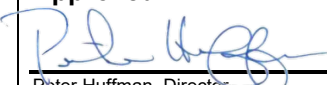




City of Tacoma Planning and Development Services	<b>Page</b> 1 of 2	<b>Director's Rule 01-2021</b>
	<b>Publication:</b> 6/14/2021	<b>Effective:</b> 7/1/2021
	<b>Code &amp; Section Reference:</b> Fee Code (TMC 2.09)	
	<b>Type of Rule:</b> Priority Plan Review Policy	
	<b>Ordinance Authority:</b> TMC 2.09	
<b>Index:</b> Permit Procedures	<b>Approved</b>  Peter Huffman, Director	<b>Date</b> 6/14/2021

**A. Background**

The City's One Tacoma Plan (also called Tacoma's Comprehensive Plan) includes several environment and housing goals, as detailed in Chapters 2, 4, and 5 of the plan's first book. When overlapping the goals of Tacoma's Comprehensive Plan with the Planning and Development Services (PDS) Strategic Plan, a strong synergy comes to focus in the areas of affordable housing and sustainable development. There are two PDS goals that specifically impact permit applicants:

- To provide clear comments and guidance to customers to increase chances of plan approval within two review cycles.
- To provide as timely and consistent a review as can be achieved given the resources available and the permit volume complexities and volume experienced.

**B. Purpose**

PDS strives to provide efficient, high quality, and timely permit services for the communities of the City of Tacoma.

This Director's Rule seeks to further align PDS permitting activities with implementation of Tacoma's Comprehensive Plan, with regards to affordable housing and a sustainable built environment.

**C. Priority Review Policy**

The below defines guidelines for the prioritized review policy and documents the procedures established to meet the goals noted below.

1. There will be an automatic non-fee timeframe incentive provided for affordable housing and sustainable development projects meeting identified criteria. Permits to be covered by this policy are: SDEV/WO/BLDCN/BLDRN, and other permits as determined by PDS. A priority review checklist, listing specific qualifiers is attached. This checklist may be modified in the future as needed.
2. Current target levels of service are available on our website: [www.tacomapermits.org](http://www.tacomapermits.org). Reductions to target levels of service for prioritized review timeframes are intended to match

- the target level of service provided with the similar paid expedited review service. This includes up to a 50% reduction in the standard level of service.
3. Proposed reductions in target review timeframes will be considered for the first two permit review cycles. The applicant is still ultimately responsible for responding to each comment and correction identified by staff before resubmittal, and submitting high quality plan documents demonstrating compliance with all applicable rules, regulations, codes, and manuals. Participation in one of our pre-application services prior to initial submittal is also encouraged as a way to make staff aware of project complexities, and reduce the overall number of review cycles.
  4. PDS may utilize a third party to complete reviews as needed.
  5. Prioritized review does not guarantee a faster permit approval or permit issuance. Prioritized review does assign a shorter target level of service for reviewing staff, which means that they will look at a prioritized review permit submittal ahead of other permits submitted within the same timeframe. Items such as staff availability and overall permit volume do have the potential to affect staff ability to meet target goals for all permits.



# Planning and Development Services

## Priority Review Checklist

To help promote the goals of the City's Affordable Housing Action Strategy and the City's Environmental Action Plan, PDS has committed to providing an automatic non-fee timeframe incentive to Affordable Housing and Sustainable Development projects meeting specific criteria.

### Affordable Housing Project Criteria (check all that apply)

- Single-Family Dwellings, Accessory Dwellings, and/or Duplexes
  - Project is developed by a person eligible for a tax exemption due to financial status (attach supporting documentation), OR
  - Must be associated with larger project scope (i.e. plat, PRD, etc.) involving 10 or more total affordable housing units<sup>1</sup>, AND
    - Project is sponsored and developed by a public authority created under [RCW 35.82.030](#), or a 501 (c)(3) organization.
- Multi-Family (Commercial)
  - Project must provide 10 or more total units (either all within one structure or as part of a larger development plan with smaller multifamily buildings), AND
    - Minimum 20% of units must be affordable at 80% of area median income (AMI), or affordable for homebuyers with household incomes no greater than 115% of AMI, OR
    - Project has obtained a 12-year Multi-Family Tax Exemption, OR
    - Project is sponsored and developed by a public authority created under [RCW 35.82.030](#) or a 501 (c)(3) organization.

### Sustainable Development Project Criteria (attach supporting documentation)

- Single-Family Dwellings, Accessory Dwellings, and/or Duplexes
  - Three star or better rating through [Built Green](#);
  - [Passive House Institute US \(PHIUS\)](#)
  - Silver or better rating through [LEED for Homes](#)
  - [Living Building Challenge \(LBC\) Petal](#) or [Net Zero](#)
- Multi-Family (Commercial)
  - Three star or better rating through [Built Green](#)
  - [Passive House Institute US \(PHIUS\)](#)
  - Two globes or better rating through [Green Globes](#)
  - Silver or better rating through [Leadership in Energy and Environmental Design \(LEED\) New Buildings, Interior Design and Construction](#)
  - [Living Building Challenge \(LBC\) Petal](#) or [Net Zero](#)

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<sup>1</sup> Housing is typically considered affordable if total housing costs do not exceed 30% of a household's gross income. HUD uses a regional income benchmark—area median income, or AMI, of \$74,500.



# Planning and Development Services Priority Review Checklist

**City of Tacoma Staff Previously Involved (list staff from any departments):**

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This program is separate from the paid Expedited Review process (<https://www.tacomapermits.org/tip-sheet-index/expedited-permit-review>). As part of this non-fee timeframe incentive, reductions in permitting review timeframes will be considered for the first two permit review cycles.

Prioritized review does not guarantee a faster permit approval or permit issuance. The applicant is still ultimately responsible for submitting plan documents demonstrating compliance with all applicable rules, regulations, codes, and manuals. Some of the factors that can impact the actual time it will take for review are:

- Complexity of the project
- Quality and completeness of materials submitted
- Staff availability
- Overall number of permits in for review

## SIGNATURES

Applicant:	
Print:	Date:
(for internal use only)	
Approved by:	
Date:	