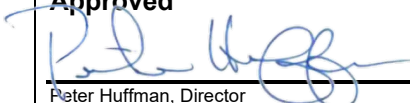




City of Tacoma Planning and Development Services	<b>Page</b> 1 of 2	<b>Director's Rule 02-2021</b>
	<b>Publication:</b> 6/23/21	<b>Effective:</b> 7/1/2021
	<b>Code &amp; Section Reference:</b> Fee Code (TMC 2.09)	
	<b>Type of Rule:</b> Affordable Housing Pre-Development Fee Waiver	
	<b>Ordinance Authority:</b> TMC 2.09	
<b>Index:</b> Permit Procedures	<b>Approved</b>  Peter Huffman, Director	<b>Date</b> 6/22/2021

**A. Background**

The City's Affordable Housing Action Strategy and the Consolidated Plan indicate that Tacoma's limited affordable rental supply creates significant unmet need, particularly among extremely low-income households. Increasing the supply of diverse, affordable housing opportunities, and ensuring equitable access to housing, are goals included in the Housing Element of the Comprehensive Plan.

Currently, Planning and Development Services (PDS) does not have a standard process for the issuance of letters of support commonly requested in State and local applications for funding.

**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 as they relate to affordable housing.

Engaging with staff at the earliest possible stage of development, through participation in PDS's pre-development process, is one way for affordable housing project proponents to avoid/minimize costly redesigns and shorten the overall permitting review timeline. PDS is committed to assisting our customers, by providing site-specific feedback and discussions through this process, to help ensure high quality plan documents that demonstrate compliance with all applicable rules, regulations, codes, and manuals, are provided when formal permitting applications are made. PDS seeks to remove potential barriers that may cause delay or hesitation for affordable housing proponents that wish to utilize this optional pre-development process.

**C. Affordable Housing Pre-Development Fee Waiver Policy**

The below defines guidelines for the affordable housing pre-development fee waiver policy and documents the procedures established to meet the goals noted below.

1. Affordable housing projects meeting identified criteria<sup>1</sup> will receive a full pre-development Option A review<sup>2</sup>, which will include preliminary feedback from subject matter experts representing all groups that commonly review Site Development Permits, Work Orders, and Building Permits for new commercial (multi-family) and residential (single-family/duplex). A completed and signed priority review checklist will need to be attached to the pre-development (PRE) submittal.
2. Funding letter(s) will be provided at the same time as the Option A (1<sup>st</sup> Review) comment memo, or at any time after issuance of the Option A memo, if requested later on in the process. If the applicant is in need of funding letter(s), they can include this request as part of the PRE submittal. City staff will need to know any specific parameters set by the funding agency (e.g. confirmation of compliance with Comprehensive Plan, confirmation that there is no need for any discretionary land use actions, etc.).
3. Any requested funding letter will be issued as a separate document from the Option A comment memo, however both documents are likely to reference plans included as part of the PRE submittal.
4. The applicant may opt to upgrade the PRE level of review to Option B<sup>3</sup>, to include a multi-departmental meeting, at any time during the process. An Option B level of review will require full payment of the applicable Option B fee prior to meeting scheduling.<sup>4</sup>

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<sup>1</sup> Must meet one of the identified criteria for affordable housing included in the priority review checklist, AND be sponsored by a public authority created under [RCW 35.82.030](#) or a 501 (c)(3) nonprofit organization.

<sup>2</sup> Option A review is a pre-development process typically limited to an electronic staff review and comment memo.

<sup>3</sup> Option B review is a pre-development process that involves a multi-departmental in-person meeting and post-meeting memo, following the initial electronic review.

<sup>4</sup> The purpose of requiring a fee-for-service for an Option B review is to ensure that City resources are being used efficiently. All pre-application fees can be credited toward up to 100 percent of the building plan review fee of a permit that is applied for within 1 year of the pre-application request.