



# Planning and Economic Development Committee Agenda

February 7, 2019  
5:30 p.m.  
SeaTac City Hall  
Riverton Room

1<sup>st</sup> Floor

*Councilmembers:*

Joel Wachtel, Chair  
Peter Kwon  
Stanley Tombs

A quorum of the Council may be present.

Staff Coordinator: Steve Pilcher, CED Director

ITEM	TOPIC	PROCESS	WHO	TIME
1	Call to Order		Chair	5:30
2	Public Comment	Please raise your hand if you would 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	5:31 (10 min)
3	Minutes of 01/03/19 meeting	Review & approve	All	5:41 (1 min)
4	Fiber Optics Broadband study	Briefing & discussion	Tim Ramsaur	5:42 (15 min)
5	Foreclosed homes - ProChamps services	Briefing & discussion	Steve Pilcher	5:57 (15 min)
6	Shorelines Master Program update	Briefing & discussion	Jennifer Kester	6:12 (30 min)
7	Small Wireless Facilities	Briefing re: Council public hearing on 2/12/19	Jennifer Kester	6:42 (5 min)
8	Orillia Rd. Annexation	Discussion	Steve Pilcher	6:47 (10 min)
9	Future Topics	<ul style="list-style-type: none"> <li>• Fire Station 47 disposition</li> <li>• Density &amp; GMA requirements</li> <li>• Small Wireless Facilities</li> <li>• 2019 Comprehensive Plan update</li> </ul>	All	6:57 (3 min)
10	Adjourn			7:00



# Planning and Economic Development Committee Minutes

## *DRAFT*

Thursday, January 3, 2019

5:30 PM

SeaTac City Hall – Riverton Room

Members:	Present:	Absent:	Commence:	5:31 P.M.
			Adjourn:	7:00 P.M.
Rick Forschler, Chair	X			
Peter Kwon	X			
Joel Wachtel	X			

Other Councilmembers: Pam Fernald, Mayor Erin Sitterley, Deputy Mayor Clyde Hill

Staff Present: City Manager Joseph Scorcio; Steve Pilcher, CED Director; Aleksandr Yeremeyev, Economic Development Strategist; Mark Johnsen, Sr. Assistant City Attorney; Gary Schenk, Building Services Manager; Jennifer Kester, Planning Manager; Mary Mirante Bartolo, City Attorney

1. Public Comment	Vicki Lockwood inquired whether the LIHI project would be subject property taxes, including school taxes.
2. Minutes of 12/3/18 Meeting	Moved and seconded to approve. Approved 3-0.

3. PSA for former Fire Station 47 property

X **Recommendation**

City Manager Scorcio provided a recap of the RFP process that occurred during last summer and fall. He noted that staff had negotiated a PSA per the direction received from the City Council.

Sr. Asst. City Attorney Mark Johnsen reviewed the draft PSA (a revised copy was provided at the meeting). He highlighted the key components, which includes a failure to commence clause. Mr. Johnsen noted LIHI's need to be able to secure financing through an annual funding cycle process (next cycle occurs in September 2019). Closure of the sale could occur in the final quarter of this year or early 2020. He clarified that the project would be subject to property taxes, but they could apply for a Multifamily Tax Exemption per SeaTac code. He also highlighted the provision for ground floor commercial to be explored.

Robin Amadon with LIHI provided further clarification of the taxation issue.

City Manager Scorcio provided information about the City's Multifamily Tax Exemption program, noting it has never been utilized.

Ms. Amadon discussed the potential of providing ground floor commercial. Some uses (such as a restaurant) would need to be identified early so the building could be designed appropriately. LIHI would also need to be able to prove to a lender that they would be able to lease any commercial space at a competitive rate.

CM Wachtel expressed concern that "anticipated" provisions might change in the future, for example, targeted income levels. Ms. Amadon provided an explanation of how LIHI is required to operate in order to meet their funding obligations. She indicated there is clearly a current demand for 60% AMI housing. She also described their annual inspection requirement that ensures the property is being properly maintained.

CM Kwon questioned the definition of "workforce housing" and whether the agreement should note a minimum percentage of AMI (e.g., 60%) for future tenants. He also stated he prefers the contract *require* ground floor commercial space be provided.

City Manager Scorcio stated that it would not be proper to include such a provision in the PSA.

The committee discussed whether it wished to have more time to discuss this issue at a future meeting and not make a recommendation at this time.

Moved to recommend Council act on this with a requirement to include a 60% AMI requirement. There was no second to the motion.

By consensus, it was agreed to discuss this issue again at a special meeting to be held next Wednesday, January 9th at 5:00 p.m.

<p>4. Foreclosed houses/possible 3rd party service</p>	<p><u><b>X</b></u> <b>Discussion/Direction</b></p> <p>Building Service Manager Gary Schenk informed the committee of a private company that can provide services regarding the issue of foreclosed and abandoned homes. He is asking the committee if this is an option they would like staff to explore more fully. The City of Spokane uses this company (ProChamps) to address the many dilapidated houses within that city. He reviewed the ProChamps program services that are offered, both in terms of foreclosed/abandoned homes and rental housing registration. He noted that representatives from the company would be willing to come to a future meeting to discuss this further.</p> <p>CM Wachtel spoke in favor of establishing such a program.</p> <p>CM Kwon supported the idea of the registration of foreclosed homes. He inquired about how their process works to ensure enforcement.</p> <p>The committee was supportive of exploring this program further. Staff will arrange for ProChamps representatives to attend a future meeting.</p>
<p>5. Small Cell Wireless Facilities Interim Ordinance</p>	<p><u><b>X</b></u> <b>Recommendation</b></p> <p>Planning Manager Jennifer Kester reviewed the issue of new federal standards concerning small wireless facilities. Staff is recommending adoption of interim regulations in order to ensure compliance with the new FCC rules. She reviewed what interim land use regulations are and required components. She also reviewed what small wireless facilities are and the nature of the FCC ruling.</p> <p>Ms. Kester handed out the proposed ordinance, which is based on a model ordinance being used by other jurisdictions in the area. She provided examples of different ways this technology is being deployed. The proposed schedule was reviewed, with the intention of developing final regulations before the end of the year.</p> <p>It was noted that current City regulations are more strict than FCC standards.</p> <p>It was agreed to recommend the Council adopt the interim regulations at its meeting on January 8th.</p>
<p>6. Future Topics</p>	<ul style="list-style-type: none"> <li>• Orillia Road annexation</li> <li>• Discuss density and GMA requirements</li> </ul>
<p>7. Adjourn</p>	<p>The meeting adjourned at 7:00 PM</p>

# Fiber Optics Broadband Decision Card

**City of SeaTac 2019-2020 Budget  
Decision Card**

Title: Fiber Optics Systems and Capacity Analysis		Department: City Council
Amount: \$ 51,500.00		Division:
BARS#: 001.000.01.511.60.41.000		Director:
On-Going <input type="checkbox"/>	Mandatory <input type="checkbox"/>	Preparer: Tim Ramsaur
One-Time <input checked="" type="checkbox"/>	Discretionary <input checked="" type="checkbox"/>	

**Description:** (Provide a brief overview of what is being requested)

This request seeks continuation funding for a telecommunications consultant firm to review and analyze the existing fiber optics network throughout the City.

**Justification:** (Explain why this is being requested and/or how the request will benefit the City):

The City recognizes the importance of equitable distribution of fiber optic service so that all residents, businesses and organizations have affordable access to such services. At a minimum this study would analyze: the current coverage of the existing infrastructure within the city, identify location hubs and the gaps that currently exist, the capacity of the current system to accommodate expansion of services, current providers of such services and comparative costs to consumers, and the need for and potential cost to expand these services.

This action was requested in the 2017-2018 Budget however the project only began in the third quarter of 2018 and is not completed. A presentation occurred at the Planning and Economic Development Committee on August 6, 2018. The committee recommended to move forward with this project. Based upon initial findings, the project is to start soon but may be completed in phases. Given this phased approach additional money will be needed.

**Alternatives:** (List possible alternatives and/or risks if funding is not approved):

The City could rely on existing staff to collect and analyze information generated through contact with current providers of the fiber optic system within City boundaries. This approach is not ideal as current staff would lack the expertise and time to prioritize completion.

**City Goal:** (Identify one or more City Goal addressed by this request):

Infrastructure Investment: Improve the community by making capital investments.  
Revenue & Development: Steward the City's financial resources and promote economic development to ensure sustainability and future growth.

**Funding Source:** (How will this request be funded):

<u>Source/Fund (be specific)</u>	<u>2019 Amount</u>	<u>2020 Amount</u>
Current Operations:		
Ending Fund Balance: General Fund	\$ 51,500.00	\$ 0.00
Grant:		
Other:		
<b>TOTAL</b>	\$ 51,500.00	\$ 0.00

# Committee Meetings



# Planning and Economic Development Committee Agenda

September 6, 2018

5:30 PM

SeaTac City Hall

Riverton Room

1<sup>st</sup> Floor

Councilmembers:

Rick Forschler, Chair

Peter Kwon

Michael Siefkes, Mayor

A quorum of the Council may be present.

Staff Coordinator: Steve Pilcher, CED Director

ITEM	TOPIC	PROCESS	WHO	TIME
<del>1</del>	Call to Order		Chair	
<del>2</del>	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	10
<del>3</del>	Minutes of 8/2/18 meeting	Review	All	1
<del>4</del>	Fiber Optics & Capacity Analysis	Discussion	Tim Ramsaur	15
5	Soundside Alliance website review	Discussion. Website address: <a href="http://www.soundsidealliance.org">www.soundsidealliance.org</a>	Aleksandr Yeremeyev	15
6	Multifamily Housing Design Standards amendments	Review & Recommendation	Kate Kaehny	45
7	Future Topics	Discussion	All	2
8	Adjourn			





# Planning and Economic Development Committee Agenda

October 4, 2018  
5:30 p.m.  
SeaTac City Hall  
Riverton Room

1<sup>st</sup> 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
<del>1</del>	Call to Order		Chair	
<del>2</del>	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	10
<del>3</del>	Minutes of 9/6/18, 9/20/18 meetings	Review & approve	All	1
4	Fiber Optics & Capacity Analysis	Discussion	Tim Ramsaur	15
5	Foreign Trade Zones	Discussion	Staff	30
6	Economic Master Plan	Discussion	Steve Pilcher	30
7	Future Topics	Discussion	All	4
8	Adjourn			

# NoaNet Scope of Work



**Broadband Strategic Planning,  
Market Analysis and Demand Aggregation  
Scope of Work Proposal**

Prepared for

**The City of SeaTac**

December 3, 2018

# Scope of Services Outlined

## Introduction

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The Scope of Services provided for and offered by NoaNet for the City of SeaTac are outlined as specific scopes below. Scope of Services are designed to provide end to end Broadband and Telecommunications Strategic planning to support network development, business planning, and prepare the City of SeaTac to be able to make informed decisions to determine next steps for potential telecommunications infrastructure deployment.

At the conclusion of this scope of services, the City of SeaTac will understand the current market conditions in their defined jurisdictional area, the feedback given from community respondents, cost estimates for network construction, potential business case thresholds, and have the data to support future grant applications, if needed. These findings will be compiled into a strategic plan document presented to them at the conclusion of this scope of work.

## Community Outreach Outlined Specific Scopes of Service

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### *1.0 Strategic Planning*

NoaNet staff will work with a designated project manager at the City of SeaTac to determine the goals and objectives of the City for community outreach. These goals, once determined, will be used to evaluate and document the following conditions necessary to properly conduct a market assessment of the local community:

- Evaluate the current broadband environment, service provider options, and infrastructure carriers and review current gaps in affordable and advanced broadband solutions for the local commercial and residential districts
- Review existing and potential public-public and public-private partnerships that may support the outlined goals and objectives
- Study and develop future investment options to capitalize network deployment in the identified areas aligned with the goals and objective
- Outline a network phasing plan, roadmap, necessary capitalization, organizational structure and business modelling to support the results of the Demand Aggregation scope to recognize the necessary capital investment with developing the broadband strategy.
- Perform Business Case evaluation and outline return on investment strategies.
- Recommended Action plan: Develop a series of next steps and recommendations.

NoaNet anticipates 182 hours to be required to have a project kickoff meeting, conduct a market analysis, develop a business case evaluation, propose business modeling and buildout strategy, recommend an action plan, and facilitate adoption of metrics and follow-up.

## ***2.0 Demand Aggregation***

NoaNet staff will set up an online portal for the designated area (s) of interest to conduct a survey of broadband needs, current services, and interest in municipal broadband. This data will give the City of SeaTac aggregate data to plan a build supported by community demand and pre-commitment. Data collected will be leveraged toward strategic planning efforts including:

- ROI-driven business development
- Identified areas of high-demand and need for infrastructure investment to facilitate strategic buildout planning that focuses efforts on areas of high need.
- Survey support through NoaNet including email response for community questions, paper survey development, call taking for portal support etc.

NoaNet anticipates 130 hours to be required to develop, launch, market and engage with the community. There is a \$2500 set up fee which will launch the portal, customize it to the City of SeaTac, and provide support for that portal to the City of SeaTac. There will be a \$500 monthly fee for each month the portal is open and collecting data. For our scope we anticipate a 6 month survey period. See table below for costs outlined.

## ***3.0 Community Engagement and Marketing Support***

NoaNet will support marketing of demand aggregation tool and municipal broadband education efforts through strategic marketing and community engagement including:

- Present to community leadership for educational purposes
- Champion orientation documents and leadership training to encourage participation and drive local ownership
- Toolkit creation of custom marketing materials including FAQs, meeting flyers and other educational materials
- Branding and logo support (at hourly billed rate)

NoaNet anticipates 24 hours to be required to engage in developing marketing materials, organizing and preparing community champions, and presenting the community leadership prior to demand aggregation portal launch.

## ***4.0 Grant Solutions***

NoaNet will research and review available funding mechanisms to support the feasibility study and capitalization of the network plan. If it is determined that grant solutions are viable and needed, NoaNet staff will manage, draft, and apply for any suitable broadband grants necessary to reach the agencies goals. We support turnkey applications, grant

management and compliance for a variety of broadband projects.

There is no time/cost allotted for grant applications included in this scope of work, as at this time it is not necessary. However, at the end of the demand aggregation and market analysis phase, NoaNet will prepare a white paper on the state of Broadband in the City of SeaTac that can be leveraged for future grant applications.

**Scope of Work Rate Schedule**

Task	Initiate	Complete	Staff	Community Outreach Manager	Technical Consultant	Senior Technical Consultant	Project Director
Project Kickoff Meeting with Stakeholders	Dec	Jan	Outreach Staff City Staff	16			8
Develop Demand Aggregation TookKit	Jan	Feb	Outreach Staff	24			
Demand Aggregation Go-Live	Feb	TBD	OutReach Staff City Staff	100	10		20
Perform Local Market Analysis	Jan	March	Outreach Staff	20			8
Inventory Local Infrastructure and Demand	Feb	April	GIS Staff		24		4
Model Broadband Infrastructure Expansion Projects	March	May	GIS Staff OSP Staff Engineering Staff Outreach Staff		40	16	
Recommend Action Plan	June	July	Outreach Staff City Staff	20			10
Facilitate Adoption of Metrics and Follow Up		July	Outreach Staff City Staff	8			8

Cost Reimbursables	RATE
Airline Flight	At Cost
Vehicle Rental	\$100.00 per day
Per Diem	\$82.00 per day
Hotel	At Cost
Misc. Expenses such as shipping, consumables, etc.	At Cost

Reimbursable costs and fees are additional

Demand Aggregation Portal	RATE
Hosted Service	\$2500 / Set up fee
Subscription	\$500 / Monthly

Hourly Rates and Projected Hours				
	Community Outreach	Technical	Senior Technical	Director
Total	Hours	Hours	Hours	Hours
	\$105	\$105	\$150	\$180
336	188	74	16	58
\$40,350	\$19,740	\$7,770	\$2,400	\$10,440

TOTAL COSTS SUMMARY	
Anticipated Reimbursables	\$4,056
Hourly Rate Costs	\$40,350
Demand Aggregation Setup	\$2,500
Demand Aggregation Monthly Fee for 6 months	\$3,000
<b>TOTAL COSTS</b>	<b>\$49,906</b>

# Kickoff Meeting Agenda



**10:00****1.0 Refine Strategic Plan Objectives**

Discuss Individual Scope of Work Line items from Contract

- SeaTac Market Analysis
- Business Case Evaluation and Modeling
- Build Out Strategy
- Challenges to Overcome
- Funding Sources Available
- Partnerships Existing

**11:00****2.0 Demand Aggregation**

- Review Demand Aggregation Portal
- Overview of Portal Structure
- Identify City areas of high demand and residential topologies
- Discuss survey marketing mechanisms

**12:00****Working Lunch****12:30****Infrastructure**

- Review City Served Facilities
- Review existing leased/franchised infrastructure
- Review Geo Results Business Data

**1:00****City Appetite for Operating a Business Plan**

- Retail vs. Wholesale
  - Serve City-Owned Facilities Only
  - Serve above plus public safety, key commercial clients, other?
  - Serve Commercial Business Only
  - FTTx to somewhere, to everywhere
- Staffing Requirements
- Subsidized vs. ROI

**1:30****3.0 Community Engagement and Marketing Support**

- Determine Community Engagement Plan
- Discuss Champion Model
- Toolkit Creation

**2:00****4.0 Grant Solutions**

- Discuss known alternatives
- CERB

# Broadband Planning Guide

# The Road to **BROADBAND**

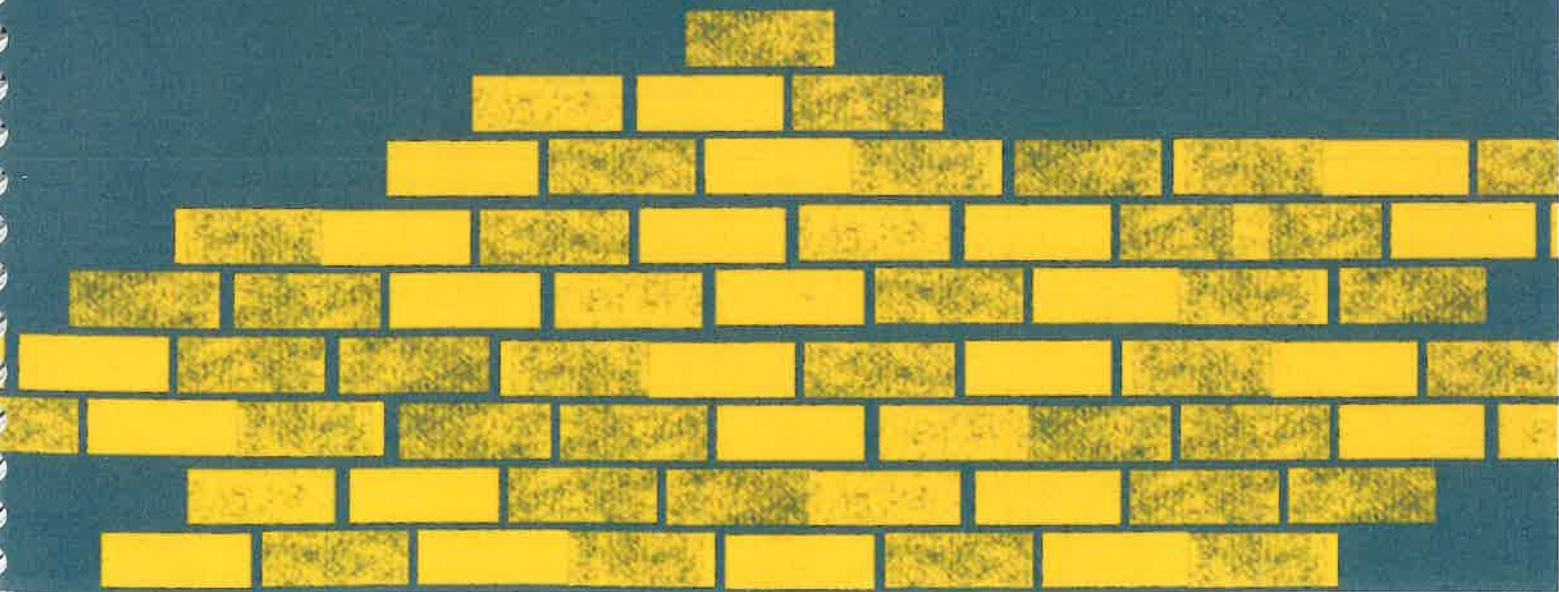
A Planning Guide for Your Community  
Broadband Network





# The Road to **BROADBAND**

<b>THE MARKET ANALYSIS .....</b>	<b>5</b>
<b>SURVEY YOUR COMMUNITY .....</b>	<b>7</b>
<b>ANALYZE DATA AND DRAW CONCLUSIONS .....</b>	<b>9</b>
<b>DEFINE NETWORK PURPOSE AND FUNCTION .....</b>	<b>11</b>
<b>DEVELOP A BUSINESS PLAN .....</b>	<b>13</b>
<b>CONSTRUCTION: YOU'RE DOING IT! .....</b>	<b>17</b>
<b>OPERATIONS AND MAINTENANCE... ..</b>	<b>19</b>



# THE MARKET ANALYSIS

## FIRST THING'S FIRST. WHERE ARE WE?

NOANET HAS BEEN PROVIDING HIGH-SPEED OPEN-ACCESS BROADBAND SERVICES FOR NEARLY TWENTY YEARS. DURING THIS TIME, NOANET HAS BUILT A VAST TOOLKIT THAT IS USED TO EVALUATE LOCAL COMMUNITIES AND THEIR BROADBAND INFRASTRUCTURE NEEDS. WE HAVE LEVERAGED THAT TOOLKIT TO CREATE THIS ROAD TO BROADBAND GUIDE FOR COMMUNITIES.

ENGAGING IN A BROADBAND PLAN CAN FEEL LIKE STEPPING INTO AN UNKNOWN WORLD. DON'T FRET— JUST FOLLOW THE PATH ONE STEP AT A TIME AND YOU'LL BE ON YOUR WAY TO A SUCCESSFUL BROADBAND PROJECT. NOANET IS HERE TO HELP ALONG THE WAY. TO GET THINGS GOING, WE'LL NEED TO EVALUATE WHAT INFORMATION YOU ALREADY HAVE AND THE INFORMATION YOU NEED TO COLLECT.

### GETTING STARTED:

#### ☐ **Identify Existing Infrastructure—**

Many communities already have fiber in place for managing traffic signals, monitoring wells, or connecting electrical substations. Before delving deep into this process, find out if any of these assets already exist in the community and if they could be leveraged toward a community broadband network.

#### ☐ **Find Out Who the Service Providers in the Area Are—**

Many public Washington entities are restricted from selling telecommunications services. If your organization is one of them, finding retail partners is key! If there are service providers in the area, find out if they want to join your effort. They may be facing financial hurdles to widespread deployment that you can overcome as a team.

#### ☐ **Identify Possible Funding Mechanisms—**

Evaluate if your area qualifies for State and Federal loan and grant programs, see if local funds are available from stakeholders, etc.

#### ☐ **Estimate Network Cost—**

NoaNet's engineers will do a high-level evaluation of a network to serve your community so we have a ballpark idea what kind of build cost might be, and what technologies could work.

#### ☐ **Engage Anchor Institutions—**

Talk with your area's schools, libraries, hospitals, government buildings, and any major businesses to get a sense of the general opinion of their current services. Are their needs being met? If they are, how? If not, what do they need?



# SURVEY YOUR COMMUNITY

TIME TO DO SOME RESEARCH! IT IS CRITICAL TO DISCERN IF YOU HAVE A COMMUNITY WHO NEEDS AND WANTS IMPROVED BROADBAND INFRASTRUCTURE, AS OPPOSED TO JUST A VOCAL FEW. NOANET RECOMMENDS DITCHING THE “IF WE BUILD IT, THEY WILL COME” MENTALITY AND TRADE IT IN FOR A “IF THEY COME, WE WILL BUILD IT” STRATEGY. NOANET HAS INEXPENSIVE TOOLS TO HELP YOU GET THE INFORMATION YOU NEED TO MAKE AN INFORMED DECISION.

## STEPS TO TAKE:

### ☐ **Talk With Your Community—**

Organizing community meetings is a great way to start the conversation. Educate folks about why broadband is important, and why your organization is looking into making sure there is adequate broadband service in your area.

### ☐ **Identify Broadband Champions—**

Your community champions will be pivotal in engaging these meetings, talking with neighbors, and spreading the word about the project that is being explored.

### ☐ **Engage a NoaNet Project Manager—**

Your PM at NoaNet will help keep your data gathering project affordable and efficient through leveraging all of the resources in our broadband arsenal, give your champions tools, and help you organize your thoughts on this complicated topic.

### ☐ **Launch a Community Survey—**

NoaNet has a statewide system in place for community surveys, information tracking, champion engagement and demand aggregation. Your project manager will help you design, launch, maintain and understand results from your community survey.

### ☐ **Find Out What Services Are Currently Available—**

If there are incumbent service providers, find out what services they are selling and the price they are advertising. Also check in with community members to find out what their experience is. Are these rates affordable and providing bandwidth and reliability the consumer requires? You can ask for this feedback through the survey portal.

## **NoaNet’s Community Broadband Solutions Program**

Often, community resources for this type of project are limited. As part of NoaNet’s Community Broadband Solutions Program, we will set up a designated project manager within our organization who will oversee the ongoing processes related to your community broadband project. Your Project Manager will provide the framework for development and monitoring of the project scope as you learn what your community’s needs are, as well as serve as an experienced guide to answer questions, concerns, and help explore your community’s unique situation with you.

# ANALYZE DATA AND DRAW CONCLUSIONS

YOUR COMMUNITY OUTREACH AND DATA COLLECTION IS COMPLETE. NOW IT'S TIME TO LOOK AT THE DATA AND DECIDE IF THERE IS SUFFICIENT NEED TO WARRANT ADDITIONAL INVESTMENT IN PLANNING A MUNICIPAL BROADBAND NETWORK FOR YOUR COMMUNITY.

## QUESTIONS TO CONSIDER:

### **What Does The Data Say—**

As a public entity, it is crucial that any project using public funds is needed and will be used effectively. Now you have the data to help you understand the needs of your area.

- Does this need warrant further public investigation and/or investment?**
- Is there enough interest to create a fiscally-reasonable infrastructure investment?**
- Is there sufficient broadband access to support my community's economic viability today and in the future?**
- Are there ISPs who would participate in an open-access broadband network?**

IF THE SURVEY DATA SUGGESTS THAT YOUR COMMUNITY IS ADEQUATELY SERVED, THE CBS PROGRAM STOPS HERE. YOU HAVE INVESTIGATED THE BROADBAND LANDSCAPE OF YOUR COMMUNITY WITH MINIMAL INVESTMENT, BEEN RESPONSIVE TO YOUR CONSTITUENTS, AND HAVE COLLECTED A LOT OF USEFUL DATA AND RESOURCES FOR FUTURE CONVERSATIONS. WELL DONE!

## IF YOU FIND THERE IS NEED TO INVEST....



### ***NoaNet is here to help!***

As part of the Community Broadband Solutions program, NoaNet will write up a white paper of your community's market analysis, survey data results and economic impact data. This will help you make a data-driven decision to continue to investigate a municipal open-access network, or facilitate conversations with your area ISPs to enhance services if public buildout is not warranted.

# DEFINE NETWORK PURPOSE AND FUNCTION

YOUR DATA DETERMINED THAT YOUR COMMUNITY'S BROADBAND NEEDS ARE NOT BEING MET AND YOU HAVE DECIDED TO MOVE FORWARD WITH LOOKING AT A MUNICIPAL NETWORK— CONGRATULATIONS!

BROADBAND NETWORK PLANS ARE NOT ONE-SIZE-FITS ALL. IN FACT, ALMOST NO TWO ARE ALIKE. THERE ARE A LOT OF QUESTIONS YOU SHOULD THINK THROUGH THOROUGHLY AS THE NEXT STEPS DOWN THE ROAD IN YOUR BROADBAND NETWORK PLANNING...

## QUESTIONS TO CONSIDER:

- ❑ **Why are you wanting to build this network? Do you view broadband as a utility?**

The commodity and the utility way of thinking about broadband infrastructure are different worlds— and will inform how you move forward.

- ❑ **Who are you intending to serve with this network?**

Are you aiming to serve the business district for economic development purposes? The anchor institutions (schools, libraries, hospitals)? Are you intending to connect residences? All of these?

- ❑ **Who will provide services over this network?**

NoaNet encourages the deployment of Open Access networks. An open access network describes where the network infrastructure all the way to the end user is made available to multiple Internet Service Providers (ISPs) equally. This is shown to increase market competition, resulting in lower prices, higher speeds, and happier end users. Your market analysis will have given you the base for this data. Now it's time to learn if they want to participate on an open access network.

- ❑ **Are there local policies that enable current or future investment?**

In the meantime, consider adopting a “dig once” policy in your area and engage anyone developing real estate in our area to install conduit. That way, when it's time to deploy fiber, the costs will be greatly reduced because the conduit will already be in place. Also look into pole attachment policies to ease deployment.





# DEVELOP A BUSINESS PLAN



IT'S TIME TO TAKE ALL OF YOUR DATA, OUTREACH EFFORTS, CHAMPIONS, AND PUT IT TOGETHER IN A BUSINESS PLAN. NOANET'S COMMUNITY BROADBAND SOLUTIONS PROGRAM IS PREPARED TO WALK WITH YOU THROUGH THIS PROCESS. WE RECOMMEND THAT RATHER THAN TAKING THE ENTIRE PROJECT ALL AT ONCE, OR LOOKING AT EACH NEIGHBORHOOD AS A CASE-BY-CASE BUSINESS DECISION, YOU DEFINE ROI METRICS THAT ARE ACCEPTABLE, AND IF THOSE METRICS ARE MET BY THE DEFINED AREA, THE PROJECT IS FUNDED.

## STEPS TO TAKE:

### ❑ **Consider Partnerships and Rural Cooperatives**

Reach out to nearby communities to discuss the possibility of a multi-community partnership. For small communities, regional networks that include several municipalities or local governments provide the strength of collaboration and expanded access to funding sources.

### ❑ **Find Out If Service Providers Are Interested in Partnerships—**

Nobody likes overbuilding anyone. Often, rural service providers are facing the same big challenge most networks face: high infrastructure costs. With the goal of buildout in mind, there are friends to be made in ISPs who will also benefit from a wider network reach. In an open-access network environment, you will likely have several ISPs who meet your specific Service Level Agreements (SLAs) operating on the network.

### ❑ **Engineering the Network—**

It's time to get detailed construction estimates so you can understand the ROI threshold for your service area(s). This is NoaNet's engineering team's wheelhouse. A detailed buildout plan will include make-ready work, easement and permit identification and prep, cost for materials including fiber, splice cases, vaults, and any other needed equipment, as well as construction labor.

### ❑ **Business Modeling—**

A business plan will need be created with the network costs defined, wholesale pricing established, and factor in anticipated take rates, ISP fees as well as projected costs for ongoing operations and maintenance.

### ❑ **Calculate Your Ongoing Operations and Maintenance Costs—**

NoaNet can help assist with outlining all aspects of Network Operations, including engineering, outside plant, network operations, call center, and optical networks .

### ❑ **Start Getting Pre-Commitments From Community Members—**

If utilizing NoaNet's demand aggregation tool, we can build your ROI data into your survey portal and get pre-committal from community members who want to sign onto the community network. This will help identify a starting point for buildout, so that areas with highest commitment and need can be prioritized and get online quickly.

☐ **Keep Funding On Everyone’s Mind—**

Throughout these conversations, continue to engage your community over the issue of cost. If you are approaching broadband as a utility infrastructure, there is often a connection cost associated with utility services.

☐ **Applications for Grants and Loans—**

If federal, state or private grants and loans are part of the funding plan, now is the time to get those applications rolling. NoaNet can help.

☐ **Is This Network Something Your Organization Will Want to Own and/or Maintain?**

There are pros and cons to owning the network infrastructure. You’ll want to think through what is the right solution for your organization. Do you intend to hire staff? Do you plan to contract for operations and maintenance? How about customer service?

☐ **What Broadband Technology is the Right Fit for Your Community?**

Research and evaluate different network components and design. NoaNet can help with this as well. We have built many different types of networks and are creative problem solvers for each unique situation.



## POSSIBLE FUNDING MODELS

### REVENUE BONDS

#### How It Works:

A local government or utility issues bonds to private investors that are repaid over many years with revenues from the network. Certificates of Participation work along similar principles. Fewer than 2% of municipal networks have defaulted on bonds .

Examples: Lafayette, Louisiana; Cedar Falls, Iowa; Longmont, Colorado

### AVOIDED COSTS

#### How It Works

Local government redirects existing funds used to lease connections from an existing provider to build and operate its own network, often resulting in faster connections at lower prices. If payback is longer than one year, bonds may be issued and repaid with the budget that had been used to lease lines. This approach is most common with smaller networks built incrementally.

Examples: Santa Monica, California; Scott County, Minnesota

### INTERNAL LOANS

#### How It Works

A department within the local government loans another department the necessary capital for building the network. Many states regulate the minimum interest rate and requirements for such a loan.

Examples: Chattanooga, Tenn.; Spanish Fork, Utah; Auburn, Indiana

# CONSTRUCTION: YOU'RE DOING IT!

ALL THAT HARD WORK HAS PAID OFF AND IT'S TIME TO START BUILDING THE NETWORK. WITH ALL OF THE PREPARATION YOU'VE DONE, YOUR CONSTRUCTION AND ENGINEERING TEAMS WILL KNOW EXACTLY WHAT TO DO WITH THE PLANS YOU'VE CREATED.

## STEPS TO TAKE:

### **If you utilized NoaNet's Survey System—**

Your survey portal can be leveraged for signups, and utilized as a customer-facing portal to track construction. This leaves your team more time and resources to focus on buildout.

### **Pick your construction team—**

NoaNet has a proven record of timely quality network construction oversight practices across Washington State. We will leverage our relationships and resources to bring this experience and expertise to the construction of each community network through a competitive bidding process.

### **Things your construction team will be responsible for—**

- |  |  |
|--|--|
| <input type="checkbox"/> Staking   | <input type="checkbox"/> Periodic monitoring of fiber splicing   |
| <input type="checkbox"/> Pole Attachment Make Ready work and Prep  | <input type="checkbox"/> Periodic monitoring of fiber testing  |
| <input type="checkbox"/> Utility Contact and Engagement  | <input type="checkbox"/> Daily tabulation of completed construction as recorded by inspectors;   |
| <input type="checkbox"/> Submittal of Pole Attachment Applications for Processing and Delivery to Utilities and Application Tracking and Follow Up | <input type="checkbox"/> Addressing questions or concerns regarding contract construction requirements   |
| <input type="checkbox"/> Utility Walk Out and Guidance for Maximum Reduction of Costs and/or Improvement of Build Schedule                         | <input type="checkbox"/> Preparing and submitting weekly progress reports. The form documents quantity of cable placed, quantity tested and accepted, quantity with access points placed and quantity spliced. These quantities are compared to the scheduled progress. The report will also note any problems encountered and the resolution as well as any weather-related delays. |
| <input type="checkbox"/> Review of Utility Make Ready Estimates for Accuracy   | <input type="checkbox"/> Preparing a construction discrepancy list to be given to the contractor upon completion of the construction activities  |
| <input type="checkbox"/> Public ROW Permits  | <input type="checkbox"/> Construction Inspections  |
| <input type="checkbox"/> Construction Bid Evaluation   |  |
| <input type="checkbox"/> Construction Phase Services   |  |
| <input type="checkbox"/> Conduct Pre-Construction Meeting  |  |
| <input type="checkbox"/> Monitoring and recording construction activities  |  |



# OPERATIONS AND MAINTENANCE

ONCE YOUR NETWORK IS UP AND RUNNING— WE WANT TO MAKE SURE IT STAYS THAT WAY. LET’S ENSURE THAT THROUGH A PLAN TO MAKE SURE THAT YOUR BRIGHT AND SHINY NETWORK STAYS IN OPTIMAL CONDITION WITH A WELL-THOUGHT OUT OPERATIONS AND MAINTENANCE PLAN.

## STEPS TO TAKE:

- ❑ **Decide Who Will Operate Your Network—**

Unless you are planning to hire a staff for monitoring and operating your network, you’ll need to hire someone for this. NoaNet has a 24x7x365 Network Operations Center located in Spokane who can be the eyes and ears for your network.

- ❑ **Initiate Operations and Maintenance Contracts**

- ❑ **Initiate break/fix contracts if not in-house**

- ❑ **Engage stakeholders with a project review session to see how things went**

- ❑ **Gather community feedback on process and services—**

Take time to engage with the community after the project is complete to see how things are going. If there are still people who are having issues, we can work together to find a solution.

- ❑ **Identify possible expansion opportunities for the future**

It’s never too early to start thinking “what’s next”?



### *NoaNet’s Network Operations Center*

NoaNet can be the eyes and ears on your Network to ensure that your customers have world-class network reliability. Our Network Operations Center (NOC) has been in operation since 2009 in Spokane, Washington where dedicated staff focused on monitoring the network 24 hours a day, 7 days a week, 365 days a year. In the event of a problem, we act immediately to troubleshoot the issue, notify the appropriate personnel and minimize the amount of downtime.

## proCHAMPS Rental and Foreclosed Properties Service

### RESPONSES TO QUESTIONS

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This information is a follow up to the PED meeting held on January 3, 2019 where certain committee members had questions about the services provided by proCHAMPS. The following is a copy of the correspondence received.

1. **Are there any competing companies that do what you offer?** There are two that we're aware of, however, they do not provide nearly as much service as PROCHAMPS and are tiny compared to the over 200 cities that PROCHAMPS represents. It's also harder for smaller competitors to achieve compliance. Since there's not a cost for PROCHAMPS' service, I would highly recommend the partner that has the best product and can achieve the greatest compliance, as both the tool and the revenue will be more useful with greater compliance. Also, none of PROCHAMPS' competitors operate in Washington State and none perform service for any communities as small as SeaTac.
2. **Do you have some success stories that you can forward for their review?** I've attached a letter of recommendation from the Town of Babylon in New York and a news story from the City of Allentown in Pennsylvania. That said, PROCHAMPS informs me that they can "provide 209 success stories" from their existing clients.
3. **Are there ever any issues with property rights infringements?** No.
4. **Is what you do allowed by state law? (our Sr. Asst. City Attorney is looking into this one)** Yes. PROCHAMPS is already actively providing this service in Washington State (for the City of Spokane).

The letter mentioned in #2 above from the Town of Babylon is as attached for review.

For a reminder, two summary sheets that were presented on January 3<sup>rd</sup> are also attached for your review.

July 27, 2018

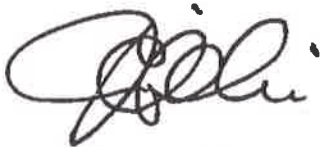
To Whom it May Concern:

I would like to extend my recommendation of the PROCHAMPS property registration solution to your community. PROCHAMPS has been managing the default property registration program for the Town of Babylon since March 2017. They have registered thousands of properties on behalf of our Town.

This service is free, it's revenue enhancing and most importantly it saves a tremendous amount of staff time in researching and communicating with responsible parties so that we can be more responsive to our residents.

Again, I would recommend this service to any community serious about fighting neighborhood blight.

Sincerely,

A handwritten signature in black ink, appearing to read "J. Cifelli", with a large, stylized initial "J" and "C".

John R. Cifelli,  
Director of Operations  
Town of Babylon  
200 East Sunrise Highway  
Lindenhurst, NY 11757  
631-957-3000  
[jcifelli@townofbabylon.com](mailto:jcifelli@townofbabylon.com)

# proCHAMPS: 4 Easy Steps to Combat Foreclosure Blight

1

Community passes a model ordinance.

2

proCHAMPS staff researches/tracks properties, contacts banks, and gets them to register.

3

Community receives their share of the registration fees and information on responsible parties through a user-friendly and multi-functional database.

4

Code Officials can utilize our cutting edge, web-based interactive data platform to communicate directly with banks and our team will follow-up on your behalf.



In Jacksonville, the **proCHAMPS** solution has registered over **50,000** bank foreclosures.

“

Our company works diligently on behalf of over 100 communities every single day to register these properties and remedy the problems that arise from them. We are proud of our record of accomplishment and look forward to any opportunity to show you what we can do for your community.”

David Mulberry, President and CEO  
Community Champions

INCREASE  
COMPLIANCE

LOWER  
COSTS

# Fight Blight through PROCHAMPS Rental Registry

When it falls upon municipal staff to enforce rental registry programs, compliance rates tend to be low while program costs run high. PROCHAMPS allows staff to focus on other high value community tasks while our team works to obtain a high rate of registrations with no out-of-pocket costs to your community. PROCHAMPS constructs an interfacing platform that is entirely cloud-based and proprietary to your community that your staff can use to communicate easily with landlords.

**STEP ONE:** Adopt our model Ordinance that requires landlords to register.

**STEP TWO:** PROCHAMPS staff will research/track rental properties within your municipality to obtain registrations.

**STEP THREE:** Community will receive their share of required registration fees and information on responsible parties through a user-friendly and multi-functional database.

**STEP FOUR:** Enforcement staff can utilize our cutting-edge, web-based interactive data platform to communicate directly with landlords and our team will follow-up on your behalf.

## What does the PROCHAMPS Rental Registry do for your community?

- Ability to communicate directly with landlords and property managers
- Increased compliance with local codes
- Higher registration compliance

## How does PROCHAMPS improve rental registry programs?

- Proprietary software that searches all online rental listings for potential registrants
- Sophisticated review of tax and municipal data to find registrants
- Experienced team dedicated to your municipal registration platform
- Experts in property registration
- Optionally, PROCHAMPS can perform rental inspections



Rental Registry Made Easy • PROCHAMPS

[www.prochamps.com](http://www.prochamps.com)





## MEMORANDUM COMMUNITY & ECONOMIC DEVELOPMENT

Date: February 5, 2019  
To: Planning and Economic Development Committee of the City Council  
From: Jennifer Kester, Planning Manager  
Subject: Shoreline Master Program Update

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The City is commencing a periodic review of its Shoreline Master Plan (SMP) as required every eight years by the Shoreline Management Act (Chapter 90.58 RCW). SeaTac's SMP, a land use plan for local shoreline areas, applies to the lakeshore along Angle Lake and 200 feet landward of the lakeshore.

This review is not a major update like the City completed in 2010. Instead, the periodic review is limited in scope to changes that occurred to state laws and rules since the 2010 update. Additionally, the update ensures that the SMP is consistent with other SeaTac plans and regulations. Review, and any necessary updates, is required by June 30, 2019.

Planning Commission began review in January. A Planning Commission open house and public hearing is scheduled for March 5<sup>th</sup>. The PED and City Council will be presented the Commission's recommendation in May.

The City has developed a webpage that will be updated as needed to provide draft documents, status updates, and other project information to stakeholders and the public: [www.seatacwa.gov/shorelineupdate](http://www.seatacwa.gov/shorelineupdate). The proposed updates to the current SMP can be found on this page. You can also access the existing SMP through that page.

At your February 7<sup>th</sup> meeting, city staff will introduce the project, discuss the timeframe, and present the items in the current SMP that should be amended. For review prior to our meeting, the following has been enclosed; other documents can be found on the webpage:

1. Map of Angle Lake Shoreline Jurisdiction and Designations
2. Public Participation Plan
3. Frequently Asked Questions Handout
4. Gap Analysis

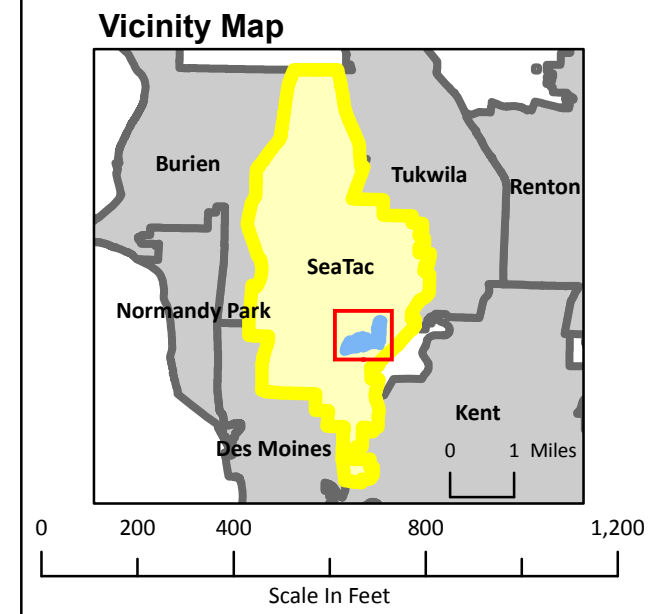


**City of SeaTac** **FIGURE 1**  
**Angle Lake**  
**Shoreline Master Program**

**Shoreline Management Environmental Designations**  
 Ord. #10-1002 (Effective 02/06/2010)

- Legend**
- SMA\*
  - City Limits
  - Approximate OHWM\*
  - Interstate 5
- \*SMA = Shoreline Management Area  
 \*OHWM = Ordinary High Water Mark

- Environmental Designations**
- High Intensity
  - Medium Intensity
  - Shoreline Residential
  - Urban Conservancy




Date Printed: 10/10/2011  
 Aerial Photo Date: March 2010

Data Source: City of SeaTac, King County GIS, AHBL, Inc.

Shoreline jurisdiction boundaries on this map are approximate. They have not been formally delineated or surveyed and are intended for planning purposes only. Additional site-specific evaluation may be needed to confirm/verify information shown on this map.

No warranties of any sort, including but not limited to accuracy, fitness, or merchantability, accompany this product.





# SHORELINE MASTER PROGRAM: PERIODIC REVIEW PUBLIC PARTICIPATION PLAN

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## Introduction

The City of SeaTac is undertaking a periodic review of its Shoreline Master Program (SMP), as required by the Washington State Shoreline Management Act (SMA), RCW 90.58.080(4). The SMA requires each SMP to be reviewed, and revised if needed, on an eight-year schedule established by the state Legislature. The review ensures the SMP stays current with changes in laws and rules, remains consistent with other SeaTac plans and regulations, and is responsive to changed circumstances, new information and improved data.

The purpose of this Public Participation Plan is to describe how SeaTac will encourage early and continuous public input throughout the SMP review process, including the steps that SeaTac will take to provide opportunities for public engagement and public comment, as well as SeaTac contact information and web addresses.

This plan is a working document and will be adjusted as needed to provide for the greatest and broadest public participation over the course of the periodic review process.

## 1.0 Public Participation Goals

- Provide interested parties with timely information, an understanding of the process, and opportunities to review and comment on proposed amendments to the SMP.
- Actively solicit information from citizens, property owners and stakeholders about their concerns, questions and priorities for the periodic review process.
- Encourage interested parties to informally review and comment on proposed changes to the SMP throughout the process and provide those comments to decision makers.
- Provide forums for formal public input at project milestones prior to decision-making by local officials.
- Consult and consider recommendations from neighboring jurisdictions, federal and state agencies, and Native American tribes.

## 2.0 Public Participation Opportunities

SeaTac is committed to providing multiple opportunities for public participation throughout the process and will use a variety of communication tools to inform the public and encourage participation, including the following:

### 2.1 Website

SeaTac's website will include a periodic review webpage where interested parties can access status updates, draft documents, official notices, minutes and other project information. It can be found at: [www.seatacwa.gov/shorelineupdate](http://www.seatacwa.gov/shorelineupdate). The webpage will be the primary repository

of all information related to the periodic review process, including draft documents, official notices, a Frequently Asked Questions section, and other project information. The page will include who to contact for more information and an email link for questions and comments.

## 2.2 Noticing

A flyer will be mailed to all property owners and tenants along Angle Lake notifying them of the upcoming SMP review and inviting them to join an email list of interested parties. The list will be maintained by the Community and Economic Development Department and will be used to notify interested parties regarding periodic review progress and participation opportunities, including the open house and public hearing. Interested parties can be added to the list by contacting Jennifer Kester, Planning Manager, at 206.973.4842 or [jkester@seatacwa.gov](mailto:jkester@seatacwa.gov).

## 2.3 Public Comment Periods and Hearings

The Planning Commission will hold an introductory meeting to review and discuss the periodic update and proposed SMP revisions. The Planning Commission will provide recommendations for amendments to City Council at a separate meeting. City Council and/or the Planning and Economic Development Committee of the Council may have a study session to discuss the Planning Commission's recommendations prior to adoption.

A public open house will be held immediately prior to a public hearing which will be held before the Planning Commission during the 30-day public comment period. SeaTac will coordinate with the Department of Ecology on public notification of comment periods and hearings to take advantage of Ecology's optional SMP amendment process that allows for a combined state-local comment period (WAC 173-26-104). Public notice of all comment periods and hearings will state who is holding the comment period and/or hearing, the date and time, and the location of any public hearing. Notices will be published per official policy and comply with all other legal requirements such as the Americans with Disabilities Act. A notice will be sent to the email list (2.2, above), stakeholders (3.0, below) and the Department of Ecology.

Following the joint public comment period, the City will provide documentation of comments received, City responses to comments, and proposed amendments based on public comments and the public hearing. Upon initial determination from the Department of Ecology, the City Council will adopt proposed amendments.

## 2.4 News media

The local news media will be kept up to date on the periodic review process and receive copies of all official notices.

## 2.5 Ongoing Comment

All documents under consideration will be available on the periodic review webpage and available for review at SeaTac City Hall. Interested parties will be encouraged to provide comments by letter or e-mail. All comments will be compiled and provided to the Planning Commission and City Council.

## 3.0 Stakeholders

SeaTac will reach out to the following stakeholders:

- Washington Department of Ecology
- Washington Department of Fish and Wildlife
- Army Corps of Engineers
- Muckleshoot Indian Tribe
- King County
- City of Burien
- City of Tukwila
- City of Normandy Park
- City of Des Moines
- City of Kent
- City of Seattle
- Mid-Sound Fisheries Enhancement Group
- Shoreline property owners on Angle Lake

## 4.0 Timeline

The following is a general timeline including anticipated public participation opportunities. SeaTac will coordinate with the Department of Ecology throughout the process. A detailed timeline will be posted on the periodic review webpage.

<b>December - January</b>	Public Participation Plan Website launch Notification sent to interested parties Review SMP and other relevant City codes and policies
<b>January</b>	Propose draft amendments Planning Commission review
<b>February - March</b>	30-day public comment period on draft revisions Community open house meeting Public Hearing before Planning Commission during 30-day public comment period Planning Commission recommendation to City Council
<b>April - June</b>	Environmental review (SEPA)

Public Participation Plan  
Shoreline Master Program Periodic Update  
City of SeaTac  
December 2018

	Ecology initial determination (up to 45 days)
<b>June</b>	City Council adoption



# Frequently Asked Questions

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## *Periodic Update of SeaTac's Shoreline Master Program*

### **What is a Shoreline Master Program (SMP)?**

A Shoreline Master Program (SMP) is a set of policies and regulations required by state law that has three basic principles:

- Encourages reasonable and appropriate development of shorelines with an **emphasis on water dependent uses**, which when developed are consistent with the control of pollution and prevention of damage to the natural environment, such as docks, marinas, and recreational facilities, or industries and commercial uses that require a shoreline location and support economic development; and,
- **Protects the natural resources and character of the shorelines**, the land, vegetation, wildlife, water, and aquatic life within shoreline environment; and,
- **Promotes public access** and provides opportunities to enjoy the aesthetic qualities of the natural shorelines and recreational activities in shoreline areas.

### **Where does this apply?**

"Shorelines of the state" include rivers and streams with mean annual flow more than 20 cubic feet per second, lakes 20 acres or larger, and all marine shorelines. Shorelines of the state in SeaTac include only Angle Lake. The shoreline jurisdiction extends 200 feet landward of the lake's edge. There are no documented critical areas along the lake or natural streams which flow in or out of the lake.

### **What is a periodic update of the SMP?**

The City of SeaTac completed an update of its Shoreline Master Program in 2010. Washington state law requires jurisdictions to review and update their SMPs every eight years in accordance with the Shoreline Management Act (SMA) and its current guidelines and legislative rules to attain state approval. The deadline for SeaTac's periodic update is June 30, 2019.

#### **This periodic update will focus on:**

- Reviewing relevant legislative updates since the 2010 SMP update and incorporating any applicable amendments;
- Ensuring consistency with SeaTac's 2017 Comprehensive Plan Update; and
- Ensuring compatibility with other City regulations.

#### **This periodic update will NOT:**

- Re-evaluate the ecological baseline that was established as part of the 2010 SMP update;
- Extensively assess no net loss criteria other than to ensure that proposed amendments do not result in degradation of the baseline condition; or

- Change shoreline jurisdiction or environment designations.

## **How do shoreline regulations apply to land use and development activities?**

Shoreline regulations apply to any change in land use or development activity that occurs within the shoreline jurisdiction, as defined in the SMP. Included in those modifications and uses regulated in the SMP are:

- New or expanded structures, such as houses, sheds, and decks;
- New or expanded in-water and over-water structures, such as docks, buoys, and boat launches;
- Land development and alteration, such as clearing, grading, dredging, or filling; and
- Other activities along the shorelines, including restoration (e.g., riparian planting, bank stabilization), trail construction, and public access.

## **What is a Shoreline Exemption and what is required to obtain approval?**

Certain land uses and development activities are exempt from the requirement to obtain a Shoreline Substantial Development Permit, but are not exempt from compliance with the Shoreline Master Program. Exemptions are issued in writing by the City after the submission of a complete application, including a site plan. Even though an activity is exempt from requiring a Substantial Development Permit, a conditional use or variance permit may be required. Exemptions under the SMP are different than exemptions under the State Environmental Policy Act (SEPA).

## **How does the SMP affect existing uses and development?**

SMP regulations are not retroactive. SMP regulations apply to *new* development and uses. Existing uses and developments legally established may be repaired, maintained and operated. The SMP applies to proposals for expansion or alteration of existing uses and structures.

Structures and uses that were legally established in the past may become legally nonconforming due to new shoreline rules that are adopted over time. Current SMP regulations allow these previously built structures and established uses to continue as they are presently operating. Residential structures that were legally established and are used for a conforming use, but that do not meet current SMP standards (e.g. height, buffers, setbacks, etc.) are considered conforming structures.

## **What is public access to shorelines? When is it required?**

Public access is a preferred use per the SMA. Public access can be physical access (e.g. trail) and/or visual access (e.g. view corridors). Public access standards apply to new development, not existing development. Generally, new public access is only required for private uses of certain sizes (e.g. large subdivisions, resorts, etc.) and for public uses. Public access requirements do not allow for trespass on private property.

## **What is No Net Loss?**

The SMP Guidelines establish the standard of no net loss. No net loss means that over time, the Citywide existing condition of shoreline ecological functions should remain the same as when the SMP is implemented. Simply stated, the no net loss standard is designed to balance the introduction of new impacts to shoreline



ecological functions resulting from new development through mitigation sequencing and restoration. The City must achieve this standard through both the SMP planning process and by appropriately regulating individual developments as they are proposed in the future. Any amendments to the SMP that may occur through the periodic update process would need to comply with the no net loss standard.

## How can I get more information?

**Website:**

<http://www.seatacwa.gov/shorelineupdate>

**Contact:**

Jennifer Kester - Planning Manager  
Community and Economic Development  
City of SeaTac  
206.973.4842  
[jkester@seatacwa.gov](mailto:jkester@seatacwa.gov)

# City of SeaTac Shoreline Master Program

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## Gap Analysis Report

Prepared on behalf of:



The City of SeaTac  
Community and Economic Development  
4800 South 188<sup>th</sup> Street  
SeaTac, Washington 98188

Prepared by:



750 Sixth Street South  
Kirkland . WA 98033

p 425.822.5242

f 425.827.8136

[watershedco.com](http://watershedco.com)

January 2019

The Watershed Company Reference Number:

181120

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DRAFT

# 1. Introduction

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In accordance with the Washington State Shoreline Management Act (SMA), local jurisdictions with shorelines of the state are required to conduct a periodic review of their Shoreline Master Programs (SMPs) (WAC 173-26-090). This review is intended to keep SMPs current with amendments to state laws or rules, changes to local plans and regulations, changes in local circumstances, and new or improved data and information.

The City of SeaTac (SeaTac) adopted its current SMP in 2010 (Ordinance No. 10-1002). Shorelines of the State in SeaTac are limited to Angle Lake. The SeaTac SMP includes goals and policies, shoreline environment designations, and development regulations that guide the development and protection of these shorelines. Portions of the SMP are also codified as Title 18 of the SMC.

As a first step in the periodic review process, The Watershed Company (Watershed) reviewed the current SMP for consistency with legislative amendments made since its adoption. Watershed staff also reviewed the current SMP for consistency with the policies in the City's Comprehensive Plan, adopted in December 2017 (Ordinance No. 17-1022), and with the implementing development regulations in the SMC. The Department of Ecology has verified that there are no known critical areas within shoreline jurisdiction in SeaTac. Therefore, the SMP does not adopt critical areas regulations specific to shoreline jurisdiction, and a review of consistency between the SMP and the City's CAO is not necessary.

The purpose of this gap analysis report is to provide a summary of the review and inform updates to the SMP. The report is organized into the following sections according to the content of the review:

- **Section 2** identifies gaps in consistency with legislative amendments. This analysis is based on a list of amendments between 2007 and 2017, as summarized by the Washington State Department of Ecology (Ecology) and provided to the City as a Periodic Review Checklist.
- **Section 3** identifies gaps in consistency with the City's Comprehensive Plan, and with implementing sections of the City's development regulations. Specifically, the review includes Titles 13, 14, 15 and 18 of the SMC.
- **Section 4** identifies issues of usability noted by both City staff and the Watershed team.

For each section, the report presents the topic, relevant section(s) in the SMP, a summary of the analysis (consistency or usability), and a recommendation for revisions to the SMP.

This report includes several tables that identify potential revision actions. Where potential revision actions are identified, they are classified as follows:

- **“Mandatory”** indicates revisions that are required for consistency with state laws.
- **“Recommended”** indicates revisions that would improve consistency with state laws, but are not strictly required.
- **“Optional”** indicates revisions that represent ways in which the City could elect to amend its SMP in accordance with state laws or for improved clarity and consistency, but that are not required or recommended for consistency with state laws.

This document attempts to minimize the use of abbreviations; however, a select few are used to keep the document concise. These abbreviations are compiled below in Table 1.

Table 1. Abbreviations used in this document.

<b>Abbreviation</b>	<b>Meaning</b>
CARs	Critical areas regulations
City	City of SeaTac
Ecology	Washington State Department of Ecology
FEMA	Federal Emergency Management Agency
LID	Low Impact Development
RCW	Revised Code of Washington
SAO	Sensitive Areas Ordinance
SMP	Shoreline Master Program
SMA	Shoreline Management Act
WAC	Washington Administrative Code
SMC	SeaTac Municipal Code

## 2. Consistency with Legislative Amendments

Table 2 summarizes mandatory and recommended revisions to the SeaTac SMP based on the review of consistency with legislative amendments made since SMP adoption. Topics are organized in reverse chronological order of legislative amendments addressed. In general, mandatory changes to the SMP are minor in nature. The majority of them address revised rules with regard to SMP applicability, including updated exemption thresholds and definitions. Note that section numbers will be updated during the revision process. The section numbers listed in the Table below may differ from those in proposed updates to the SMP.

Table 2. Summary of gaps in consistency with legislative amendments, and associated mandatory and recommended SMP revisions.

Row	Summary of change	Review	Action
<b>2017</b>			
a.	OFM adjusted the <b>cost threshold for substantial development</b> to \$7,047.	Title 18 and SMP definitions include outdated cost threshold of \$5,718. Outdated threshold also referenced in SMC 18.705(D)(1), SMP Chapter 7, page 105, and SMP Chapter 8, page 123.  <b>Relevant Section(s):</b> SMC 18.200 & 18.705(D)(1), SMP Chapter 2 (page 26), SMP Chapter 7 (page 105), & SMP Chapter 8 (page 123).	<b>Mandatory:</b> Update all references to outdated cost threshold for consistency with updated SMA rules.  <i>Note: Section numbers were created in the updated SMP document for ease of reference. The relevant sections in the updated SMP document for these revisions are 7.4.1 and 8.4.1(A)(1).</i>  <b>Recommended:</b> Update outdated cost threshold information on City’s Shoreline Exemption Permit Application for consistency with updated SMP.
b.	Ecology amended rules to clarify that the <b>definition of “development”</b> does not include dismantling or removing structures.	Title 18 and SMP definitions do not include language to clarify that dismantling or removing structures is not considered development.	<b>Mandatory:</b> Revise definition of “Development.”

Row	Summary of change	Review	Action
		<p>DOE suggested language.  <i>“Development” means a use consisting of the construction or exterior alteration of structures; dredging; drilling; dumping; filling; removal of any sand, gravel, or minerals; bulkheading; driving of piling; placing of obstructions; or any project of a permanent or temporary nature which interferes with the normal public use of the surface of the waters overlying lands subject to the act at any stage of water level.</i>  <i>“Development” does not include dismantling or removing structures if there is no other associated development or re-development.</i></p> <p><b>Relevant Section(s):</b> SMC 18.200 and SMP Chapter 2.</p>	
c.	Ecology adopted rules that clarify <b>exceptions to local review under the SMA</b> .	The SMP does not include these exceptions to local review under the SMA.	<p><b>Mandatory:</b> Add reference to statutory exceptions. Create a separate section in the SMP to reference exceptions in WAC 173-27-044, and -045, as amended.</p> <p><i>Note: Section 8.3 was created in the revised SMP document to address these revisions.</i></p>
d.	Ecology amended rules that clarify <b>permit filing procedures</b> consistent with a 2011 statute.	The SMP does not include a thorough discussion of permit filing procedures. The SMP does reference RCW 90.58.140(6) for determining the date of	<p><b>Recommended:</b> Update language in appeal process section of the SMP to clarify that the 21-day appeal period begins with the date of filing as defined by RCW</p>

Row	Summary of change	Review	Action
		<p>filing, although the discussion of the appeals process references a date of 'receipt.' Forwarding shoreline permits to Ecology is included in the Roles and Responsibilities of the Shoreline Administrator, but there is no reference to WAC 173-27-130 for proper permit filing procedure.</p> <p><b>Relevant Section(s):</b> SMC 18.700(B)(18), .730(D), .740 and SMP Chapter 8, pages 122, 138, and 140.</p>	<p>90.58.140(6). Add reference to WAC 173-27-130 in the Shoreline Administrator Roles and Responsibilities to clearly reference proper permit filing procedures.</p> <p><i>Note: Section numbers were created in the updated SMP document for ease of reference. The relevant sections in the updated SMP document for these revisions are 8.2(B)(xviii) and 8.6.</i></p>
e.	Ecology amended <b>forestry use regulations</b> to clarify that forest practices that only involves timber cutting are not SMA "developments" and do not require SDPs.	Forest practices are prohibited within shoreline jurisdiction.	<b>No change needed.</b>
f.	Ecology clarified the SMA does not apply to lands under <b>exclusive federal jurisdiction</b>	There are no lands under exclusive federal jurisdiction on the shoreline of Angle Lake.	<b>No change needed.</b>
g.	Ecology clarified "default" provisions for <b>nonconforming uses and development.</b>	<p>The SMP establishes its own provisions for nonconforming uses and development. The SMP and Title include a definition for "nonconforming use and development" which references WAC 173-27-080.</p> <p><b>Relevant Section(s):</b> Definitions for "Nonconforming use and development" (SMC 18.200 and SMP Chapter 2, page</p>	<b>Optional:</b> Consider updating definitions section to include distinct definitions for nonconforming use, nonconforming lot, and nonconforming development/structure consistent with WAC 173-27-080.



<i>Row</i>	<i>Summary of change</i>	<i>Review</i>	<i>Action</i>
		19), SMP Chapter 8 (page 128) and SMC 18.735.	
<b>h.</b>	Ecology adopted rule amendments to clarify the scope and process for conducting <b>periodic reviews</b> .	Title 18 references WAC 173-26 to establish procedures for periodic reviews and SMP amendments. The SMP lacks the corresponding <i>Master Program Review</i> section and provision (although it is included in the TOC).  <b>Relevant Section(s):</b> SMC 18.750(D).	<b>Recommended:</b> Add <i>Master Program Review</i> section to the SMP document to address the periodic review process for the SMP and include appropriate references to WAC 173-26-090 and RCW 90.58.080.  <i>Note: Section 8.8 was created in the revised SMP document to address the periodic review process.</i>
<b>i.</b>	Ecology adopted a new rule creating an <b>optional SMP amendment process</b> that allows for a shared local/state public comment period.	The SMP references WAC 173-26 and RCW 90.58.120 and .200 to establish procedures for SMP amendments.  <b>Relevant Section(s):</b> SMC 18.755 and SMP Chapter 8, page 139.	<b>No change needed.</b>
<b>j.</b>	<b>Submittal</b> to Ecology of proposed SMP amendments.	The SMP references WAC 173-26 and RCW 90.58.120 and .200 to establish procedures for SMP amendments.  <b>Relevant Section(s):</b> SMC 18.755 and SMP Chapter 8, page 139.	<b>No change needed.</b>
<b>2016</b>			
<b>a.</b>	The Legislature created a new shoreline permit exemption for retrofitting existing structures to comply with the <b>Americans with Disabilities Act</b> .	The SMP does not include this exemption, although the definition for “Exemption” references WAC 173-27-040. The applicability of this code	<b>Mandatory:</b> Add exemption to SMP. Consider adding a reference to WAC 173-27-040 to exemptions section of SMP to improve clarity and consistency.

Row	Summary of change	Review	Action
		<p>could be clarified, as elsewhere the SMP relies solely on a list of exemptions, rather than including a reference to the WAC.</p> <p><b>Relevant Section(s):</b> Definition of “Exemption” (SMC 18.200, SMP Chapter 2, page 15), SMC 18.705, SMP Chapter 8, <i>Shoreline Permits and Exemptions</i> (page 123)</p>	<p><i>Note: Section numbers were created in the updated SMP document for ease of reference. The relevant section for these revisions in the updated SMP document is 8.4.1(A).</i></p>
b.	Ecology updated <b>wetlands critical areas guidance</b> including implementation guidance for the 2014 wetlands rating system.	SMP does not contain critical areas regulations. Per Ecology, there are no known critical areas within shoreline jurisdiction in SeaTac.	No change needed.
<b>2015</b>			
a.	The Legislature adopted a <b>90-day target</b> for local review of Washington State Department of Transportation (WSDOT) projects.	The SMP does not address this. The City notes that a small portion of the I-5 ROW is within shoreline jurisdiction.	<p><b>Recommended:</b> Consider amending SMP to define special procedures for WSDOT projects per WAC 173-27-125. Ecology has provided example language.</p> <p><i>Note: Section 8.4.3(C) was created in the revised SMP document to address special procedures for WSDOT projects.</i></p>
<b>2014</b>			
a.	The Legislature raised the cost threshold for requiring a Substantial Development	The SMP and Title 18 both reference the outdated threshold of \$10,000 and	<b>Mandatory:</b> Update all references to outdated cost

<i>Row</i>	<i>Summary of change</i>	<i>Review</i>	<i>Action</i>
	Permit (SDP) for <b>replacement docks on lakes and rivers</b> to \$20,000 (from \$10,000).	include references to WAC 173-27-040 for exemptions.  <b>Relevant Section(s):</b> Definition of “Substantial Development” (SMC 18.200 and SMP Chapter 2, page 26), SMC 18.705(D)(6), SMP Chapter 7 (page 110), SMP Chapter 8 (page 124)	threshold for consistency with updated SMA rules.  <i>Note: Section numbers were created in the updated SMP document for ease of reference. The relevant sections for these revisions in the updated SMP document are 7.5.2 and 8.4.1(a)(vi).</i>
<b>b.</b>	The Legislature created a new definition and policy for <b>floating on-water residences</b> legally established before 7/1/2014.	SeaTac has no existing floating on-water residences.	<b>No change needed.</b>
<b>2012</b>			
<b>a.</b>	The Legislature amended the SMA to clarify <b>SMP appeal procedures</b> .	The SMP does not address SMP appeal process.	<b>No change needed.</b>
<b>2011</b>			
<b>a.</b>	Ecology adopted a rule requiring that wetlands be delineated in accordance with the approved <b>federal wetland delineation manual</b> .	Per Ecology, there are no known critical areas within shoreline jurisdiction in SeaTac. Therefore, the SMP does not include a distinct set of Critical Areas Regulations. SeaTac’s CAO (SMC 15.700) references the approved federal delineation manual.  <b>Relevant Section(s):</b> SMC 15.700.015, .275, .285.	<b>No change needed.</b>
<b>b.</b>	Ecology adopted rules for new commercial <b>geoduck aquaculture</b> .	Not applicable. SeaTac has no saltwater shorelines.	<b>Not applicable.</b>

<i>Row</i>	<i>Summary of change</i>	<i>Review</i>	<i>Action</i>
c.	The Legislature created a new definition and policy for <b>floating homes</b> permitted or legally established prior to January 1, 2011.	SeaTac has no existing floating on-water residences.	<i>No change needed.</i>
d.	The Legislature authorized a new <b>option to classify existing structures as conforming.</b>	Title 18 and the SMP do not classify existing residential structures as conforming.	<i>No change needed.</i>
<b>2010</b>			
a.	The Legislature adopted <b>Growth Management Act – Shoreline Management Act clarifications.</b>	Per Ecology, there are no known critical areas within shoreline jurisdiction in SeaTac. Therefore, the SMP does not include a distinct set of Critical Areas Regulations, eliminating potential inconsistencies between shoreline CARs and SeaTac’s CAO.  <b>Relevant Section(s):</b> SMC 18.755(B), SMP Chapter 8 (page 141)	<b>Mandatory:</b> Revise language in Chapter 8, page 141 to clarify that amendments to the SMP do not become effective until 14 days from Ecology’s written notice of final action.  <i>Note: Section numbers were created in the updated SMP document for ease of reference. The relevant section for this revision in the updated SMP document is 8.9.</i>
<b>2009</b>			
a.	The Legislature created new “relief” procedures for instances in which a <b>shoreline restoration project within a UGA</b> creates a shift in Ordinary High Water Mark.	The SMP does not address this.	<i>No change needed.</i> The City prefers to omit reference to the “relief” procedure for shoreline restoration projects from the SMP.
b.	Ecology adopted a rule for certifying <b>wetland mitigation banks.</b>	Per Ecology, there are no known critical areas within shoreline jurisdiction in SeaTac. Therefore, the SMP does not include a distinct set of Critical Areas	<i>No change needed.</i>

<i>Row</i>	<i>Summary of change</i>	<i>Review</i>	<i>Action</i>
		Regulations. SeaTac’s CAO (SMC 15.700) allows for the use of certified wetland mitigation banks.  <b>Relevant Section(s):</b> SMC 15.700.310(D)(4)(b)	
c.	The Legislature added <b>moratoria authority</b> and procedures to the SMA.	The SMP does not address moratoria authority.	<i>No change needed.</i>
<b>2007</b>			
a.	The Legislature clarified <b>options for defining "floodway"</b> as either the area that has been established in FEMA maps, or the floodway criteria set in the SMA.	Title 18 and SMP definitions include both the FEMA maps definition and the SMA definition. There are only minor discrepancies between the updated language and the definitions included in these documents.  <b>Relevant Section(s):</b> SMC 18.200 and SMP Chapter 2 (page 16)	<b>Optional:</b> Update definition of “Floodway” to be wholly consistent with updated Ecology guidance.
b.	Ecology amended rules to clarify that comprehensively updated SMPs shall include a <b>list and map of streams and lakes</b> that are in shoreline jurisdiction.	Neither Title 18 nor the current SMP include the necessary maps.	<b>Mandatory:</b> Update maps and include in updated SMP.
c.	Ecology’s rule listing statutory exemptions from the requirement for an SDP was amended to include <b>fish habitat enhancement projects</b> that conform to the provisions of RCW 77.55.181.	Title 18 and the SMP both include this exemption.  <b>Relevant Section(s):</b> SMC 18.705(D)(12) and SMP Chapter 8 (page 126)	<i>No change needed.</i>

### 3. Consistency with Development Regulations and Comprehensive Plan

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Table 3 below summarizes recommended revisions to the SeaTac SMP, SeaTac Municipal Code, and Comprehensive Plan based on a review of consistency between the documents. The Comprehensive Plan adopts the goals and policies of the SMP as an element of the plan by reference, but also includes goals and policies related to shorelines in its text. The SMC establishes the applicability of the SMP in places, applying some catch-all provisions that ensure that the City has the authority to apply the SMP regulations in its operations and permitting, and includes some direct references to the SMP and shoreline jurisdiction. However, there are areas of the code that could be updated to provide additional clarity and consistency and strengthen the application of the SMP. These are summarized in the table below.

A primary source of confusion on the issue of shoreline regulation in SeaTac is a lack of clarity over the applicability of the SMP document itself and Title 18 of the SMC, Shoreline Management Code. These two documents are not fully consistent with one another, which creates confusion among planners and residents as to which document to consult for information and direction on shoreline regulations. This is particularly problematic because Title 18 has been updated since the adoption of the SMP, incorporating Low Impact Development regulations in 2016, but these same updates were not applied to the SMP document itself. The City has expressed interest in repealing Title 18 and moving forward with an updated SMP document to simplify and clarify shoreline regulations in SeaTac.

The SeaTac SMP is also unique in that it does not contain any critical areas regulations of its own, nor does it adopt the City's Sensitive Areas Ordinance (SAO) by reference. This owes to the fact that the SMP is limited to a single lake, with no known critical areas along its shorelines. However, there is confusion among the SMP, SAO, and Comprehensive Plan about how critical areas are regulated within shoreline jurisdiction. While the determination of no known critical areas was made, it's important to note that critical areas are by their very nature dynamic. It's entirely possible that either critical areas do exist within shoreline jurisdiction that simply were not captured during the previous review, or that critical areas (e.g., wetlands) may form in shoreline jurisdiction in the future. It's important that the City consider how to handle these potential issues, and establish clarity and consistency among its development regulations.

Table 3. Summary of recommended SMP, SMC, and Comprehensive Plan revisions to improve consistency.

#	Issue	Review & Relevant Location(s) <sup>1, 2</sup>	Recommended Action
<b>Comprehensive Plan</b>			
1	Relationship between the SMP and the Comprehensive Plan	<p><b>Review:</b>            The Comprehensive Plan establishes that the SMP goals and policies are considered an element of the Comprehensive Plan. Title 16A of the SeaTac Municipal Code also establishes that the SMP is adopted by reference into the Comprehensive Plan. The Comprehensive Plan also includes goals and policies related to shorelines in its text. These goals and policies appear to be pulled directly from the SMP, although some of the text has been amended slightly in the transition.</p> <p><b>Comprehensive Plan:</b></p> <ul style="list-style-type: none"> <li>• Goals and Policies – Shorelines</li> </ul> <p><b>SMP:</b></p> <ul style="list-style-type: none"> <li>• Chapter 3</li> </ul> <p><b>SMC:</b></p> <ul style="list-style-type: none"> <li>• 16A.25.020</li> </ul>	<p><b>Recommended:</b> Update the text of the goals and policies in the SMP for consistency with the updated language in the Comprehensive Plan.</p>
<b>Development Regulations</b>			
2	Relationship between development regulations and the SMP	<p><b>Review:</b>            SMC provisions for clearing and grading in shoreline areas (SMC 13.190.120) are vague, and do not reference the SMP. Title 15 – Zoning Code does not include a reference to the SMP or shoreline jurisdiction. SMC 16A.03.020 and .030 reference Title 18 for Shoreline Management Development Standards, rather than the SMP.</p>	<p><b>Future Recommendation:</b> Consider modifying code language to more clearly establish the applicability of the SMP and shoreline regulations to promote clarity and consistency of application.</p>

#	Issue	Review & Relevant Location(s) <sup>1, 2</sup>	Recommended Action
		<p><b>SMC:</b></p> <ul style="list-style-type: none"> <li>• 13.190.120</li> <li>• 15.100</li> <li>• 16A.03.020 &amp; .030</li> </ul>	
3	Title 18 – Low Impact Development Regulations and Definitions	<p><b>Review:</b></p> <p>Title 18 of the SMC was updated in 2016 to incorporate regulations on Low Impact Development. However, these updates were not applied to the actual SMP document, nor were they approved by Ecology as part of the SMP amendment process.</p>	<p><b>Recommended:</b> Incorporate the 2016 LID regulation updates from Title 18 into the updated SMP document.</p>
<p><sup>1</sup> This column attempts to capture the primary relevant location(s) of content related to the item described in the Summary of Change column; however, due to length of the SMP, all relevant locations may not be listed.</p> <p><sup>2</sup> Locations in italics indicate that the location does not actually address the specific content described in the Summary of Change column; these locations are listed to indicate where generally related content is found.</p>			

## 4. Staff Recommendations & Other Issues for Consideration

City of SeaTac planning staff have also proposed modifications to the SMP. Table 4 discusses these proposed changes, rationale, and input from The Watershed Company, as well as some additional issues for consideration to improve the usability of the document.

Table 4. Staff Recommendations and Other Issues for Consideration

#	Issue	Review & Relevant Location(s) <sup>1, 2</sup>	Recommended Action
<b>Definitions</b>			
1	Definition of “Qualified Professional”	<p><b>Review:</b></p> <p>City staff noted that the current SMP does not contain a definition for “Qualified Professional,” although the term is used several times throughout the SMP. This lack of clarity creates issues with project reports being completed by under-qualified professionals.</p> <p><b>SMP:</b></p> <ul style="list-style-type: none"> <li>• Chapter 2</li> </ul>	<p><b>Recommended:</b> Add definition for “Qualified Professional” to the SMP.</p>



#	Issue	Review & Relevant Location(s) <sup>1, 2</sup>	Recommended Action
		<u>SMC:</u> • 18.200	
<b>Formatting and Consistency</b>			
2	SMP Document Organization	<u>Review:</u> City staff have noted the current SMP’s organizational numbering system makes it difficult to reference. SMP policies and regulations are distributed throughout several sections of the SMP, and in each section both the policies and regulations are number 1, 2, 3, etc. This system makes it very difficult and confusing to cite or reference specific sections, policies, or regulations. City staff have expressed an interest in updating the numbering system in the SMP to more simply and clearly organize policies and regulations.	<i>Recommended:</i> Update numbering organization in the SMP to make it easier to reference specific policies and regulations.
3	Table of Contents	<u>Review:</u> During the review process, instances of incorrect page numbers were found in the Table of Contents and at least one section listed in the Table of Contents that didn’t exist in the body of the SMP.	<i>Recommended:</i> Update the Table of Contents to accurately reflect the contents of the updated SMP.
4	References to the Hughes Property	<u>Review:</u> There are many references throughout the SMP to the previously City-owned “Hughes property” or the “former Hughes property.” This property has recently been sold, and City staff have raised the question or how best to reference this property in the updated SMP.	<i>Recommended:</i> Update references to this property with parcel numbers throughout the revised SMP document.
5	Administrative Clarity	<u>Review:</u> City staff have noted references to outdated titles/positions in the introduction to the SMP. City	<i>Recommended:</i> Update the introduction to the SMP to reflect the current administrative makeup

#	Issue	Review & Relevant Location(s) <sup>1, 2</sup>	Recommended Action
		staff also have interest in updating the introduction to the SMP to include discussion of the current SMP review and update process.	of the City and the current SMP review and update process.
<p><sup>1</sup> This column attempts to capture the primary relevant location(s) of content related to the item described in the Summary of Change column; however, due to length of the SMP, all relevant locations may not be listed.</p> <p><sup>2</sup> Locations in italics indicate that the location does not actually address the specific content described in the Summary of Change column; these locations are listed to indicate where generally related content is found.</p>			

DRAFT



## Community and Economic Development Department

Date: February 5, 2019  
To: PED Committee  
From: Steve Pilcher, CED Director  
Re: Potential Orillia Road annexation

Question: Should the City pursue annexation of unincorporated lands on the west side of Orillia Rd. from the S. 195<sup>th</sup> block south to S. 204<sup>th</sup> St.?

Background: This island of unincorporated King County is surrounded by the Cities of SeaTac, Tukwila and Kent. It is considered to be within the City of Tukwila's Potential Annexation Area (PAA). PAAs are established in the King County Countywide Planning Policies; those policies prevent a city from annexing land outside its defined PAA.

The City of SeaTac does not have an approved PAA at any of its boundaries; its Urban Growth Area (UGA) is the current city limits.

Process: There are several mechanisms under State law by which land may be annexed into a city. However, SeaTac would first need to reach an agreement with Tukwila whereby this area would no longer be considered part of Tukwila's PAA. The City would then need to apply through the King County Growth Management Policy Committee (GMPC) in order to have the PAA map amended to reflect this area as being SeaTac's PAA. The City would also need to amend its Comprehensive Plan to include this area and assign an appropriate land use designation. Assuming all of those steps occur, annexation of the area could be pursued through an appropriate method (petition, vote, etc.). Staff estimates the entire process could take from 2-4 years, given procedural issues and timelines.

Pros: 1) Annexing this area would establish all lands on the west side of Orillia Rd. as part of SeaTac; 2) the City would incrementally increase its tax base; 3) annexation may help facilitate the development of adjacent properties to the south that were rezoned to higher densities as a result of the 2017 Comprehensive Plan amendment process.

Cons: 1) Annexation of any lands increases demands for city services, which needs to be balanced with anticipated increase in tax revenues; 2) there is at least one property in this area (truck repair/sales) that might become a legal non-conforming use, with associated land use issues; 3) due to steep slopes and access issues, development of these lands is limited; 4) this area is geographically isolated from the main portion of the city.

Recommendation: Do not pursue at this time; a lot of effort is required for minimal gain.