

RESOLVE A PERMIT DISAGREEMENT

RESOLVING PRE-DEVELOPMENT REVIEW DISAGREEMENTS

Utilizing the PDS pre-development request process can help to identify potential policy or technical code issues at the earliest possible phase of permitting. Both the Option A and Option B Pre-Development processes provide feedback from staff in writing, along with direct contact information for the review staff/Subject Matter Experts (SMEs).

If you receive comments as part of the pre-development process and disagree with how our staff is interpreting policy or technical issues that affect your project, follow these steps for resolution:

1. Contact Staff and/or Project Coordinator

The 1st Review Comment memo, and any subsequent follow-up memos, will include contact information for both the assigned Project Coordinator and applicable SMEs. Each individual review comment within the memo lists the SMEs that will need to be consulted if the comment is to be revised. Email the Project Coordinator with the item, or list of items, identified in the memo that require further discussion; the applicable SMEs can also be directly copied to that email.

The Project Coordinator will be responsible for ensuring that a response is provided. If a follow-up meeting with multiple SMEs is necessary to resolve the disagreement, then the Pre-Development Review request may need to be upgraded to an Option B level of review.

2. Contact the Appropriate Manager

Pre-Application requests can involve a range of applicable permit processes, which fall under the purview of multiple managers. If you are not satisfied after talking to the SME and Project Coordinator, the Project Coordinator will be able to advise you as to which supervisor/manager to contact for escalation of the issue.

RESOLVING LAND USE PERMIT DISAGREEMENTS

Once a Land Use decision is issued, there is a legal process (reconsideration or appeal) that must be followed. Ideally, disagreements regarding Code interpretations can be identified and addressed prior to decision issuance, either through the pre-application/pre-development process, or directly with the assigned Land Use staff.

Prior to Issuance:

1. Contact the Land Use Reviewer

If a disagreement arises prior to issuance of a Land Use Permit, during the processing stage, contact the Land Use reviewer assigned to the project.

2. Contact the Current Planning Supervisor or Natural Resources Supervisor

If you still disagree with the Reviewer's interpretation, you may request a supervisor review. You must seek resolution of the disputed issue in writing. Please contact the appropriate supervisor by email, below, or by mail.

Shirley Schultz (Current Planning),
sschultz@cityoftacoma.org
253-345-0879

Lisa Spadoni (Natural Resources),
lspadoni@cityoftacoma.org
253-377-3310

3. Contact the Land Use Division Manager

If you still disagree with the Land Use Reviewer's interpretation, you may request a manager review. You must seek resolution of the disputed issue in writing. Please contact the appropriate manager by email, below, or by mail.

Jana Magoon, jmagoon@cityoftacoma.org
253-882-9713



Note: This Tip Sheet does not substitute for codes and regulations.

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More information: City of Tacoma, Planning and Development Services | www.tacomapermits.org (253) 591-5030

To request this information in an alternative format or a reasonable accommodation, please call 253-591-5030 (voice).

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After Issuance:

253-594-7840

Request for Reconsideration

Any person *having standing* and feeling that the decision of the Director is *based on errors of procedure or fact* may make a written request for review by the Director within the timeline identified on the Reconsideration/Appeal Procedure page of the Land Use decision (typically fourteen (14) days of the issuance of the written order).

Appeal

Any decision of the Director may be appealed by any aggrieved person or entity as defined in Section 13.05.050 of the *Tacoma Municipal Code*, within the timeline identified on the Reconsideration/Appeal Procedure page of the Land Use decision.

RESOLVING RESIDENTIAL REVIEW DISAGREEMENTS

If you receive comments as part of the Residential Review Permit Process (BLDRN/BLDRA) and disagree with how our staff is interpreting policy or technical issues that affect your project, follow these steps for resolution:

1. Contact Staff and/or Project Coordinator

The 1st page of the Review Comment Memos (provided with the request for revisions) give direct contact information for the review staff and Project Coordinator (if one has been assigned). If you wish to discuss the matter in-person, it is advised to contact the reviewer and/or project coordinator directly to set up a meeting prior to visiting our office to ensure staff availability.

2. Contact the Residential Review Supervisor

If you still disagree with the Reviewer's interpretation, you may request a supervisor review. You must seek resolution of the disputed issue in writing. Please contact the appropriate supervisor by email, below, or by mail.

Craig Kuntz, ckuntz@cityoftacoma.org

3. Contact the Division Manager

If you still disagree with the Residential Review Supervisor's interpretation, please contact the Division manager by email, below, or by mail.

Corey Newton, P.E., cnewton@cityoftacoma.org
253-591-5765

4. Contact the Director's Office

If you are still not satisfied after talking to the supervisor and the manager, please contact:

Linnea Meredith, Office Manager of the Director's Office, lm Meredith@cityoftacoma.org, 253-591-5553

RESOLVING COMMERCIAL REVIEW DISAGREEMENTS

If you receive comments as part of the Commercial Review Permit Process (including commercial building, plumbing, mechanical, demolition, and sign permits) and disagree with how our staff is interpreting policy or technical issues that affect your project, follow these steps for resolution:

1. Contact Staff and/or Project Coordinator

The 1st page of the Review Comment Memos provided with the request for revisions provide direct contact information for the review staff and Project Coordinator, if one has been assigned. If you wish to discuss the matter in-person, it is highly advised to contact the reviewer and/or project coordinator directly to set up a meeting prior to visiting our office to ensure staff availability.

2. Contact the Building Official

If you still disagree with the Reviewer's interpretation, you may request a review by the Building Official. You must seek resolution of the



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disputed issue in writing. Please contact the Building Official by email, below, or by mail.

Sue Coffman, Building Official, P.E., CBO, CFM, sue.coffman@cityoftacoma.org 253-594-7905

3. Contact the Division Manager

If you disagree with the Building Official's interpretation, please contact the Division manager by email, below, or by mail.

Corey Newton, P.E., cnewton@cityoftacoma.org 253-591-5765

Note: Requests to appeal the Building Official's Interpretation may be heard by the Board of Building Appeals per Tacoma Municipal Code 2.17.

4. Contact the Director's Office

If you are still not satisfied after talking to the Division Manager, please contact:

Linnea Meredith, Office Manager of the Director's Office, lm Meredith@cityoftacoma.org, 253-591-5553

RESOLVING SITE DEVELOPMENT AND WORK ORDER REVIEW DISAGREEMENTS

If you receive comments as part of the Site Development/Work Order Permit (SDEV/WO) process and disagree with how our staff is interpreting policy or technical issues that affect your project, follow these steps for resolution:

1. Contact Staff and/or Project Coordinator

The 1st page of the Review Comment Memos (provided with the request for revisions) gives direct contact information for the review staff and Project Coordinator (if one has been assigned). If you wish to discuss the matter in-person, it is advised to contact the reviewer and/or project coordinator directly to set up a meeting prior to visiting our office to ensure staff availability.

2. Contact the Site Review Supervisor

If you still disagree with the Reviewer's interpretation, you may request a supervisor review. You must seek resolution of the disputed

issue in writing. Please contact the appropriate supervisor by email, below, or by mail.

Chris Johnson, P.E., cjohnso2@ci.tacoma.wa.us 253-502-2164

3. Contact the Division Manager

If you still disagree with the Site Review Supervisor's interpretation, please contact the Division manager by email, below, or by mail.

Corey Newton, P.E., cnewton@cityoftacoma.org 253-591-5765

4. Contact the Director's Office

If you are still not satisfied after talking to the supervisor and the manager, please contact:

Linnea Meredith, Office Manager of the Director's Office, lm Meredith@cityoftacoma.org, 253-591-5553

MISCELLANEOUS ADMINISTRATIVE REVIEW DISAGREEMENTS

Right-of-Way Use (RUSE), Right-of-Way Construction (RCON), Storm Connection (STORM), Sewer Connection (SEWER), or Water Connection (WATER) are typically permits that can be issued online or over-the-counter at our permit center. If there is a disagreement regarding how our staff is interpreting policy or technical issues that affect your project, follow these steps for resolution:

1. Contact the Permit Specialist Supervisor

Please contact the appropriate supervisor by email, below, or by mail.

Brenda Reifsnnyder, breifsnnyder@cityoftacoma.org 253-591-5033

2. Contact the Permit Services Division Manager

If you still disagree with the Supervisor's interpretation, you may request a Manager review. You must seek resolution of the disputed issue in writing. Please contact the appropriate manager by email, below, or by mail.



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Philip Kao, pkao@cityoftacoma.org
253-279-6324

MAILING ADDRESS

City of Tacoma
Planning and Development Services
747 Market Street, Room 345
Tacoma, WA 98404



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