




City of Tacoma Planning and Development Services	<b>Page</b> 1 of 2	<b>Director's Rule 01-2019 AMENDED</b>
	<b>Publication:</b> 4/3/2020	<b>Effective:</b> 4/3/2020
	<b>Code &amp; Section Reference:</b>  • Environmental Code TMC 13.12.610	
	<b>Type of Rule:</b>  Community Engagement for Certain Projects Triggering SEPA Review in Mixed-Use Center and Commercial Districts	
	<b>Ordinance Authority:</b>  TMC 13.05.030 and TMC 13.12.610.A	
<b>Index:</b> Land Use; SEPA; Land Use Permit Procedures	<b>Approved</b>  Peter Huffman, Director	<b>Date</b> 4/2/2020

**A. Background**

On July 19, 2019, the Director of Planning and Development Services enacted Director's Rule 01-2019, requiring staff to facilitate early involvement community meetings for certain projects.

On February 29, 2020, the Governor of the State of Washington issued a State of Emergency for all counties throughout Washington as a result of COVID-19.

On March 24, 2020, to limit the spread of COVID-19, the Governor amended the State of Washington Open Public Meetings Act (OPMA) to suspend in-person meetings or contact.

Until such a time when the Governor lifts the suspension on in-person meetings and contact, the Director of Planning and Development Services amends Director's Rule 01-2019 to read as follows:

The Director of Planning and Development Services directs staff to facilitate an early public comment period for projects that exceed 12,000 square feet in area; and/or 20 dwelling units; and/or 40 parking spaces, and that meet the following criteria:

- Projects sited in a Mixed-Use Center District (NCX, CCX, UCX, RCX, CIX, NRX, URX, AND HMX designations) that are adjacent to or across the street/alley from a residential zoning district<sup>1</sup>.

<sup>1</sup> The Director may waive the requirement if the R-District property is in long-term use for a purpose other than residential, and which would not be negatively impacted by adjacency to a more intensive use.

- Projects sited in a Commercial District (T, C-1, C-2, PDB designations) that are adjacent to or across the street/alley from single family residential development.<sup>2</sup>

**B. Expanded Mail Notification Distribution and Public Comment**

Notification of the designated projects will be mailed by first-class mail to the applicant; property owner (if different than the applicant); affected neighborhood councils and business districts; and to owners of property and/or taxpayers of record, as indicated by the records of the Pierce County Assessor/Treasurer. Notification distance for a project will be 1,000 feet from the site. Written comments will be accepted for 30 days from the date of mailing.

**C. Termination of this Amendment**

This Amendment will terminate automatically upon the Governor lifting suspension of the OPMA.

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<sup>2</sup> Ibid.