



Code Compliance Committee Minutes

Thursday, June 8, 2017
4:00 PM
SeaTac City Hall – Riverton Room

Members:	Present:	Absent:	Commence: 4:06 P.M.
			Adjourn: 5:42 P.M.
Peter Kwon, Chair	X		
Rick Forschler	X		
Pam Fernald	X		

Staff Coordinator: Steve Pilcher, Planning Manager

Other Staff Present: Cindy Corsilles, Asst. City Attorney; Margarita Flores, Administrative Assistant

1. Approval of minutes	The minutes of the May 11, 2017 meeting were approved as written.
2. Demonstration of CodeTrak	<p><u> X </u> Presentation</p> <p><i>Planning Manager Steve Pilcher and Administrative Assistant Margarita Flores provided a demonstration of how Code Compliance staff uses the CodeTrak module of the TRAKiT software system. Ms. Flores opened a new case based upon a recently received complaint. Two older cases were viewed to demonstrate how the Code Compliance Program Coordinator enter their investigation notes and photographs and also, how citations are tracked.</i></p> <p><i>The Committee requested receiving the written procedures for these processes.</i></p>
3. Business licenses	<p><u> X </u> Recommendation</p> <p><i>Planning Manager Pilcher handed out a copy of Ord. 99-1044, which added the language to the business license code that includes all rental properties within the definition of a business. He reported that according to the Finance Department, this has never been enforced.</i></p> <p><i>After discussion, the Committee agreed to recommend this definition</i></p>

	<p><i>should be amended to exclude single family residential properties.</i></p> <p><i>The Committee also discussed the potential of enacting a Rental Housing Inspection ordinance. It was agreed to continue this discussion at a future meeting.</i></p>
4. Paving of front yards	<p><u> X </u> Discussion</p> <p><i>Planning Manager Pilcher provided examples of property owners who have paved most of their front yards in order to provide off-street parking. He handed out a copy of Section 15.445.700 of the Zoning Code, which establishes a parking limit of no more than 50% of the front yard or 800 sq. ft., whichever is less. Staff is requesting guidance from the Committee concerning the enforcement of this requirement.</i></p> <p><i>The Committee discussed the issue in terms of storm water and other concerns. Additional information regarding storm water requirements and other factors was requested. However, the Committee did express interest in relaxing the current standard.</i></p>
5. New Business	<p><i>None.</i></p>
6. Public Comment	<p><i>A citizen requested assistance in cleaning up her mothers' property.</i></p> <p><i>Another citizen inquired about an issue with tree roots from a neighbor's property that are creating problems with his driveway. It was concluded that this is a civil matter.</i></p>
7. Adjourn	<p><i>The meeting then adjourned at 5:42 p.m.</i></p>