



CITY OF SEATAC

PLANNING COMMISSION MEETING

Council Chambers, SeaTac City Hall, 4800 S. 188th Street
May 7, 2019, 5:30 p.m.

MEETING AGENDA

- 1) Call to Order/Roll Call
- 2) Public Comment on items not on the agenda. *Comments on agenda items below will be taken after the staff presentation and Commission discussion on each item.*
- 3) Approval of the minutes of April 2, 2019 regular meeting (EXHIBIT A)
- 4) City Center Plan Update: Monthly Briefing (EXHIBITS B & B1)
- 5) Bylaw Amendments (EXHIBITS C & C1)
- 6) CED Director's Report
- 7) Planning Commission Comments (including suggestions for next meeting agenda)
- 8) Adjournment

Public Comments: Those who wish to make comment should sign up prior to the meeting. Individual comments shall be limited to three (3) minutes. A representative speaking for a group of four or more persons in attendance shall be limited to ten (10) minutes. When recognized by the Chair, please come to the podium, state your name, and make your comment.

**A quorum of the City Council may be present.
All Commission meetings are open to the public.**

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

**CITY OF SEATAC
PLANNING COMMISSION
Minutes of April 2, 2019
Regular Meeting**

Members present: Tejvir Basra, Brandon Pinto, Leslie Baker, Roxie Chapin, Tom Danztler, Jagtar Saroya, Andrew Ried-Munro

Members absent: None.

Staff present: Jennifer Kester, Planning Manager; Alena Tuttle, Associate Planner

1. Call to Order

Chair Basra called the meeting to order at 5:30 p.m.

2. Public Comment on items not on agenda

None.

3. Approval of Minutes

Moved and seconded to approve the minutes of March 19, 2019 meeting as presented. Approved 7-0.

4. Shoreline Master Program Update

Planning Manager Jennifer Kester noted that the public comment period for the joint review process with the Department of Ecology concluded on March 21st, 2019. The City received no public comments during the public comment period. Ms. Kester stated that the amendments being reviewed tonight were precipitated by preliminary review comments provided by the Department of Ecology and additional input from City planning staff.

Ms. Kester presented the updated shoreline designation maps produced by the City's GIS group. She noted that these map do not include any designation changes, but were developed to provide for black and white reproduction. The Commission agreed that the maps were appropriate. Ms. Kester described the amendments, including changes to height limitation standards requested by Ecology to better match the Washington Administrative Code. Other proposed amendments related to organization and formatting of the program.

The Commission discussed how a view corridor study would be conducted for projects proposing structures more than 35 feet in height. Associate Planner Alena Tuttle noted that the maximum allowed height in the shoreline jurisdiction is 55 feet in the High-Intensity and Medium-Intensity designations and that most of the shoreline jurisdiction is designated Shoreline Residential with UL-7,200 zoning, which only allows 30 feet.

The Commission moved and seconded to recommended City Council approve the Shoreline Master Program amendments as presented. Approved 7-0.

Chair Basra asked if anyone had public comments and there were none.

5. Potential Bylaw Amendments

Ms. Kester provided background to the Commission on their bylaws, noting that the Commission reviewed them early in 2019 and had asked that they be updated to reflect current code and procedures. Ms. Kester described the 2017 ordinance that removed the Planning Commission procedures from the municipal code (former Chapter 2.15) and replaced it with new code to cover all advisory committees. She let the Commission know that all the proposed bylaw changes relate to the 2017 ordinance.

Ms. Kester described each proposed amendment. Commissioners asked about how the agenda is developed. Ms. Kester noted that the work program of the Commission is set through the annual Planning Commission work program review in June, PED committee discussion, and direction from Council. Staff prepares each meeting agenda based on the work program and the staff resources available. It was agreed that staff will email the Chair and Vice Chair the draft agenda for the next meeting on the Wednesday prior to the meeting for their comment. No bylaw amendments on that item were requested.

Chari Basra opened public comment. Councilmember Tombs requested the Commission not remove the language in Section 14.1 Amendment which calls for City Council approval of bylaw amendments. He stated the Council would reject that change if the Commission approved it. The Commission directed staff to retain the original language in Section 14.1.

Ms. Kester asked if there were any other changes. There being none, the updated bylaw amendments will return for another meeting for a vote.

6. CED Director's Report

With Director Pilcher absent, Ms. Kester reminded the Commission of the Spring Recycle Event on Saturday April 6 at the Tyee High School parking lot. She also noted that the application deadline for Comprehensive Plan amendments ended on Friday, March 29. She briefly described the three private amendments that were submitted: WSDOT/Poulsbo RV land use amendment, Bow Lake Mobile Home Park land use amendment, and Global-to-Local policy amendments. Staff is still reviewing the applications for completeness and will brief the Commission in May, with analysis on the preliminary docket in June.

Ms. Kester requested the April 16 meeting of the Commission be cancelled since the Shoreline Master Program recommendation had occurred and staff would not be ready to discuss the comprehensive plan amendments. Planning Commission agreed and the next meeting will be May 7, 2019.

7. Commissioner's Comments

Leslie Baker asked about a local survey of the citizens on what they wanted in the City. Ms. Kester responded that the RFP for the City Center update includes a request for help on an outreach strategy. Ms. Kester described the RFP process and noted the deadline for consultant submittal is April 22, 2019. Andrew Ried-Munro asked if we could change the name of the City Center. Ms. Kester noted that she expected the name to change through the update. Commissioners asked about opportunity zones and Councilmember Kwon spoke about the marketing event the City sponsored in Seattle recently. He described it as a networking event for investors and developers. Chair Basra stated that the City could market itself but developers needed to find land to develop. With the cost of land on International Boulevard, multifamily

development would not pencil there due to rental prices. He suggested the city look elsewhere to make more land available for multifamily.

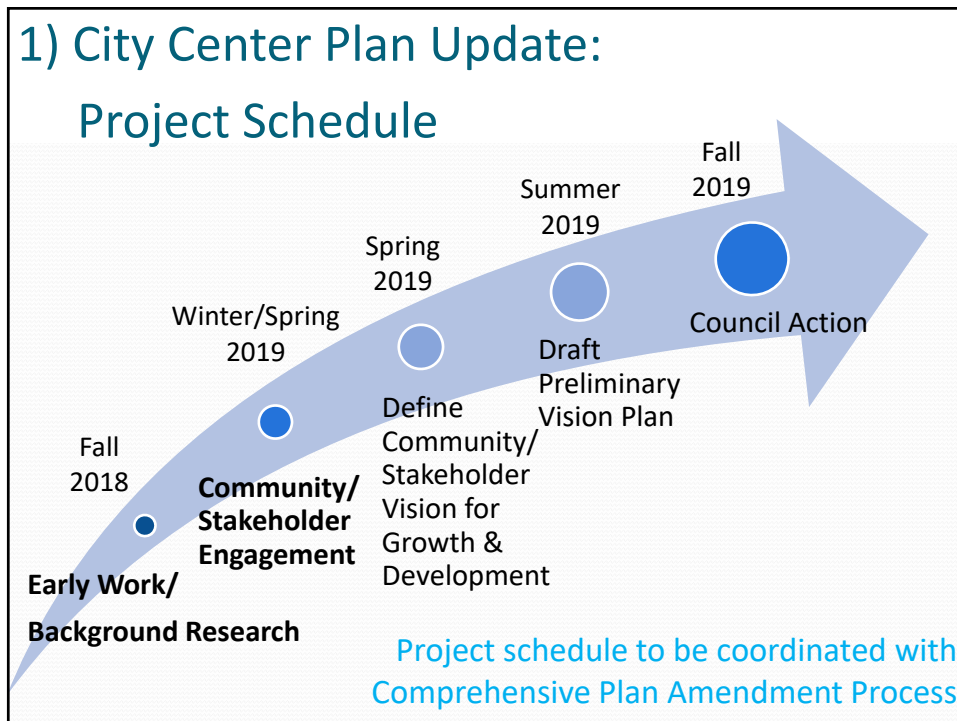
8. Adjournment

There being no further business, the meeting adjourned at 6:53 p.m.

Monthly Project Briefing: City Center Plan Update



Planning Commission
May 7, 2019



2) Current Project Status:

Community Engagement Activities

- **Tyee High School Student Project Completed:**
Staff worked with Advanced Marketing Class on “Rebranding & Placemaking” in the City Center.
 - April 5, 2019: Students ended the project with a presentation of their findings at City Hall
- **Project Questionnaire Available On-line Starting April 1st:** Project questionnaire advertised in Spring SeaTac Quarterly Magazine

Additional information on both of these items can be found on the City Center Plan web page at:

www.seatacwa.gov/citycenterplan

2) Current Project Status: RFP

City Center Plan Update – Phase 1 Preliminary Urban Design Framework

Key Dates:

- March 7: Request for Proposal (RFP) advertised
- April 22: Proposal submittal due date
- **May 2: Consultant interviews**

Interview Team:

- Erin Sitterley, Mayor
- Tejvir Basra, Planning Commission Chair
- Steve Pilcher, Community & Economic Development Director
- Jennifer Kester, Planning Manager
- Aleksandr Yeremeyev, Economic Development Strategist
- Kate Kaehny, Senior Planner

3) Anticipated Next Steps for City Center Plan Update Project

May - June

- Retain consultant
- Continue community engagement
- Begin infrastructure needs assessment

Late Spring/Summer

- TBD

Planning Commission monthly briefings to continue

City of SeaTac Questionnaire: How do you use the City Center?

Do you live, work, own a business or visit the area the City of SeaTac calls the City Center? (See map for City Center boundary: generally the area immediately east of International Blvd. from S. 188th St. to approximately S. 166th St.)

The City is currently working on a project to update the [City Center Plan](#). Your responses will help inform this project.

ABOUT YOU

Question 1

Please check all the boxes below that apply to you:

- Live in SeaTac
- Live within the City Center boundary (see map)
- Work in SeaTac
- Work within the City Center boundary (see map)
- Work at the Airport
- Own business/property in City Center
- Visit the area
- None of the above

GETTING AROUND

Question 2

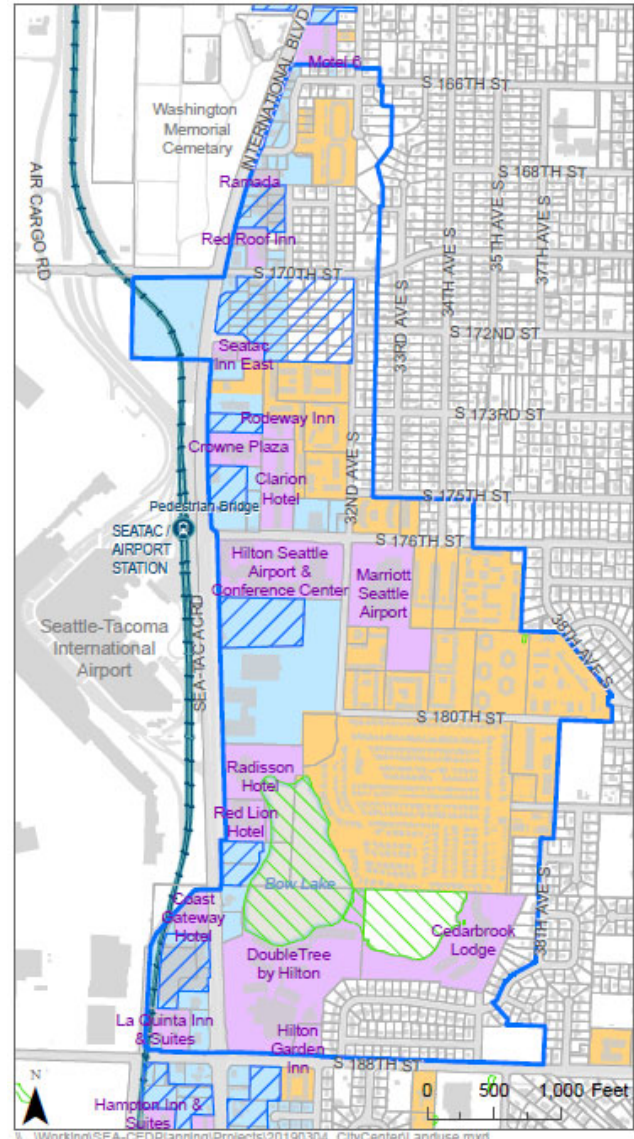
How often do you drive in the City Center area or to reach a destination there? (check all that apply)

- Every day
- Once in awhile
- Never
- I don't have a car

Question 3

How often do you use transit in the City Center area or to reach a destination there? (check all that apply)

- Every day
- Once in awhile
- Never
- SeaTac/Airport Light Rail Station
- Bus



Map of City Center: Commercial uses are indicated in blue (park and fly in blue with hatching), hospitality in purple, multifamily/mobile home park in orange, single-family or empty lot in white.

Question 4

How often do you walk in the City Center area or to reach a destination there? (check one)

- Every day
- Once in awhile
- Never

City of SeaTac Questionnaire: How do you use the City Center?

Question 5

How often do you ride a bike in the City Center area or to reach a destination there? *(check all that apply)*

- Every day
- Once in awhile
- Never
- I have a bike, but I don't feel safe riding it
- I don't have a bike

Question 6

What places in the area do you drive, take transit, walk or bike to now? *(check all that apply – for example you may check “drive” and “walk” to Restaurant. etc.)*

	Drive	Transit	Walk	Bike
The Airport	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SeaTac/Airport	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Light Rail Station	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pedestrian Bridge/Drop Off Area on S 176 th St	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bus Stop	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The place where I work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
My appointments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Friend's house	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Restaurant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Store	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gas Station	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Question 7

What improvements could be made to make it easier to get around the area?
(for example, improvements to streets, intersections, street crossings, sidewalks, connectivity, access to sites, lighting, signage, safety, bicycle facilities or others. Please name streets or intersections and be as specific as you can.)

ABOUT THE AREA

Question 8

What kind of places are missing in the City Center area that aren't there now?

Question 9

If you had to choose one improvement in the City Center area, what would it be?

Question 10

Is there anything else you'd like the City to know about the City Center area?

Thank you for filling out this questionnaire!

For more information about the City Center Plan Update Project, please see the webpage:

www.seatacwa.gov/citycenterplan



MEMORANDUM
COMMUNITY & ECONOMIC DEVELOPMENT

Date: May 2, 2019
To: Planning Commission
From: Jennifer Kester, Planning Manager
Subject: Bylaw Amendments

Enclosed is a copy of your bylaws with the edits discussed and recommended at your April 2nd meeting. Per Section 14.1 of the bylaws, you may approve these at this meeting.

BYLAWS OF THE PLANNING COMMISSION OF THE CITY OF SEATAC

We, the members of the Planning Commission of the City of SeaTac, State of Washington, created pursuant to Chapter 35A.63 of the Revised Code of Washington and Chapter 2.15 of the SeaTac Municipal Code, do hereby adopt the following BYLAWS:

ARTICLE 1 – NAME

Section 1.1

The official name of the commission is the "Planning Commission of the City of SeaTac" ~~per SMC 2.15.010.~~

Section 1.2

The official seat of the Commission is the City Hall of the City of SeaTac.

ARTICLE 2 – JURISDICTION

Section 2.1

The purpose and intent of the Commission is to promote orderly physical development; prepare and recommend regulations, amendments, extensions, or additions to the regulations or plans for physical development; and review and make recommendations, hold public hearings, and establish regulations and standards regarding plats, plans for subdivisions or dedications of land situated within the boundaries of the City or proposed for annexation to the City.

ARTICLE 3 – RELATIONS TO CITY STAFF

Section 3.1

The Community and Economic Development Department staff of the City, as assigned by the City Manager, shall provide staff assistance and serve as liaison between the Planning Commission and those boards and commissions not represented on the Planning Commission, and shall also serve to facilitate communication by the Planning Commission to the City Council.

ARTICLE 4 – FUNCTIONS AND DUTIES

The Commission, pursuant to SMC ~~2.15.200(A)2.15.110 through 2.15.140~~, shall have the following major functions:

Section 4.1

Serves as an advisor to the SeaTac City Council in order to promote the orderly physical development and growth of the City;

Section 4.2

Prepare a comprehensive plan for the City, in accordance with state law, and recommend not more than once a year to City Council such changes, amendments or additions to the comprehensive plan as may be deemed desirable for the physical, social and economic development of the City;

Section 4.3

Recommend, or prepare and recommend, for the adoption by Council, regulations, amendments, extensions or additions to such regulations or plans for the physical development of the City in the interests of health, safety or general welfare;

Section 4.4

Review and make recommendations to the Council on such development regulations which may be deemed necessary and which shall be consistent with and shall implement the comprehensive plan;

Section 4.5

Act as a research and fact finding agency of the City, with the assistance of the Director of Community and Economic Development, in regard to growth management/annexation, land use, transportation, environmental management, parks/recreation/open space, housing, utilities, historic resources, community quality/design, economic development and capital facilities. The Commission, with the assistance of the Director of Community and Economic Development, shall conduct such surveys, analysis, studies and reports as are generally authorized or requested by the City Council;

Section 4.6

Conduct advanced planning for public works programs and the long-range capital budget;

Section 4.7

Establish such other work project priorities as the City Council may direct;

Section 4.8

Review, discuss and analyze work products, projects and recommendations of other City commissions that may relate to the functions and duties of the Commission, and when appropriate, actions of Hearing Examiner, which may indicate the need for amendments to the Municipal Code;

Section 4.9

Review, discuss and analyze work products and projects as may be referred to the Commission by the Council or Staff, and when appropriate, solicit and consider input from other Boards or Commissions which may have an interest in the subject mater;

Section 4.10

With City Council approval, to study specific problems or projects which may arise from time to time. This may include, but is not limited to, forming ad hoc committees from within as well as outside its membership.

Section 4.11

Hold public hearings or public meetings, as required by the SeaTac Municipal Code or State law, or as requested by the City Council.

ARTICLE 5 – MEMBERSHIP

Section 5.1

The Commission shall be composed of ~~five (5)~~seven (7) members that shall include ~~three (3)~~four (4) members that are residents of the City and ~~two (2)~~three (3) members shall own, operate or be employed by business entities located within the City, but if such candidates cannot be found, then ~~the fourth and/or fifth member~~these positions shall be residents of the City.

Section 5.2

The members of the Planning Commission shall be appointed by the Mayor, subject to confirmation by the City Council.

Section 5.3

Members of the Planning Commission shall serve for a term of three years, or until appointment of a successor member, whichever is later.

Section 5.4

If a member of the Planning Commission shall be absent, without prior notification and excuse, from three (3) consecutive regularly scheduled meetings of the Commission, the Chairperson shall report that fact and circumstances to the Mayor, who may declare the position held by that member vacant and a new member may be appointed in the manner set forth above.

Section 5.5

Absences from six (6) convened meetings by any Commission member, excused or unexcused, occurring within a twelve-month period, may likewise be grounds for removal.

ARTICLE 6 – MEETINGS

Section 6.1

Regular meetings are held the first and third Tuesday of each month, except when the Planning Commission sets an alternative meeting time, for the expressed purpose of conducting business and taking formal action. Agendas are issued and the proceedings of the meetings are recorded and published in the form of adopted meeting minutes.

Section 6.2

The Director of Community and Economic Development, or designee, shall attend each meeting of the Planning Commission and shall ensure that minutes of each meeting are taken and published. The Director, or designee, shall provide copies of the published minutes to each member of the City Council.

~~The Planning Commission shall provide to the City Council a written summary of every public hearing held by the Commission at a following study session or regular meeting of the City Council but not less than two weeks prior to the Council's action on the subject of the public hearing. If deemed necessary by the Planning Commission due to time factors, an oral summary report on a public hearing may be given within said two week time period to the City Council by a Planning Commission member or the Director of Community and Economic Development.~~

Section 6.3

The Planning Commission may hold joint meetings with one or more city or county planning agencies and may engage in regional planning activities.

Section 6.4

Special meetings may be called by the Chairperson as needed and formal action may be taken. Agendas are issued and the proceedings of the meetings are recorded and published

in the form of adopted meeting minutes. Notice of any special meeting shall be issued as required by state law.

Section 6.5

Workshop meetings are held as needed for the purpose of providing work sessions for the development, review and discussion of draft documents, studies and reports. Agendas are issued; however, the proceedings are not recorded or published, and no formal action may be taken.

Section 6.6

All meetings shall be held in the Council Chamber or Riverton Room, SeaTac City Hall starting at 5:30 p.m., unless otherwise directed by the Chairperson.

Section 6.7

All meetings shall be open public meetings as required by state law.

ARTICLE 7 – OFFICERS

Section 7.1

The officers of the Commission shall consist of a Chairperson and Vice-Chairperson, elected from the appointed members of the Commission. The election of officers shall take place the first regular meeting of February of each year, unless otherwise directed by the Chairperson. The term of office for each officer shall run until the next subsequent election of new officers; provided, however, that any officer may be removed at any time by a majority vote of the entire Commission.

Section 7.2

If the position of Chairperson becomes vacant, the Vice-Chairperson shall automatically become Chairperson until the next election of officers, as provided in Section 7.1. If the position of Vice-Chairperson becomes vacant, the Commission shall elect a Vice-Chairperson at the next regular meeting after the vacancy occurs.

Section 7.3

The election of Chairperson or Vice-Chairperson requires the affirmative vote of at least three commission members. The election of an Officer shall be continued to the next regularly scheduled meeting should the commission be unable to select an Officer in accordance with this Section.

ARTICLE 8 – DUTIES OF OFFICERS

Section 8.1

Chairperson – The chairperson shall preside over the meetings of the Commission and may exercise all powers usually incident to the office, retaining as a member of the Commission, however, the full right to have a vote recorded on all deliberations of the Commission. The City Council Committee liaison(s) shall be appointed, as needed, by the Planning Commission from within its membership.

Section 8.2

Vice-Chairperson – The Chairperson being absent, the Vice-Chairperson shall preside as acting Chairperson for the meeting. If both the Chairperson and Vice-Chairperson are absent, a member of the Commission shall be designated as acting Chairperson for the meeting.

~~Section 8.3~~

~~Secretary – The Secretary, a designated city staff member, shall keep a record of all meetings of the Commission and those records will be retained at such office as the Commission may direct. The Secretary shall also perform such other ministerial functions relating to the position of Secretary as directed, including to facilitate communication by the City Council.~~

ARTICLE 9 – QUORUM

Section 9.1

~~Three (3)~~Four (4) members of the Commission shall constitute a quorum for the transaction of business. Any action taken by a majority of those present, when those present constitute a quorum, at any regular or special meeting shall be deemed as the action of the Commission.

ARTICLE 10 – AGENDA/RULES OF ORDER

Section 10.1

The regular order of business shall be as follows, but may be adjusted as needed:

- Call to Order/Roll Call
- Approval of Minutes
- Public Comment on non-agenda items
- ~~Public Hearing (if applicable), Including an Explanation of Public Hearing Procedures and a Staff Presentation~~
- ~~Old~~ Business Items, including any public hearings

- ~~New Business~~
- ~~City Council Committee Liaison Report(s)~~
- CED Director/Staff Report
- Commission Comments
- Adjournment

Section 10.2

Regular and special meetings of the Commission shall be conducted under the most recent edition of Roberts Rules of Order, except as otherwise addressed by these Bylaws.

ARTICLE 11 – PUBLIC HEARINGS

Section 11.1

The following procedure shall apply to Public Hearings held by the Planning Commission:

- The Director of Community and Economic Development or designee shall present the issue to the Planning Commission and respond to questions.
- A person may speak for up to three minutes, although up to ten minutes may be granted by the Chairperson if a person is speaking for a group of at least ~~five~~ four people in attendance at the Public Hearing. The Chairperson may establish longer time periods, if there is unanimous concurrence by the rest of the Commission.
- The Planning Commission may ask questions of the speaker and the speaker may respond, but may not engage in further debate.

The Public Hearing will then be closed, but Planning Commission discussion may ensue if the Commission so desires.

ARTICLE 12 – COMPENSATION/EXPENSES

Section 12.1

The members of the Planning Commission shall serve without compensation.

Section 12.2

The City Council may appropriate a budget for use of the Planning Commission in meeting such expenses and expenditures as may be necessary. The City shall provide to the Planning Commission adequate space and facilities and necessary supplies to facilitate the official business of the Commission. It should be noted that the Community and Economic Development Department is designated to provide space and the necessary supplies to facilitate the official business of the Commission.

ARTICLE 13 – CONFLICTS OF INTEREST

Section 13.1

Planning Commission members shall abide by the City Code of Ethics adopted in SMC 2.92. In addition, if any member of the Planning Commission concludes that such member has a conflict of interest or an appearance of fairness problem with respect to a matter pending before the Commission, that member shall disqualify himself or herself from participating in the deliberations and the decision-making process with respect to that matter. If the Mayor and City Manager conclude that a member has a conflict of interest or an appearance of fairness problem with respect to a matter pending before the Commission, that member shall be disqualified from participating in the deliberations and the decision-making process with respect to that matter. In either event, the Mayor may appoint, without necessity of confirmation by the City Council, a person to serve as an alternate on the Planning Commission in regard to that particular matter.

ARTICLE 14 – AMENDMENT

Section 14.1

These Bylaws and Rules of Procedure may be amended by the City Council. Any amendments proposed by the Commission must be forwarded by the Commission to the City Council for consideration by the affirmative vote of a majority of the entire Commission membership during the course of a regular or special meeting; provided, however, that the amendment was proposed at a prior regular or special meeting.