



## **MINUTES**

(Approved on January 15, 2026)

**MEETING:** Regular Meeting (hybrid)

**DATE/TIME:** Thursday, December 18, 2025, 5:30 p.m.

**PRESENT:** Brett Santhuff (Chair), Jennifer Weddermann (Vice-Chair), Clara Cheeves, Stephanie Gowing, Deborah Ranniger, Chris Reeh

**ABSENT:** Krystal Monteros

### **A. Call to Order**

Chair Santhuff called the meeting to order at 5:33 p.m.

Chair Santhuff read the Land Acknowledgement.

### **B. Approval of Agenda**

*Board Member Ranniger moved to approve the agenda as submitted. Board Member Reeh seconded the motion. The motion passed unanimously.*

### **C. Approval of Minutes**

- October 16, 2025

*Board Member Reeh moved to approve the October 16, 2025, meeting minutes as submitted. Board Member Ranniger seconded the motion. The motion passed unanimously.*

### **D. Public Comments**

There were no written comments. One individual addressed the Board:

1. Tim Fairley

Public Comment ended at 5:35 p.m.

### **E. Disclosure of Contacts and Recusals**

There were no disclosures of contacts or recusals.

### **F. Discussion Items**

#### **1. Review of UDPR Processes**

Carl Metz, Senior Planner, and Stephen Antupit, Senior Planner, provided a review of the UDPR process, including the relationship between the Concept Design Review Guidance Report and Final Design Review decision, the scope of CDR and FDR, and board member participation with CDR discussion when absent from the meeting.

Discussion ensued throughout regarding how to engage when there are absences, significant design choices during the conceptual design level, suggestions that would impact costs or unit counts, and materials that support review and staff's guidance.

## **2. Code Review**

Antupit and Metz presented an overview of code items related to UDPR considerations, including Board authority, guidelines/criteria, departures, planned amendments and future code discussion topics.

Discussion ensued regarding a follow up on Minor Amendments, Board direction/comments, state parking requirements, single-stair architecture, and single-loaded corridors.

## **G. Communication Items**

### **1. Future IPS visit**

Staff outlined the possibility of City Council attending a future Board meeting to observe a project review.

Discussion ensued regarding conversations on incentives and codes.

## **H. Adjournment**

The meeting was adjourned at 7:06 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>*