



WEEKLY REPORT TO THE CITY COUNCIL

October 1, 2020

Members of the City Council
City of Tacoma, Washington

Dear Mayor and Council Members:

ITEMS OF INTEREST

1. Mayor Woodards provides the attached **Council Action Memo allocating a Council Contingency Fund request aligned with Mayor and Council directives in Resolution No. 40622**, to stand-up a community-led, multi-sector systems transformation effort to address all institutions, systems, policies, practices, and contracts impacted by systemic racism, with initial priority being given to policing in the City of Tacoma
2. Mayor Victoria Woodards provides the attached **Council Action Memo allocating \$282,000 in Council Contingency Funds for a comprehensive package of expenses aligned with community needs in the 2019-2020 biennium**, including: the purchase of body worn cameras for Tacoma Police Department personnel, a council-requested fossil fuel study, language access and translation services, the city's portion of funding 2020 activities of the South Sound Housing Affordability Partners, a faith community audit, and virtual programming for all ages in conjunction with the 2020 Tacoma Reads program.
3. Please see the attached **Purchase Contract Awards** approved by City Manager Elizabeth Pauli.
4. LASA continues to administer the City's coronavirus rental assistance program. **A total of 369 payments have been made totaling \$320,512.24.**

When the City launched the program, applicants were eligible to receive a one-time payment of up to \$1,000, based on this criteria:

- Awards of up to \$1,000 are made based on need, directly related to current rental expense obligations, as verified by the landlord.
- City of Tacoma resident(s)
- Experienced loss of employment or reduction in wages due to COVID-19
- Income at or below 50% Area Median Income for Pierce County

Based on client need and community and provider input, the City is adjusting Rental Assistance Program guidelines to allow the following:

- Up to **two** awards of \$1,000 each based on need, directly related to current rental expense obligations, as verified by the landlord.
- Raising the allowable income threshold to **60%** Area Median Income for Pierce County
- Tenants residing in properties backed by Freddie Mac, Fannie Mae and FHA loans may now qualify to receive assistance

- All other requirements remain unchanged

All previous awardees will be offered a second award and all previously declined applicants who qualify under the new thresholds will be contacted. Non-profits working with clients may still make direct referrals to the City's program by contacting communityengagement@lasawa.org. Staff also recently identified additional CARES funding of \$1 million to utilize for additional rounds of rental assistance. **The application will open again October 5th with another possible round in November.** The City's Rental Assistance Fund at the Greater Tacoma Community Foundation has received 21 gifts totaling \$27,020.

5. Chief Don Ramsdell provides the **attached Weekly Crime Report**.
6. Please see the attached City of Tacoma **Weekly Meeting Schedule**.

STUDY SESSION/WORK SESSION

7. The **City Council Study Session** of Tuesday, October 6, 2020, will be conducted through Zoom conference. The public can watch the meeting at: vtacoma.com. Discussion items will include: (1) **Proposed Budget Workshop**; (2) **Systems Transformation Update**; (3) **Utility Rates Budget Workshop**; (4) **Infill Pilot Program-Prep for Public Hearing**; (5) **Other items of Interest**; (6) **Committee Reports**; (7) **Agenda Review and City Manager's Weekly Report**;

At Tuesday's Study Session, the Office of Management and Budget will be presenting on the proposed budget which includes the **City's response to economic pressures, goals and outcomes identified by the City Council**.

As a second item on the agenda, Mayor Victoria Woodards will be giving an **update on Systems Transformation**.

On the third agenda item, staff from Tacoma Public Utilities and Environmental Services will **present their financial position and rates for the 2021-2022 Biennium**.

On the last agenda item, Planning and Development Services staff will present an **overview of the Residential Infill Pilot Program** and the proposed schedule for the reauthorization, extension, and modification of the Residential Infill Pilot Program (as Version 2.0).

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

MARK YOUR CALENDARS

9. There are no new events to report at this time.

Sincerely,



Elizabeth Pauli
City Manager

EAP:ram



TO: Elizabeth Pauli, City Manager
FROM: Melanie Harding, Chief Policy Analyst to the Mayor, City Manager's Office
COPY: City Council and City Clerk
SUBJECT: Council Contingency Fund Request to support a Community-led, Multi-sector Systems Transformation
DATE: October 1, 2020

SUMMARY AND PURPOSE:

A resolution allocating a Council Contingency Fund request of \$75,000, aligned with Mayor and Council directives in Resolution No. 40622, to stand-up a community-led, multi-sector systems transformation effort to address all institutions, systems, policies, practices, and contracts impacted by systemic racism, with initial priority being given to policing in the City of Tacoma.

COUNCIL SPONSORS:

Mayor Victoria Woodards
Deputy Mayor Keith Blocker
Councilmember Robert Thoms
Councilmember John Hines

BACKGROUND:

This recommendation supports the direction outlined by the Mayor and Council in Resolution 40622, affirming the City of Tacoma's commitment to anti-racist systems transformation across the city.

Disparities by race continue to be seen across the nation and in Tacoma in almost every measure of human health and wellbeing, including perceptions of safety, incarceration and arrest rates, risk of death from homicide, annual income, net worth, access to education, and key indicators of public health, such as maternal and infant mortality, heart disease, and diabetes. These disparities remain despite the numerous national and local efforts that have been directed toward reforms and the restoration of civil rights, social justice, and equity.

In Resolution 40622, the Mayor and City Council committed to addressing these disparities through comprehensive and sustained transformation of all of the institutions, systems, policies, practices, and contracts impacted by systemic racism, with initial priority being given to policing in the City of Tacoma. They further declared that this work would engage organizations across all sectors, be community-led, and center the voices of those most impacted by systemic racism.

Transformation in this context is intended to mean comprehensive change that fundamentally enhances and radically re-imagines the way we operate as a city and a community. The goal of these transformational efforts would be to ensure that the services and opportunities provided by the City of Tacoma and throughout the city equitably serve every member of our community, including Black community members and other community members of color.



More traditional equity initiatives have resulted in important incremental changes and reforms in recent decades. To further pursue changes that are transformational in nature, Resolution No. 40622 outlines a new, community-led approach that allows every organization in Tacoma to come together and take actions that forward the shared, multi-sector goal of making Tacoma an Anti-Racist city.

It is envisioned that reconciliation work, such as the model that has been defined and refined by the National Network for Safe Communities, will be used to authentically acknowledge the past and present harms of systemic racism and bring the kind of true change that allows communities to be strengthened, served with greater equity, and ultimately experience healing. To allow broad participation and create multi-sector change, we will invite multi-sector leaders with a shared vision for an anti-racist Tacoma to bring their unique resources, provide subject matter expertise, and create additional community connections to support and empower this effort. While the work will be community led, the initial vision is to collectively work in alignment to:

- Acknowledge the past and present harms perpetuated by racism in their sector and their organization
- Center the voices of people most-impacted by systemic racism and allow the community to lead where we focus our efforts for systemic change
- Commit to making substantive changes – enacting true transformation that addresses the continuing harms of systemic racism – to collectively create an Anti-Racist Tacoma

To keep this broad coalition of organizations and community groups organized, a Core Coordinating Team (supported by a neutral facilitators to allow independence and encourage a shared sense of community ownership) will be nominated by the Community Vitality and Safety Committee and confirmed by the Council to guide this community-led effort. Among the Core Coordinating Team's responsibilities would be to "network weave" and ensure that contributions from throughout the community are strategically aligned, relationships are built, and resources are coordinated for maximum impact. The Core Coordinating Team will also select members for Transformation Teams who can lead out on systems change efforts specifically in priority areas defined by community members of color.

The Core Coordinating Team and each Transformation Team will have one City of Tacoma elected official and an alternate assigned as a policy liaison to listen and learn from meeting discussion and community engagement efforts, report back to Council, and (at the request of the Core Coordinating or Transformation Teams) serve as a link to resources and information from the City of Tacoma.

From demonstrations, communications, and council testimony, the community has indicated that policing must be a priority in this work. Accordingly, the City of Tacoma is engaged in initial current state assessment, the implementation of body worn cameras, the hiring of a new police chief, review of use of force policies, engaging in community dialogue to define safety, and other work that will be foundational to this effort.

COMMUNITY ENGAGEMENT/ CUSTOMER RESEARCH:

Nationally, this is a historic moment of reckoning on issues related to race. Locally, Tacoma's elected leaders have received thousands of emails and countless telephone calls, and the City has seen widespread demonstrations (with sometimes more than 10,000 participants estimated) calling on the community to address the impacts of systemic racism, with a priority being placed on policing in the City of Tacoma. Resolution No. 40622 called for this systems transformation effort to be community led and to engage the public, centering the voices of those most impacted by systemic racism.



2025 STRATEGIC PRIORITIES:

Equity and Accessibility: *(Mandatory)*

This funding will stand-up a process that seeks to reduce racial and other inequities, disparities, or discrimination to under-represented communities through community-led, multi-sector systems transformation.

Economy/Workforce: *Equity Index Score: Moderate Opportunity*

Increase the number of Tacoma households that have livable wage jobs within proximity to the city.

Education: *Equity Index Score: High Opportunity*

Increase the number of quality out of school time learning opportunities distributed equitably across the city.
Increase digital access and equity across the city.

Civic Engagement: *Equity Index Score: Moderate Opportunity*

Representation at public meetings will reflect the diversity of the Tacoma community
Increase the percentage of residents who believe they are able to have a positive impact on the community and express trust in the public institutions in Tacoma.

Livability: *Equity Index Score: Moderate Opportunity*

Improve health outcomes and reduce disparities, in alignment with the community health needs assessment and CHIP, for all Tacoma residents
Increase positive public perception of safety and overall quality of life.

Explain how your legislation will affect the selected indicator(s).

These dollars would serve as start-up funding for a community-led process that seeks to reduce racial and other inequities, disparities, or discrimination to under-represented communities through systems transformation. While the work will begin with policing, it is envisioned to be comprehensive and sustained across all systems/sectors and may have measurable outcomes on any/all Tacoma 2025 indicators.

ALTERNATIVES:

Presumably, your recommendation is not the only potential course of action; please discuss other alternatives or actions that City Council or staff could take. Please use table below.

Alternative(s)	Positive Impact(s)	Negative Impact(s)
1. Take no action	City resources could be allocated to other areas of service delivery	Significantly limited ability to carry out the directives of Resolution No. 40622, with no budgeted dollars to stand up a community led effort.
2. Begin with community fundraising campaign	City resources could be allocated to other areas of service delivery	Significant investment of Mayor & City Council time and potentially unfunded staff time; slowed response to standing up an effort which meets the directives of Resolution No. 40622



EVALUATION AND FOLLOW UP:

This process is likely to include evaluating existing performance measures and/or benchmarks and potentially establishing new measures to accurately reflect meaningful progress.

STAFF/SPONSOR RECOMMENDATION:

The sponsor recommends approval.

FISCAL IMPACT:

The initial allocation of \$75,000 will go to initial start-up funding with additional resources to be sought from other community partner organizations and entities.

Overall future impacts are to be determined. Because systems transformation is an adaptive challenge, defining the problem and determining solutions will be a collaborative learning process that Council has directed should be community led. It is acknowledged that COVID-19 and its impacts to revenues will be a consideration for the funding of all City services and operations.

Fund Number & Name	COST OBJECT (CC/WBS/ORDER)	Cost Element	Total Amount
1. Council Contingency Fund 1030	660000	5310100	\$75,000
2.			
TOTAL			\$75,000

What Funding is being used to support the expense?

Council Contingency Funding

Are the expenditures and revenues planned and budgeted in this biennium's current budget?

NO, PLEASE EXPLAIN BELOW

These dollars are drawn from Council Contingency Fund, which provides for the funding of initiatives that are not called out in the biennial budget.

In addition to these dollars, a contract for an initial scope of work has been put in place for consultation with police reform experts during the current state assessment of the Tacoma Police Department. Work beyond consultation, including assessment of the department, would need to be identified.

The City currently allocates funding for equity and outreach work, budget development, government relations, continuous improvement, development of legislative agendas, police administration, etc.

Are there financial costs or other impacts of not implementing the legislation?

YES

Without intervention, there will be reoccurring costs to public health and wellbeing that will continue to fall inequitably on residents/businesses who are Black, Indigenous, and People of Color

Will the legislation have an ongoing/recurring fiscal impact?



City of Tacoma

City Council Action Memorandum

Choose an item.

This legislation is for one-time funding. It is anticipated that additional funding will be sought from community partners.

Will the legislation change the City's FTE/personnel counts?

No

No changes to FTEs.

ATTACHMENTS:

List attachments using bullet points.



TO: Elizabeth Pauli, City Manager
FROM: Melanie Harding, Chief Policy Analyst to the Mayor, City Manager's Office
COPY: City Council and City Clerk
SUBJECT: Council Contingency Fund Request – Allocation of remaining 2019-2020 Biennium Funds
DATE: October 1, 2020

SUMMARY AND PURPOSE:

A resolution allocating \$282,000 in Council Contingency Funds for a comprehensive package of expenses aligned with community needs in the 2019-2020 biennium, including: the purchase of body worn cameras for Tacoma Police Department personnel, a council-requested fossil fuel study, language access and translation services, the city's portion of funding 2020 activities of the South Sound Housing Affordability Partners, a faith community audit, and virtual programming for all ages in conjunction with the 2020 Tacoma Reads program.

COUNCIL SPONSORS:

Mayor Victoria Woodards
Councilmember Catherine Ushka
Councilmember Chris Beale

BACKGROUND:

This recommendation is based on advancing initiatives that meet community needs and adapting operations for efficiency during COVID-19.

2020 has been an unprecedented year in which city operations, policy processes, and budget development were adapted in response to multiple declarations of emergency. These changes have altered the pacing of typical allocations of Council Contingency Funds, leaving the remaining balance unassigned as the City enters the final quarter of the biennial budget. In order to efficiently allocate these dollars in a way that aligns with community needs and allows staff time to remain focused on other key initiatives, Mayor Woodards has put together a package of Council Contingency Fund requests for the Deputy Mayor and Council's consideration.

At a high level, Council Contingency funding package includes the following:

Item	Amount	Explanation
Body worn Cameras	150,000	Applied toward the initial purchase cost
Council Requested Fossil Fuel Study	47,000	Baseline report/inventory + 3 subsequent qtlly reports
Language Access & Translation	25,000	Supports enhanced budget outreach & systems transformation
S. Sound Housing Affordability Partners	25,000	Tacoma contribution to support the regional network
Faith Community Audit	25,000	Carry over project from 2019
Tacoma Reads	10,000	Supports virtual programming for Adults/YA/Children
TOTAL	282,000	
Available	357,000	(Remaining \$75,000 to support implementation of Res. 40622)



Body Worn Cameras - \$150,000

Body worn cameras were a recommendation that came out of the City of Tacoma's Project PEACE initiative. This item provides \$150,000 in Council Contingency funding to support the purchase cost for body worn cameras being rolled out at Tacoma Police Department beginning in January 2021. Updates on this project – including overall costs – have been provided frequently in study session, and more information can be made available upon request.

Council-requested Fossil Fuel Study - \$47,000

The Fossil Fuel Study associated with the Tideflats Interim Regulations was requested by Council in two different actions in November and December 2019 to bolster the limited information that staff had been providing and continues to provide in support of the Interim Regulations renewals. The Fossil Fuel Study was envisioned to include an initial comprehensive baseline report and inventory along with three additional reports on a quarterly basis, and was estimated to cost \$50,000 in consultant services

In February 2020, staff submitted a waiver for direct solicitation, which was approved, and was negotiating a scope of work with BERK Consulting. Additional work on the study was paused while staff awaited Council direction on a funding source. The COVID-19 associated staff furloughs and budget reductions earlier this year delayed these efforts; however, Planning and Development Services has indicated that city staff and the consultants have capacity to move forward with the study if the necessary funding is allocated.

If funded as part of this package, staff expects that the initial baseline, inventory, and market factors would be available for City Council consideration as part of the next potential extension of the Tideflats Interim Regulations (March/April 2021), followed by three additional quarterly reports.

Language Access & Translation - \$25,000

As part of the City's efforts to expand community engagement, increase access to information, and expand civic participation, City elected leaders and staff have been looking for ways to provide improved language access. Examples of this have included real-time Spanish translation of virtual town hall events during COVID-19.

At the September 1 Study session, the Mayor and Council advocated for an enhanced fall budget outreach process with a strong focus on reaching broadly into the community, including improved language access. The Office of Management and Budget is in conversations with community partners on how they can work in collaboration to meet this goal.

With these one-time funds, the City Council would be supporting enhanced outreach on the City Manager's proposed budget as well as language access, translation services, and enhanced communications as needed while standing up the community-led systems transformation efforts outlined in Resolution No. 40622.

South Sound Housing Affordability Partners - \$25,000

Across Greater Pierce County, more than 60% of home-owning households and almost 40% of renters spend a disproportionately high percentage of their income on housing costs. Households in all jurisdictions and all income ranges (including those making more than \$70,000 per year) are impacted by the high cost of housing.

Recognizing the magnitude of housing issues across the region, Tacoma Mayor Victoria Woodards, County Executive Bruce Dammeier, and County Councilmember Connie Ladenburg invited elected leaders from across Pierce County to learn more about the local housing market and its impacts, including the Mayors of each city and town and leaders from the Puyallup Tribe. The group also chose to explore whether there were opportunities to



partner in making a difference.

After a series of workshops and panels in 2019, the group expressed a shared belief that their governments can have a greater impact if they work together to address issues related to housing. During 2020, they worked collaboratively on the following tasks with support from Tacoma/Pierce County staff:

- Beginning coordinated lobbying and monitoring of State Legislation;
- Compiling a centralized library of relevant housing policies and best practices;
- Creating a countywide inventory of Urban Growth Area land available for housing; and
- Compiling a list of all funding sources for housing, including the allowed uses and restrictions.

Additionally, acknowledging that this work cannot successfully be completed by one agency nor under one elected official's term, a number of governments across Pierce County committed to funding and engaging with a contractor to explore the structure and formation of a coalition to have a sustaining presence in this work. This coalition is currently known as the South Sound Housing Affordability Partners (SSHAP).

Over the course of 2020 with consultant support, participating governments are seeking ways to increase their long-term, collective impacts on housing by taking the following steps:

- Brief and seek input from government elected leaders and other key stakeholders;
- Confirm initial participating governments;
- Determine the coalition's structure and define desired outcomes;
- Craft an inter-governmental agreement for circulation; and
- Develop a work plan that defines the timing and sequence of SSHAP's launch and next steps.

In alignment with the direction from the very first Mayoral Roundtable meetings, this coalition will create a sustainable pathway to greater housing opportunity in Pierce County while honoring each jurisdiction's individual community needs and circumstances. This regional approach could ensure that governments of all sizes have access to information/tools that will allow them to address housing attainability across the region, and that Tacoma's work on affordability will not be the sole source of attainable housing for middle- and low-income families.

With the onset of COVID-19, local leaders have reaffirmed their commitment to this work, noting the potential for a historically high number of households being subject to eviction or foreclosure when related moratoria end. This funding is Tacoma's contribution to supporting SSHAP's work in 2020.

Faith Community Audit - \$25,000

Faith community audits enable congregations to work together to map and measure their social and economic impacts across communities. Once complete, the results allow members of the faith community to identify and create new opportunities to partner with government, business, media and other sectors of civic society in service to the community. In conversations with community members during COVID-19, Mayor Woodards has heard from many residents with a strong desire assist their neighbors. At the same time, she has also heard from a rising number of community members experiencing new or heightened levels of need due to the impacts of the pandemic. Mayor Woodards envisions the faith audit as one step in a larger vision to harness and align the powerful and compassionate drive to service already present in our community to meet larger human needs.



2020 Tacoma Reads - \$10,000

Tacoma Reads is a local community reading program that seeks to unite the community in dialogue around contemporary themes through reading a common text.

Three titles were selected for the Tacoma Reads 2020 program and announced in March:

- Children of the Land by Marcelo Hernandez Castillo (main selection)
- Dear America: Young Readers' Edition: The Story of an Undocumented Citizen by Jose Antonio Vargas (for young readers)
- Dreamers by Yuyi Morales (for children)

Tacoma Reads is a partnership of the City of Tacoma and Tacoma Public Library, and is supported by King's Books, Pierce County Library System, Puyallup Public Library, Tacoma Public Schools, and UW Tacoma. While COVID-19 has impacted sponsorship and the format of events, Tacoma Public Library has created an alternative plan for how community members of all ages can continue to read together, engage in activities/discussion, and connect over these stories this winter despite the pandemic. These one-time funds would support virtual Tacoma Reads programming for children, young adults, and adults.

COMMUNITY ENGAGEMENT/ CUSTOMER RESEARCH:

Varies according to funding proposal. See each background section for more details.

2025 STRATEGIC PRIORITIES:

Equity and Accessibility: *(Mandatory)*

From the Project PEACE-recommended body worn cameras to the conversations on how identity shapes experience that are sure to come from the 2020 Tacoma Reads events, many of these measures respond to areas of disparity throughout the City of Tacoma. More detail can be provided about individual funding measures upon request.

Education: *Equity Index Score: High Opportunity*

Increase the availability and accessibility of early childhood education programs.

Increase the number of quality out of school time learning opportunities distributed equitably across the city.

Civic Engagement: *Equity Index Score: N/A*

Increase the number of residents who participate civically through volunteering and voting.

Increase the percentage of residents who believe they are able to have a positive impact on the community and express trust in the public institutions in Tacoma.

Livability: *Equity Index Score: Moderate Opportunity*

Decrease the percentage of individuals who are spending more than 45% of income on housing and transportation costs.

Increase positive public perception of safety and overall quality of life.

Explain how your legislation will affect the selected indicator(s).

Education: Tacoma Reads programming provides quality out-of-school and early childhood learning opportunities that individuals and families can access virtually during COVID-19.

Civic Engagement: Mayor Woodards envisions enhanced or new opportunities for volunteering as an outcome of the Faith Community Audit. Expanded language access and translation will allow more community members to participate in



the budget process and systems transformation effort. Enacting a recommendation from the public engagement done as part of Project PEACE demonstrates that residents are able to have positive impacts on the services provided by the City of Tacoma. The Council-requested fossil fuel study originated in requests from the community and aims to provide increased transparency.

Livability: SSHAP takes a regional approach to keeping housing attainable and is likely to result in additional info/tools that will allow governments of all sizes across Pierce County to address affordability. Body worn cameras will increase public perception of safety for a number of members of the community.

ALTERNATIVES:

Presumably, your recommendation is not the only potential course of action; please discuss other alternatives or actions that City Council or staff could take. Please use table below.

Alternative(s)	Positive Impact(s)	Negative Impact(s)
1. Council could amend these funding recommendations or propose others	Other objectives/initiatives would be forwarded.	The objectives and impacts outlined under these funding proposals would be stalled or go unrealized.

EVALUATION AND FOLLOW UP:

Each of the items will have different performance measures and/or benchmarks assigned, some which will be set collectively or with input from outside of the City of Tacoma. Staff is happy to follow up with the Mayor, Deputy Mayor, and/or Council as requested to report success or changes to these initiatives.

STAFF/SPONSOR RECOMMENDATION:

The sponsor recommends approval of the resolution so that these funds may be allocated during the current biennium.

**FISCAL IMPACT:**

Overall, a total of \$282,000 will be allocated from the Council Contingency Fund for the purchase of body worn cameras for Tacoma Police Department personnel, a council-requested fossil fuel study, language access and translation services, the city's portion of funding 2020 activities of the South Sound Housing Affordability Partners, a faith community audit, and virtual programming for all ages in conjunction with the 2020 Tacoma Reads program.

Fund Number & Name	COST OBJECT (CC/WBS/ORDER)	Cost Element	Total Amount
1. Council Contingency Fund 1030	660000	Miscellaneous	282,000
2.			
TOTAL			\$282,000

What Funding is being used to support the expense? Council Contingency Fund

Are the expenditures and revenues planned and budgeted in this biennium's current budget?

NO, PLEASE EXPLAIN BELOW

Council Contingency Funds are set aside for the purpose of providing funds to cover expenses not planned in the current biennium's budget.

Are there financial costs or other impacts of not implementing the legislation?

YES

Will the legislation have an ongoing/recurring fiscal impact?

No

Will the legislation change the City's FTE/personnel counts?

No

There will be no change to FTE/Personnel counts

ATTACHMENTS:

List attachments using bullet points.

Purchase Contract Awards
For Weekly Report to the City Manager

Week of September 27, 2020

Specification	Description	Awardee	Amount
Interlocal Agreement Contract No. 2916-1	Purchase of eight (8) North Star Style I Ambulances for emergency medical transport services	Braun NW	\$1,978,623.41 plus a 10% contingency



City of Tacoma

City Manager Action Memorandum

TO: Elizabeth Pauli, City Manager
FROM: Toryono Green, Fire Chief, Tacoma Fire Department
Teresa Green, Fire Department Manager, Finance & Planning, Tacoma Fire Department
COPY: City Manager, City Council, City Clerk, EIC Coordinator, LEAP Coordinator, and Ryan Foster, Finance/Purchasing
SUBJECT: Eight 2021 North Star Style I Ambulances for Emergency Medical Transportation Services
Interlocal Purchasing Agreement with West Pierce Fire & Rescue, Contract No. 2916-1 February 4, 2019
DATE: September 28, 2020

Pursuant to the City of Tacoma March 12, 2020, state of emergency proclamation in response to COVID-19, made in accordance with Tacoma Municipal Code Chapter 1.10., contract awards for purchases must be approved by the City Manager or designee.

RECOMMENDATION SUMMARY:

The Tacoma Fire Department recommends a purchase be awarded to Braun NW, Inc., Chehalis, Washington, in the amount of \$1,978,623.41, and applicable taxes, for the purchase of eight (8) North Star Style I Ambulances for emergency medical transport services by the Tacoma Fire Department for its residents and visitors. This total includes a 10% contingency to allow for modifications as the vehicles are being built.

STRATEGIC POLICY PRIORITY:

- Strengthen and support a safe city with healthy residents.
- The proposed purchases eight (8) medical transportation vehicles for use in the emergency medical transportation program operated by the Tacoma Fire Department. This program provides continuity of patient care on scene at incidents and transportation to medical facilities.

BACKGROUND:

ISSUE: Medical transportation and patient care is a core service of TFD and ambulances provide safe transport of patients and first responders from an incident scene to a medical facility. Five of these ambulances will be put into service in 2021 in a front-line capacity, with three going into reserve to be utilized when front-line units are out for service or unavailable.

ALTERNATIVES:

An alternative would be not to purchase these eight (8) units. This alternative would leave TFD lacking in essential equipment, inhibiting quality patient care and delaying patient transport.

COMPETITIVE SOLICITATION:

Pricing for the proposed purchase is based on an Interlocal agreement with West Pierce Fire & Rescue and their 2018 competitively solicited contract. That procurement process was reviewed and accepted by City Purchasing staff. TFD believes that purchasing via the West Pierce contract provides competitive pricing and allows for an immediate purchase of



City of Tacoma

equipment. This will be necessary for TFD to provide a quality level of services in the second quarter of 2021.

Pre-bid Estimate: \$540,000 (for two vehicles)

The recommended award is 4% percent below the pre-bid estimate.

CONTRACT HISTORY:

A purchase was originally awarded to Braun NW Inc., as a result of this same solicitation in April 2019 for the purchase of two test ambulances for TFD. One a Dodge and the other a Ford, in preparation for the replacement of our ambulance fleet in 2022. Based on the results of our physical analysis of both vehicles, including evaluation by Mechanic and Paramedic staff, we will be proceeding with the purchase of the Dodge vehicles moving forward.

SUSTAINABILITY:

Although the key components of a medical transport service vehicle are performance, safety, and durability, we also consider options for the potential use of recycled products in vehicle manufacturing. Braun NW designs and custom builds the module that goes on the back on the chassis to allow it to outlast the chassis itself reducing the environmental impacts and saving money. When it comes time to replace the module, 90% of the materials within it can be recycled. Braun has also switched their manufacturing facility over to high-efficiency fluorescent fixtures operated by occupancy sensors, installed a more efficient compressed air system significantly reducing the compressor's run time by hours a day, utilizes low VOC paint, and has a paint booth that captures 98% of chemicals that would otherwise be released into the atmosphere.

EIC/LEAP COMPLIANCE:

Not Applicable



City of Tacoma

FISCAL IMPACT:**EXPENDITURES:**

FUND NUMBER & FUND NAME *	COST OBJECT (CC/WBS/ORDER)	COST ELEMENT	TOTAL AMOUNT
5400-GFTFD – TFD Equipment Replacement	467700	5641500	\$1,978,623.41
TOTAL			Up to \$1,978,623.41

* General Fund: Include Department

REVENUES:

FUNDING SOURCE	COST OBJECT (CC/WBS/ORDER)	COST ELEMENT	TOTAL AMOUNT
1155 – TFD EMS Special Revenue Fund	609100	4300000	\$1,978,623.41
TOTAL			Up to \$1,978,623.41

FISCAL IMPACT TO CURRENT BIENNIAL BUDGET: \$0; Payment will be made in 2021 and included in the 2021-22 Proposed Budget.

ARE THE EXPENDITURES AND REVENUES PLANNED AND BUDGETED? Yes, they will be included in the 2021-22 Proposed Budget using cash balance. The EMS Special Revenue Fund has accumulated this cash in excess of reserve requirements.

IF EXPENSE IS NOT BUDGETED, PLEASE EXPLAIN HOW THEY ARE TO BE COVERED.

APPROVED

DocuSigned by:
Tadd Wille
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City Manager (or delegee)

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Citywide Weekly Briefing for 21 September 2020 to 27 September 2020

The data is not National Incident Based Reporting System (NIBRS) compliant. Do not compare the results with any report using that standard. The data is dynamic and is subject to change and/or revision. The number of distinct offenses listed on a report are counted. This does not represent reports or individuals. All data is compared to last year for the same number of days. Small numbers may cause large percent increases and decreases.

Offense Breakdown	7 Days		28 Days		Year to Date		7 Days	28 Days	YTD
	23-Sep-2019	21-Sep-2020	02-Sep-2019	31-Aug-2020	01-Jan-2019	01-Jan-2020			
	29-Sep-2019	27-Sep-2020	29-Sep-2019	27-Sep-2020	29-Sep-2019	27-Sep-2020			
Persons	70	93	292	342	3145	2794	32.9%▲	17.1%▲	11.2%▼
Assault	68	80	274	303	2799	2528	17.6%▲	10.6%▲	9.7%▼
Homicide	0	2	1	2	16	21	NC	100.0%▲	31.3%▲
Kidnapping/Abduction	0	3	2	10	39	45	NC	400.0%▲	15.4%▲
Sex Offenses, Forcible	2	8	15	27	290	198	300.0%▲	80.0%▲	31.7%▼
Property	419	302	1761	1381	15841	14588	27.9%▼	21.6%▼	7.9%▼
Arson	2	0	6	14	72	105	100.0%▼	133.3%▲	45.8%▲
Burglary/Breaking and Entering	40	29	141	129	1409	1404	27.5%▼	8.5%▼	0.4%▼
Counterfeiting/Forgery	2	0	20	3	162	108	100.0%▼	85.0%▼	33.3%▼
Destruction/Damage/Vandalism of Property	121	83	547	373	4843	4197	31.4%▼	31.8%▼	13.3%▼
Fraud	38	11	155	57	1401	621	71.1%▼	63.2%▼	55.7%▼
Larceny/Theft	157	115	692	549	6207	6122	26.8%▼	20.7%▼	1.4%▼
Motor Vehicle Theft	35	43	120	184	1136	1450	22.9%▲	53.3%▲	27.6%▲
Robbery	8	12	36	40	330	316	50.0%▲	11.1%▲	4.2%▼
Stolen Property	15	9	96	29	247	219	40.0%▼	19.4%▼	11.3%▼
Society	23	9	98	57	905	583	60.9%▼	41.8%▼	35.6%▼
Drug/Narcotic	14	7	61	31	626	360	50.0%▼	49.2%▼	42.5%▼
Pornography/Obscene Material	0	0	2	4	34	29	0.0%	100.0%▲	14.7%▼
Prostitution	0	0	2	0	24	5	0.0%	100.0%▼	79.2%▼
Weapon Law Violations	9	2	33	22	221	189	77.8%▼	33.3%▼	14.5%▼
Citywide Totals	512	404	2151	1780	19891	17965	21.1%▼	17.2%▼	9.7%▼

Last 7 Days

Notes:

- There was 2 Homicide offense during the last 7 days.
- 58.8% (47/80) of the Assaults were coded Simple Assault.
- There were 50 DV-related offenses.
- 68.0% (34/50) of the DV-related offenses were Persons.
- 41.3% (33/80) of the Assaults were DV-related.
- DV-related Offenses: 48 ♂ 50
- There were 8 Gang-Related offense(s) during the last 7 days.
- Theft from Motor Vehicle: 74 ♂ 43

Top 5 Locations - Compared to last year

- 4502 S Steele St: 11 ♂ 9
- 7007 South Tacoma Way: 0 ♂ 5
- 8425 Pacific Ave: 0 ♂ 5
- 1965 S Union Ave: 2 ♂ 5
- 1554 Market St: 0 ♂ 4

Top 5 Offense Locations - Compared to last year

- Street/Right Of Way: 92 ♂ 99
- Parking Lot: 89 ♂ 64
- Single Family Residence: 71 ♂ 56
- Apartment: 26 ♂ 39
- Department Store: 11 ♂ 12



Sector 1 Weekly Briefing for 21 September 2020 to 27 September 2020

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Offense Breakdown	7 Days		28 Days		Year to Date		7 Days	28 Days	YTD
	23-Sep-2019	21-Sep-2020	02-Sep-2019	31-Aug-2020	01-Jan-2019	01-Jan-2020			
	29-Sep-2019	27-Sep-2020	29-Sep-2019	27-Sep-2020	29-Sep-2019	27-Sep-2020			
Persons	20	23	82	97	784	729	15.0%▲	18.3%▲	7.0%▼
Assault	20	17	77	85	711	666	15.0%▼	10.4%▲	6.3%▼
Homicide	0	1	1	1	4	6	NC	0.0%	50.0%▲
Kidnapping/Abduction	0	2	1	3	6	11	NC	200.0%▲	83.3%▲
Sex Offenses, Forcible	0	3	3	8	60	46	NC	166.7%▲	23.3%▼
Property	114	60	463	285	3482	3280	47.4%▼	38.4%▼	5.8%▼
Arson	0	0	0	3	29	34	0.0%	NC	17.2%▲
Burglary/Breaking and Entering	8	10	28	30	306	311	25.0%▲	7.1%▲	1.6%▲
Counterfeiting/Forgery	0	0	1	1	29	20	0.0%	0.0%	31.0%▼
Destruction/Damage/Vandalism of Property	43	20	183	95	1233	1025	53.5%▼	48.1%▼	16.9%▼
Fraud	5	0	25	4	233	102	100.0%▼	84.0%▼	56.2%▼
Larceny/Theft	43	17	173	106	1300	1409	60.5%▼	38.7%▼	8.4%▲
Motor Vehicle Theft	8	8	29	33	231	269	0.0%	13.8%▲	16.5%▲
Robbery	3	4	10	9	74	65	33.3%▲	10.0%▼	12.2%▼
Stolen Property	4	1	12	4	42	36	75.0%▼	66.7%▼	14.3%▼
Society	8	0	25	10	209	110	100.0%▼	60.0%▼	47.4%▼
Drug/Narcotic	5	0	15	6	166	73	100.0%▼	60.0%▼	56.0%▼
Pornography/Obscene Material	0	0	0	1	2	4	0.0%	NC	100.0%▲
Prostitution	0	0	0	0	3	0	0.0%	0.0%	100.0%▼
Weapon Law Violations	3	0	10	3	38	33	100.0%▼	70.0%▼	13.2%▼
Sector Totals	142	83	570	392	4475	4119	41.5%▼	31.2%▼	8.0%▼

Last 7 Days

Notes:

- There was 1 Homicide offense during the last 7 days.
- 52.9% (9/17) of the Assaults were coded Simple Assault.
- There were 10 DV-related offenses.
- 60.0% (6/10) of the DV-related offenses were Persons.
- 35.3% (6/17) of the Assaults were DV-related.
- DV-related Offenses: 10 ↗ 10
- There was 1 Gang-Related offense(s) during the last 7 days.
- Theft from Motor Vehicle: 27 ↘ 8

Top 5 Locations - Compared to last year

- 1554 Market St: 0 ↗ 4
- 1302 S 23rd St: 0 ↗ 3
- 1305 S G St: 0 ↗ 3
- 1901 Martin Luther King Jr Way: 0 ↗ 3
- 11 Locations with 2

Top 5 Offense Locations - Compared to last year

- Street/Right Of Way: 34 ↘ 20
- Apartment: 2 ↗ 13
- Parking Lot: 39 ↘ 11
- Single Family Residence: 17 ↘ 11
- Other Business: 4 ↗ 5



Sector 2 Weekly Briefing for 21 September 2020 to 27 September 2020

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Offense Breakdown	7 Days		28 Days		Year to Date		7 Days	28 Days	YTD
	23-Sep-2019	21-Sep-2020	02-Sep-2019	31-Aug-2020	01-Jan-2019	01-Jan-2020			
	29-Sep-2019	27-Sep-2020	29-Sep-2019	27-Sep-2020	29-Sep-2019	27-Sep-2020			
Persons	16	11	61	46	690	481	31.3%▼	24.6%▼	30.3%▼
Assault	15	9	53	38	594	417	40.0%▼	28.3%▼	29.8%▼
Homicide	0	0	0	0	3	5	0.0%	0.0%	66.7%▲
Kidnapping/Abduction	0	0	0	0	8	5	0.0%	0.0%	37.5%▼
Sex Offenses, Forcible	1	2	7	8	81	54	100.0%▲	14.3%▲	33.3%▼
Property	117	83	508	372	4543	4133	29.1%▼	26.8%▼	9.0%▼
Arson	0	0	1	0	13	9	0.0%	100.0%▼	30.8%▼
Burglary/Breaking and Entering	14	3	42	30	442	357	78.6%▼	28.6%▼	19.2%▼
Counterfeiting/Forgery	0	0	4	1	41	32	0.0%	75.0%▼	22.0%▼
Destruction/Damage/Vandalism of Property	33	21	156	85	1405	1149	36.4%▼	45.5%▼	18.2%▼
Fraud	12	4	44	15	401	187	66.7%▼	65.9%▼	53.4%▼
Larceny/Theft	48	42	217	179	1908	1952	12.5%▼	17.5%▼	2.3%▲
Motor Vehicle Theft	8	11	27	44	228	329	37.5%▲	63.0%▲	44.3%▲
Robbery	1	1	10	9	58	76	0.0%	10.0%▼	31.0%▲
Stolen Property	1	1	4	7	33	31	0.0%	75.0%▲	6.1%▼
Society	4	1	10	5	97	76	75.0%▼	50.0%▼	21.6%▼
Drug/Narcotic	4	1	7	2	68	52	75.0%▼	71.4%▼	23.5%▼
Pornography/Obscene Material	0	0	1	1	6	3	0.0%	0.0%	50.0%▼
Prostitution	0	0	0	0	1	0	0.0%	0.0%	100.0%▼
Weapon Law Violations	0	0	2	2	22	21	0.0%	0.0%	4.5%▼
Sector Totals	137	95	579	423	5330	4690	30.7%▼	26.9%▼	12.0%▼

Last 7 Days

Notes:

- There was no Homicide offense during the last 7 days.
- 66.7% (6/9) of the Assaults were coded Simple Assault.
- There were 9 DV-related offenses.
- 55.6% (5/9) of the DV-related offenses were Persons.
- 55.6% (5/9) of the Assaults were DV-related.
- DV-related Offenses: 9 ⤴ 9
- There were no Gang-Related offense(s) during the last 7 days.
- Theft from Motor Vehicle: 19 ⤵ 10

Top 5 Locations - Compared to last year

- 1965 S Union Ave: 2 ⤴ 5
- 1202 N Pearl St: 1 ⤴ 3
- 13 Locations with 2

Top 5 Offense Locations - Compared to last year

- Street/Right Of Way: 14 ⤴ 24
- Parking Lot: 16 ⤵ 12
- Single Family Residence: 20 ⤵ 11
- Apartment: 10 ⤵ 9
- Drug Store: 4 ⤴ 5



Sector 3 Weekly Briefing for 21 September 2020 to 27 September 2020

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Offense Breakdown	7 Days		28 Days		Year to Date		7 Days	28 Days	YTD
	23-Sep-2019	21-Sep-2020	02-Sep-2019	31-Aug-2020	01-Jan-2019	01-Jan-2020			
	29-Sep-2019	27-Sep-2020	29-Sep-2019	27-Sep-2020	29-Sep-2019	27-Sep-2020			
Persons	15	23	61	85	719	713	53.3%▲	39.3%▲	0.8%▼
Assault	14	22	59	79	633	653	57.1%▲	33.9%▲	3.2%▲
Homicide	0	0	0	0	1	6	0.0%	0.0%	500.0%▲
Kidnapping/Abduction	0	0	0	3	11	16	0.0%	NC	45.5%▲
Sex Offenses, Forcible	1	1	2	3	71	37	0.0%	50.0%▲	47.9%▼
Property	80	80	353	360	3713	3484	0.0%	2.0%▲	6.2%▼
Arson	0	0	2	7	6	26	0.0%	250.0%▲	333.3%▲
Burglary/Breaking and Entering	10	9	36	37	328	391	10.0%▼	2.8%▲	19.2%▲
Counterfeiting/Forgery	0	0	7	1	40	38	0.0%	85.7%▼	5.0%▼
Destruction/Damage/Vandalism of Property	16	18	93	92	1036	956	12.5%▲	1.1%▼	7.7%▼
Fraud	9	4	41	23	372	168	55.6%▼	43.9%▼	54.8%▼
Larceny/Theft	33	30	139	139	1491	1393	9.1%▼	0.0%	6.6%▼
Motor Vehicle Theft	8	12	20	48	285	360	50.0%▲	140.0%▲	26.3%▲
Robbery	2	6	7	8	77	82	200.0%▲	14.3%▲	6.5%▲
Stolen Property	1	1	6	4	71	55	0.0%	33.3%▼	22.5%▼
Society	4	2	28	23	239	202	50.0%▼	17.9%▼	15.5%▼
Drug/Narcotic	1	2	14	13	156	124	100.0%▲	7.1%▼	20.5%▼
Pornography/Obscene Material	0	0	1	1	19	18	0.0%	0.0%	5.3%▼
Prostitution	0	0	1	0	5	3	0.0%	100.0%▼	40.0%▼
Weapon Law Violations	3	0	12	9	59	57	100.0%▼	25.0%▼	3.4%▼
Sector Totals	99	105	442	468	4671	4399	6.1%▲	5.9%▲	5.8%▼

Last 7 Days

Notes:

- There was no Homicide offense during the last 7 days.
- 59.1% (13/22) of the Assaults were coded Simple Assault.
- There were 11 DV-related offenses.
- 72.7% (8/11) of the DV-related offenses were Persons.
- 36.4% (8/22) of the Assaults were DV-related.
- DV-related Offenses: 13 ⇄ 11
- There was 3 Gang-Related offense(s) during the last 7 days.
- Theft from Motor Vehicle: 11 ⇄ 10

Top 5 Locations - Compared to last year

- 4502 S Steele St: 11 ⇄ 9
- 7007 South Tacoma Way: 0 ⇄ 5
- 4214 Tacoma Mall Blvd: 0 ⇄ 3
- 2043 S 35th St: 0 ⇄ 3
- 5649 S Lawrence St: 0 ⇄ 3
- 3121 S 38th St: 0 ⇄ 3
- 6015 Tacoma Mall Blvd: 0 ⇄ 3

Top 5 Offense Locations - Compared to last year

- Parking Lot: 20 ⇄ 24
- Street/Right Of Way: 10 ⇄ 14
- Apartment: 10 ⇄ 9
- Single Family Residence: 9 ⇄ 8
- Auto Related Business: 1 ⇄ 7
- Department Store: 7 ⇄ 7



Sector 4 Weekly Briefing for 21 September 2020 to 27 September 2020

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Offense Breakdown	7 Days		28 Days		Year to Date		7 Days	28 Days	YTD
	23-Sep-2019	21-Sep-2020	02-Sep-2019	31-Aug-2020	01-Jan-2019	01-Jan-2020			
	29-Sep-2019	27-Sep-2020	29-Sep-2019	27-Sep-2020	29-Sep-2019	27-Sep-2020			
Persons	19	36	89	114	963	871	89.5%▲	28.1%▲	9.6%▼
Assault	19	32	85	101	861	792	68.4%▲	18.8%▲	8.0%▼
Homicide	0	1	0	1	8	4	NC	NC	50.0%▼
Kidnapping/Abduction	0	1	1	4	14	13	NC	300.0%▲	7.1%▼
Sex Offenses, Forcible	0	2	3	8	78	61	NC	166.7%▲	21.8%▼
Property	108	79	437	364	4103	3691	26.9%▼	16.7%▼	10.0%▼
Arson	2	0	3	4	24	36	100.0%▼	33.3%▲	50.0%▲
Burglary/Breaking and Entering	8	7	35	32	333	345	12.5%▼	8.6%▼	3.6%▲
Counterfeiting/Forgery	2	0	8	0	52	18	100.0%▼	100.0%▼	65.4%▼
Destruction/Damage/Vandalism of Property	29	24	115	101	1169	1067	17.2%▼	12.2%▼	8.7%▼
Fraud	12	3	45	15	395	164	75.0%▼	66.7%▼	58.5%▼
Larceny/Theft	33	26	163	125	1508	1368	21.2%▼	23.3%▼	9.3%▼
Motor Vehicle Theft	11	12	44	59	392	492	9.1%▲	34.1%▲	25.5%▲
Robbery	2	1	9	14	121	93	50.0%▼	55.6%▲	23.1%▼
Stolen Property	9	6	14	14	101	97	33.3%▼	0.0%	4.0%▼
Society	7	6	35	19	360	195	14.3%▼	45.7%▼	45.8%▼
Drug/Narcotic	4	4	25	10	236	111	0.0%	60.0%▼	53.0%▼
Pornography/Obscene Material	0	0	0	1	7	4	0.0%	NC	42.9%▼
Prostitution	0	0	1	0	15	2	0.0%	100.0%▼	86.7%▼
Weapon Law Violations	3	2	9	8	102	78	33.3%▼	11.1%▼	23.5%▼
Sector Totals	134	121	561	497	5426	4757	9.7%▼	11.4%▼	12.3%▼

Last 7 Days

Notes:

- There was 1 Homicide offense during the last 7 days.
- 59.4% (19/32) of the Assaults were coded Simple Assault.
- There were 20 DV-related offenses.
- 75.0% (15/20) of the DV-related offenses were Persons.
- 43.8% (14/32) of the Assaults were DV-related.
- DV-related Offenses: 16 ↗ 20
- There were 4 Gang-Related offense(s) during the last 7 days.
- Theft from Motor Vehicle: 17 ↘ 15

Top 5 Locations - Compared to last year

- 8425 Pacific Ave: 0 ↗ 5
- 1002 E 54th St: 0 ↗ 3
- 4400 E Roosevelt Ave: 0 ↗ 3
- 4521 Yakima Ave: 0 ↗ 3
- 707 S 56th St: 1 ↗ 3
- S 39th St & S M St: 0 ↗ 3

Top 5 Offense Locations - Compared to last year

- Street/Right Of Way: 34 ↗ 41
- Single Family Residence: 25 ↗ 26
- Parking Lot: 14 ↗ 17
- Apartment: 4 ↗ 8
- Garage (Residential): 0 ↗ 5



MEETINGS FOR THE WEEK OF OCTOBER 5, 2020 THROUGH OCTOBER 9, 2020

TIME	MEETING	LOCATION
MONDAY, OCTOBER 5, 2020		
5:30 PM	Tacoma Creates Advisory Board	Join Zoom Meeting at: https://zoom.us/j/82613669708 Telephonic: Dial 253-215-8782 Meeting ID: 826 1366 9708
TUESDAY, OCTOBER 6, 2020		
9:00 AM	Hearing Examiner's Hearing *	Please visit https://cityoftacoma.org/hearingexaminer
9:00 AM	Police Pension/Disability Board	Join Zoom Meeting at: https://zoom.us/j/83878171505 Telephonic: Dial 253-215-8782 Meeting ID: 838 7817 1505 Passcode: 858492
10:00 AM	Government Performance and Finance Committee - CANCELLED	
11:00 AM	Bid Opening	Please visit http://www.tacomapurchasing.org
NOON	City Council Study Session	Join Zoom Meeting at: https://zoom.us/j/84809438889 Telephonic: Dial 253-215-8782 Meeting ID: 848 0943 8889
5:00 PM	City Council Meeting	Join Zoom Meeting at: https://zoom.us/j/89027150863 Telephonic: Dial 253-215-8782 Meeting ID: 890 2715 0863
5:30 PM	Transportation Benefit District Governing Board – SPECIAL MEETING	Join Zoom Meeting at: https://zoom.us/j/89027150863 Telephonic: Dial 253-215-8782 Meeting ID: 890 2715 0863
WEDNESDAY, OCTOBER 7, 2020		
3:00 PM	Tacoma-Pierce County Board of Health	Please visit https://www.tpchd.org/i-want-to-/about-us/board-of-health/board-of-health-meetings
5:00 PM	Planning Commission	Join Zoom Meeting at: https://zoom.us/j/82749150939 Telephonic: Dial 253-215-8782 Meeting ID: 827 4915 0939
THURSDAY, OCTOBER 8, 2020		
7:30 AM	Tacoma Community Redevelopment Authority Board	Please contact Danai Mangum at DMangum2@cityoftacoma.org
9:00 AM	Hearing Examiner's Hearing *	Please visit https://cityoftacoma.org/hearingexaminer
10:00 AM	Tacoma Permit Advisory Task Force - CANCELLED	
1:00 PM	Tacoma Employees' Retirement System Board Meeting	Join Zoom Meeting at: https://zoom.us/j/86856375482 Telephonic: Dial 253-215-8782 Meeting ID: 868 5637 5482 Passcode: 977107
4:30 PM	Community Vitality and Safety Committee	Join Zoom Meeting at: https://zoom.us/j/85961604917 Telephonic: Dial 253-215-8782 Meeting ID: 859 6160 4917 Passcode: 614650
5:00 PM	Land Use Public Meeting ***	Please contact Jana Magoon at JMagoon@cityoftacoma.org
FRIDAY, OCTOBER 9, 2020		
8:00 AM	Joint Municipal Action Committee	Join Zoom Meeting at: https://zoom.us/j/84064886981 Telephonic: Dial 253-215-8782 Meeting ID: 840 6488 6981
4:00 PM	Tacoma Area Commission on Disabilities	Join Zoom Meeting at: https://zoom.us/j/6644868913 Telephonic: Dial 253-215-8782 Meeting ID: 664 486 8913 Passcode: Equity



Meeting sites are accessible to people with disabilities. People with disabilities requiring special accommodations should contact the appropriate department(s) 48 hours prior to the meeting time.

* Hearing Examiner's Hearings and Local Improvement District Meetings meet on an as-needed basis. Please contact the Hearing Examiner's Office at (253) 591-5195 to confirm whether a meeting will be held this week. Hearings may be held at various times throughout the day.



TO: Elizabeth Pauli, City Manager
FROM: Peter Huffman, Director, Planning and Development Services
Mesa Sherriff, Senior Planner, Planning and Development Services
SUBJECT: Study Session Presentation – Infill Pilot Program – October 6, 2020
DATE: September 30, 2020

On Tuesday, October 6, 2020, Planning and Development Services staff will present an overview of the Residential Infill Pilot Program and the proposed schedule for the reauthorization, extension, and modification of the Residential Infill Pilot Program (as Version 2.0).

BACKGROUND:

In December 2015 the City Council adopted Amended Ordinance No. 28336 enacting the Infill Pilot Program for the following housing types: detached accessory dwelling units (DADU) 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; and cottage housing in most residential districts. Three of each infill housing type were accepted into the Pilot Program and, if approved, allowed to apply for development permits.

The intent of the Pilot Program is to promote innovative residential infill while ensuring that such infill demonstrates high quality building and site design that is responsive to and harmonious with neighborhood patterns and character. The goal of the program is, on a case-by-case basis, to allow successful and well-regarded examples of infill housing types to be built. Based on the successful implementation of the first version of the Infill Pilot Program, the DADU typology was implemented into the land use code as an allowed use throughout the city in 2018/2019.

The proposed changes to the Infill Pilot Program (referred to as Version 2.0) are designed to build on the success of the program by allowing it to continue to explore and evaluate new infill housing options while enhancing its effectiveness based on lessons learned from the first iteration. The proposed program changes would:

- Add a new Planned Infill Housing category to the eligible housing types (previously referred to as density-based housing)
- Increase the number of each housing type allowed through the program and better ensure the equitable distribution of projects throughout Tacoma
- Modify design requirements and other standards to improve clarity and effectiveness
- Streamline the permit process while still ensuring individual project review and opportunities for community input

SUMMARY OF THE INFILL PILOT PROGRAM:

The proposed changes to the Residential Infill Pilot Program are designed to address the evolving landscape of the growth and development of Tacoma's housing supply. These changes include adding a more flexible Planned Infill Housing category, and making other minor adjustments to the project types currently allowed through the Infill Pilot Program – two-family dwellings in the R2 district, small-scale multifamily development in the R-3 district, and cottage housing in most residential districts. The proposed changes would provide three new spaces for each project type in each of the five Council Districts (for a total of 15 projects per type, or 60 total projects). In addition, the program addresses affordability through the development of additional, smaller units in more restrictively zoned areas of the city that will inherently create more housing choice and reduce per unit costs. The objectives for the current proposal include allowing the Infill Pilot Program to continue by making new spots available; providing a more equitable distribution of diverse housing options across the Tacoma; providing



flexibility to project applicants to address the challenges of their site; and streamlining the review process to improve the oversight for each project, reduce processing time, and increase predictability.

PROPOSED SCHEDULE FOR REAUTHORIZATION:

Date	Event
October 6, 2020	City Council – Public Hearing on the proposed changes to the Infill Pilot Program.
October 13, 2020	City Council – First reading of Ordinance; review public testimony and provide guidance on any Ordinance modifications.
October 20, 2020	City Council – Final reading of Ordinance.

ADDITIONAL INFORMATION:

More information on the Residential Infill Pilot Program can be found at www.cityoftacoma.org/infill.

Staff contact: Mesa Sherriff, Senior Planner, at (253) 591-5480 or msherriff@cityoftacoma.org

Attachments:

- A. Planning Commission Recommendation Letter dated 5/6/2020
- B. Planning Commission Finding & Recommendations Report dated 5/6/2020
- C. Draft Code Amendments – these code amendments are representative of the proposed language from the Planning Commission’s review but is subject to change during the Council process.
- D. Draft Program Manual – the Draft Program Manual is subject to change due to program modifications during the Council process; it is for illustrative purposes only and represents an example of the administrative documents of the program.



City of Tacoma
Planning Commission

Anna Petersen, Chair
Jeff McInnis, Vice-Chair
Carolyn Edmonds
Ryan Givens
David Horne
Christopher Karnes
Brett Santhuff
Andrew Strobel
Alyssa Torrez

May 06, 2020

The Honorable Mayor and City Council
City of Tacoma
747 Market Street, Suite 1200
Tacoma, WA 98402

RE: Residential Infill Pilot Program 2.0

Honorable Mayor and Members of the City Council,

On behalf of the Tacoma Planning Commission, I am forwarding our recommendations on the proposed changes to the Residential Infill Pilot Program, in response to Resolution No. 39723 from May 9, 2017. Enclosed is the "*Planning Commission's Findings and Recommendations Report, May 6, 2020*" that summarizes the proposed changes, the public review process, and the Planning Commission's deliberations.

Through months of conversation and discussion, the Commission has been steadfast in support for updating the Infill Pilot Program as it is one piece in the larger efforts to diversify the housing supply in the City of Tacoma.

The purpose of the Residential Infill Pilot Program is to promote innovative residential infill development types and housing choice, 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.

The proposed changes to the Infill Pilot Program (referred to Infill Pilot 2.0) seek to build on the success of the program since its inception. In addition, the changes allow the Infill Pilot Program to continue to function by

- Adding more spaces for applicants
- Adding flexibility to address infill opportunities not currently allowed by the program
- Provide a streamlined project review without reducing the oversight each project receives

The Infill Pilot Program is well situated to provide infill opportunities within traditionally restrictive zones while providing oversight to these projects that will help to mitigate any significant impacts to existing neighborhoods. The Commission stands ready to assist the City Council and the Planning and Development Services Department in updating the Infill Pilot Program to ensure its continued success.

Respectfully,

ANNA PETERSEN, Chair
Tacoma Planning Commission
Enclosure



Residential Infill Pilot Program 2.0
Permanent Regulations
(Revisions to TMC 13.05 and 13.06)

Planning Commission
Findings of Fact and Recommendations Report
May 06, 2020

A. Subject:

The proposal is to modify zoning regulations pertaining to The Residential Infill Pilot Program (see **Exhibit A**).

B. Summary of the Proposed Regulations:

The Proposed Residential Infill Pilot Program Regulations, after Council and Planning Commission consideration, would amend the Residential Infill Pilot Program as follows:

Adds a Density-based Housing category to eligible housing types:

- Impacted code sections - TMC13.05.115, TMC13.06.640
- Adding Density-based Housing will establish a new project category within the Infill Pilot Program that will allow applicants to submit projects that meet the density (# of units/acre) of their site as identified in the One Tacoma Comprehensive plan. How the units are organized will be worked out on a case-by-case basis during the initial phase of the application.

Increases the number of each housing type allowed through the program:

- In order for the Infill Pilot Program to continue to operate and fulfill the objectives laid out in the Comprehensive Plan, new spaces for applicants needed to be created. These changes add three (3) spaces for each project type to each of the five (5) Council District. The total is therefore 15 spaces for each project type citywide.

Modify design requirements and other standards:

- Impacted code sections - TMC13.05.115, TMC13.06.160, TMC13.06.640
- Allow Cottage Housing in rear yards when an alley is present and defer building separation to building code: with the codification of the Detached Accessory Dwelling Units (DADU's) and the influx of this development type in the rear yard of lots across the city, it was determined that Cottage Housing is a similar enough development type to warrant similar regulation in terms of location on the site.
- Increase flexibility for the Two-family Housing type by removing the requirement to be on a corner lot, and to present the general appearance of a detached single-family dwelling:
- Increase emphasis on qualitative design review of all categories
- Remove Parking requirement for projects reviewed by the Infill Pilot Program

Streamline the permit process

- Impacted code sections - TMC13.05.115, TMC13.06.640
- Integrate the Infill Pilot Program review process into the Conditional Use Permit process (rather than requiring both separately): The proposed updates to the code would allow these processes to be combined without eliminating any of the notification or review. One public

notice will be issued in accordance with the CUP processing times, which are no longer than required by the Infill Pilot Program, and one Directors Decision will issued

- Update handbook to reflect changes and promote quality and performance through improved guidance.

C. Findings of Fact:

Part One – Legislative Intent:

1. Comprehensive Plan and Land Use Regulatory Code

The *One Tacoma* Comprehensive Plan, updated in 2015 by Ordinance No. 28335, is Tacoma's comprehensive plan as required by the State Growth Management Act (GMA) and consists of several plan and program elements. As the City's official statement concerning future growth and development, the Comprehensive Plan sets forth goals, policies and strategies for the health, welfare and quality of life of Tacoma's residents. The Land Use Regulatory Code, Title 13 of the Tacoma Municipal Code (TMC), is the key regulatory mechanism that supports the Comprehensive Plan. The following policies in the Housing Element clearly state the City's position regarding infill housing:

- *Policy H-1.3 Encourage new and innovative housing types that meet the evolving needs of Tacoma households and expand housing choices in all neighborhoods. These housing types include single family dwelling units; multi-dwelling units; small units; accessory dwelling units; pre-fabricated homes such as manufactured, modular; co-housing and clustered housing.*
- *Policy H-1.6 Allow and support a robust and diverse supply of affordable, accessible housing to meet the needs of older adults and people with disabilities, especially in centers and other places which are in close proximity to services and transit.*
- *Policy H-1.7 Consider land use incentives (e.g. density or development bonuses, lot size reductions, transfer of development rights, height or bulk bonuses, fee waivers, accelerated permitting, parking requirement reductions, and tax incentives) in appropriate locations to facilitate the development of new housing units.*
- *Policy H-1.9 Apply infill housing approaches to create additional housing opportunities for low and mid-range (Missing Middle) housing types.*
- *Policy H-1.10 Establish and update a regulatory process to pilot infill of innovative housing types, as well as to pilot new development standards, affordability incentives and permit review processes.*

2. Planning Mandates and Guidelines

GMA requires that any amendments to the Comprehensive Plan and/or development regulations conform to the requirements of the Act, and that all proposed amendments, with certain limited exceptions, shall be considered concurrently so that the cumulative effect of the various changes can be ascertained. Proposed amendments to the Comprehensive Plan and/or development

regulations must also be consistent with the following State, regional and local planning mandates and guidelines:

- The State Growth Management Act (GMA);
- The State Environment Policy Act (SEPA);
- The State Shoreline Management Act (SMA);
- The Puget Sound Regional Council's *VISION 2040* Multicounty Planning Policies;
- The Puget Sound Regional Council's *Transportation 2040*, the action plan for transportation in the Central Puget Sound Region (adopted on May 20, 2010);
- The Puget Sound Regional Council's Subarea Planning requirements;
- The Countywide Planning Policies for Pierce County;
- TMC 13.02 concerning the procedures and criteria for amending the Comprehensive Plan and development regulations.

Part Two – Public Notification and Involvement

1. **Public Hearing** – A public hearing was held March 04, 2020 at 5:00 p.m. in Council Chambers. Public comments were accepted through March 06, 2020 at 5 p.m.
2. **Public Notice** – The public hearing notice was distributed to over 1,000 individuals and entities on the Planning Commission's mailing list that include the City Council, Neighborhood Councils, business district associations, civic organizations, environmental groups, the development community, the Puyallup Tribal Nation, adjacent jurisdictions, major employers and institutions, City and State departments, and other interested parties.
3. **Library** – A request was made to the Tacoma Public Library on February 12, 2020 to make the public hearing notice available for patrons' review at all branches.
4. **News Media** – The City of Tacoma issued a News Release on February 12, 2020. A legal notice was published in the Tacoma Daily Index on February 17, 2020.
5. **60-Day Notices** – A "Notice of Intent to Adopt Amendment 60 Days Prior to Adoption" was sent to the State Department of Commerce (per RCW 36.70A.106) on February 12, 2020. A similar notice was sent to Joint Base Lewis-McChord (per RCW 36.70A.530(4)) on February 12, 2020, asking for comments within 60 days of receipt of the notice.
6. **Tribal Consultation** – A letter was sent to the Chairman of the Puyallup Tribe of Indians on February 12, 2020 to formally invite the Tribe's consultation on the proposed ADU Regulations.
7. **Website** – Project updates and public review documents were posted to the City of Tacoma's website at www.cityoftacoma.org/infill.

8. **Neighborhood Council Meetings** – Staff has held and will continue to hold presentations at neighborhood councils to inform them of milestones in the legislative process and promote ways to get involved.

Part Three – Public Comment, Additional Facts, Observations, and Concerns:

Planning Commission acknowledges receiving public testimony and written comment, as well as staff response to said testimony and comments. Six (6) people provided oral testimony at the public hearing and staff received eight (8) written comments. The following are summaries of comment topics:

In support of expanding the program

- Supports development near public transit hubs.
- Move forward as fast as possible to meet housing shortage.
- Greater on-site parking flexibility (or lack thereof).
- Suggests expanding program into non-residential zones.
- Focus on unambiguous and well documented design standards.
- Suggests requiring alternative energy sources (solar).

Mitigating the impacts of the program to existing neighborhoods

- Increased burden on existing infrastructure
- Adequate parking availability.

Streamlining the administration of the program with adequate oversight

- Concerns of stream-lined permitting process and lessening public involvement.
- Concerns of effective code enforcement.
- Provide example prescriptive site plans for common lots sizes

Recommendations provided on subjects outside scope of the Infill Pilot Program:

- Concerns Recommends that residential zones within the McChord Field Accident Potential Zones maintain current density parameters (1-2 DU per acre)
- Monitor and enforce reinvestment of revenues generated by development to resolve housing issues.

The Planning Commission considered the provided comments and formulated revisions to the proposal to address them. The comments and staff analysis are contained in the April 15th, 2020 Planning Commission packet.

Part Four – SEPA Review

As part of an environmental review, the City of Tacoma completed a SEPA checklist and filed a Preliminary Determination of Environmental Nonsignificance on February 12, 2020. The SEPA Environmental Checklist found no significant impacts to the environment and found that infrastructure systems could support the addition of a projected small number of accessory dwelling units.

The comment deadline was March 06, 2020. The Determination became final on March 13, 2020. The environmental review packet is on file with the Planning and Development Services Department (PDS) and is available online at <http://www.cityoftacoma.org/infill>.

Part Five – Planning Commission’s Review Process:

1. On March 1st, 2017 the Planning Commission reviewed the findings from the Infill Pilot Program after it had been operational for over a year and accepted applications in multiple project categories.
2. On April 3rd, 2019 the Planning Commission began the process of removing the Accessory Dwelling Unit category from the Infill Pilot Program and were briefed on the progress that had been made through the operation of the program.
3. On September 18, 2019 the Planning Commission began the process of developing amended regulations for the Infill Pilot Program, discussed lessons learned to that point, and identifying issues and areas of concern for staff to review in more detail.
4. Staff presented to the Planning Commission on December 4th, 2019 to report findings and provide recommendations on options for consideration. At a follow up meeting on January 15th, 2020, further refinement of proposed changes was reviewed and a Public Hearing was scheduled and held on March 4th, 2020. The public comment period ended on March 6th, 2020
5. On April 15th, 2020, the Commission reviewed public testimony and comments and discussed potential modifications to the draft proposals in response to public testimony received
6. The Commission hereby forwards its recommendations to the City Council with the intent to assist the Council in taking action.
7. A record of updates and actions concerning the Infill Pilot Program can be found at <http://www.cityoftacoma.org/infill> and at http://www.cityoftacoma.org/government/committees_boards_commissions/planning_commission/agendas_and_minutes/.

D. Conclusions :

The Commission concludes that the amendments will support the City’s health and equity policies by:

- Adding small footprint, lower cost units to the existing housing supply.
- Increasing the quantity of diverse housing types within the City by addressing lack of missing middle housing.
- The addition of Density-based Housing will provide flexibility to respond to specific conditions found on each site and will allow for more opportunities for projects that meet the principles of the program to be approved. Limiting these projects to the density limits as they are defined in the One Tacoma Comprehensive Plan ensures consistency with the vision for the communities where they are built.

- Providing an increased choice of housing that responds to changing needs, lifestyles (e.g., young families, retired), environmental sustainability, and modern technological advances in the building sciences.
- Contributing to household prosperity and neighborhood stability by creating avenues for additional income, aging-in-place, and the meeting of personal and property needs.
- Increasing density in order to better utilize existing infrastructure and community resources and to support public transit and neighborhood retail and commercial services.

The Commission concludes that the proposed amendment will benefit the City as a whole, will not adversely affect the City's public facilities and services, and bears a reasonable relationship to the public health, safety, and welfare.

The Commission concludes that the proposed amendments conform to the applicable provisions of State statutes, case law, regional policies, and the One Tacoma Comprehensive Plan.

Concludes that the expansion of housing types and number will provide more sufficient project types and examples to inform the broader housing/zoning discussions as part of the Home in Tacoma planning study and amendment process.

E. Recommendation

The Planning Commission recommends that the City Council adopt the proposed amendments to the Tacoma Municipal Code, as set forth in **Exhibit A**. In addition to the code amendments, Planning Commission intends to work with staff to update the Residential Infill Pilot Program handbook that will explain details of the code, such as calculating Density-Based Housing, in common terms, as well as showcasing best practices.

F. Exhibit:

- A. Proposed Amendments to the Tacoma Municipal Code
- B. [DRAFT] Residential Infill Pilot Program Handbook



Residential Infill Pilot Program 2.0 Code Changes

PROPOSED AMENDMENTS TO THE TACOMA MUNICIPAL CODE TITLE 13 – LAND USE REGULATORY CODE

March 06, 2020

NOTES:

This document shows all of the proposed to existing code. The sections included are only those associated with the proposed changes. Sections are divided by *** marks, indicating the beginning and end of each section containing proposed amendments.

Proposed additions are indicated by blue underline and proposed deletions are indicated by ~~blue strikethrough~~. Green text indicates text that has been moved

Summary of Changes:

Expand Infill Housing Types:

- Add Planned Infill Housing category
- Increase the number of each housing type allowed through the program

Modify design requirements and other standards:

- Allow Cottage Housing in rear yards when an alley is present
- Increase flexibility for the Two-family Housing type by removing the requirement to be on a corner lot, and to present the general appearance of a detached single-family dwelling
- Increase emphasis on qualitative design review of all categories
- Other changes for improved design outcomes, program clarity and consistency with the Building Code
- Remove Parking requirement for projects reviewed by the Infill Pilot Program

Streamline the permit process

- Integrate the Infill Pilot Program review process into the Conditional the Conditional Use Permit process (rather than requiring both separately)
- Update handbook to reflect changes and promote quality and performance through improved guidance.

The following code sections include proposed amendments:

13.05.060 Residential Infill Pilot Program

13.06.080.C Cottage Housing

13.05.010.A Conditional use permit

13.05.060 Residential Infill Pilot Program¹

A. Purpose.

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 later Council decision whether to finalize development regulations and design standards for some or all of these infill housing types.

B. Term.

The Pilot Program will commence when infill design guidelines illustrating in graphic format the intent and requirements of this section have been ~~revised and updated~~developed, with input from the Planning Commission, and authorized by the Director. The Pilot Program will be reassessed as directed by the City Council or by the Director. Once ~~three spaces in~~three of ~~any~~all of the categories ~~have~~been completed in each Council District in Tacoma, no additional applications will be accepted for that category until further Council action has been taken.

C. Applicability.

The provisions of this section apply to the following categories of residential infill:

1. Two-family or townhouse development within the R-2 District,
2. Multifamily development within the R-3 District, In addition, applications to the Infill Pilot Program for renovations of existing structures, that do not increase building footprint, will be reviewed in the R2 District, and
3. Cottage Housing development within any residential district except the HMR-SRD District, and.

4. Planned Infill Housing option in all residential districts.

~~4. The pertinent provisions of TMC 13.06 regarding residential districts, the development and permitting requirements described therein, as well as any other pertinent section of the TMC shall apply.~~

~~5. There shall be a minimum distance of 1,000 feet separating pilot program housing developments within the same category.~~

D. Consistency with the code. Proposals submitted to the Infill Pilot Program must be consistent with the provisions of TMC 13.06 regarding residential districts, the development and permitting requirements described therein, as well as any other pertinent section of the TMC that apply.

E. Submittals.

Proponents of any of the above innovative residential infill development types shall submit the following:

1. Site plan(s) showing proposed and existing conditions.
2. Building elevations from all four sides, showing proposed and existing conditions.
3. A massing study.
4. Photographs of any existing structures that will be altered or demolished in association with the proposal, as well as photographs of the structures on adjacent parcels.
5. A narrative and any supporting exhibits demonstrating how the project will be consistent with the Pilot Program intent and the provisions of this section.
6. Demonstration that the proposal would meet all pertinent TMC requirements, including those contained in TMC 13.06.100.

¹ Code Reviser's note: Relocated from 13.05.115 per Ord. 28613.

7. A complete application, along with applicable fees, for any required land use permits, including [a Conditional Use and Accessory Dwelling Unit permits Permit](#). Such processes may require public notification [and/or](#) meetings.

8. The Director reserves the right to request additional information and documentation prior to beginning the City's review.

[EF](#). Review process.

The Director will convene a special advisory review body which shall function in an advisory capacity to provide input prior to the Director or Hearing Examiner's decision and conditions of approval.

1. This body will include the following representatives:

- a. The Director or designee;
- b. The Long Range Planning Manager or designee;
- c. A City staff member with residential building and site development expertise;
- d. A designee representing the area Neighborhood Council where the project is proposed;
- e. An architect or urban design professional; and,
- f. A representative of the Landmarks Preservation Commission, if the project is within an Historic or Conservation District or would affect or be adjacent to historically significant properties.

[g. The Current Planning Manager or designee](#)

2. The Historic Preservation Officer shall be consulted to assess potential adverse impacts to historically designated properties or properties eligible for historic designation. To mitigate or avoid adverse impacts, conditions recommended by the Historic Preservation Officer may include:

- a. Designation of the historically significant property to the Tacoma Register of Historic Places.
- b. Avoidance of the historically significant property or minimizing exterior changes to the property.
- c. Documentation and architectural salvage of the historically significant property, if demolition cannot be avoided.

3. The special advisory review body will assess the consistency of the proposal with the following criteria. All proposals submitted under the provisions of this section must demonstrate the following:

a. Responsiveness to the following basic neighborhood patterns established by existing development in the area.

- (1) Street frontage characteristics.
- (2) Rhythm of development along the street.
- (3) Building orientation on the site and in relation to the street.
- (4) Front setback patterns.
- (5) Landscaping and trees.
- (6) Backyard patterns and topography.
- (7) Architectural features.
- (8) Historic character, if located within a designated Historic District.
- (9) Whether adverse impacts to properties that are eligible for listing on a historic register can be mitigated.

b. Pedestrian-friendly design. The proposed development must provide direct and convenient pedestrian access from each dwelling to abutting sidewalks and public pathways and must emphasize pedestrian connectivity. The quality of the pedestrian experience within the site and in the abutting public right-of-way shall be high.

c. De-emphasize parking. [Parking is not required for projects in the Infill Pilot Program, but if parking is provided, the project should](#) ~~The proposal must meet the parking requirements of TMC 13.06.090.C in a manner that de-emphasizes parking in terms of its prominence on the site and its visibility from the public right-of-way.~~

d. Minimize scale contrasts, shading and privacy impacts. The proposal must demonstrate that it will limit abrupt changes in scale between the proposed development and existing buildings on adjacent parcels. Privacy and shading impacts on abutting parcels must be prevented or reduced to a reasonable extent.

e. Create usable outdoor (or yard) spaces. The proposal must provide usable and functional outdoor or yard space that will be an amenity to its residents.

f. Sustainable features. In the case of multifamily development in the R-3 District, and cottage housing, the proposal must provide documentation of the incorporation of sustainability features through one of the following certification programs:

1. Built Green 3 Stars, ~~or~~ LEED Bronze; or equivalent;

~~2. Greenroads Bronze rating if full new roadway sections are constructed as part of the project;~~

~~g. Consistency with code requirements. The proposal must be consistent with the applicable provisions of TMC 13.06 and other applicable requirements. The Director has discretion to increase, decrease or modify development standards including setbacks, height and parking in order to ensure the proposal is fully consistent with the intent of the Pilot Program.~~

~~FG.~~ Decision.

As part of the associated land use decision, the Director or Hearing Examiner 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 13.05.040. The Director has discretion to increase, decrease or modify development standards including setbacks, height and parking in order to ensure the proposal is fully consistent with the intent of the Pilot Program prior to issuance of a decision.*

(Ord. 28613 Ex. G; passed Sept. 24, 2019; Ord. 28576 Ex. A; passed Mar. 19, 2019; Ord. 28336 Ex. B; passed Dec. 1, 2015)

13.06.080.C. Cottage Housing.¹

1. Applicability.

Cottage housing developments may be proposed in all residential districts.

2. Purpose.

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

3. Procedures.

a. Cottage housing developments require the following applications:

- (1) A complete Conditional Use Permit application, pursuant to TMC 13.05.010.A.
- (2) Submittal requirements under the provisions of the Residential Infill Pilot Program, pursuant to TMC 13.05.060.
- (3) A completed Preliminary Plat application, if applicable.
- (4) A completed environmental checklist, if applicable.
- (5) A completed application for a site plan approval.
- (6) Documentation of the proposed ownership and property management approach, such as condominium or homeowners association.

b. Application.

Proponents shall submit all required complete applications, including applicable fees. However, project proponents may choose to stage their applications by initially applying for the Conditional Use Permit and for approval under the Residential Infill Pilot Program.

4. Use standards.

a. Residential Infill Pilot Program.

Cottage housing developments shall comply with the sustainability and connectivity requirements, as well as any other design requirements identified through review under the Residential Infill Pilot Program as described in TMC 13.05.060.

b. Minimum site size.

Cottage housing developments require a minimum net site size of 10,000 square feet.

c. Number of units.

Cottage housing developments may contain from four to twenty-four cottage dwellings, with a maximum of twelve cottages per cluster.

d. Cottage housing types:

- (1) 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.

¹ Code Reviser's note: Relocated from 13.06.160 per Ord. 28613. Prior legislation: Ord. 28336 Ex. B; passed Dec. 1, 2015.

(2) 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.

(3) 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.

e. Maximum density.

Cottage housing developments are permitted 1.52 times the maximum number of dwelling units in the applicable zoning district. For example, in the R-2 District a 20,000 square foot site is permitted four 5,000 square foot lots, or six ~~eight~~ cottage housing units.

f. Parking.

~~Each cottage unit is required to have one off-street parking space.~~ Parking may be contained in detached garages adjacent to dwelling units no larger than 250 square feet in floor area; in shared garages no larger than 1,200 square feet maximum floor area; or, in clustered parking areas with no more than four spaces per cluster.

g. Vehicular access.

Vehicular access shall be from the rear of the site whenever suitable access is available or feasibly can be developed. If such access is 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.

h. Setbacks.

~~The external setbacks of the underlying zoning district shall apply.~~ except cottage housing shall be allowed in the rear yard when lot is located on an alley.

i. Separation between units.

~~All buildings must meet separation requirements as identified in applicable building codes.~~ minimum of 8 feet shall be provided between structures containing dwelling units.

j. Common open space.

A minimum of 400 square feet of common open space shall be required per unit. Each area of common open space shall be in one contiguous and central location 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 attractively landscaped and improved with gathering space, gardening, walkways or recreational features.

k. Private open space/yard.

A minimum of 300 square feet of private open space shall be required per unit.

l. Maximum height for dwellings:

Dwellings maximum height is 18 feet, or up to 25 feet with a minimum of 6:12 sloped roof.

m. Community buildings.

Community buildings in common ownership are permitted within cottage housing developments, and shall be incidental in use and size to the cottage dwellings.

n. Connectivity.

All dwelling units shall be directly connected to the public sidewalk.

o. Landscaping.

Street trees are required per the provisions of 13.06.090.B. Parking areas shall be softened or screened with landscaping. Internal landscaping shall be determined through the Residential Infill Pilot Program review process.

p. Accessory Dwelling Units.

Not permitted.

q. Floor Area Ratio.

A maximum of 0.5 FAR is required for the overall site.

13.05.010 Land Use Permits.

A. Conditional Use Permits.

7. Infill Pilot Program.

a. Two-family development ~~on corner lots~~ may be allowed by conditional use permit in R-2 Districts. In addition to the General Criteria, a conditional use permit for a two-family or townhouse dwelling unit in R-2 Districts shall only be approved upon a finding that such use is consistent with all of the following criteria:

(1) The proposed lot ~~is a corner lot with~~ has a minimum lot size of 6,000 square feet in size. ~~Corner lots provide an opportunity for two-family or townhouse development to be integrated in the neighborhood in a context-responsive manner that is consistent with the single-family detached character of the district.~~

(2) The proposal is consistent with the Residential Infill Pilot Program criteria contained in TMC 13.05.060.

(3) The proposed two-family or townhouse development is ~~designed to present the general appearance of a detached single-family dwelling through one of the following two design approaches consistent with the following:~~

~~- Development must respond to the context and neighborhood and single-family structures through massing, bulk, materials, landscaping, and building placement.~~

~~- Each unit must have a primary entrance directly accessed from adjacent street~~

~~Each unit is oriented onto a different street frontage designed in a similar manner to the street fronting façade of a detached single-family house. Or, each unit is accessed through a shared entrance.~~

~~(4) The proposed structure is designed to resemble a detached single-family house in terms of architecture, bulk, front and rear setbacks, and location of parking in a designated rear yard. The site shall provide the required rear yard of the R-2 District on one side of the structure. Each unit shall provide no more than one off-street parking space. In the case of conversion of an existing single-family dwelling to a two-family dwelling, the existing architectural features shall be maintained to the maximum extent practicable.~~

(5) Applications for two-family and townhouse dwelling units in R-2 Districts shall be processed in accordance with the provisions of TMC 13.05.060 and TMC 13.05.010.A. Pursuant to those requirements, the applicant shall submit, in conjunction with the application, site plan drawings and drawings of building elevations, information on building materials, and complete information indicating how the property will meet the above criteria.

b. Multi-family development up to a maximum of six dwelling units may be allowed by conditional use permit in the R-3 District ~~and in the R-2 District if the development is a renovation of an existing structure that does not increase building footprint~~. A conditional use permit for a multi-family dwelling unit in R-2 or R-3 Districts shall only be approved upon a finding that such use is consistent with all of the following criteria:

(1) The proposed lot is a minimum of ~~9,000~~ 7,000 square feet in size.

(2) The proposal is consistent with the Residential Infill Pilot Program criteria contained in TMC 13.05.060.

(3) The proposed structure is designed to minimize the overall impression of density and bulk and to fit with established neighborhood patterns. Access to dwellings shall be through a shared primary entrance. Parking ~~shall be limited to one space per unit, and~~ shall be located to the rear of the site in a manner that obscures it from view from the street frontage.

(4) Applications for multi-family dwellings in R-2 or R-3 Districts shall be processed in accordance with the provisions of the Residential Infill Pilot Program provisions of TMC 13.05.060. Pursuant to those requirements, the

applicant shall submit, in conjunction with the application, site plan drawings and drawings of building elevations, information on building materials, and complete information indicating how the property will meet the above criteria.

1c. Between four and twenty-four Cottage Housing units may be allowed by conditional use permit in the any residential district except HMR-SRD. A conditional use permit for a Cottage Housing shall only be approved upon a finding that such use is consistent with all of the following criteria:

(1-) The proposed lot is a minimum of 7,000 square feet in size.

(2-) The proposal is consistent with the Residential Infill Pilot Program criteria contained in TMC 13.05.060.

(3-) The proposed development is designed to provide variety in unit sizes, building and site features, and site design elements. Landscaping shall be designed in an attractive way and according to a coherent design. Residential units are laid out to be oriented to the public right-of-way and shared open space. Building massing is designed to have limited impact on neighboring properties and parking is to be off the alley where possible and minimized through screening and landscaping.

(4-) Applications for Cottage Housing units in all residential district except HMR-SRD shall be processed in accordance with the provisions of the Residential Infill Pilot Program provisions of TMC 13.05.060, TMC13.06.080.C, and TMC 13.05.010.A. Pursuant to those requirements, the applicant shall submit, in conjunction with the application, site plan drawings and drawings of building elevations, information on building materials, and complete information indicating how the property will meet the above criteria.

1d. Planned infill Housing Developments may be allowed by conditional use permit in the any residential district except HMR-SRD. A conditional use permit for a Planned Infill Housing shall only be approved upon a finding that such use is consistent with all of the following criteria:

(1-) The proposed lot is a minimum of 3,500 square feet in size in the R-3 Zone and 7,000 square feet in size in all other zones.

(2-) The proposal is consistent with the Residential Infill Pilot Program criteria contained in TMC 13.05.060.

(3-) Development must respond to context and neighboring structures through massing, bulk, materials, landscaping, and building placement.

Buildings must orient entrances toward the public right-of-way and parking shall be located to the rear of the site in a manner that obscures it from view from the street frontage.

(4-) Applications for Planned infill Housing units in all residential district shall be processed in accordance with the provisions of the Residential Infill Pilot Program provisions of TMC 13.05.060 and TMC 13.05.010.A. Pursuant to those requirements, the applicant shall submit, in conjunction with the application, site plan drawings and drawings of building elevations, information on building materials, and complete information indicating how the property will meet the above criteria.



CITY OF TACOMA

RESIDENTIAL INFILL PILOT PROGRAM 2.0

A handbook for building new housing on existing
residential properties



TMC 13.05.115 Residential Infill Pilot Program
November 2016
Updated D

RESIDENTIAL INFILL PILOT PROGRAM

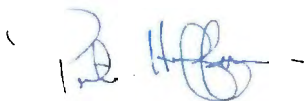
Cover Photo: Third Street Cottages, Langley, WA.
Photo credit: Ross Chapin Architects.

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.

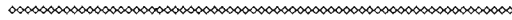
Our diverse citizens, from students to young professionals to families, are looking for quality places to live in established communities near to where they work, learn and enjoy Tacoma's considerable amenities. Forward-thinking in how we develop our housing stock provides more and better options for 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

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RESIDENTIAL INFILL PILOT PROGRAM

TYPES OF INFILL:

PLANNED INFILL HOUSING



TWO-FAMILY HOUSING



MULTI-FAMILY HOUSING



COTTAGE HOUSING



01 INTRODUCTION

PURPOSE

The purpose of the Residential Infill Pilot Program (referred to as the Pilot Program throughout the remainder of this document) is to promote innovative residential infill development types and housing choice, 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 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:

- Planned Infill housing in single-family zoning districts (R-1, R-2, R2-SRD, HMR-SRD, R-3)
- Two-family or townhouse (TF) development within the R-2 Single-Family District
- Small-scale multifamily (MF) development within R-3 District. Exception: Applications to the Infill Pilot Program for renovations of existing structures, that do not increase building footprint, will be reviewed in the R2 district.
- Cottage Housing (COT) development within any residential district except HMR-SRD District

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:	PIH	TF	MF	COT
Council District 1	3	3	3	3
Council District 2	3	3	3	3
Council District 3	3	3	3	3
Council District 4	3	3	3	3
Council District 5	3	3	3	3

The anticipated Pilot Program re-launch is June 2020. At that time, the City will begin more detailed discussions with applicants wishing to develop one of the infill housing options. The review committee of staff and Tacoman citizens formed by Planning and Development Services (PDS) will select up to three of each housing type in each Council District 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.

RESIDENTIAL INFILL PILOT PROGRAM

PILOT PROGRAM PROCESS DIAGRAM



PROCESS TO APPLY

Scoping and Preparation

Staff will be available to discuss project ideas with potential applicants. In addition, planning staff can put potential applicants in contact with staff in other departments and divisions to add with information gathering and necessary clarifications. This period is intended to help applicants determine if a project is well-suited to go through the Residential Infill Pilot Program process.

Pre-Application Meeting

As on all development projects, staff will be available to help individuals in the preliminary planning stage on your infill proposal. Any level of detail can be a basis for conversation and analyzing areas that need additional attention or correction.

Pilot Program Application

After working with staff to develop project particulars, applications will be accepted on an ongoing basis until 3 projects of each type in each Council District Have been selected.

Public Early Involvement Meetings

In order for public feedback to be heard and to provide comprehensive information to the review committee, meetings will be scheduled to hear public comment about potential residential infill pilot projects.

Project Program Review Committee Meeting

The committee will meet to review the merits of all eligible projects that have been submitted via application to staff. A scoring rubric, which will be made available in advance of the project submission, will be used to rank projects.

Permitting Process

All projects are subject to typical regulations and fees associated with project type and size. If the applicant is ready, the project may be submitted after notification of project acceptance. Otherwise, more time should be taken to develop the project for permit submittal.

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.

A conditional use permit will be required for all projects being considered by the Residential Infill Pilot Program. 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 under *Procedures and*

Fees in Chapter 4 of this document.

See *Locating Infill Projects* in Chapter 4 of this document which provides more detail on the zoning for allowable housing types and defines the residential zoning districts.

Also, see TMC 13.06.100, -.200, -.300, and -.400

02 TYPES OF INFILL

The Benefits of Residential Infill

The intent of the Pilot Program is to integrate new housing opportunities harmoniously into predominantly single-family areas. All the allowable developments in the Pilot Program - including Planned Infill housing, two-family housing, multi-family housing and cottage housing - are intended to provide the following benefits:

- Provide homeowners with a means of providing for companionship, security and income.
- 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, multi-generation, and family members with special needs), 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.
- Two-family housing in single-family zoning creates opportunities for infill on corner lots that maintain the scale and character of single-family buildings while utilizing two public edges of the property as front yards and entries.
- Small Multi-family housing in lower-density zoning increases density while preserving the neighborhood character through appropriate building massing and setbacks.
- Cottage housing provides a transition between single family housing neighborhoods and higher density areas, creating a development pattern that maximizes land values, reduces infrastructure costs and typically provides housing next to services.

Benefits Specific to Each Infill Housing Type

Each type of development has specific benefits that explain why they are part of this Pilot Program.

- Planned Infill Housing will allow applicants to develop a project that meets the density requirement of the One Tacoma Comprehensive Plan and responds to the specific site conditions and the needs of the occupants.

RESIDENTIAL INFILL PILOT PROGRAM

An example of a multi-unit building with an appearance compatible with single-family buildings



PLANNED INFILL HOUSING

Definitions

Target Density identified in the One Tacoma Comprehensive Plan:

Zone

R-1, R-2, R-2SRD, HMR-SRD = 6-12 units per acre

R-3 = 14-36 units per acre

Zoning

Under the Pilot Program, Planned Infill Housing will be reviewed in single-family zoning districts: R-1, R-2, R2-SRD, R-3, and HMR-SRD. See *Locating Infill Projects* in Chapter 4 of this document for allowable locations for this type of development.

Permitting

All Planned Infill housing projects will need to go through a conditional use permit process in addition to they meeting the criteria presented in this section.

Submittal Requirements

See checklists in Chapter 4 for complete submittal requirements under the provisions of the Pilot Program.

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

REQUIREMENTS:

Maximum Units:

- 12 Units per acre except in R-3, which allows 36 units per acre

Unit Density:

- Primary unit = 1
- Attached unit = 0.75
- Accessory unit (max 2) = 0.5

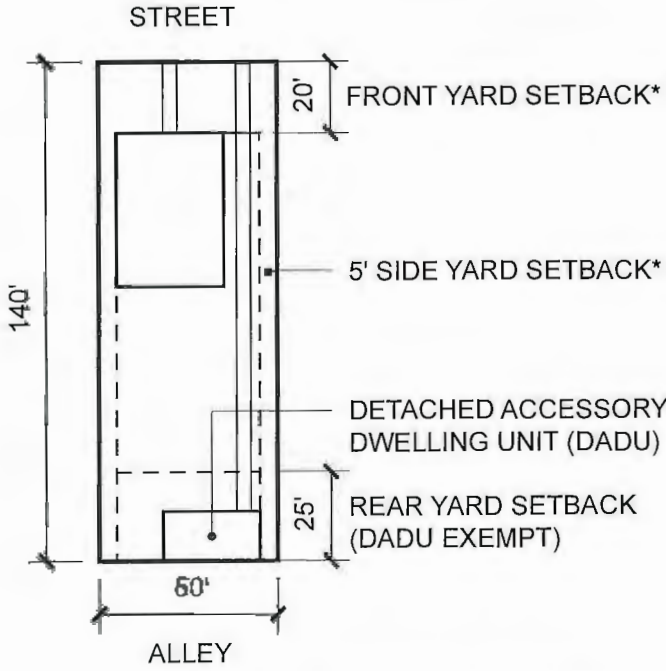
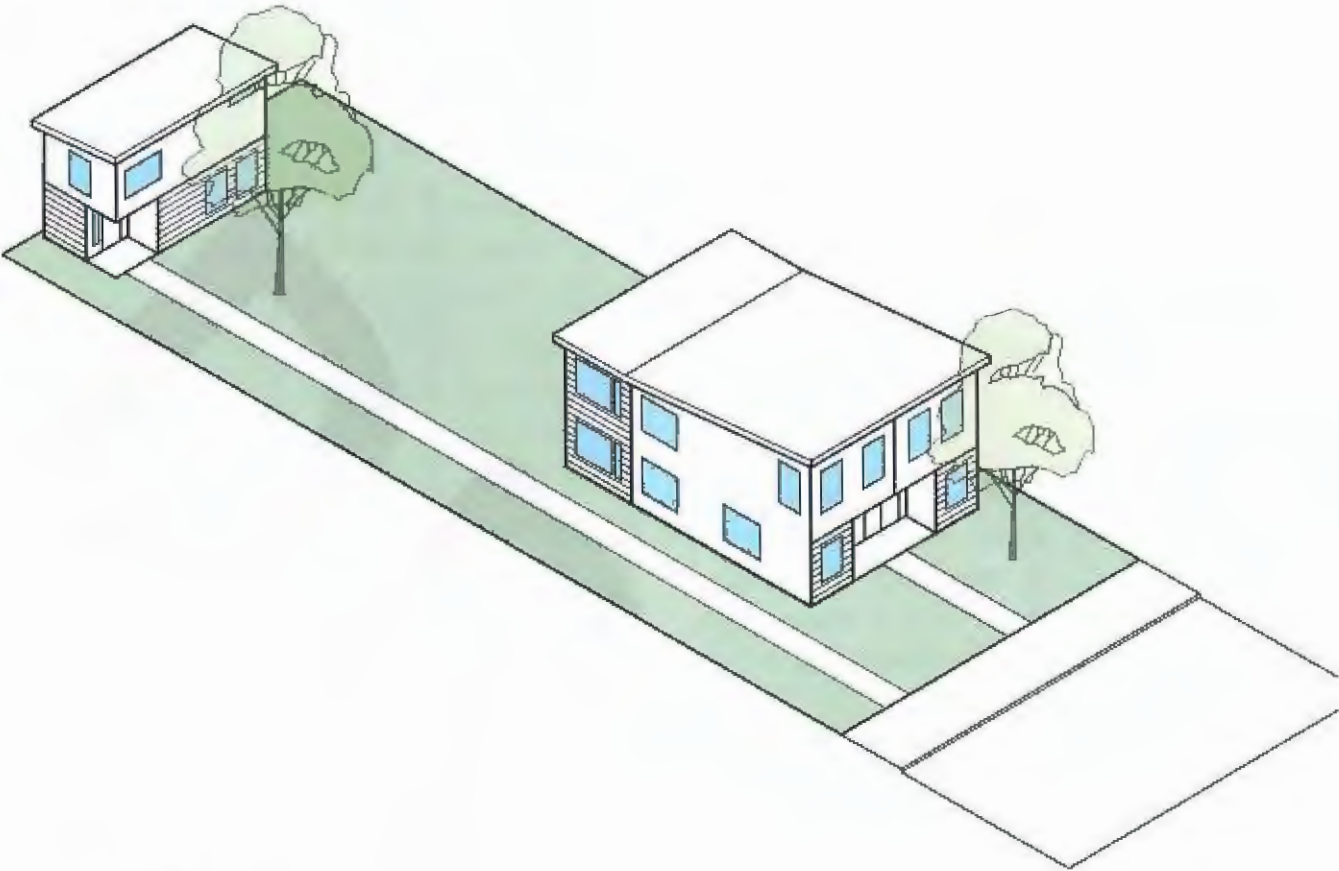
Minimum Lot Size:

- 3,500 SF in R-3
- 7,000 SF in other R zones

Design Criteria:

- A pedestrian walkway composed of distinct materials from adjacent vehicle driving or parking surfaces shall be provided between the all units with separate entrances and the nearest public sidewalk or street right-of-way when no sidewalk exists.
- Minimum usable yard space shall be 10% of lot area
- Buildings must orient entrances toward the public right-of-way where adjacent, provide a minimum of 15% façade transparency.
- 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.

RESIDENTIAL INFILL PILOT PROGRAM



*SETBACK SUBJECT TO UNDERLYING ZONE

Example: 3 units on a 7,000SF lot



Multi-unit building in Tacoma

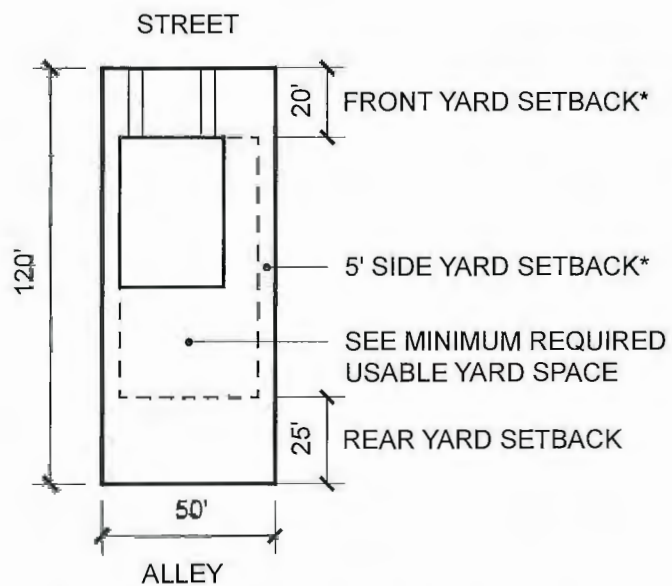
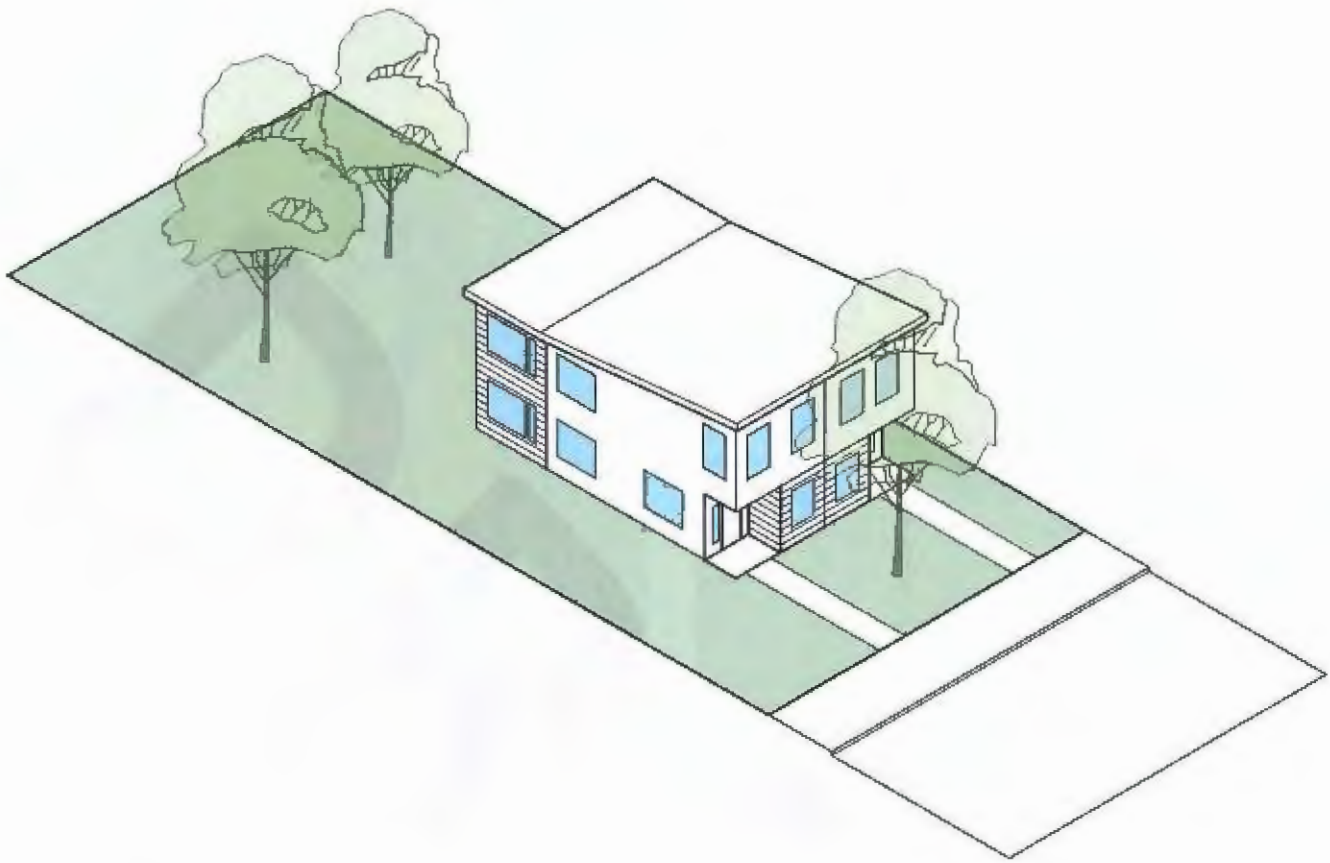


ADU in Portland, OR. Photo Credit: Rainbow Valley Construction.



Multi-unit building in Tacoma

RESIDENTIAL INFILL PILOT PROGRAM



*SETBACK SUBJECT TO UNDERLYING ZONE

Example: Two-family home on a 6,000SF lot

Definitions

Zoning

Permitting

Submittal Requirements

References

- TMC 13.06.640.G Conditional Use - Two-Family Development in the R-2 District
- TMC 13.05.115 - Residential Infill Pilot Program
- TacomaPermits.org - Conditional Use Permit Application

- **Two dwelling units**

- 6,000 SF

- Locate parking in a designated rear yard.

- Development must respond to context and neighboring structures through massing, bulk, materials, landscaping, and building placement.
- Careful consideration will be given to the appearance of visible facades to the street and to neighboring properties.
- Each unit must have a primary entrance directly accessed from adjacent street
- Careful consideration will be given to the entrances to the primary entrances with an emphasis on appearance from the street(s), location, and how equitable access to all residents is provided.
- Minimum usable yard space shall be 10% of lot area with no dimension less than 15 feet.



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



Corner lot duplex in Tacoma, WA. Photo credit: Lauren Flemister

RESIDENTIAL INFILL PILOT PROGRAM



Multi-family housing in Tacoma, WA. Photo credit: Elliott Barnett.



Multi-family residences in Tacoma, WA. Photo credit: Lauren Flemister.

MULTI-FAMILY HOUSING

Definitions

Multi-Family Housing: a residential building or several buildings within one complex with multiple dwelling units (also called apartments or townhouses).

Only multi-family housing up to maximum six dwelling units will be considered under this Pilot Program.

Zoning

Under the Pilot Program, multi-family development will be reviewed in two-family the R-3 zoning district. In addition, applications to the Infill Pilot Program for renovations of existing structures, that do not increase building footprint, will be reviewed in the R2 district. See *Locating Infill Projects* in Chapter 4 of this document for allowable locations for this type of development.

Permitting

Multi-family developments require a conditional use permit and must meet the criteria presented in this section.

Submittal Requirements

In addition to the submittal requirements under the provisions of the Pilot Program and the Conditional Use Permit application, the applicant shall submit information on building materials. See checklists in Chapter 4 for complete submittal information.

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**

Minium Lot Size:

- 9,000 SF

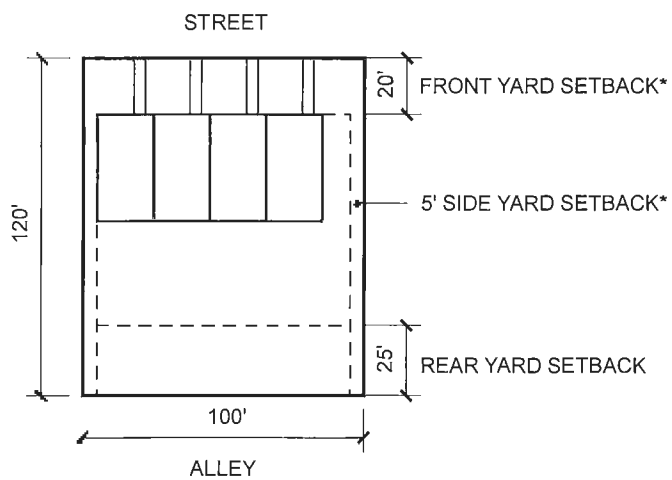
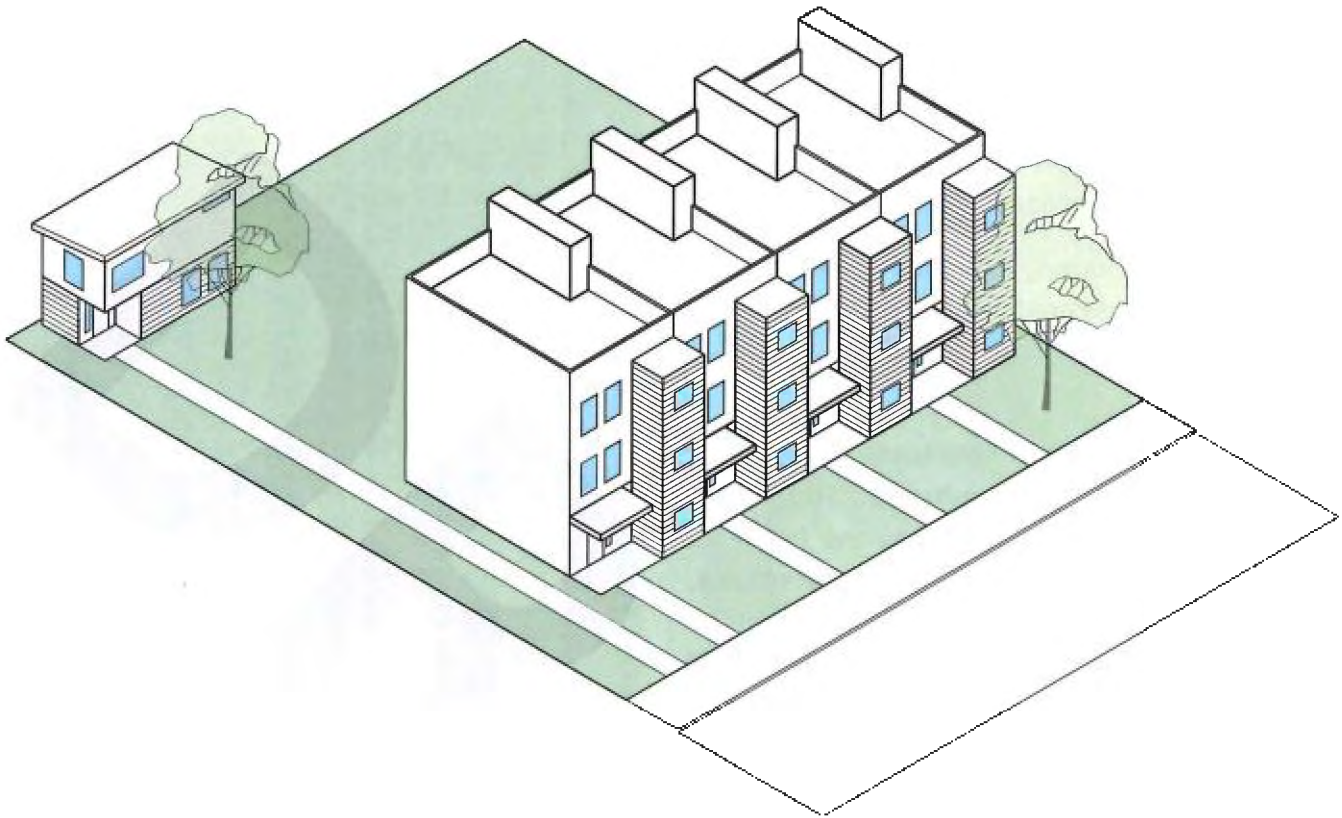
Parking:

- 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.
- Minimum usable yard space shall be 10% of lot area with no dimension less than 15 feet (no less than 12 feet for parcels smaller than 3,500 sf). This area cannot include structures, driveways or parking and must be located in the rear or side yard.
- 35% of usable open space must be 'common' space.

RESIDENTIAL INFILL PILOT PROGRAM



*SETBACK SUBJECT TO UNDERLYING ZONE



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

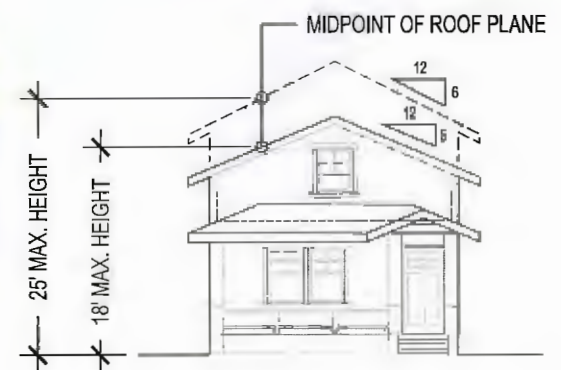


High Point multi-family and low-income development in Seattle, WA. Photo credit: Juan Hernández.

RESIDENTIAL INFILL PILOT PROGRAM



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



Height Limit Requirements for new cottage housing.

COTTAGE HOUSING

Definitions

Cottage Housing: A grouping of single family housing clustered around common open space with a coherent plan for the entire site.

Cottage Housing Types:

- **Cottage** – A detached, single-family dwelling unit containing no more than 1,200 sf of gross floor area with no more than 800 sf of ground floor.
- **Carriage** – A single-family dwelling unit, not to exceed 800 sf 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 sf 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.

Zoning

Under the Pilot Program, all cottage housing types between 4 - 24 dwelling units will be reviewed in any residential zoning districts except HMR-SRD. See *Locating Infill Projects* in Chapter 4 of this document for allowable locations for this type of development.

Permitting

All cottage housing requires a conditional use permit and must meet the criteria presented in this section.

Submittal Requirements

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

- 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.

See checklists in Chapter 4 for complete submittal information.

References

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

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.

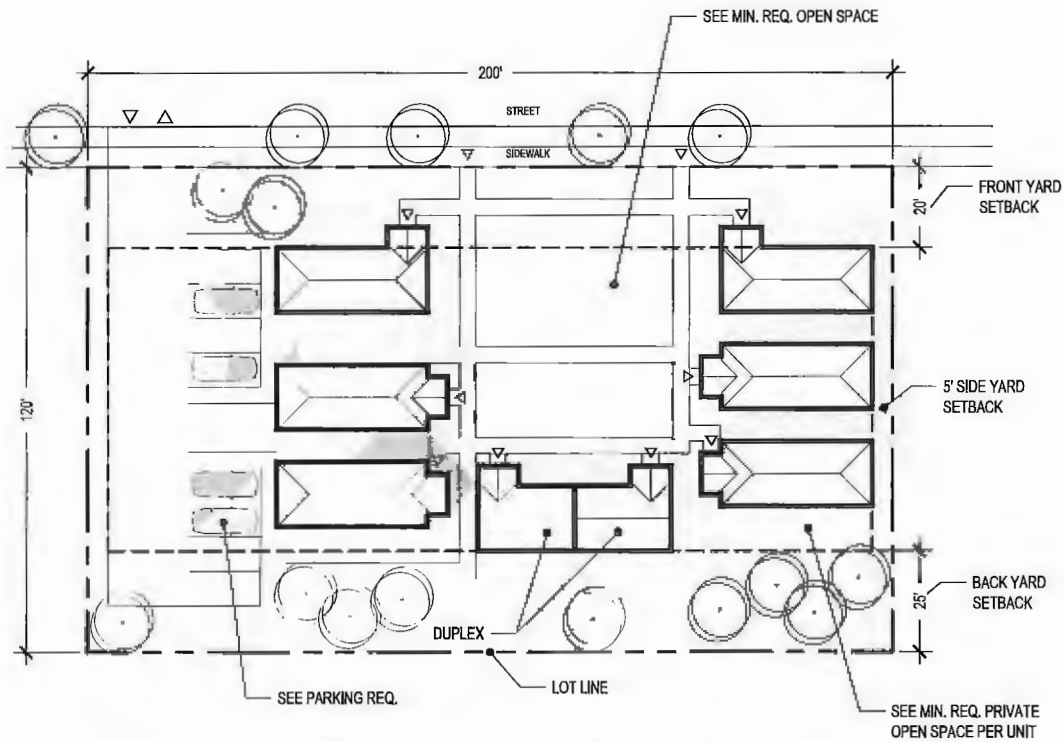
Minimum Lot Size:

- 7,000 SF

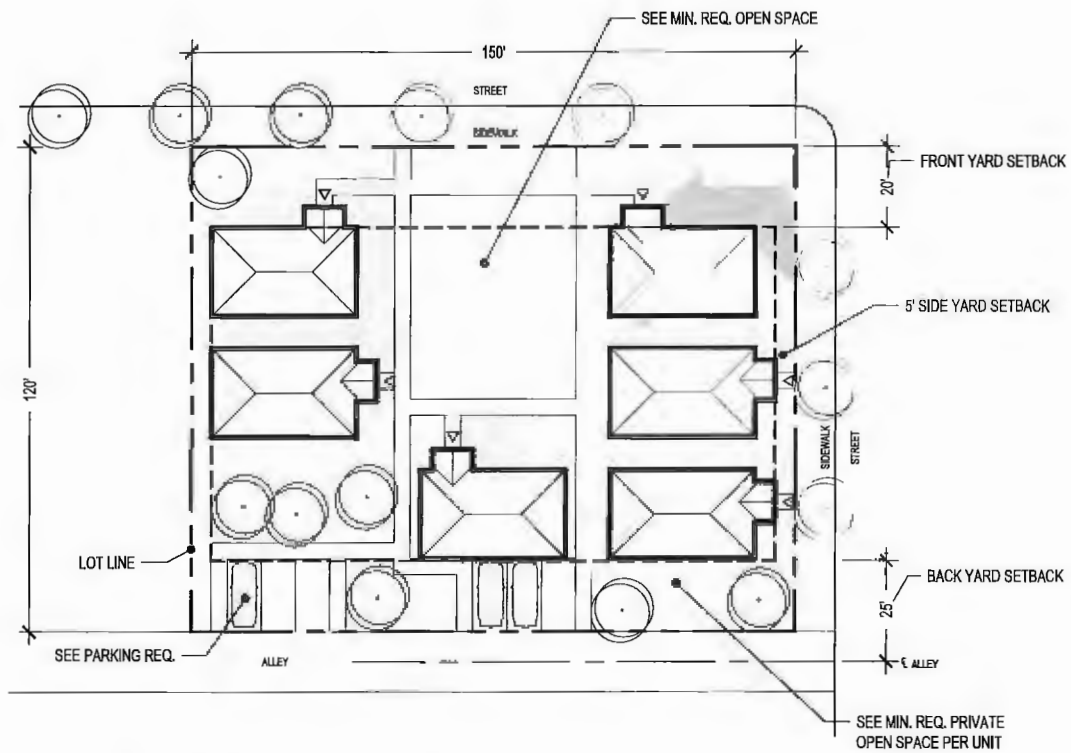
Parking:

- Detached garage floor area limit of 250 SF. Shared garages floor area limit of 1,200 SF. Clustered parking areas limit of four spaces.

RESIDENTIAL INFILL PILOT PROGRAM



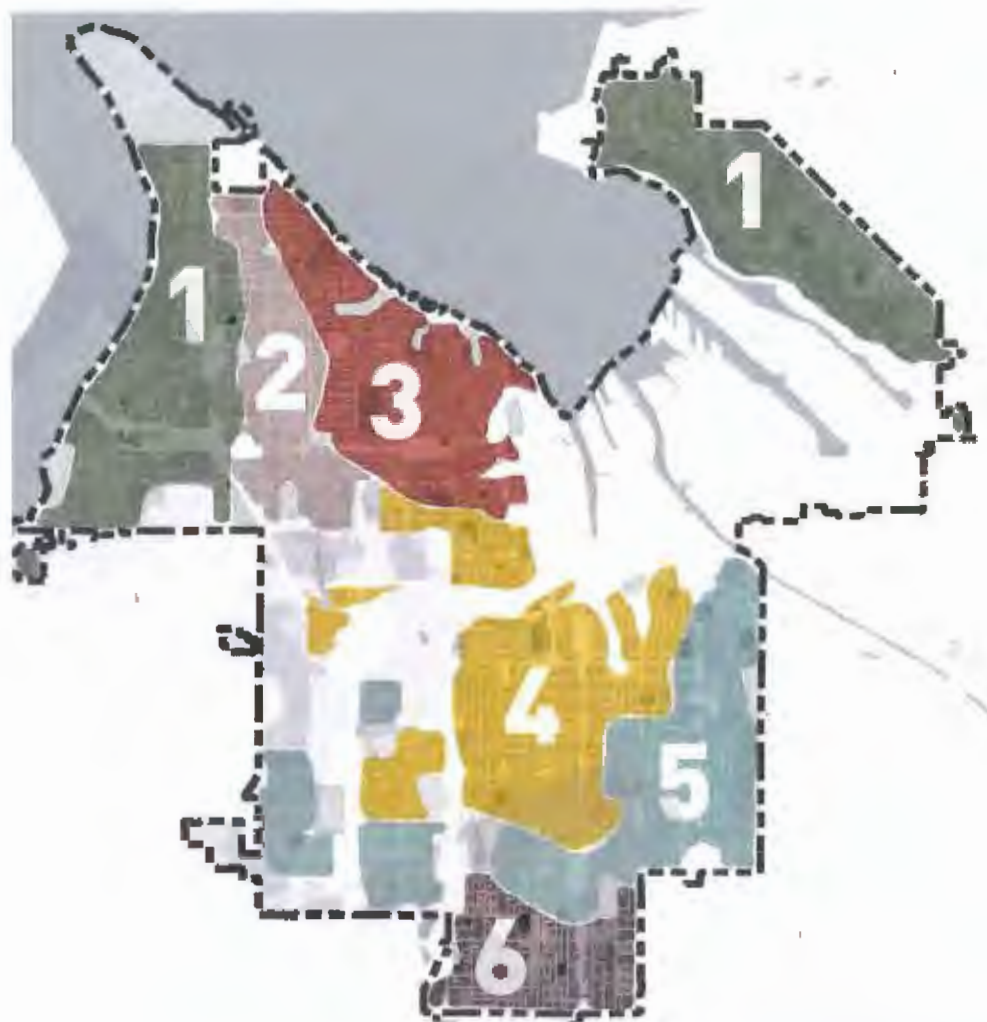
Example 1: Cottage Housing Mid-Block Lot with No Alley



Example 2: Cottage Housing on Corner Lot with Alley

COTTAGE HOUSING REQUIREMENTS CONTINUED:

Design Criteria:



1 POST-WAR SLOPES

- Topography: Sloped
- Block Structure: Curvilinear
- Intersection Density: Disconnected
- Land Use: Low Intensity

2 MIXED-ERA TRANSITION

- Topography: Flat
- Block Structure: Mixed
- Intersection Density: Connected
- Land Use: Medium Intensity

3 PRE-WAR COMPACT

- Topography: Sloped
- Block Structure: Straight
- Intersection Density: Connected
- Land Use: High Intensity

4 PRE-WAR EXPANSION

- Topography: Flat
- Block Structure: Straight
- Intersection Density: Mixed
- Land Use: Medium Intensity

5 MID-CENTURY EXPANSION

- Topography: Mixed
- Block Structure: Straight
- Intersection Density: Mixed
- Land Use: Low Intensity

6 SUBURBAN FRINGE

- Topography: Flat
- Block Structure: Straight
- Intersection Density: Disconnected
- Land Use: Low Intensity

DESIGN ELEMENTS

Criteria

The success of the pilot program will be based on the production of exemplary projects; once staff and Council know the best of what is possible, we will be able to create code and design guidelines that will encourage consistent, good-quality projects of these types. Some of the principles in the Comprehensive Plan and the Strategic Plan and requirements found in portions of municipal code provide guidance to shape the design elements of the projects we hope will arise from the pilot program. The following elements provide a design framework to help applicants design site plans and buildings that will match the vision of pilot program.

Element One

In the City of Tacoma, there are distinct residential patterns in various areas of the city. Many of the neighborhoods are well-designed and possess a character beloved by residents, so many cues can be taken from the existing style of the neighborhood. Successful projects will be compatible with the following patterns established by existing neighborhood development:

(1.) Street frontage characteristics

-consider the entries (pedestrian and vehicular), location of exterior temporary and permanent fixtures, walkways, etc.

(2.) Rhythm of development along the street

-consider scale of building(s), size of openings (doors and windows), amount of and location of lot coverage

(3.) Building orientation on the site and in relation to the street

-consider location and direction of building, entries, walkways, and driveways

(4.) Front setback patterns

-consider and follow setback requirements set out in code and present in your neighborhood

(5.) Landscaping and trees

-site development associated with any proposed projects should either follow or improve upon existing vegetation patterns

(6.) Backyard patterns and topography

-site development associated with any proposed projects should be consistent with neighborhood characteristics and properly and safely accommodate the new or modified structure(s)

(7.) Architectural features

-building details may be consistent with those of any other buildings on the site and/or other buildings in the neighborhood. An updated or modernized style will be considered provided the quality and design are considered to be appropriate for the project and neighborhood

(8.) Historic character, if located within a designated Historic District.

-if the proposed project is in a historic district or the house has special architectural features or is landmarked, the proposed design must be responsive to the main house and/or neighboring structures

Element Two

Walkability and connectivity are core principles in the City's Comprehensive Plan. Walkable neighborhoods promote health and wellness and create an accessible environment with more ways to engage citizens. Pedestrian-friendly design will be a key component of any proposed project or development. Each structure must provide direct and convenient pedestrian access from each dwelling to abutting sidewalks and public pathways. Additionally, the proposed development must emphasize pedestrian connectivity. The quality of the pedestrian experience within the site and in the abutting public right-of-way will also taken into consideration. Consider nice outdoor space and landscaping as an important component of your overall design.

Element Three

Parking, while very important, often detracts from good neighborhood design if it is too prominently located. Each proposal should consider ways to de-emphasize parking – every proposal must meet the parking requirements of TMC 13.06.510 in a manner that makes parking less visible and dominant, particularly from the public right-of-way.

Element Four

Proper scale and the protection of privacy help to maintain neighborhood character and harmony. Each proposal should minimize scale contrasts and privacy impacts – The proposal must demonstrate that it will limit abrupt changes in scale between the proposed development and existing buildings on adjacent parcels. Specific height and area requirements are provided in this handbook and in code. Privacy impacts, such as the orientation of doors, windows, and parking areas, should be considered as part of this analysis.



Element Five

Each of the housing types in the pilot program must have outdoor space for residents to enjoy. Create usable outdoor (or yard) spaces. The proposal must provide usable and functional outdoor or yard space that will be an amenity to its residents.

Element Six

Sustainable and environmentally-responsible design are strongly encouraged in each proposal. The use of environmentally-friendly materials, low-usage light and plumbing fixtures, as well as water and energy conservation should be addressed. The proposal must provide documentation of the incorporation of one of the following green building and site features as follows (Detached ADUs exempt from this requirement):

1. Built Green or LEED Certified; or,
2. Greenroads Bronze rating;

Element Seven

As with all development projects in the City of Tacoma, there must be a consistency with all applicable code requirements. The proposal must be consistent with the provisions of TMC 13.06 and to other applicable requirements.

Development Areas of FocusFire

Please consider how City of Tacoma emergency personnel will access each housing unit, in the event of medical and fire emergencies. Determine how close your entrance is to the nearest fire hydrant; if the required distance is exceeded, you will need to sprinkler your building.

Building

New energy code may impact the conversion of existing buildings. If converting an existing structure, pay close attention to slab edge insulation, egress windows, and the sizes of rooms.

Fire separation must be 5 feet for each building, for a total of 10 feet.

Site Development

Be mindful of critical areas, such as wetlands, steep slopes, and any other geological hazards. Be prepared to discuss the number and location of water meters based on who you anticipate will be occupying the development (family, tenants, caretakers, etc.).

Consider how circulation, both vehicular and pedestrian, will occur on the project site and how any vehicles will be parked and stored. If applicable, have a plan for stormwater diversion, storage, and/or filtration.

Utilities

Since some projects are an increase in density in populated neighborhoods, please check the capacity of utilities at the outset of your project. Setbacks for access and maintenance of sewer lines in alleys must be addressed. If a multi-unit project is being pursued, consider optimization of side sewer design.

Consider how solid waste will be processed (try to avoid overuse of single containers) and design appropriate screening for containers.

Electrical will likely need to be separately metered. There are safety concerns for power lines in the alley ROW that may cause restrictions during construction and may result in a need to underground electrical wires.

If you have any questions, please reach out to staff; coordination with staff in Public Works and TPU will be coordinated.

RESIDENTIAL INFILL PILOT PROGRAM



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



Multi-family housing in Tacoma, WA. Photo Credits: Lauren Flemister.

04 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 flexibility 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 Pilot Program launched in November 2016.

The 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.

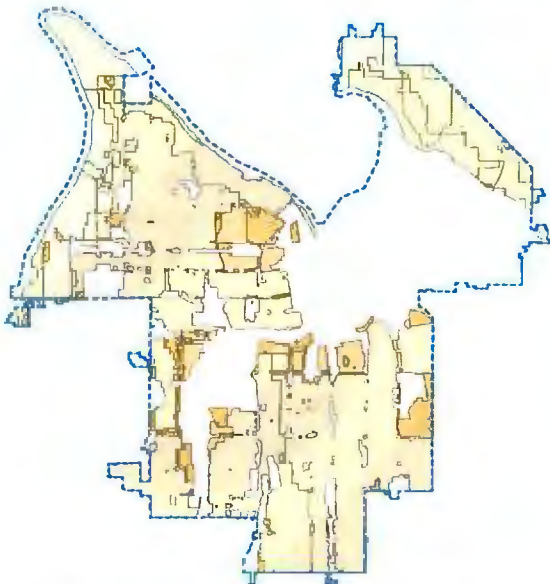
At any point in the process, City of Tacoma staff are available to answer any questions about the timeline and schedule.



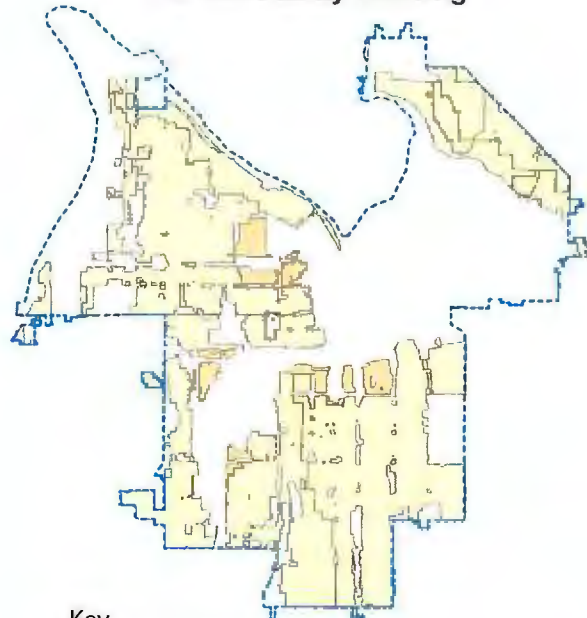
See pages 2-3 for more details on the Pilot Program and permit process.

ZONING FOR ALLOWABLE HOUSING TYPES:

1. Planned Infill Housing



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. Planned Infill Housing within the R-1, R-2, R2-SRD, HMR-SRD, and R-3 Districts,
2. Two-family or townhouse development within the R-2 District,
3. Multifamily development within the R-3 District. Exception: applications to the Infill Pilot Program for renovations of existing structures, that do not increase building footprint, will be reviewed in the R2 district.
4. Cottage Housing development within any residential district except the HMR-SRD District.

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.

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

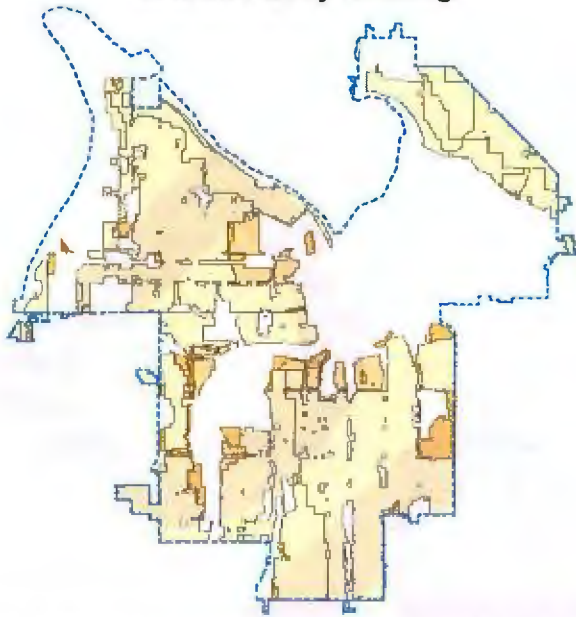
Residential Zoning Districts Defined

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, as well as development standards, 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.

R-2: Single-Family Dwelling District. The R-2 District is the most common residential zoning district

3. Multi-Family Housing



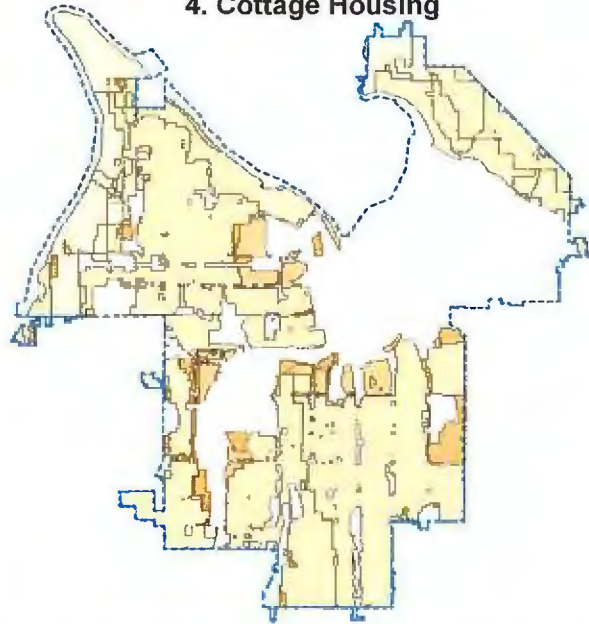
in the City. This district is similar to the R-1 District; however its density is slightly higher than the R-1 District. It generally abuts more intense residential and commercial districts.

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.

HMR-SRD: Historic Mixed Residential Special Review District. The HMR-SRD District is designed to apply to existing, predominately single family 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.

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

4. Cottage Housing



more intense residential and commercial districts.

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.

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.

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 close proximity to employment centers, services, major transportation corridors, and public transportation facilities.

STATEMENTS OF INTEREST

City will immediately begin accepting statements of interest from applicants wishing to develop one of the infill housing options. Please visit www.cityoftacoma.org/infill for instructions on how to notify Planning and Development Services of your interest in the program.

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 start time.

APPLICATION SUBMITTAL

The applications may be submitted through the City of Tacoma Accela system at <https://aca.accela.com/tacoma> (see image below). After you register for an account, log in and select Permits. Read/accept the disclaimer, then select Pre-Application Request. Fill out the request form as completely as possible and attach all items listed on the Pilot Program Application Checklist as PDF attachments.

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.

SELECTION

Following the completion of the application submittal, the Infill Pilot Program Special Advisory Review Committee will make a recommendation to move forward with selected projects. 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 administrative 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.

**PILOT PROGRAM
APPLICATION CHECKLIST**

- ✓ Site plan to scale
- ✓ Building elevations (exterior view of all sides)
- ✓ Massing study
- ✓ Existing condition photos
- ✓ Narrative and supporting exhibits
- ✓ 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
- ✓ Application

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.

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 an administrative land use or conditional use permit is required.

For two-family, multi-family and cottage housing, a conditional use permit will be required. Typical Two-family applications require an administrative land use permit and shall adhere to the following procedures.

The screenshot shows the TacomaPermits.org website. At the top is the City of Tacoma logo and name. Below the header is a navigation bar with links for Home, Permits, and an Advanced Search dropdown. A dropdown menu for 'Announcements(1)' is open, showing a message about supported web browsers (IE10, IE11, Firefox 37, Safari 8, Chrome 42, and Opera 29) and a 'Mark as Read' link. To the right of the announcements are links for 'Accessibility Support', 'Register for an Account', and 'Login'. Below the navigation bar, the main content area is divided into two columns. The left column contains a 'Welcome to the Tacoma Permits!' message, stating that services are available 24/7. It also mentions a partnership with Accela, Inc. and lists services like Electronic File Standards, Submittal Checklists, Tip Sheets, and Staff Directory. The right column contains a 'Login' section with input fields for 'User Name or E-mail' and 'Password', a 'Remember me on this computer' checkbox, and links for 'I've forgotten my password' and 'New Users: Register for an Account'.

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 ▼

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:
[Input Field]

Password:
[Input Field]

☐ Remember me on this computer

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

[Login >](#)

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
- Current Planning Manager or designee
- City staff member with residential building and site development expertise
- Designee representing area Neighborhood Council (from Community Council)
- Architect or urban designer (Tacoma resident)
- Representative of Landmarks Preservation Commission
- Planning Commissioner

Final approval is given by the Director or Hearing Examiner and the Landmarks Preservation 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 comparable alternative)
- Consistency with code requirements (see TMC 13.06)

For more information, see TMC 13.05.115.

- **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.

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

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

For more information, see <http://tacomapermits.org/permitting-library> and select Residential New Building Submittal Checklist

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.
 - 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.

CUP SUBMITTAL CHECKLIST

- ✓ Administrative 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.

For more information, see <http://tacomapermits.org/wp-content/uploads/2014/08/L-640-Conditional-Use-Permit-CUP.pdf>

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 at www.cityoftacoma.org/infill.

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



October 2016

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

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

Date	Meeting	Subject	Department	Background
October 6, 2020	Joint Utility Board Study Session (dial-in, Noon)	Proposed Budget Workshop	Office of Management & Budget	
		Systems Transformation	Mayor Woodards	
		Budget Utility Workshop	Office of Management & Budget	
		Infill Pilot Program-Prep for Public Hearing	Mesa Sheriff & Brian Boudet	
	City Council Meeting (dial-in 5:00 PM)			
October 13, 2020	City Council Study Session (dial-in, Noon)	Community Safety	Office of Management & Budget	
		Tideflats Interim Regulations Renewal-Debrief Public Hearing	PDS	
		Proposed Hotel Worker Ordinance	Council Member Lilian Hunter	
		Systems Transformation	Elizabeth Pauli	
	Committee of the Whole (dial-in 3-4pm)	Federal Level Policy Advocacy	Anita Gallagher	
	City Council Meeting (dial-in, 5:00 PM)			
October 20, 2020	City Council Study Session (dial-in, Noon)	Annual Update on the Tacoma Smelter Plume Project	Pallvi Mukerjee	Department of Ecology staff will be providing an update on the Tacoma Smelter Plume project
		Access, Affordable Housing and Health	Office of Management & Budget	
		Systems Transformation	Elizabeth Pauli	
	City Council Meeting (dial-in, 5:00 PM)			
October 27, 2020	City Council Study Session (dial-in, Noon)	At Home In Tacoma Project	PDS Staff	
		Access Workshop (Library and Metro Parks)	Office of Management & Budget	
		Systems Transformation	Elizabeth Pauli	
	City Council Meeting (dial-in, 5:00 PM)			
November 3, 2020	City Council Study Session (dial-in, Noon)	Livable Wage Jobs, Belief and Trust, and Organizational Culture and Effectiveness	Office of Management & Budget	
		Systems Transformation	Elizabeth Pauli	
	City Council Meeting (dial-in, 5:00 PM)			

Community Vitality and Safety			
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
	Topic	Presenters	Description
October 8, 2020	Domestic Violence Strategic Alliance Project Update	Linda Stewart, Director, Neighborhood and Community Services; Vicky McLaurin, Social Wellness Program Manager, Neighborhood and Community Services	
	CPAC Annual Report	Stephen Hagberg; CPAC Chair	CPAC will present on their work over the last year and upcoming priorities, and the support needed to meet those priorities
Future			
October 22, 2020	TBD		
November 12, 2020	Interviews for the Tacoma Area Commission on Disabilities	Doris Sorum, City Clerk	
	Provider Funding Approaches	Allyson Griffith, Assistant Director, Neighborhood and Community Services; Jason McKenzie, Resource Manager, Neighborhood and Community Services	
	Humane Society Contract	Danielle Larson, Tax and License Manager; Captain Shawn Stringer, Tacoma Police Department	

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
	Topic	Presenters	Description
October 13, 2020	City Events and Recognition Committee Interviews	Doris Sorum, City Clerk	
Future			
October 27, 2020	TBD		
November 10, 2020	Tacoma Arts Commission 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 - Bucoda Warren		1st and 3rd Tuesday 10 a.m. Room 248	CBC Assignments: •Public Utility Board •Board of Ethics •Audit Advisory Board •Civil Service Board
	Topic	Presenters	Description
October 6, 2020	Cancelled		
Future			
October 20, 2020	TBD		
November 3, 2020	Interviews for the Board of Ethics	Doris Sorum, City Clerk	

Infrastructure, Planning and Sustainability Committee

Committee Members: McCarthy (Chair), Beale (Vice Chair), Hunter, & Walker; Alternate-Ushka Executive Liaison: Mike Slevin; Coordinator: Claire Goodwin & Lynda Foster (July 20-November 22)		1st and 3rd Wednesdays; Beginning in June 2020, 2nd and 4th Wednesdays 4:30pm Room 248	CBC Assignments: •Sustainable Tacoma Commission •Planning Commission •Landmarks Preservation Commission •Board of Building Appeals •Transportation Commission
	Topic	Presenters	Description
October 14, 2020	Building/Development Code and Community Engagement Enhancement	Corey Newton, Division Manager, Planning and Development Services	Council will consider a recommendation for an ordinance to provide additional administrative community engagement tools.
	Water Quality and Fish Habitat Preservation	Jim Parvey, Office of Environmental Policy and Sustainability; Angela Gallardo, Office of Environmental Policy and Sustainability; Jason Jordan and Tony Warfield, Port of Tacoma; Andrew Strobel, Puyallup Tribe; Joel Baker, UW Puget Sound Institute	Each agency will discuss their programs and projects targeted to ecological restoration, fishery habitat, and water quality as it relates to the vitality of local fisheries. The discussion will include past projects, lessons learned, future projects and opportunities for collaboration
Future			
October 28, 2020	Planning Commission interviews	Doris Sorum, City Clerk	Candidates will be interviewed to fill vacant positions on the Planning Commission
	Planning Commission's Annual Report and Work Program	Brian Boudet, Planning Division Manager, Planning and Development Services	Planning & Development Services staff will present the Planning Commission's Annual Report and Work Program, which summarizes their accomplishments over the past year and outlines the focus of their anticipated work program for the next couple of years.
November 11, 2020	Cancelled (Veteran's Day)		