



MINUTES

(Approved on December 18, 2025)

MEETING: Regular Meeting (hybrid)

DATE/TIME: Thursday, October 16, 2025, 5:30 p.m.

PRESENT: Brett Santhuff (Chair), Jennifer Weddermann (Vice-Chair), Clara Cheeves, Krystal Monteros, Deborah Ranniger, Chris Reeh

ABSENT: Stephanie Gowing

A. Call to Order

Chair Santhuff called the meeting to order at 5:31 p.m.

Chair Santhuff read the Land Acknowledgement.

B. Approval of Agenda

Vice-Chair Weddermann moved to approve the agenda as submitted. Board Member Reeh seconded the motion. The motion passed unanimously.

C. Approval of Minutes

- August 21, 2025

Board Member Cheeves moved to approve the August 21, 2025, meeting minutes as submitted. Board Member Reeh seconded the motion. The motion passed unanimously.

D. Public Comments

There were no written comments. No individuals addressed the Board.

E. Disclosure of Contacts and Recusals

There were no disclosures of contacts or recusals.

Chair Santhuff noted that he and Board Members Ranniger and Cheeves attended the Infrastructure, Planning, and Sustainability Committee meeting to summarize the Boards accomplishments and priorities from the past year.

F. Discussion Items

1. UDPR25-0002 Final Design Review

Stephen Antupit, Senior Planner, and Carl Metz, Senior Planner, presented an overview of UDPR25-0002 Final Design Review, including a project outline, nearby community assets, street designations, site photos, building design, floor plans, code analysis and departures, UDPR criteria, guidance responses, and staff's recommendations.

The applicant team introduced themselves: Levi Nelson, Aaron Kelly, and Andrew Miller.

Discussion ensued regarding requested departures, bicycle parking and access, pedestrian cover, concrete on the north façade, sun studies, screening, raised planters, the storefront, canopies, and planting areas near the entry.

Vice-Chair Weddermann moved to approve the UDPR25-0002 final design materials subject to seven conditions presented in the October 16, 2025, staff report, except that the reference to “N Madison Street” which should read “Tacoma Avenue S”. Board Member Reeh seconded the motion.

Discussion ensued regarding potential amendments.

Vice-Chair Weddermann moved to amend by adding a condition addressing façade articulation: The design of the east and north facades of the northeast wing is to be revised to provide a tripartite articulation consistent with façade articulation requirements in TMC 13.06.100.D.4.a(b). Specifically, the revised design is to establish a “top” that is delineated from the building’s middle. Features that may be employed include a change of material, cornice, modulation or another means to visually distinguish the top from the middle. Board Member Reeh seconded the motion. The motion to amend passed with the following votes:

Ayes: 4 – Cheeves, Monteros, Ranniger, Weddermann

Nays: 2 – Reeh, Santhuff

Board Member Ranniger moved to amend by adding a condition to address street trees: In addition to consisting of medium or large trees, street tree selections should be species that are expected to achieve a height of 50 ft or greater at maturity, deciduous, and non-columnar in shape. Board Cheeves seconded the motion. The motion to amend passed with the following votes:

Ayes: 5 – Cheeves, Ranniger, Reeh, Weddermann, Santhuff

Abstain: 1 – Monteros

Chair Santhuff moved to amend Condition 3 addressing Tacoma Ave S Ground level façade treatment, adding “Any interior partitions may be adjusted to ensure alignment with storefront mullion.” and “See exhibit for potential solution that modifies the garage façade and screening modulation to lessen storefront visibility to vehicular and bike parking areas while retaining storefront emphasis on residential entry and amenity space. If necessary, a departure from ground level transparency requirements in TMC 13.06.100.D.3.e(c) for the portions occupied by the bicycle parking is approved and may be reduced to achieve a design consistent with the exhibit.” Board Member Reeh seconded the motion. The motion to amend passed unanimously.

Chair Santhuff moved to amend by adding a condition addressing entrance landscaping, “The Concept Design Review Guidance Report directed the buildings design be revised to lessen planting areas at building entrance where storefront extends to grade and/or areas that are covered by weather protection (aka canopies). The applicant has indicated the desire to retain plantings to complement the building as well as right-of way improvements. The canopies enhance the architectural composition and strengthen the entry as relates to the public realm but can still be effective while resolving the intent of the earlier Concept Design Review Guidance. Canopies are to be revised to meet the intent of providing weather protection while creating a welcoming entry experience. Acceptable solutions: (a) Reduce weather protecting canopies to structural bay including recessed entrance and (dog washing) amenity space. Extend entry walk full width of structural bay from storefront to sidewalk. (b) Retain canopy extents but modify canopies to provide only canopy structural framework above planting areas without weather protection roof panels. Areas above plantings could remain open framework or be augmented with trellis purlins, grating or perforated panel. Canopies providing weather protection are still required at entry and above associated walkways. (c) Raise canopy elevation at least 2 feet or up to 4 feet above Level 2 datum. This option would provide slightly less shading or weather protection over planting areas. This option could be implemented in combination with options 1 or 2. (d) Replace all plantings beneath weather protection awnings with concrete or another hardscape material. Note, in combination with one of these items, the applicant may choose to relocate all or a portion of the bicycle parking shown along S 2nd Street sidewalk to either the canopy outside the double height lobby amenity space or the canopy portion outside the dog wash amenity space. Additionally, canopies providing weather protection should be provided means of direction water away from pedestrian walkways including potentially gutters and downspouts or shedding water to planting areas.” The motion to amend passed unanimously.

The motion to approve the UDPR25-0002 final design materials as amended passed unanimously.

2. UDPR25-0001 Final Design Review

Antupit and Metz presented an overview of UDPR25-0001 Final Design Review, including a project outline, site plans, renderings, code analysis and requested departure, UDPR criteria, guidance responses, and staff's recommendation.

The application team introduced themselves: Levi Nelson, Evan Hill, and Joseph Rydman.

Discussion ensued regarding canopies, brick detailing and massing, the easement, and planting strip.

Vice-Chair Weddermann moved to approve UDPR25-0001 final design materials subject to the two conditions presented in the October 16, 2025, staff report, and that Condition 2 includes installation in addition to fabrication of the decorative panel in order to obtain the certificate of occupancy. Board Member Ranniger seconded the motion.

Chair Santhuff moved to amend by adding a condition relating to material treatment and detailing at ground level: "Architectural Composition at the Public Realm and Ground Floor Relationship. Extent and detailing of the brick at the residential lobby should establish a horizontal datum and transition to metal panel relative to the extent of brick at the balcony at the SE building corner. Applicant must provide additional masonry detailing to include a soldier course at the window headers similar to the documented character of existing buildings within the Proctor mixed-use center. Along east elevation brick should extend along balcony rail to the logical termination of the stair tower massing. Brick in this elevation could be reduced by introducing a recess or opening exposing concrete wall similar to the storefront window opening scale along the primary frontage." Board Member Ranniger seconded the motion. The motion to amend passed unanimously.

The motion to approve UDPR25-0001 final design materials as amended passed unanimously.

G. Communication Items

Staff outlined upcoming agenda topics.

H. Adjournment

The meeting was adjourned at 8:07 p.m.

**These minutes are not a direct transcription of the meeting, but rather a brief capture. For full-length audio recording of the meeting, please visit: <https://tacoma.gov/UDB>*