



TO: Hyun Kim, Interim City Manager
FROM: Peter Huffman, Planning and Development Services
COPY: Infrastructure, Planning, and Sustainability Committee; Ramiro A. Chavez, P.E., PgMP;
Anna Le
PRESENTER: Stephen Antupit, Planning and Development Services
SUBJECT: Urban Design Board Vacancy Appointment
DATE: March 25, 2026

PRESENTATION TYPE:

Request for Urban Design Board (UDB) Appointment

SUMMARY:

Planning and Development Services staff will seek the Infrastructure, Planning, and Sustainability Committee's (Committee) approval to make a recommendation to the full City Council for an appointment to the recently vacated Design and Development Professional No. 2 position on the UDB outside the annual recruitment and application cycle.

BACKGROUND:

Section 13.19.030 of the Tacoma Municipal Code requires the Council to appoint members to the UDB, whose primary responsibility is to review and act on Urban Design Project Review (UDPR) permits. Almost two dozen applicants were screened for consideration by this Committee, and a charter slate of eleven Board candidate finalists was interviewed in October 2024. Seven finalists were selected and were seated for terms beginning January 2025.

Since then, the Board Member serving in the Design and Development Professional No. 2 position submitted their resignation in January 2026. IPS Chair directed staff to determine if any previously interviewed finalists could fill the requirements of the position and were interested in serving.

ISSUE:

The UDB has responsibility specified by State law as to the speed at which it must perform its regulatory duties. While the UDB does currently have a functioning quorum when its meetings are fully attended, its reduced capacity risks the possibility of being unable to perform those duties when only a very few Board Members are absent. Further, the UDB is now embarking on a major initiative to support elements of early design review of Sound Transit 's Tacoma Dome Link Extension. Having a full roster on the Board will be important for the duration of that very significant project, along with other UDPR Permit review responsibilities.

After consultation with this Committee Chair, the City Clerk, and contacting three previously interviewed finalists, staff is requesting this Committee recommend filling the Design and Development Professional No. 2 position on the Urban Design Board outside the annual CBC recruitment cycle for the remainder of that position's current term of service.

ALTERNATIVES:

The Committee could decide to delay appointment and go through annual CBC recruitment cycle.

FISCAL IMPACT:

There are no fiscal impacts.

RECOMMENDATION:

Staff recommends this Committee consider the application of Guion Rosenzweig as a recommendation to fill the vacant Design and Development Professional No. 2 position on the UDB.

ATTACHMENT:

Guion Rosenzweig Application