baseline Study | PDS | |
| | Committee of the Whole (TMBN 16, 3:00 PM) | City Council's Standing Committee Assignments | Mayor | As a follow up to the February 7th Strategic Planning Work Session, the Council will discuss the strategic priorities policy development and the bodies or work for the various Council Standing Committees. |
| | City Council Meeting (TMB Council Chambers, 5:00 PM) | | | |

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**City of Tacoma 2020
City Council Forecast Schedule**

| Date | Meeting | Subject | Department | Background |
|-----------------------|------------------------------------------------------|--------------------------------------------------|-------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| March 24, 2020 | City Council Study Session (TMBN 16, Noon) | HUD Consolidated Plan Draft | CED/Housing | Overview of the draft Tacoma-Lakewood Regional Consolidated Plan for 2020-2024. This 5-year plan sets goals and actions for expenditure of several federal grants, including CDBG (Community Development Block Grant), ESG (Emergency Solutions Grant), and HOME (HOME Investments Partnership Program) |
| | | Cushman / Adams Substation | PDS | |
| | City Council Meeting (TMB Council Chambers, 5:00 PM) | | | |
| March 31, 2020 | City Council Study Session (TMBN 16, Noon) | Quarterly Tacoma Police Department Hiring Update | TPD | TPD will present a quarterly update related to hires and separations and their efforts to diversify the department. |
| | City Council Meeting (TMB Council Chambers, 5:00 PM) | | | |

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| Community Vitality and Safety | | | |
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| Committee Members: Blocker (Chair), Beale, Hines, Ushka, Alternate-Hunter Executive Liaison: Linda Stewart; Staff Support - Bucoda Warren | | 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 |
| February 27, 2020 | Interviews for the Commission on Immigrant and Refugee Affairs, and the Citizen Police Advisory Committee | Doris Sorum, City Clerk | |
| | 2019 CIRA Annual Report (Informational) | Latasha Ware, Management Fellow, City Manager's Office | Annual report of the actions and plans of the Commission on Immigrant and Refugee Affairs |
| | Citizen Police Advisory Committee Annual Report (Informational) | Latasha Ware, Management Fellow, City Manager's Office | |
| Future | | | |
| March 12, 2020 | Updated Comprehensive Emergency Management Plan | Fire Chief Tory Green, Tacoma Fire Department | An update to the CEMP to be approved before the end of the year |
| | Project Peace (Informational) | Ed Wade, Assistant Chief, Tacoma Police Department; | A discussion on the program goals, outreach beyond youth, and the composition of the executive committee for Project Peace |
| | Metropolitan Development Council Convening Update (Informational Briefing) | Linda Stewart, Director, Neighborhood and Community Services | |
| | Neighborhood Councils Quarterly Update | Allyson Griffith, Assistant Director, Neighborhood and Community Services; Tyler Whitemarsh, Chair, Community Council of Tacoma | |
| March 26, 2020 | Interviews for the Human Rights Commission | Doris Sorum, City Clerk | |

| Economic Development Committee | | | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Committee Members: Thoms (chair), Blocker, McCarthy, Ushka, 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 •Tacoma Creates Advisory Board |
| February 25, 2020 | Quarterly collaboration Check In | Jeff Robinson, Director, Community & Economic Development Department, and Peter Huffman, Director, Planning, Development Services Department | Staff will present updates; Council Members have requested more information on opportunity zones and collaboration with the County |
| | Downtown Parking Occupancy Study and the Tacoma Dome District Parking and Access Study | Dana Brown, Assistant Public Works Division Manager, Public Works, and Eric Huseby, Parking Services Manager, Public Works | Informational presentation on parking occupancy studies for both the downtown district and the Tacoma Dome district. |
| | Waste Stream Mapping update and next steps | Lewis Griffith, Division Manager, Solid Waste, and Gloria Fletcher, Community & Economic Development | Summary of Waste Stream Mapping project to identify opportunities to connect businesses that can utilize waste materials as resources and presentation of recommended next steps. |
| Future | | | |
| March 10, 2020 | <i>Cancelled</i> | | |
| March 24, 2020 | Tacoma Creates Interviews | City Clerk | |

| Government Performance and Finance Committee | | | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|--------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Committee Members: Hines, Hunter (chair), Thoms (vice chair), and Walker Alternate - Blocker Executive Liaison: Andy Cherullo; Staff Support - Latasha Ware | | 1st and 3rd Tuesday 10 a.m. Room 248 | CBC Assignments: •Public Utility Board •Board of Ethics •Audit Advisory Board •Civil Service Board |
| February 18, 2020 | TBD | | |
| Future | | | |
| March 3, 2020 | TBD | | |
| March 17, 2020 | College Internship Processes | Cathy Journey, Sr. HR Manager | Staff to provide an update on (waiting for Cathy to send descriptor) |
| | Continuous Improvement Overview | Ben Thurgood, Human Resources Assistant Director | Staff will provide a briefing on the City's Continuous Improvement work including an overview of the process, projects in progress and completed, the Continuous Improvement Advocate Program and other topics. |

| Infrastructure, Planning and Sustainability Committee | | | |
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| Committee Members: McCarthy (Chair), Beale (Vice Chair), Hunter, & Walker; Alternate-Ushka Executive Liaison: Kurtis Kingsolver; Staff Support - Claire Goodwin | | 1st and 3rd Wednesdays 4:30pm Room 248 | CBC Assignments: •Sustainable Tacoma Commission •Planning Commission •Landmarks Preservation Commission •Board of Building Appeals •Transportation Commission |
| February 19, 2020 | Sustainable Tacoma Commission Interviews | Doris Sorum, City Clerk | Candidates will be interviewed to fill vacant positions on the Sustainable Tacoma Commission |
| | Pierce Transit Update | Alex Mather, Government Affairs Manager, Pierce Transit | Pierce Transit outreach and milestone update for Bus Rapid Transit project (Part 1 of 4) |
| Future | | | |
| March 4, 2020 | Limiting New Storage Unit Developments | Brian Boudet, Planning and Development Services Division Manager | At the request of CM Blocker and in response to community concerns about new self-storage facilities potentially using land that could be suitable for higher priorities, such as affordable housing, staff will present current zoning provisions related to these uses and concepts for how those could be modified to limit their expansion and better address their impacts. |
| March 18, 2020 | Transportation Improvement Plan | Jennifer Kammerzell, Principal Engineer, Public Works; Katie Johnston & Nick Anderson, Office of Management and Budget | Annual update on the Transportation Improvement Plan per the requirements of the Growth Management Act. |
| | Industrial Symbiosis (tentative) | Gloria Fletcher, Business Development Manager, Community and Economic Development | In 2019, the City hired a consultant to survey businesses about energy usage and waste streams. This is a report back on the status of the findings and what recommendations the City is proposing. |