



Planning & Community
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Date: December 15, 2010

To: Zoning Code AdHoc Committee and General Public

From: Kate Kaehny, Senior Planner
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Re: Public Review: Major Zoning Code Update, Version 9.5.
Closing Date for Comment: March 14, 2011

The City of SeaTac has been undergoing and continues to undergo the first comprehensive update of its existing SeaTac Zoning Code, titled the SeaTac Municipal Code: Title 15, since the Code's inception in 1992. An AdHoc committee, appointed by the Council, has been working with staff since July 12, 2010 to analyze and propose changes to the Code. To date there have been a number of draft documents which has led us to this important Zoning Code Update milestone -- Draft Version 9.5, the latest draft document now available for a three (3) month full public and stakeholder review. This document is a compilation of previous drafts printed without track changes. The City intends to move forward over the next year to complete the update process. **The Closing Date for Public Comment is March 14, 2011.**

What is the Major Zoning Code Update Project?

Background: The Major Zoning Code Update project commenced in 2008 and has undergone extensive review and consultation to date. Over the last two (2) years, the scope of work and review schedule has changed to better respond to the needs of the project and resources available for its review. Draft Version 9.5 is now complete and ready for full public review.

Why Update the Code?: The Major Zoning Code Update project is a top priority for the City. The existing Zoning Code was adopted in 1992 and is based largely on the zoning provisions of the 'old' King County Zoning Code and subsequent amendments since its adoption. This Major Zoning Code Update project is the first comprehensive review of the zoning code, since its adoption. An overhaul of the Zoning Code is necessary to provide residents, businesses and developers with a code that is user-friendly, logical, concise, flexible, compatible with State and Federal regulations and addresses the impact of development on surrounding properties.

AdHoc (AHC) Committee: Membership and Review: In December 2009, the SeaTac City Council appointed twelve (12) members to a Zoning Code Ad Hoc Committee (AHC) to review revisions to the draft zoning code. This Committee makes its recommendations to the City Council. The AHC has already reviewed and endorsed two (2) major sections of the draft Zoning Code. These sections are identified in the left hand column of the Division Summary Matrices which can be found in Tab 8 at the back of the draft Zoning Code.

AHC Request for Public Review: In response to feedback from members of the AHC, the scope of the zoning code review has been significantly expanded to allow for a full public review of all standards contained within the Zoning Code. This is different to the review schedule prior to this public review, whereby the Zoning Code was originally intended to be a two phase focused review and adoption process. Expanding the scope of the review allows for a full and comprehensive public review of all standards within the draft Zoning Code

Comment Deadline and Public Comment: The deadline for public comment is March 14, 2010. At the conclusion of the comment period, staff will compile a complete list of comments received. These comments will be reviewed with the Zoning Code Update Ad Hoc Committee (AHC) to determine which suggested changes are administrative and can be made immediately without further review and to improve the functionality of the code and which changes are more substantial and should be reviewed by the AHC and staff.

Adoption of 'New' Code: Once all of the comments have been reviewed and changes made to the Zoning Code, the City will proceed with the necessary legislative processes to adopt the draft code. These processes include a State Environmental Review (SEPA), Planning Commission review, public hearings, State Commerce review and Council review and adoption.

Current Proposed Code Changes: The changes contained within Draft Version 9.5 reflect feedback to date from stakeholders, the community, staff and a consultant engaged by the City to assist with this project. The following proposed changes have been included in this document; these proposed changes have not yet officially adopted.

- Code revisions proposed and endorsed by the Zoning Code Update Ad Hoc Committee
- Some administrative clarifications and corrections made by City staff.
- All edit marks (track changes) have been removed from the document.
- A streamlined format including improved headings, way finding and chapters have been either consolidated or expanded (*example: open space standards which are currently identified in several chapters are now consolidated into one chapter*).
- The existing code contains 28 chapters. The draft code has been divided into 7 divisions with a total of 43 chapters.
- The land use charts for the City, and for each of its two special District Overlay Areas has been reviewed and consolidated.
- Improved consistency in the code language, terms, format and standards
- Codify existing practice and standards not currently identified in the code
- Consolidated standards and text into easy-to-use tables

- “How to” user guides added
- Clarification of purpose statements and authority and application of standards; and
- Improved way finding throughout the chapter.

Should you wish to view a copy of the draft code with “track changes” (Version 9.0), this earlier draft code is available on the City’s web site at: <http://www.ci.seatac.wa.us/index.aspx?page=149>

The City of SeaTac wishes to thank each of you for your time and effort in assisting us with this important project.

INSTRUCTIONS

HOW TO REVIEW VERSION 9.5 DRAFT ZONING CODE & SUBMIT COMMENTS

Note on Editing and Formatting of the Draft Zoning Code: This draft Zoning Code is a compilation of many proposed changes. With new changes anticipated, this document did not undergo a comprehensive edit for spelling, grammar and punctuation. Staff will undertake this effort after the three month public review period and during the process of updating the code.

The following instructions and information on:

- 1) **how to review this document;**
- 2) **how to submit your comments for consideration; and**
- 3) **how your comments will be reviewed and incorporated within the Zoning Code.**

How to Review this Document

- 1) **What should I comment on?** The entire zoning code is available for your input and comment – from ‘front to back’. You are invited to comment on all standards, code language and readability of the document.
- 2) **Zoning Code Format:** The draft Zoning Code has been completely ‘reformatted/ restructured.’ The existing code contains 28 chapters. The draft code has been divided into 7 divisions with a total of 43 chapters.
- 3) **Summary Sheets:** Summary sheets are provided within tab 8 at the back of the draft Zoning Code, to provide a generalized scope of changes made within each divisions and should be used as a guide only. This summary is intended to provide an overview of the proposed revisions and does not list every change made within the code.
- 4) **If you received a complete bound copy of the draft document,** please make your edits on the pages within this document as follows:
 - a. Using a blue, black or red pen (for copying purposes) make your comments and suggested changes on each page
 - b. Circle the page number at the bottom right hand corner to enable staff to find the pages with comment(s)
 - c. **If you DID NOT receive a complete bound copy of the draft document,** please submit your comments as follows:
 - i. Directly in the form of an email or letter. Include your name and contact information; and cite the code reference that you are providing comment on i.e. 15.460.200:

- ii. Make a hard copy of the document page, follow the instructions in #4 and be sure to put your name on the page

How to Submit Your Comments for Consideration

There are two ways you can submit your comments for review on the Draft Zoning Code Version 9.5

- 1) **If you received a complete bound copy of the draft document:**
 - a. **You will be asked to supply your binders** to staff by the closing date for public comment (staff will put your name on each binder)
 - b. **Staff will then photocopy the relevant pages** with comment(s) so that these comments can be included on a 'Master List' which will contain ALL comments received during the public review period
 - c. **Binders will be returned** to the appropriate reviewer after copying is complete so that the reviewer can keep a record of their comments

- 2) **If you did not receive a bound copy of the draft document, you may provide your comments to staff via:**
 - a. Email your comments to: zoningcodeupdate@ci.seatac.wa.us
 - b. Send your comments to the City at:
City of SeaTac
Planning Department
Attention: Major Zoning Code Update Project
4800 South 188th Street
SeaTac, WA, 98188

How your Comments will be Reviewed and Incorporated within the Zoning Code

- 1) At the conclusion of the comment period, staff will compile a 'Master List' with ALL comments by author received during the public review
- 2) Staff will work with the AHC to identify the:
 - a. Administrative changes (formatting, editing and standards that can be included within the draft Zoning Code); and
 - b. More substantial changes that require a more detailed review.
- 3) Staff will make any necessary administrative changes to the zoning code
- 4) The AHC will review and identify the substantive changes to the draft Zoning Code
- 5) Staff will then create a schedule for processing the review and completing of the code
- 6) Once a complete and final draft Zoning Code is complete, the City will move forward with the formal legislative adoption process. Intermediary adoptions of the code may be conducted based on need.