



**** SPECIAL MEETING TIME ****
Planning and Economic Development
Committee Agenda *Revised

November 1, 2018

5:20 p.m.

SeaTac City Hall
Riverton Room

1st Floor

Councilmembers:
Rick Forschler, Chair
Peter Kwon

A quorum of the Council may be present.

Staff Coordinator: Steve Pilcher, CED Director

ITEM	TOPIC	PROCESS	WHO	TIME
1	Call to Order		Chair	
2	South King County Housing & Homelessness Partnership	Joint Discussion with Parks & Recreation Committee	Steve Pilcher	20
3	Public Comment	Please raise your hand if you'd like to speak. Public comments are limited to 10 minutes total and three minutes per individual speaker. Time may be reduced for each speaker to stay within the 10-minute time limit.	Chair	5
4	Minutes of 10/04/18 meeting	Review & approve	All	1
5	City Center Plan	Briefing	Kate Kaehny, Jennifer Kester	15
6	Convention Center	Discussion	Steve Pilcher, Aleksandr Yeremeyev	30
7	City Branding	Discussion	Kyle Moore	10
8	Orillia Rd. annexation	Discussion	Steve Pilcher	10
9	Future Topics	Discussion	All	4
10	Adjourn			

DRAFT STRAW PROPOSAL (10.17.18)

OPTION A
ASSUMING 2 FTEs

Expense Budget

Full-time manager with salary/taxes/benefits	\$	130,000
Administrative & low-level policy support with salary/taxes/benefits	\$	90,000
Expenses - travel, phone, postage	\$	12,000
Space	\$	12,000
SubTotal	\$	244,000
<i>10% Fiscal Administration Fee</i>	<i>\$</i>	<i>24,400</i>
TOTAL	\$	268,400

Revenue Budget

Outside sources (County, philanthropy, aligned organizations)	\$	50,000
Office Space (in-kind donation)	\$	12,000
Shared among participating cities (see below)	\$	206,400
TOTAL	\$	268,400

Shares for participating cities:

Excluding Federal Way

	Population (OFM 2018 est)	% of Population	Option 1: Strict Population	Option 2: Grouped by sized*
Auburn	80,615	13%	\$ 27,331	\$ 26,500
Burien	51,850	9%	\$ 17,579	\$ 16,500
Covington	20,080	3%	\$ 6,808	\$ 8,500
Des Moines	31,340	5%	\$ 10,625	\$ 16,500
Kent	128,900	21%	\$ 43,701	\$ 36,500
Maple Valley	25,280	4%	\$ 8,571	\$ 8,500
Normandy Park	6,700	1%	\$ 2,272	\$ 3,500
Renton	104,100	17%	\$ 35,293	\$ 36,500
SeaTac	29,130	5%	\$ 9,876	\$ 8,500
Tukwila	19,800	3%	\$ 6,713	\$ 8,500
Unincorporated SKC	111,000	18%	\$ 37,632	\$ 36,500
TOTAL	608,795		\$ 206,400	\$ 206,500

Including Federal Way

	Population (OFM 2018 est)	% of Population	Option 1: Strict Population	Option 2: Grouped by sized*
Auburn	80,615	11%	\$ 23,560	\$ 22,000
Burien	51,850	7%	\$ 15,153	\$ 14,000
Covington	20,080	3%	\$ 5,868	\$ 6,500
Des Moines	31,340	4%	\$ 9,159	\$ 14,000
Federal Way	97,440	14%	\$ 28,477	\$ 32,000
Kent	128,900	18%	\$ 37,672	\$ 32,000
Maple Valley	25,280	4%	\$ 7,388	\$ 6,500
Normandy Park	6,700	1%	\$ 1,958	\$ 3,000
Renton	104,100	15%	\$ 30,424	\$ 32,000
SeaTac	29,130	4%	\$ 8,513	\$ 6,500
Tukwila	19,800	3%	\$ 5,787	\$ 6,500
Unincorporated SKC	111,000	16%	\$ 32,440	\$ 32,000
TOTAL	706,235		\$ 206,400	\$ 207,000

Unincorporated KC Pop Estimate (2016)

North Highline	19,000
East Federal Way	24,000
Skyway/W Hill	17,500
East Renton	8,000
Fairwood	26,500
Vashon	11,000
Little PAAs in South KC	5,000
TOTAL	111,000

**Option 2 Ran. (Excl. Fed Way)*

	<i>(Excl. Fed Way)</i>	<i>(Incl. Fed Way)</i>
<10,000	\$ 3,500	\$ 3,000
10,001- 30,000	\$ 8,500	\$ 6,500
30,001 - 60,000	\$ 16,500	\$ 14,000
60,001 - 90,000	\$ 26,500	\$ 22,000
90,001+ :	\$ 36,500	\$ 32,000

Summary of Draft Interlocal Agreement

October 17, 2018

Purpose

- Creates the South King Housing and Homelessness Partnership among collaborating cities and King County as a joint and cooperative undertaking.

Membership

- Membership is voluntary. Potential members include any city or town in South King County, and King County.
- Any city or town may join at a future date based on a request from the legislative body of that jurisdiction, and a majority vote of the Executive Board (see below).

Responsibilities

- Provide recommendations to Parties regarding local and regional affordable housing policies
- Provide technical assistance to any member considering adoption of land use incentives or requirements or affordable housing programs. Research model programs, develop draft legislation, prepare briefing materials and make presentations to Councils, commissions or others as requested by members.
- Work with private developers, financial institutions, non-profit corporations and other public entities to assist in implementation of affordable housing projects.
- Provide technical assistance on public funding of affordable housing projects.
- Provide assistance in making public or other tax-exempt properties available for affordable housing.
- Monitor legislative and regulatory activities and proposed policy changes at the county, state and federal levels, and provide members with educational materials.
- When a capital fund is created, enter into agreements with third parties for application and use of public and private funds.
- Report annually to all member Parties on geographic distribution of all capital funds.

Structure

Executive Board

- Creation of an Executive Board which will govern SKHHP.
- Every member shall appoint one representative – the Chief Executive Officer, City Manager/Administrator, County Executive, or their representative to Executive Board.
- Chair elected by the Board members.
- Board will develop and approve annual budget and work program, make recommendations to the members, manage the work of the staff, hold regular meetings.
- Designate the Administrative Agency (i.e. fiscal agent) and agency to serve home for the staff.

- Program manager will submit quarterly reports to board regarding budget performance and status of work program elements.

Term and Duration

- Duration of agreement is five years. Agreement may be terminated at any time by majority vote of the legislative bodies of the Parties to the agreement.
- Any Party may withdraw from Agreement. In the initial two years, parties agree to participate for at least two years, but may withdraw with three months written notice in October 2020. In subsequent years, six months written notice required.

Budget and Work Plan

- Budget for the first year of SKHHP is attached to agreement and approved by legislative bodies when agreement is adopted.
- For subsequent years' budgets the legislative body of each Party must approve contribution to SKHHP, and budget has been approved by Executive Board.
- Work plans must be reviewed by the legislative body of each Party and be approved by Executive Board.
- Creation of a SKHHP Operating Fund for receiving member's contributions.
- Contributions based on groupings of jurisdictions based on population size (e.g. small, medium and large cities), or whatever methodology approved by two-thirds majority of Executive Board.

Creation of Capital Fund

- Executive Board may establish capital fund for the purpose of accepting contributions from members or other parties for affordable housing projects or programs.
- Sub-accounts shall be established for each Party who chooses to contribute. Funds may be released from these sub-accounts based only on written direction from that Party.
- Quarterly reports will be provided for all deposits, withdrawals, and interest earnings for sub-accounts, and provided to all member Parties.
- The Executive Board shall develop and recommend standard forms of approval and agreements for use of Capital Fund monies.
- For individual housing projects or programs, developer, owner or administrator must enter into agreements with Administering Agency.

Advisory Board

- Provide advice and recommendations to the Executive Board regarding policies, programs or resource allocation issues.
- Board will consist of 12-15 members appointed by the Executive Board. Advisory Board members must have knowledge and understanding of affordable housing in South King County.

Summary of Example Work Plan **October 17, 2018**

Background

- Developed by Staff Work Group
- Represents range of activities new collaboration could accomplish. This is not final first year work plan.
- Work plan must be shaped by member Parties, reflecting their needs and interests.
- The ideas in this draft would take much more than one year to complete.
- The ultimate outcome or measurement of success should be the reduction in the number of cost burdened households in South King County. However, until the level of capital and staff resources and the willingness of members to adopt new policies are known, specific outcomes and measurements cannot be identified.

Objective 1: Assist local jurisdictions create high quality affordable housing (e.g. mixed-use, mixed-income development, high capacity transit areas and range of diverse types of housing)

- Research best examples of successful mixed-use, mixed-income developments
- Work with Mayors, City Councils and Planning Commissions to develop qualities and parameters of desired development.
- Work with developers to identify and resolve challenges and barriers and implement projects.
- Identify opportunities for new development at high capacity transit locations.
- Identify and leverage potentially underutilized publicly owned and tax-exempt land.

Objective 2: Design and implement housing stability and preservation strategies to protect existing affordable housing stock.

- Assessment of physical condition of existing housing stock, and ability of existing programs to protect that stock.
- Work with cities to create or expand weatherization programs, owner-occupied repair programs, foreclosure prevention or other programs that support residents “aging in place”.
- Design an acquisitions rehab program for multi-family rental housing and foreclosed vacant single-family housing.
- Assist cities address threats to manufactured home communities.
- Assist cities draft and enact legislation and policies, as requested, to create safe and healthy rental housing (i.e. rental inspection programs, Just Cause Eviction legislation, etc.)

Objective 3: Establish South King County Affordable Housing Capital Fund

- Develop case for support, prepare grant requests and materials, work with member Parties on funding request presentations.
- Explore and secure public sector and /or private/philanthropic fund sources.
- Present fund design proposal to SKHHP Executive Board.

Objective 4: Work with cities to enhance local policies and programs to accelerate access to affordable housing and provide housing security.

- Review local housing elements and create roadmaps for creating more affordable housing opportunities. Assist cities, as requested, draft or enhance the housing element of their comp plan.
- Catalog and share examples of locally applicable affordable housing policies.
- Support city staff, as requested, draft and enact local policies (e.g. ADU's, voluntary or mandatory affordable zoning provisions, healthy housing policies, tenant protections, etc.)
- Support cities, as requested, to develop comprehensive affordable housing strategies.

Objective 5: Represent South King County and its unique affordable housing needs at all applicable "decision tables"

- Work with cities to create unified positions and a unified "voice" when interacting with partners and funders at the regional and state levels.
- Develop presentations and set up meetings with key leaders to share South King County story, needs and perspectives.
- Coordination of efforts and services to address issues of homelessness.

Objective 6: Coordinate activities regarding State legislative authority and resources for South King County affordable housing interests.

- Survey city staff to identify common legislative priorities
- Coordinate outreach activities to support work with legislature on affordable housing issues
- Conduct work sessions with State Legislators on affordable housing issues.

Objective 7: Establish the collaborative's governance and decision-making structure and foster internal and external alignment of South King County specific needs.

- Assist member cities implement interlocal agreement – establish Executive Board structure, decision-making and communication protocols, and the Advisory Committee structure.
- Develop annual work plan and help member jurisdictions establish priorities.
- Develop annual reporting procedures.

Objective 8: Further strengthen the understanding of the spectrum of affordable housing options and the range of related needs and opportunities.

- Prepare materials for, and make presentations to City Councils, Planning Commissions, and others as requested.
- Inform developers about city needs and interests with respect to affordable housing.
- Create tours for local officials of affordable housing that represents best practices.



Collaboration on Affordable Housing and Homelessness in South King County

Tuesday, October 16, 2018
Elected Officials Convening

Our Vision

All people live with dignity in safe, health and affordable homes
within **communities of opportunity**



Highlights: Draft Interlocal Agreement

- Creates the South King Housing and Homelessness Partners (SKHHP)
- Membership is voluntary
- Creates an Executive Board to govern SKHHP. Every member appoints representative: Chief Executive or designee. One vote per member
- Executive Board prepares and approves annual budget and work plan; manages SKHHP staff
- Establishes term of agreement (5 years) and ability of members to withdraw.

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Draft Interlocal Agreement, Cont.

- Creates an operating fund for payment of SKHHP operations, and allows for future creation of capital fund
- Establishes methodology for collecting fees from members
- Describes approach for establishing an administrative agency – i.e. fiscal agent and physical “home” for SKHHP staff
- Creates a community Advisory Board to provide advice

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Recommendation from Staff Work Group on Several Topics

- Administrative Entity:
 - One participating member serves as the fiscal agent and one member serves as the “home” for SKHHP staff
 - Create a relationship with existing non-profit to accept private funds on behalf of SKHHP
- Term of Agreement:
 - 5-year agreement
 - In first two years jurisdictions can withdraw given three months notice; thereafter, six months notice

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Questions?

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Summary of Example Work Plan

- Background
 - Requested at last convening; developed by staff work group
 - Reflects range of possible activities – not first year work plan; Members need to determine final work plan
 - Ultimate metric is a reduction in the number of cost-burdened households in South King County. Specific outcomes and measurements determined by members when work plan adopted.
- Objective 1: Assist local jurisdictions create high quality affordable housing (e.g. mixed-use, mixed-income, high capacity transit areas)
- Objective 2: Design and implement housing stability and preservation strategies to protect existing affordable housing

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Example Work Plan, Cont.

- Objective 3: Establish South County Affordable Housing Capital Fund
- Objective 4: Work with cities to enhance local policies and programs to accelerate access to affordable housing
- Objective 5: Represent South King Co and its unique affordable housing needs at all “decision tables”
- Objective 6: Coordinate activities regarding State Legislative authority and resources for South County affordable housing interests

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Example Work Plan, Cont.

- Objective 7: Establish the SKHHP governance and decision-making structure
- Objective 8: Further strengthen the understanding of the spectrum of affordable housing needs, opportunities and options

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Questions?

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Summary Draft Budget

- Straw proposal been circulating since June
- Budget dependent on assumptions about who participates
- Expenses assume 2 FTE, and 10% fee for fiscal agent
- Revenues assume \$50,000 in “outside” support and donated, in-kind space

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Staff Work Group Recommendations on Draft Budget

- 2 FTE in order to meet the needs of all jurisdictions
- Jurisdictional shares should be based on “Groupings” of jurisdictional populations (Option 2)
- Fiscal agenda should be compensated for reporting, contracting, collection and distribution of funds

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Questions?

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Status of Jurisdictional Recommendations

- Several Jurisdictions have included recommendations to participate in collaboration in their budgets:
 - Auburn
 - Burien
 - Kent
 - Renton
 - Tukwila
 - King County

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Status of Jurisdictional Recommendations

- Several Jurisdictions are still considering proposal:
 - Covington
 - Des Moines
 - Federal Way
 - Maple Valley
 - Normandy Park

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Discussion Questions regarding Jurisdictional Decisions

- Is there anything we can do to help encourage participation among undecided jurisdictions?
- What additional information/materials would be most helpful to support each jurisdiction?
- Would Council presentations be helpful?

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SKHHP Draft Project Management List

October 16th , 2018

Draft Project Management List

As of: 10/16/2018

Activity	Status	Complete	Note	October 2018				November 2018				December 2018				January 2019				February 2019				March 2019			
				1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
Prepare final Interlocal Agreement	Complete	100%																									
Deadline for jurisdiction vote on ILA and Budgets	TBD																										
ILA signing and Creation of Joint Board	TBD																										
Fiscal Agent Identification	TBD																										
Staff Officing Identification	TBD																										
Fiscal Agent and/or Home Office Agent Prep	TBD																										
State Legislature and Philanthropy Engagement	TBD																										
Joint Board Strategy Session to Define Priority Work Plan	TBD																										
Staff Hiring Process Defined	TBD																										
Staff Recruitment and Hiring Process	TBD																										
Staffing and Office in Place	TBD																										
Official Public Announcement	Projected	0%																									

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Discussion!

Our Vision

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Planning and Economic Development Committee Minutes

DRAFT

Thursday, October 4, 2018

5:30 PM

SeaTac City Hall – Riverton Room

Members: Present: Absent: Commence: 5:33 P.M.
Adjourn: 7:10 P.M.

Rick Forschler, Chair X
Peter Kwon X

Other Councilmembers: Clyde Hill

Staff Present: Steve Pilcher, CED Director; Mark Johnsen, Senior Assistant City Attorney; Tim Ramsaur, Senior Management Analyst

1. Public Comment	None
2. Minutes of 9/6/18, 9/20/18 Meetings	Moved and seconded to approve. Approved 2-0.

<p>3. Fiber Optics & Capacity Analysis</p>	<p><u>X</u> Direction</p> <p>Senior Management Analyst Tim Ramsaur provided an update regarding the analysis process. He reviewed a study by the Port of Walla Walla. He also highlighted government services provider and open access provider options.</p> <p>Mr. Ramsauer had contacted NoaNet. Citystaff is supportive of entering into a contract with this 3rd party, non-profit group. He reviewed different options if going to residential vs. commercial properties, noting it is difficult to get information on location of fiber from current franchisees.</p> <p>Mr. Ramsaur reviewed proposed funding, noting there is a decision card proposed as part of the 2019-20 budget process. \$50k is in the budget for this year, request for another \$50k next year.</p> <p>The Committee agreed the process should proceed as quickly as possible.</p>
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<p>4. Foreign Trade Zones</p>	<p><u> x </u> Presentation/discussion</p> <p>Sr. Asst. Attorney Mark Johnsen presented the results of his research into the issue, which included speaking with an FTZ board member for west coast.</p> <p>He explained the process for designating FTZs; final designation of zones is made by the FTZ board.</p> <p>SeaTac is located within FTZ #5, which includes all of King County and parts of Snohomish County. Individual businesses can request to become an FTZ site. The Port of Seattle would formally submit the proposed site to the FTZ board in their role as administrator.</p> <p>A FTZ designation would be specific to a business on a particular site; sites cannot be proactively designated. There currently are 4 active sites within King County. Some former sites no longer have the designation.</p> <p>Mr. Johnsen concluded there isn't much the city can do in its capacity. individual demand will drive the FTZ site designation.</p> <p>The Committee expressed its desire for further information on the mechanics of FTZs.</p>
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<p>5. Economic Master Plan</p>	<p><u> x </u> Discussion</p> <p>CED Director Steve Pilcher noted materials were provided in the packet. Staff is seeking direction on what a master plan would provide versus the existing Comprehensive Plan's Economic Vitality Element.</p> <p>Chair Forschler stated that the City hasn't had the best vision of economic development. He believes the focus of light rail shouldn't be transit oriented development and that a convention center here in SeaTac would be a boon.</p> <p>Mr. Pilcher noted that since the Comprehensive Plan is based upon the concept of focusing growth around the light rail stations, the concepts being discussed would amount to a major revision to the vision plan.</p> <p>The Committee discussed whether the City could fund and build a convention center. That might be dependent upon recapturing lodging tax funds.</p> <p>Committee member Kwon stated his belief that the low incomes of the area contributes to the current economic situation.</p> <p>The Committee discussed different types of TOD and how the City could be a catalyst for development. There was also discussion about siting a convention center at the Dantzler site, perhaps as a public-private partnership.</p>
<p>6. Future topics</p>	<ul style="list-style-type: none">• Comprehensive plan amendments for multifamily development along Military Road• Branding• Annexation along orillia
<p>7. Adjourn</p>	<p><i>The meeting adjourned at 7:10 p.m.</i></p>

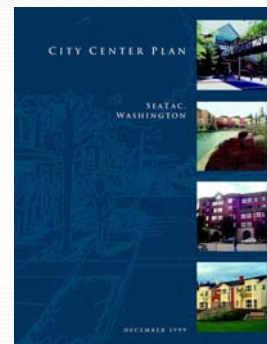
City Center Plan Update Project Briefing



Planning & Economic Development (PED) Committee
November 1, 2018

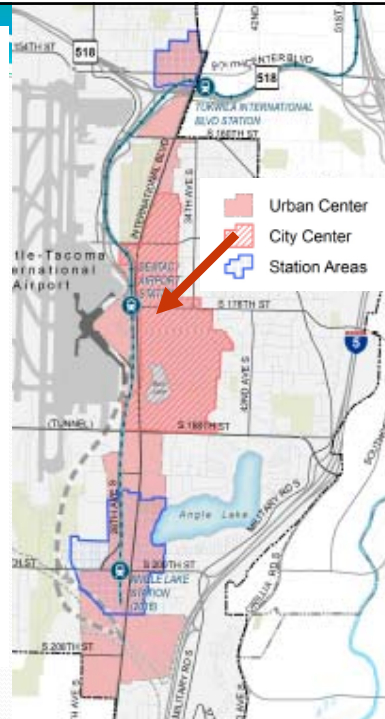
1) Project Background

- **December 2017:** City Council directed review of City Center Plan as part of Comprehensive Plan amendment process:
Land Use Element, Policy 2.1A-1: Review and potentially amend the City Center Plan in the near future.
- **March 2018:** Planning Commission initial project kick-off and briefing
- **October 2018:** Restart project, Planning Commission & PED input requested on proposed update process



What is the City Center Plan?

- **Sub-Area Plan** of the SeaTac Comprehensive Plan (*so, it's officially part of the Comp Plan*), adopted in 1999
- **20-Year vision** identifying how the area should grow and change
- **Jointly funded project with Port of Seattle** per 1997 Inter-Local Agreement (\$400,000, split between City & Port of Seattle)



Why is there a City Center Plan?

To help implement State & Regional Growth Strategies:

- State Growth Management Act (GMA)
- Puget Sound Regional Council Vision 2020 (now 2040)
- King County Countywide Planning Policies
 - Main Goals: To concentrate future jobs and housing growth in designated urban centers that are compact, walkable urban environments adjacent to transit, services & amenities

To help implement 1994 SeaTac Comprehensive Plan:

- “Urban village” strategy to accommodate future growth in three areas near future light rail stations, especially within “city center”

Why Update Plan Now? To refresh 20-year vision

City Center Vision:

- A Civic Center focal point for community identity
- *“Transformation of the existing auto-oriented, low intensity development pattern into a higher density development pattern with a more pedestrian scale...”*

WEST CITY CENTER:

**Regional
Main Street
on Int'l Blvd,**

Commercial focus:

- Hotels
- Offices
- Parking garages



EAST CITY CENTER:

**Neighborhood
Main Street
on 32nd Ave S,**

Mixed use focus:

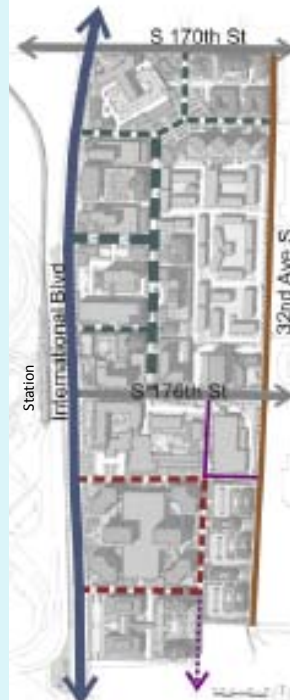
- Shops/restaurants
on ground floor of
apartments

What was the SeaTac/Airport Station Area Plan?

Refinement of City Center Plan
Adopted 2006, Rescinded 2010

**Vision: A hospitality/entertainment
district where people live, work & play**

- Smaller area within City Center
- New walkable street network
 - One new Main Street as heart of
hospitality/entertainment district
- New parks & plazas
- Public parking structure for local &
regional visitors



City Center Plan Implementation:

- 1) Inter-Agency Cooperation
 - 2) Public-Private Partnerships
- &

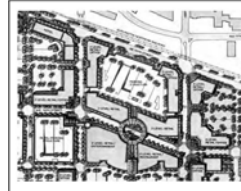
3) City Actions

- √ **Regulatory:** *Completed*
 - Changes to zoning & development regulations

- **Capital Investments:** *No action/not completed*

- Build new streets
- Build parks
- Improve Bow Lake as an amenity

“The City should invest in public amenities to attract private redevelopment in the City Center.”



SeaTac/Airport Station Area Plan Implementation:

1) City Actions:

- **Regulatory:** *Drafted development standards, not adopted*

- **Capital Investments:** *Initially allocated significant funding for “Catalyst Projects”*

- New Main Street and street network (*not completed*)
- \$18 mil. public/private partnership (*not completed*)
 - Evolved into City-sponsored public parking garage
 - Included potential condemnation of private property (not completed)*
 - Significant property owner opposition*

Plan Rescinded:

- City Council decided against “Catalyst Projects” & overall plan concept

2) Draft Project Goals & Scope

City Center Update Project Goals:

Create a development plan that implements a community-supported vision for how this area should grow.

The Plan will:

- **Establish a Vision:** Engage community members and stakeholders to refine or create a growth and development vision for the area
- **Confirm the Boundary (& Name of Plan):** Confirm the existing boundary or identify a new growth boundary for area
- **Identify Implementation Steps:** Create work plan that will guide City actions in the short and long term

3) Anticipated Next Steps

Project Initiation: Oct-Dec 2018

- Staff identifies needed technical assistance & consultant(s)
- Staff refines project scope & schedule

Project Activities: Jan-Nov 2019

- **Consultant Engaged**
- **Community/Stakeholder Outreach**
- **Planning Commission Review**
- **Align with 2019 Comprehensive Plan Amendment schedule**
 - Final Council review of Comprehensive Plan amendment proposals in Oct/Nov

4) PED Committee Input Needed

How do you want to engage community & stakeholders?

What are the top issues that should be covered by the plan?

Anything else you'd like to add?

City of SeaTac

Branding

November 1, 2018



Brand vs. Branding

- Brand is your image
- “your brand is whatever your customers say it is...” (Groundswell)
- Brand is the emotional relationship between residents and the services we provide

Brand vs. Branding

Branding is the strategy to create that image

Brand vs Branding

Brand



Branding



SeaTac Brand

City's Official Logo



City's Marketing Brand



What is your brand?

- Can you sum up your agency's (or initiative's) brand in a succinct statement that identifies what it does and why it is important to your stakeholders?
- Is your agency managing its brand as if it were your single most valuable asset?
- Is there a comprehensive brand platform guiding your communications?
- Do your communications have a consistent look, feel, and voice?
- Does your messaging effectively articulate the unique benefits and value you provide?

Branding helps you:

- Build trust and motivate action
- Engage more effectively with stakeholders
- Gain mindshare in the age of information overload
- Create a positive image of your agency and mission
- Secure funding
- Establish credibility as experts and thought leaders
- Create internal unity and a sense of shared purpose
- Establish a platform to guide communications

Questions?



- To evaluate the sufficiency of land capacity to accommodate growth for the remainder of the planning period.

DP-20 If necessary based on the findings of a periodic buildable lands evaluation report, adopt reasonable measures, other than expansion of the Urban Growth Area, to increase land capacity for housing and employment growth within the Urban Growth Area by making more efficient use of urban land consistent with current plans and targets.

Joint Planning and Annexation

DP-21 Coordinate the preparation of comprehensive plans among adjacent and other affected jurisdictions as a means to avoid or mitigate the potential cross-border impacts of urban development.

DP-22 Designate Potential Annexation Areas in city comprehensive plans and adopt them in the Countywide Planning Policies. Ensure that Potential Annexation Areas do not overlap or leave unincorporated urban islands between cities.

DP-23 Facilitate the annexation of unincorporated areas within the Urban Growth Area that are already urbanized and are within a city's Potential Annexation Area in order to provide urban services to those areas. Annexation is preferred over incorporation.

DP-24 Allow cities to annex territory only within their designated Potential Annexation Area as shown in the Potential Annexation Areas Map in Appendix 2. Phase annexations to coincide with the ability of cities to coordinate the provision of a full range of urban services to areas to be annexed.

DP-25 Within the North Highline unincorporated area, where Potential Annexation Areas overlapped prior to January 1, 2009, strive to establish alternative non-overlapping Potential Annexation Area boundaries through a process of negotiation. Absent a negotiated resolution, a city may file a Notice of Intent to Annex with the Boundary Review Board for King County for territory within its designated portion of a Potential Annexation Area overlap as shown in the Potential Annexation Areas Map in Appendix 2 and detailed in the city's comprehensive plan after the following steps have been taken:

- a) The city proposing annexation has, at least 30 days prior to filing a Notice of Intent to annex with the Boundary Review Board, contacted in writing the cities with the PAA overlap and the county to provide notification of the city's intent to annex and to request a meeting or formal mediation to discuss boundary alternatives, and;
- b) The cities with the Potential Annexation Area overlap and the county have either:
 - i) Agreed to meet but failed to develop a negotiated settlement to the overlap within 60 days of receipt of the notice, or
 - ii) Declined to meet or failed to respond in writing within 30 days of receipt of the notice.

