



CITY OF SEATAC

PLANNING COMMISSION MEETING

Riverton Room, SeaTac City Hall, 4800 S. 188th Street
July 17, 2018, 5:30 p.m.

MEETING AGENDA

- 1) Call to Order/Roll Call
- 2) Public Comment: Public comment will be accepted on items *not* scheduled for public hearing
- 3) Approval of the minutes of June 19, 2018 regular meeting (EXHIBIT A)
- 4) Worksession: Sign Code amendments (EXHIBITS B, B-1, B-2, & B-3)
- 5) Worksession: Multifamily Housing Design Standards Review (EXHIBITS C & C-1)
- 6) CED Director's Report
- 7) Planning Commission Comments (including suggestions for next meeting agenda)
- 8) Adjournment

A quorum of the City Council may be present

The Planning Commission consists of seven members appointed by the Mayor and confirmed by the City Council. The Commission primarily considers plans and regulations relating to the physical development of the city, plus other matters as assigned. The Commission is an advisory body to the City Council.

All Commission meetings are open to the public and comments are welcome. Please be sure to be recognized by the Chair prior to speaking.

CITY OF SEATAC
PLANNING COMMISSION
Minutes of June 19, 2018
Regular Meeting

Members present: Roxie Chapin, Tom Danzler, Brandon Pinto, Pam Pollock, Jim Todd and Stanley Tombs

Members absent: Tej Basra

Staff present: Jeff Robinson, CED Director; Steve Pilcher, Planning Manager; Kate Kaehny, Senior Planner

1. Call to Order

Vice Chair Stanley Tombs called the meeting to order at 5:32 p.m.

2. Public Comment

None.

3. Approval of Minutes

Moved and seconded to approve the minutes of the June 5, 2018 meeting as written. **Passed 6-0.**

4. Worksession on Multifamily Housing Design Standards

Senior Planner Kate Kaehny stated that the focus of the discussion would be on recreation space. She noted items to be discussed at the next meeting on July 3rd.

Major issues to consider regarding recreation space include: how to address small projects?; are play areas always needed?; should adjustments be made when a site is adjacent to city parks?; within overlay districts, should indoor recreation space be counted towards meeting minimum standards?

Ms. Kaehny reviewed the minimum recreation space standards both in SeaTac, Kent and Burien. Staff is proposing a maximum percentage “cap” on what is required. As an example, use of a cap at The Reserve would result in a 50+% reduction in required open space (assuming the site was not within an overlay district). \Since they are in an overlay district, they actually are providing only 33% of what would be required if built outside the district.

The Commission discussed what a reasonable cap level would be and agreed that 20% is a reasonable standard.

Ms. Kaehny noted that staff is proposing that a portion of open space could be accommodated in private balconies/patios. Staff is also recommending that play areas be required outside overlay districts, but be optional within the overlay districts. If they are used, they can be credited towards open space. Within the overlay districts, indoor recreation space would also qualify towards meeting minimum standards.

Ms. Kaehny reviewed proposed standards concerning the location and design of recreation space. Staff is proposing a minimum dimension for courtyards, plazas, etc. and will develop criteria for rooftop terraces, etc. She noted that play area standards include new language addressing safety.

Other standards being proposed include outdoor single purpose recreation space (e.g., swim pools) and the required dimension for a pedestrian corridor. Also included are standards for indoor open space and decks/balconies (6' x 5' minimum).

Ms. Kaehny reviewed proposed recreation space reductions. Reductions could be allowed for proximity to a public park (within 1/4 mile). Reductions for small projects are also being proposed. She showed which park sites could be used for these reductions.

Ms. Kaehny then discussed the cash-in-lieu option and how to calculate the dollar value. She reviewed schedule for moving forward to public hearing in early August.

5. Planning Commission July 2018- June 2019 Draft Work Plan

Planning Manager Steve Pilcher reviewed the format of the work plan and asked for an input from the Commission.

Interest in looking at providing more recreation space. SP indicated this could be addressed in the PROS plan; will check with Parks Director to see when it will next be updated. It was suggested that the City Council's Parks Committee could examine this issue.

Moved and seconded to approve the draft Work Plan and forward to the Council. **Passed 6-0.**

CED Director's Report

CED Director Jeff Robinson handed out PowerPoint presentation from the prior day's Airport Advisory Committee meeting regarding the Sustainable Airport Master Plan. He discussed the Port's plans and timeline.

Mr. Robinson announced is leaving the City as of July 3rd to become the CED Director of the City of Tacoma. He expressed his thanks to the Commission for their efforts and willingness to serve the community.

Commissioner Comments

Commissioner Pam Pollock expressed her thanks to her fellow Commissioners, as she will be moving to Covington and therefore will not be eligible to serve.

Adjournment

There being no further business, the meeting adjourned at 6:56 p.m.



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MEMORANDUM

Date: July 17, 2018
To: Planning Commission
From: Brianna Burroughs, Associate Planner
Subject: Sign Code Amendment- Content Neutrality

The attached document identifies a portion of the SMC Sign Code pertaining to permanent signs on private property in the UL zone (SMC 15.600.050). The current and proposed code language for the section is attached and will be discussed in detail with the Planning Commission during the meeting of July 03, 2018. Staff will explain how the proposed language is consistent with the current code standards as well as how it will differ from what the code currently permits.

Additionally, staff is providing attached, a chart showing how the overall outline of the code will be revised for ease of use and clarity. Staff will also explain this chart in detail at the meeting.

Discussion Outline:

- **Code Language-** Single-Family Residential Zone Classification Signs
 - Current code section language provided
 - Proposed code section language provided
- **Section Outline Revision Chart-** Sign Code Chapter 15.600
 - Current chapter sections
 - Proposed chapter sections
 - New chapter sections (revised)

CURRENT SECTION LANGUAGE

15.600.050 Single-Family Residential Zone Classification Signs

- A. In individual dwelling units within the residential UL and T zones, a sign with the occupant's name two (2) square feet is permitted.
- B. Each residential dwelling shall display and maintain on-premises street address number identification.
- C. Each subdivision, development of five (5) or more units in a townhouse zone, or senior citizen multi-family complex is permitted a monument/freestanding sign at its major entrances, not to exceed thirty-five (35) square feet per face and a total of seventy (70) square feet.
- D. Churches, schools, community uses, and agricultural crop sales located within the UL and T zones shall be allowed the signage described and regulated under SMC 15.600.040, Multi-Family Residential Zone Classification Signs, and 15.600.070, Secondary Signage.
- E. Any home occupation shall be allowed the signage described and regulated in SMC 15.465.500(C), Home Occupations.
- F. Any daycare, bed and breakfast, or specialized instruction school (other than a specialized instruction school located at a former school district facility) within the UL or T zones shall be allowed a nine (9) square foot sign.
- G. Electronic signs are not allowed, except as permitted by SMC 15.600.130, Electronic Signs.
- H. Internally illuminated signs are not allowed except as permitted and regulated by SMC 15.600.040, Multi-Family Residential Zone Classification Signs, for churches, schools, community uses and agricultural crop sales.
- I. One (1) temporary freestanding sign is allowed while a property is for sale, for rent, or under construction, per SMC 15.600.070(D)(3)(b).
- J. Portable off-premises signs on private property no more than four (4) square feet in surface area and two (2) feet in height are allowed with the permission of the owner, if such signs are authorized under SMC 15.600.070(E)(4), grand opening/special events, SMC 15.600.080, Political Signs, SMC 15.600.090, Real Estate Signs, and SMC 15.600.100, Garage and Yard Sale Signs. (Ord. 15-1018 § 1)

PROPOSED SECTION LANGUAGE

15.600.050 Primary Signage Category III Zones (UL)

A. General. This section regulates signs in the UL zone. The following general standards of this subsection apply to all signs in this zone.

B. Sites Exceeding 20,000 SF.

1. Building Mounted Signs.
 - a. The surface area of any building-mounted sign shall not exceed the figures derived from the following schedule.

Maximum Square Footage Chart

Surface Area of Facade	Maximum Sign Surface Area
Less than 100 sf	21 sf
100 – 199 sf	21 sf + 9% of facade area over 100 sf
200 – 499 sf	30 sf + 10% of facade area over 200 sf
500 – 999 sf	60 sf + 9% of facade area over 500 sf
1,000 sf or greater	10% of facade

- i. The size and standards of electronic signs for building-mounted signs is limited by SMC 15.600.130, Electronic Signs
2. Monument and Freestanding Signs.
 - a. Each site is allowed one (1) monument/freestanding sign.
 - b. Maximum Square Footage.
 - i. Thirty-five (35) square feet when not on an arterial street;
 - ii. Sixty (60) square feet when fronting on a minor or collector arterial street;
 - iii. Eighty-five (85) square feet when fronting on a principal arterial street
 Street designations are as defined within the City of SeaTac Comprehensive Plan.
 - c. Maximum sign height:
 - i. Fifteen (15) feet.
 - d. Setbacks.
 - i. Interior lots: Five (5) feet from the front property line; ten (10) feet from the side property lines.

- ii. Corner lots: Five (5) feet from all property lines.
 - iii. Exception: Signs may be set back between zero (0) and five (5) feet from the front property line and five (5) feet from the side property line subject to the criteria contained in SMC 15.600.060, Signage – Zero (0) to Five (5) Feet Front Property Line Setback Criteria.
3. Internally and externally illuminated signs are allowed as permitted and regulated by SMC 15.600.040, Multi-Family Residential Zone Classification Signs.
4. Electronic signs are not allowed, except as permitted by SMC 15.600.130, Electronic Signs.

C. Sites between 20,000 and 7200SF

1. Each Site is allowed one (1) monument/freestanding sign or building mounted sign.
2. Building Mounted signs.
 - a. Maximum Sign Square Footage- nine (9) square feet.
3. Monument or freestanding signs.
 - a. Shall not exceed nine (9) square feet in size and three (3) feet in height;
 - b. Setbacks. Five (5) feet from the front property line; ten (10) feet from the side property lines.
4. Electronic and internally illuminated signs are not allowed on sites 7200 SF or less.

D. Sites 7200 SF or less.

1. Each Site is allowed one (1) monument/freestanding sign or building mounted sign.
2. Building Mounted signs.
 - a. Shall not exceed two (2) square feet in size;
3. Monument or freestanding signs.
 - a. Shall not exceed 2 SF in size and 2 FT in height;
 - b. Setbacks. Five (5) feet from the front property line; ten (10) feet from the side property lines.
4. Electronic and illuminated signs are not allowed on sites 7200 SF or less.

SIGN CODE CHAPTER 15.600 SECTION REVISIONS

<u>CURRENT CHAPTER SECTIONS</u>	<u>PROPOSED CHAPTER SECTIONS</u>	<u>PROPOSED CHAPTER SECTIONS (CLEAN)</u>
15.600.005 Purpose	15.600.005 Purpose	15.600.005 Purpose
15.600.010 Authority and Application	15.600.010 Authority and Application	15.600.010 Authority and Application
15.600.015 Definitions	15.600.190 Administration, Enforcement and Sign Removal	15.600.015 Definitions
15.600.020 General Sign Provisions	15.600.015 Definitions	15.600.020 General Sign Provisions
15.600.030 Commercial/Office/Industrial Zone Classification Signs	15.600.020 General Sign Provisions	15.600.030 Primary Signage Category I Zones (NB, CB, CB-C, RBX, I, O/CM)
15.600.040 Multi-Family Residential Zone Classification Signs	15.600.180 Requirements Applicable to All Signs	15.600.040 Primary Signage Category II Zones (T, UM, UH,O/C/MU)
15.600.050 Single-Family Residential Zone Classification Signs	15.600.170 Permits and Fees	15.600.050 Primary Signage Category III Zones (UL)
15.600.060 Signage – Zero (0) to Five (5) Feet Front Property Line Setback Criteria	15.600.060 Signage – Zero (0) to Five (5) Feet Front Property Line Setback Criteria	15.600.070 Secondary Signage
15.600.070 Secondary Signage	15.600.130 Electronic Signs	15.600.XXX Temporary Signage
15.600.080 Political Signs	15.600.200 Variance from Sign Code	15.600.110 Exempt Signs or Displays
15.600.090 Real Estate Signs	15.600.030 Commercial/Office/Industrial Zone Classification Signs Primary Signage Category I Zones (NB, CB, CB-C, RBX, I, O/CM)	15.600.120 Prohibited Signs
15.600.100 Garage and Yard Sale Signs	15.600.040 Multi-Family Residential Zone Classification Signs Primary Signage Category II Zones (T, UM, UH,O/C/MU)	15.600.140 Nonconforming Signs
15.600.110 Exempt Signs or Displays	15.600.050 Single-Family Residential Zone Classification Signs Primary Signage Category III Zones (UL)	
15.600.120 Prohibited Signs	15.600.070 Secondary Signage	
15.600.130 Electronic Signs	15.600.090 Real Estate Signs	
15.600.140 Nonconforming Signs	15.600.100 Garage and Yard Sale Signs	
15.600.150 Billboards	15.600.080 Political Signs	
15.600.160 Sign Inventory Survey – Costs	15.600.110 Exempt Signs or Displays	
15.600.170 Permits and Fees	15.600.120 Prohibited Signs	
15.600.180 Requirements Applicable to All Signs	15.600.140 Nonconforming Signs	
15.600.190 Administration, Enforcement and Sign Removal	15.600.150 Billboards	
15.600.200 Variance from Sign Code	15.600.160 Sign Inventory Survey – Costs	
15.600.210 Appeals	15.600.210 Appeals	



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MEMORANDUM

Date: July 12, 2018
To: Planning Commission
From: Kate Kaehny, Senior Planner
Re: Materials for Multi-Family Code Update Work Session

The purpose of this memo is to provide information regarding the upcoming work session on the Multi-Family Code Update project scheduled for this Tuesday, July 17, 2018.

The main objective of the work session is to complete the final review of proposed changes to the Multi-Family code. On Tuesday, staff will review and request input on the following:

- Comments from the PED (Planning & Economic Development) Committee on the proposed code changes
- Follow-up items on Recreation Space proposals
- New sections to review:
 - Landscaping & Building Setbacks
 - Building Design
 - Special standards for projects in the overlay districts & higher density zones
 - Development Incentives

To assist with Tuesday's review, the following are included within this packet:

- **Exhibit C-1:** Presentation slides which provide an overview of proposed changes
- **Link to Proposed Code Changes on Project Website:** In order to make it easier for Commissioners and the public to review proposed changes to the Multi-Family code, the most recent code updates can now be found on the Planning Division's "Planning Projects Underway" website at the following link:

<http://www.seatacwa.gov/government/city-departments/community-and-economic-development/planning-division/planning-projects-underway>

Additional materials may be provided at Tuesday's meeting.

Multi-Family Housing Design Standards Update Work Session #4: Final Review Process



Planning Commission
July 17, 2018

Discussion Items

PURPOSE: Complete final review of proposed changes to multi-family code.

AGENDA

- 1) Project Recap
 - 2) PED (Council Committee) Comments on Proposal
- WORK SESSION
- 3) Final review of following sections:
 - Recreation Space Follow Up Items
 - Landscaping & Building Setbacks
 - Building Design
 - Special Standards (Overlay Districts, Mixed Use Projects, Development Incentives)
 - 4) Next Steps

1) Project Recap: Final Reviews

Review #1: 5/15

- ✓ Purpose Statement/Authority & Application
- ✓ Site Design/Building Orientation

Review #2: 6/5

- ✓ Neighborhood Compatibility
- ✓ Pedestrian Access
- ✓ Parking & Vehicular Access

Review #3: 6/19

- ✓ Recreation Space

Review #4: 7/17

- **Landscaping & Building Setbacks**
- **Building Design**
- **Special Standards** (*Overlay Districts, Development Incentives*)

2) PED Comments on Proposal

7/5 PED Committee Comments:

Neighborhood Compatibility:

- Extend Townhouse compatibility standards to Residential Medium zones

Name: "Recreation Space" vs. "Open Space"

- Reconsider name because "recreation space" may be confusing

Recreation Space Reductions:

- Consider adding public school space as partial credit toward recreation space (currently proposing public parks/playgrounds to count)

PED Comments (cont.)

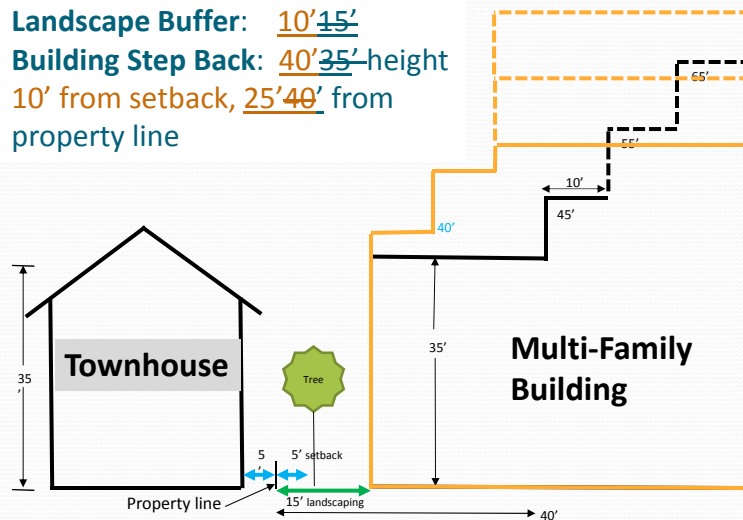
Comment #1: Extend Townhouse Neighborhood Compatibility Standards to Residential Medium Zones:

PED Discussion

- Townhouse building type currently allowed within Residential Medium zones (UM-3,600 & UM-2,400)
- Staff and City Council have discussed possibility of combining Townhouse and Residential Medium zones *(as part of Comprehensive Plan amendment process)*

Neighb Compatibility Proposal:

- Side/Rear Setback: 15'5"
- Landscape Buffer: 10'15"
- Building Step Back: 40'35" height
10' from setback, 25'40" from property line



Building Heights: Townhouse: 35' max

Residential Medium: 40' max.

PED Comments (cont.)

Comment #2: Reconsider Name “Recreation Space”

Why reconsider name?

- “Recreation Space” may be confusing because “Open Space” used more often

Background

- Staff recommended change to “Recreation Space” to clarify difference between required commercial “Open Space” in overlay districts & “Recreation Space” required for residents of multi-family projects

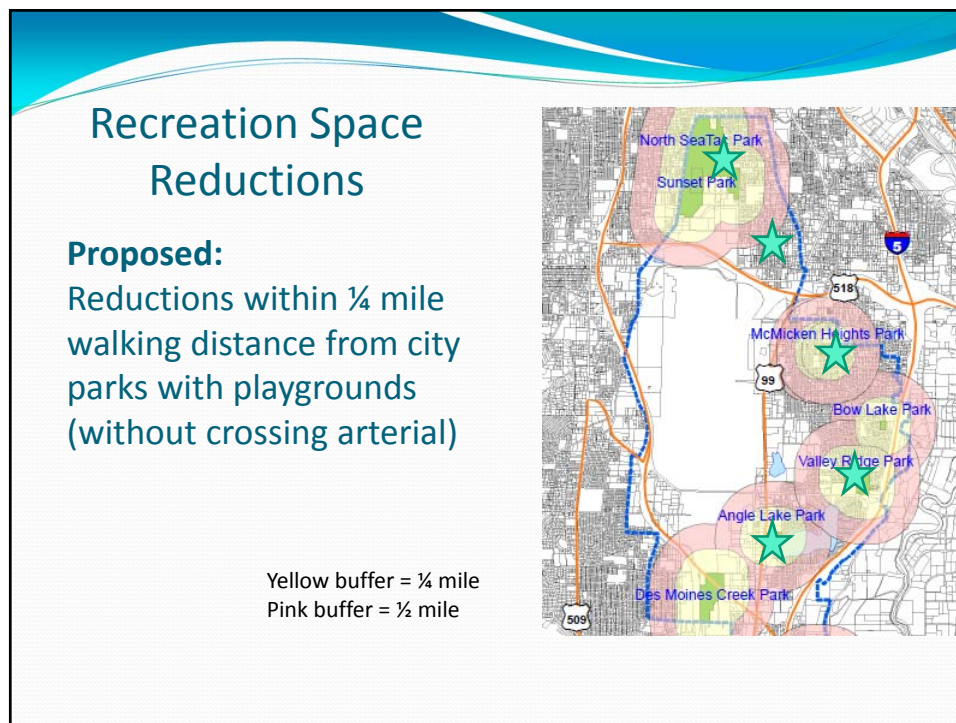
PED Comments (cont.)

Comment #3: Add Public Schools as Partial Credit toward Recreation Space Reduction

Why?

- Increase locations where recreation space reductions apply

Applicability/Criteria		Recreation Space Reduction
Play Ground Availability (Outside of Overlay Districts)	Projects within one-quarter mile walking distance of public parks with playgrounds, which are accessible without crossing arterial	Play area requirement waived (Play area requirement options in overlay districts)
Park Availability (All projects)	Projects within one-quarter mile walking distance of public parks with playgrounds, which are accessible without crossing arterial	Minimum recreations space required: Projects Under 100 Units <ul style="list-style-type: none"> Private recreation space per each unit Projects Over 100 Units <ul style="list-style-type: none"> Private recreation space per each unit 50% of outdoor common



3) Multi-Family Work Session

Recreation Space Follow Up Items:

- **Counting Pedestrian Corridor landscaping toward recreation space requirements** (exception to rule that does not allow landscape buffers & setbacks to count toward recreation space)
- **Privacy Screening for Balconies/Patios**
- **Cap on Amount of Recreation Space Required** (Outside of Overlay Districts)

Recreation Space Follow Up Items (cont.)

New Proposal: Allow Pedestrian Corridor Landscaping to Double Count as:

- Recreation space

And:

- 5' landscape buffer requirement

Example: The Reserve retirement apartments existing pedestrian corridor



Recreation Space Follow Up Items (cont.)

New Proposal: Screening of Private Recreation Space

- **Balconies:** Separate from adjacent private space by walls, screens or partitions

- **Abutting Residential Low:** Require solid or visually obscuring material under handrail



- **Ground Floor Patios:** Separate from common/public space by railing, fence, wall or landscaping



Recreation Space Follow Up Items (cont.)

Proposal: Cap on Recreation Space – Max. 20% of Site Projects Outside of Overlay Districts

- **Must always provide:**
 - Outdoor Common Space (plaza/courtyard/rooftop deck)
 - Play Area
- **If amount is under 20% of site,** then additional required space must be provided up to 20% max.

*****When Outdoor Common Space + Play Area exceeds 20%, amount adjusted to provide 20% of site configured as Outdoor Common Space, except that 1,000 SF allocated as Play Area**

Example: Cap on Recreation Space – Max. 20% of Site

	TOTAL # UNITS	SIZE OF SITE (SF)	REQUIRED RECREATION SPACE	RECREATION % OF SITE
Studio: 18 1-bdrm: 129 2bdrm+: 141				
Urban Infill Site (similar unit # & same lot size as The Reserve Retirement Apts)	288 (The Reserve= 289 units)	124,276	51,000	41%
Big Acreage Site (same unit & lot size as Wolff project site)	288	1,350,225* (*Approximate site area minus critical	51,000	4%

Add'l Examples: Cap on Recreation Space – Max. 20% of Site

	TOTAL # UNITS	SIZE OF SITE (SF)	% OF SITE REQUIRED AS RECREATION SPACE	% COMMON SPACE + PLAY AREA
Viewpoint Apartments	90	65,720	22%	16%
Avion Apartments (unknown unit mix)	55	41,403	24%	18%
Belvedere Apartments	140	486,568* (*minus critical areas)	5.5%	5.0%

Takeaway: 20% cap still allows Outdoor Common & Play Area space to be provided *(consistent with 6 of 7 sites analyzed)*

Landscaping & Building Setbacks

Summary of Proposed Changes:

- **Adjust landscaping and setback requirements in order to:**
 - Maximize buildable area of lots
 - Maintain quality of projects
- **Clean Up Frontage Landscaping & Front Yard Setback Requirements/Contradictions:**
 - Currently, Frontage Landscaping buffers are wider (20') than maximum front yard setbacks (10') in some zones

Landscaping & Setbacks (cont.)

Proposed: Reduce Frontage Landscaping

- **Frontage Landscaping:** ~~20'~~ 10'
- **Building Façade Landscaping:** 5' (no change proposed)
- **Why?** Provides sufficient landscaping and resolves contradictory code language.

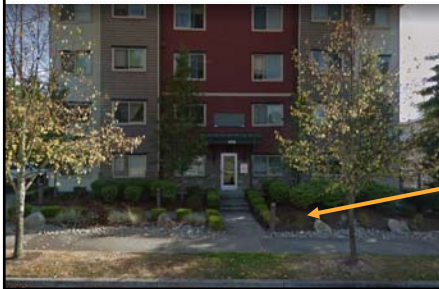


Landscaping & Setbacks (cont.)

Proposed: Residential High Zones (UH-1,800 & UH-900):

Allow reduced frontage landscaping when combined with building façade landscaping

- **Frontage Landscaping:** 10' or 5' when combined
- **Building Façade Landscaping:** 5'
- **Why?** 10' of combined landscaping is sufficient, resolves code contradictions and incentivizes development



Combined
Frontage &
Building Façade
Landscaping

Landscaping & Setbacks (cont.)

Proposed: Increase Maximum Front Yard Setbacks in Higher Density Commercial/Residential Zones

(CB-C, O/CM & UH-UCR):

- **Maximum Front Yard Setback:** 10'-20'
- **Why?** Allows buildings to be setback farther from International Blvd & other arterials, consistent with approach in overlay districts.



Landscaping & Setbacks (cont.)

Proposed: Adjust Setbacks & Lot Coverage in Residential Medium Zones (UM-3,600 & UM-2,400):

- **Min. Front Yard Setback:** ~~20'~~ **15'** (15' same as Res Low)
- **Min. Rear Yard Setback:** ~~15'~~ **10'** (Like Townhouse)
- **Building Lot Coverage:** ~~45'~~ **55'** (Like Townhouse)
- **Why?** Allows Residential Medium zones same flexibility as lower density Residential Low & Townhouse zones



Landscaping & Setbacks (cont.)

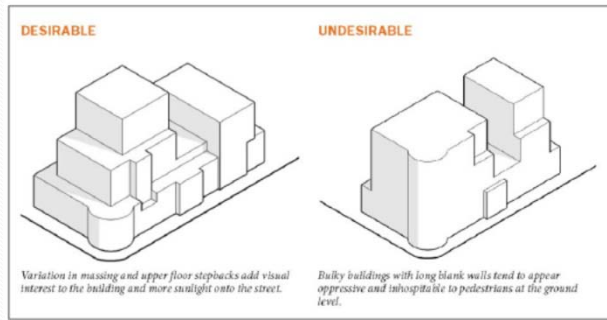
Proposed: Streamline & Clarify General Landscaping Requirements

- **Building Entry Landscaping:** Specify requirement as follows, 3' Type V Landscaping
- **Plaza/Focal Area Requirement:** Remove because redundant with recreation space
- **Fences:** Add section prohibiting barbed wire and electric fences (consistent with other chapters of code)

Building Design

Summary of Changes: Refine Existing Standards

- Clarify and streamline standards
- Provide more flexibility
- Continue to require attractive buildings with varied facades that enhance neighborhoods & business districts



Building Design

Proposed Changes:

- **Building Entries:** Clarify amount/type of landscaping required
- **Façade Variation:** Add horizontal variation options
- **Window Design:** Streamline requirements
- **Diversity of Building Types:** Add requirements for varied design of structures in multi-building development
- **Design of Accessory Structures:** Add requirement for design to be consistent with primary structures
- **Building Security:** Remove requirements that are covered within CPTED code

Multi-Family & Mixed Use Projects in Overlay Districts

Summary of Changes: Clarify Superseding Language

- Clearly designate pedestrian requirements from multi-family chapter
- Add wayfinding improvements including:
 - Adding new sub-section providing wayfinding to existing special standards for CB-C, UH-UCR & O/CM zones (Chapter 15.515)

Development Incentives

Summary of Changes:

- Maintain existing incentives (density & height)
- **Why?** Maintaining existing incentives while attempting to incentive other sections of Multi-Family code through proposed:
 - Reductions in recreation space
 - Changes to landscaping and setback requirements
 - Other methods

4. Next Steps

<i>ANTICIPATED SCHEDULE</i>		
<u>Aug</u>	8/7	Public Hearing
<u>Sept</u>	9/4	PC Recommendation
	9/6	PED Recommendation
	9/11	City Council Review
	9/25	First Possible City Council Adoption Date