



CITY OF SEATAC

PLANNING COMMISSION MEETING

Council Chambers, SeaTac City Hall, 4800 S. 188th Street
June 18, 2019, 5:30 p.m.

MEETING AGENDA

- 1) Call to Order/Roll Call
- 2) Approval of the minutes of June 4, 2019 regular meeting (EXHIBIT A)
- 3) Public Comment on items not on the agenda. *Comments on agenda items will be taken after the staff presentation and Commission discussion on each item below.*
- 4) Bylaw Amendments: Vote (EXHIBITS B & B1)
- 5) 2019 Comprehensive Plan Amendments: Preliminary Docket Recommendation (EXHIBITS C, C1, & C2)
- 6) Planning Commission Work Plan: Review and Approval of 2019-2020 Work Plan (EXHIBIT D)
- 7) CED Director's Report
- 8) Planning Commission Comments (including suggestions for next meeting agenda)
- 9) Adjournment

Note: July 2, 2019 meeting is cancelled

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 June 4, 2019
Regular Meeting

Members present: Leslie Baker, Tej Basra, Roxie Chapin, Tom Dantzler, Jagtar Saroya, Brandon Pinto, Andrew Ried-Monro

Members absent: None

Staff present: Jennifer Kester, Planning Manager; Florendo Cabudol, City Engineer; Steve Pilcher, CED Director; Sr. Assistant City Attorney Mark Johnsen

1. Call to Order

Chair Basra called the meeting to order at 5:32 p.m.

2. Approval of Minutes

Moved and seconded to approve the minutes of May 21, 2019 meeting as presented. **Passed 7-0.**

3. Public Comment

Earl Gipson testified regarding the State legislature's proposed pre-emption of local regulations regarding accessory dwelling units. He advocated that zoning decisions be kept at the local level.

Stanley Tombs, Councilmember, reported about attending an Affordable Housing workshop conducted by the State Dept. of Commerce last week in Tukwila. He noted the large number of affordable housing units needed.

4. 2020-2025 Transportation Improvement Program

City Engineer Florendo Cabudol presented the annual update to the City's Transportation Improvement Program (TIP). He noted that the TIP coordinates projects both internally and externally. He reviewed the process by which the staff proposes updates to the TIP and what criteria is used to evaluate different proposals.

Mr. Cabudol presented a map that depicts the various projects proposed for the next 6 years. He reviewed potential grant funding sources from which the City will seek funding and then explained the process for formal consideration and final action on the TIP.

In response to a question, Mr. Cabudol provided additional information regarding two projects concerning the SR-509 project. This project involves both Sound Transit work (Link light rail extension) and WSDOT work. Both projects will be design/build. He provided additional overall design information for this project and how it integrates with other improvements planned in the area.

Commissioner Dantzler indicated that the Port was supposed to build a south access back when passengers served increased to 28 million, which occurred many years ago. He noted that the Port has been negligent in providing the promised road improvements.

The Commission and staff discussed the tolling studies that were conducted regarding SR-509.

Public Comment

Cathy Boysen-Heiberg asked a question regarding ST-162, International Blvd. Safety Improvements. Mr. Cabudol indicated this project is a study for facilitate safety in the corridor, particularly for pedestrians and bicyclists.

5. Planning Commission Work Program

Planning Manager Jennifer Kester noted this is a discussion item; the annual work program is due to be presented to the City Council by July 15th. Staff is asking for Commission input on any work items they would like to address in the upcoming year. She noted that ADUs and Air BnB are potential topics. She requested the Commission begin to provide some ideas.

Ideas offered by the Commission included: expansion of opportunity zones through the Angle Lake Station area/elimination of federal, state and POS property from the Angle Lake Station Area Plan; SeaTac Center redevelopment process; City Center Plan update; short term rentals; and potential impacts of the governor's declaration of Washington as a "sanctuary state.

6. By-Law Amendments

Planning Manager Kester indicated that in May, the Commission had adopted amendments to its by-laws. In the process of preparing the by-laws for submitted to the City Council, staff noted there is an apparent conflict with State law regarding which body adopts the by-laws. She then presented the revised draft, which grants that authority to the Commission.

Public Comment

Earl Gipson expressed concern regarding proper Council oversight. He noted there is nothing in the RCW that prevents the Council from having oversight. He overviewed some past history with the Planning Department which he perceived as being inappropriate. He suggested there is no reason to make these amendments, as the current system is not broken.

The Commission requested that the staff bring the final version of the by-laws for a vote at their next meeting.

7. CED Directors' Report

CED Director reported on City Council action on the proposed Comp Plan map amendments. Commissioners were provided a map of a revised boundary for Map Amendment #3.

8. Commissioners' Comments

Commissioner Dantzler expressed his appreciation of Mr. Gipson pursuing the issue regarding their by-laws.

9. Adjournment

There being no further business, the meeting adjourned at 6:27 p.m.



MEMORANDUM COMMUNITY & ECONOMIC DEVELOPMENT

Date: June 13, 2019
To: Planning Commission
From: Jennifer Kester, Planning Manager
Subject: Bylaw Amendments - Vote

At your June 4, 2019 meeting, you asked that the bylaw revision below be brought back for a vote. A complete copy of the bylaws with the revisions is attached for your review. Please see background and references below for additional information.

Bylaws, ARTICLE 14 – AMENDMENT Section 14.1

These Bylaws and Rules of Procedure may be amended by the City Council~~Planning Commission~~. ~~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. The Director of Community and Economic Development, or designee, shall transmit the adopted Planning Commission bylaws to the City Council.

Background: In preparing to transfer amended bylaws from April to the City Council for final adoption, the City determined that Section 14.1 of the bylaws conflict with the state law regarding Planning Commissions (RCW 35.63.040). This RCW requires the Commission to adopt its own bylaws. Instead, the current bylaws give the Council adopting authority. Therefore, staff suggested a revised Section 14.1 that meets the RCWs and the intent of the Commission's discussion on this section.

References:

RCW 35.63.040

Commissions—Organization—Meeting—Rules.

The commission shall elect its own chair and create and fill such other offices as it may determine it requires. The commission shall hold at least one regular meeting in each month for not less than nine months in each year. It shall adopt rules for transaction of business and shall keep a written record of its meetings, resolutions, transactions, findings and determinations which record shall be a public record.

SMC 2.15.030 Chairperson, Vice-Chairperson and rules of procedure.

Each Citizen Advisory Committee, Board, or Commission shall elect its own Chairperson and Vice-Chairperson, unless otherwise specified in this chapter or by law, and may establish bylaws or rules of procedures as long as they do not conflict with this chapter or any applicable law.

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".

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 SMC2.15.200(A), 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 seven (7) members that shall include four (4) members that are residents of the City and three (3) members shall own, operate or be employed by business entities located within the City, but if such candidates cannot be found, then 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.

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.

ARTICLE 9 – QUORUM

Section 9.1

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
- Business Items, including any public hearings
- 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 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~~Planning Commission ~~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. The Director of Community and Economic Development, or designee, shall transmit the adopted bylaws to the City Council.



MEMORANDUM COMMUNITY & ECONOMIC DEVELOPMENT

Date: June 14, 2019
To: Planning Commission
From: Kate Kaehny, Senior Planner
Subject: Work Session on Planning Commission Recommendations on
Comprehensive Plan Amendment Proposals for the Final Docket

The purpose of this memo is to provide information that can assist you in preparing for the Commission's upcoming work session. The main goal of the work session is for the Commission to make recommendations on Comprehensive Plan amendment proposals to advance to City Council for consideration for further study and placement on the Final Docket.

Materials for Briefing:

- Exhibit C: This memo
- Exhibit C-1: Presentation slides for briefing
- Exhibit C-2: Preliminary Docket Staff Assessment Matrix

Background Information

Recent Council Activities

As noted in the Director's report at the Planning Commission's 6/4/2019 meeting, both the PED Committee and City Council discussed and took the following actions on certain Preliminary Docket map amendment proposals:

- 5/23/2019: The PED Committee withdrew the following three map amendment proposals:
 - M-3: Comprehensive Plan Map Amendments and Concurrent Rezones for Military Rd S – North End
 - M-4: Comprehensive Plan Map Amendments and Concurrent Rezones for Military Rd S – South End
 - M-5: Comprehensive Plan Map Amendments and Concurrent Rezones for Maywood Neighborhood
- 5/28/2019: City Council reinstated the following map amendment, but reduced to the study area:
 - M-3: Comprehensive Plan Map Amendments and Concurrent Rezones for Military Rd S – North End (between S 133rd & S 128th streets and Military Rd S & approximately 26th Ave S.

Planning Commission Recommendation Process

At Tuesday's briefing, the Commission will be asked to provide recommendations on all Preliminary Docket proposals that Council should consider for further study as part of the Final Docket.

The recommendation process will include a brief staff overview of each proposal, followed by a request for the Commission to make a recommendation.

Staff has provided the Preliminary Docket Staff Assessment Matrix as part of this packet which evaluates each proposal based on two sets of criteria:

- Preliminary Docket Criteria from official Comprehensive Plan Amendment Procedures
- For Map Amendments Only: Comprehensive Plan Land Use Designation Criteria

We look forward to this Tuesday's work session.

2019
Comprehensive Plan Amendment Process:
Recommendations
on Proposals for Final Docket

Planning Commission
June 18, 2019



Briefing Objectives

- 1) Recap proposal review process**
 - 2) Planning Commission makes recommendations on proposals to include in Final Docket**
 - 3) Review next steps**
- 

ANTICIPATED REVIEW PROCESS

June	<u>Preliminary Docket Review – Planning Commission (PC)</u> - 6/18: PC recommendation on proposals for Final Docket
June	<u>Preliminary Docket Review – PED Committee</u> - 6/27: PED recommendation on proposals for Final Docket
July	<u>Establishment of Final Docket</u> - 7/9: Council reviews of PC & PED recommendations - 7/9 or 7/11: Council establishes Final Docket via Resolution
July/ Aug	<u>Staff Analysis & Community Outreach</u> - Targeted outreach
Sept/ Oct	<u>Final Docket Review</u> - PC & PED review - Public Hearing then PC & PED Recommendations - Council review
Nov/Dec	<u>City Council Adoption</u>

PC Recommendations for Final Docket

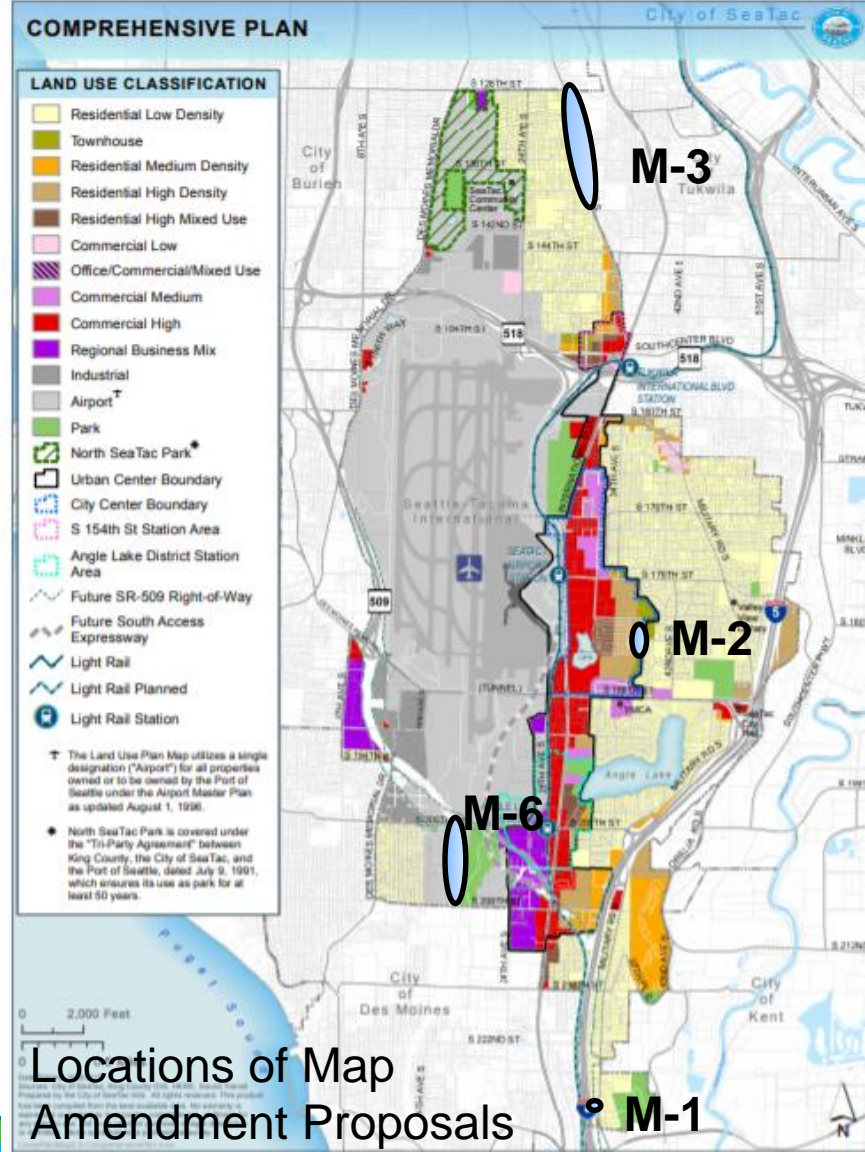
Preliminary Docket Summary

Map Amendment Proposals

- Private/Other Agency: 2
- City-Initiated: 3
 - Note: #M-7 is reserved for routine map updates

Text Amendment Proposals

- City-Initiated: 4



Map Amendment Proposals

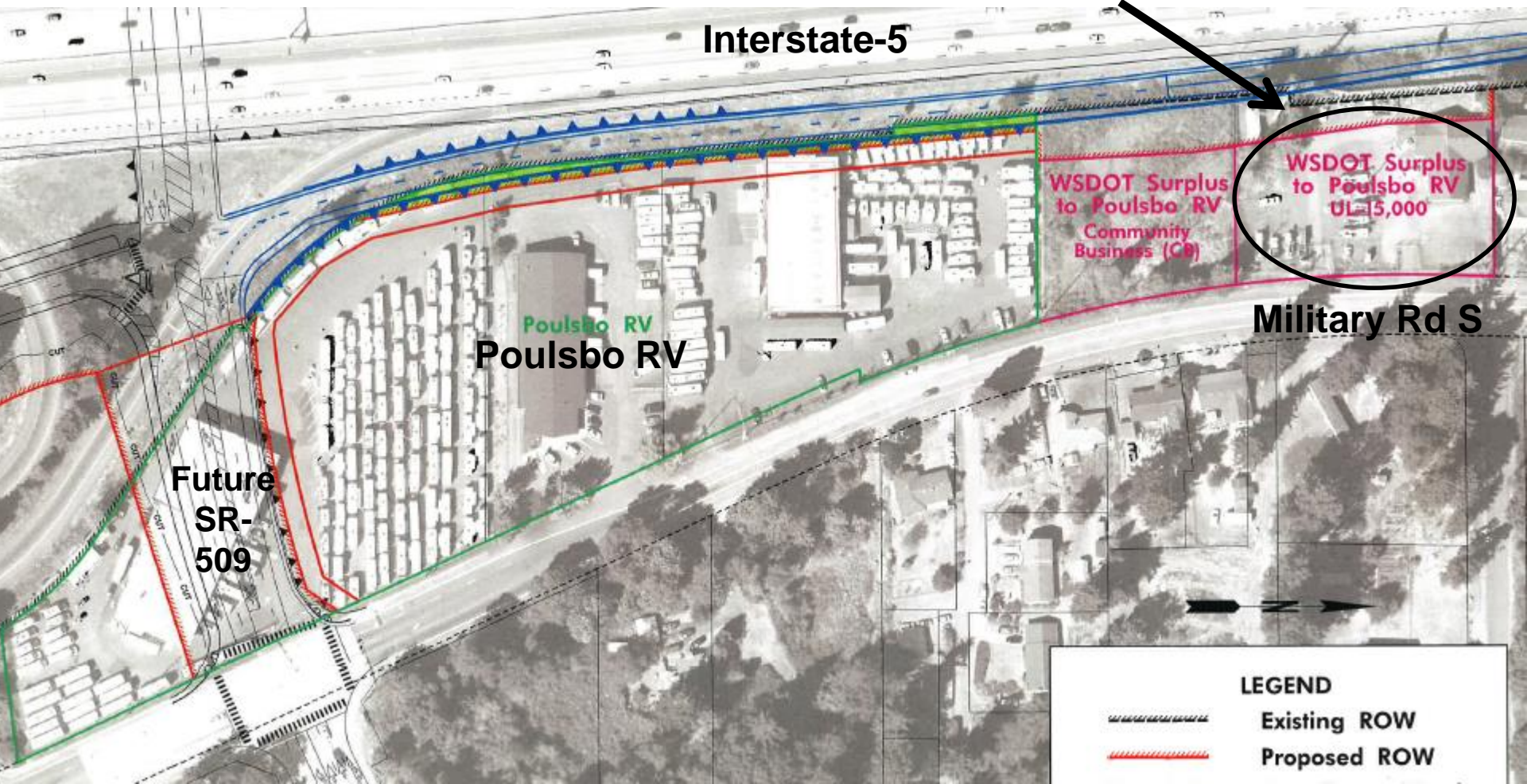
M-1: WSDOT/Poulsbo RV Map Amendment & Concurrent Rezone

Proposal: To change land use designation and zone of one parcel as part of SR509 extension mitigation process.

- **Proponent:** WSDOT
- **Location:** 22809 Military Rd S
- **From:** Residential Low Density (UL-15,000 zone)
- **To:** Commercial High (CB zone)
- **Does PC recommend proposal be considered for Final Docket?**

M-1: Location & Context

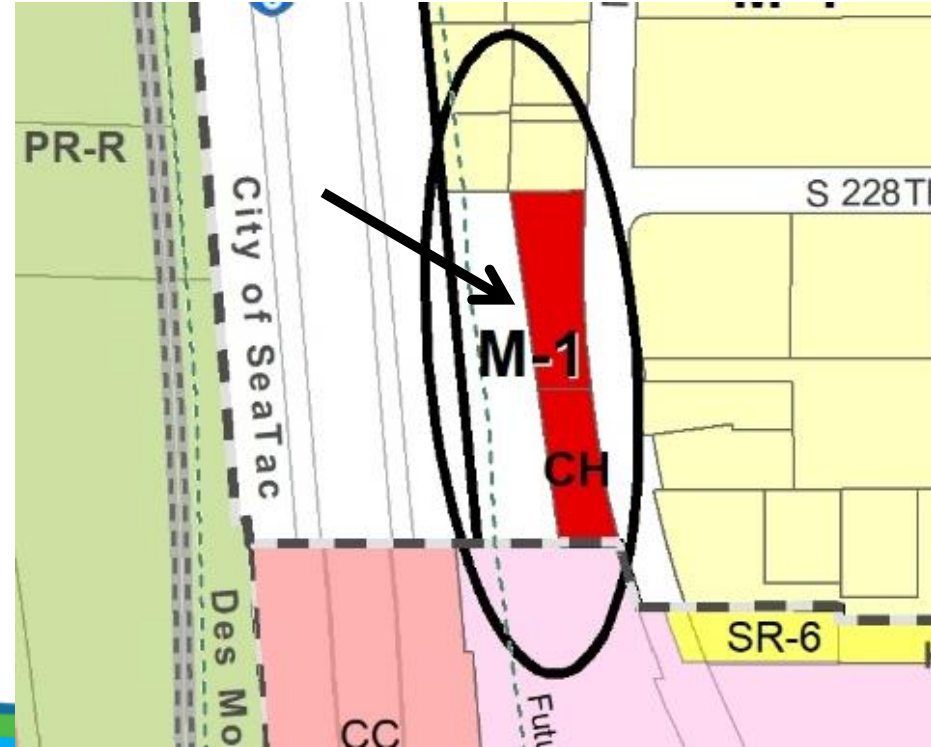
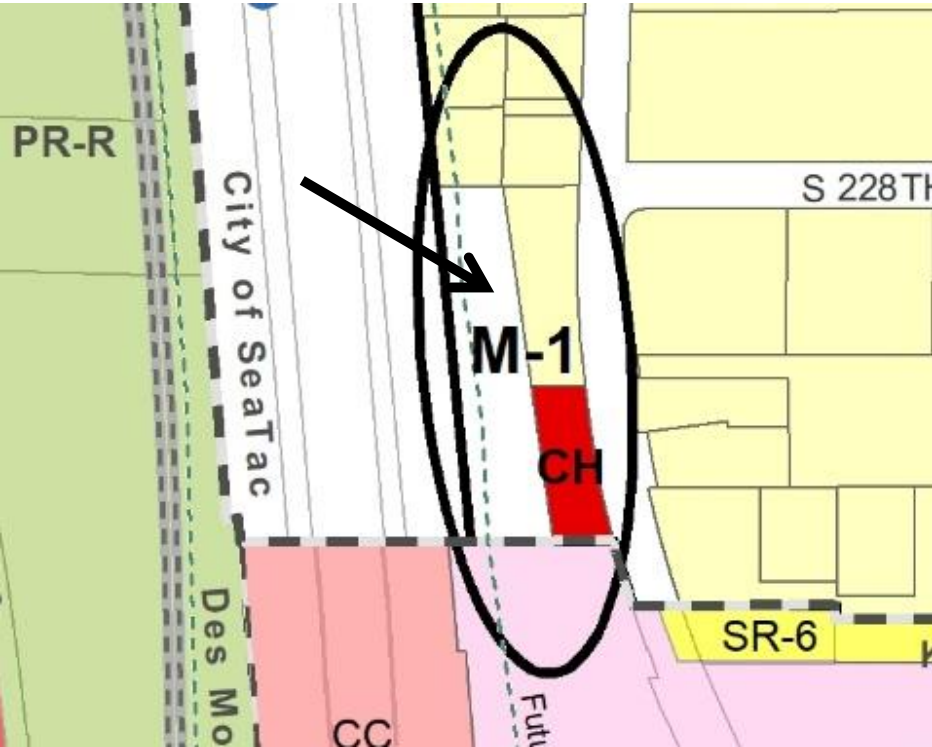
Proposed Site 22809 Military Rd S



M-1: Proposed Comprehensive Plan Land Use Designation

Existing: Residential Low
(single-family)

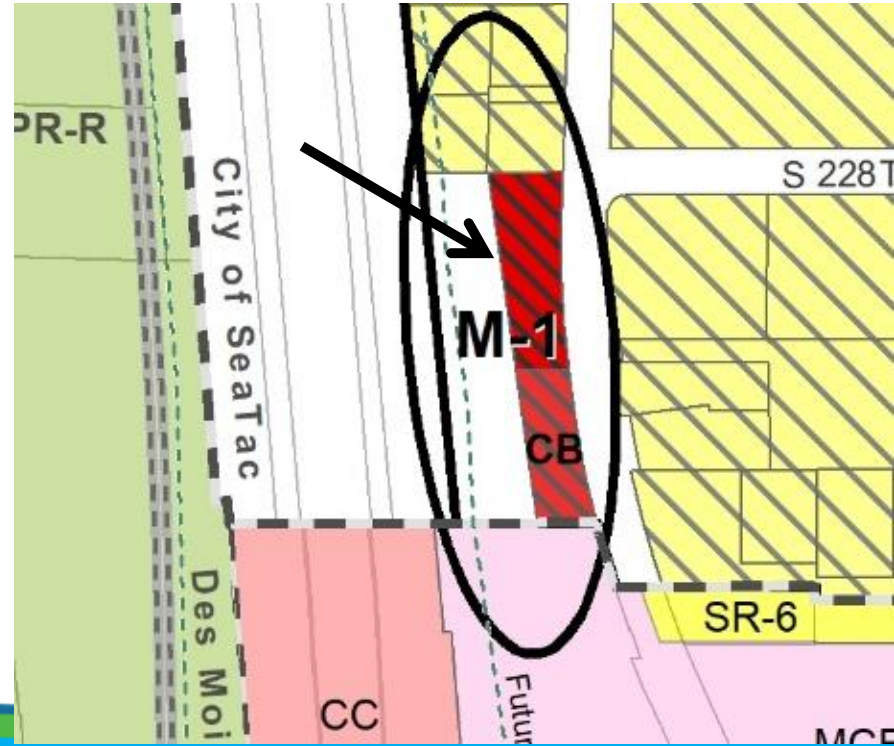
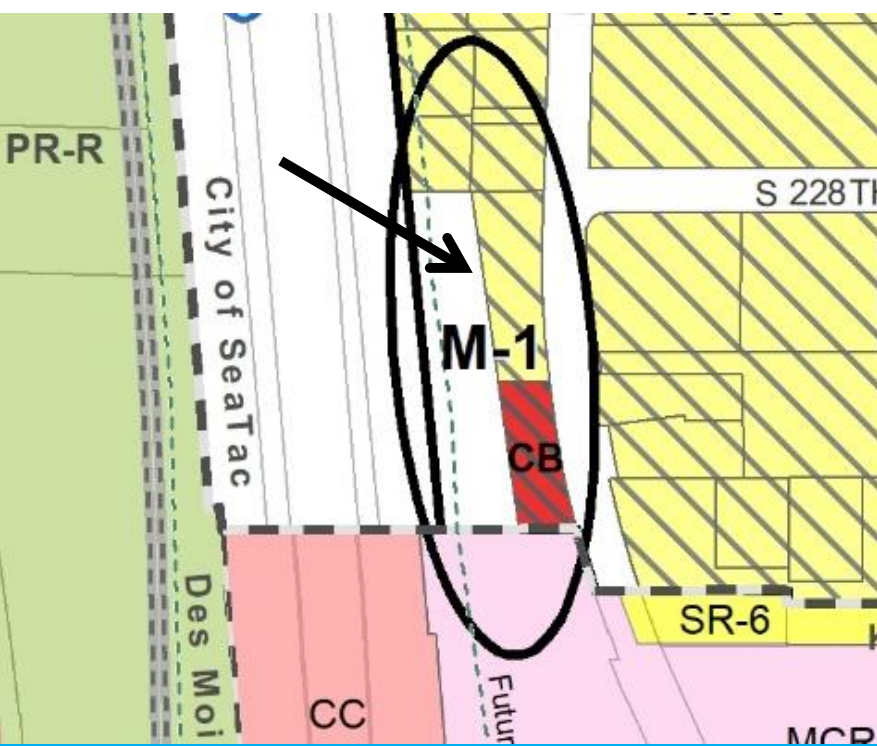
Proposed: Commercial High
(same as adjacent parcel)



M-1: Proposed Zoning

Existing: Urban Low 15,000
(single-family, large lot)

Proposed: Community Business
(Commercial high intensity)



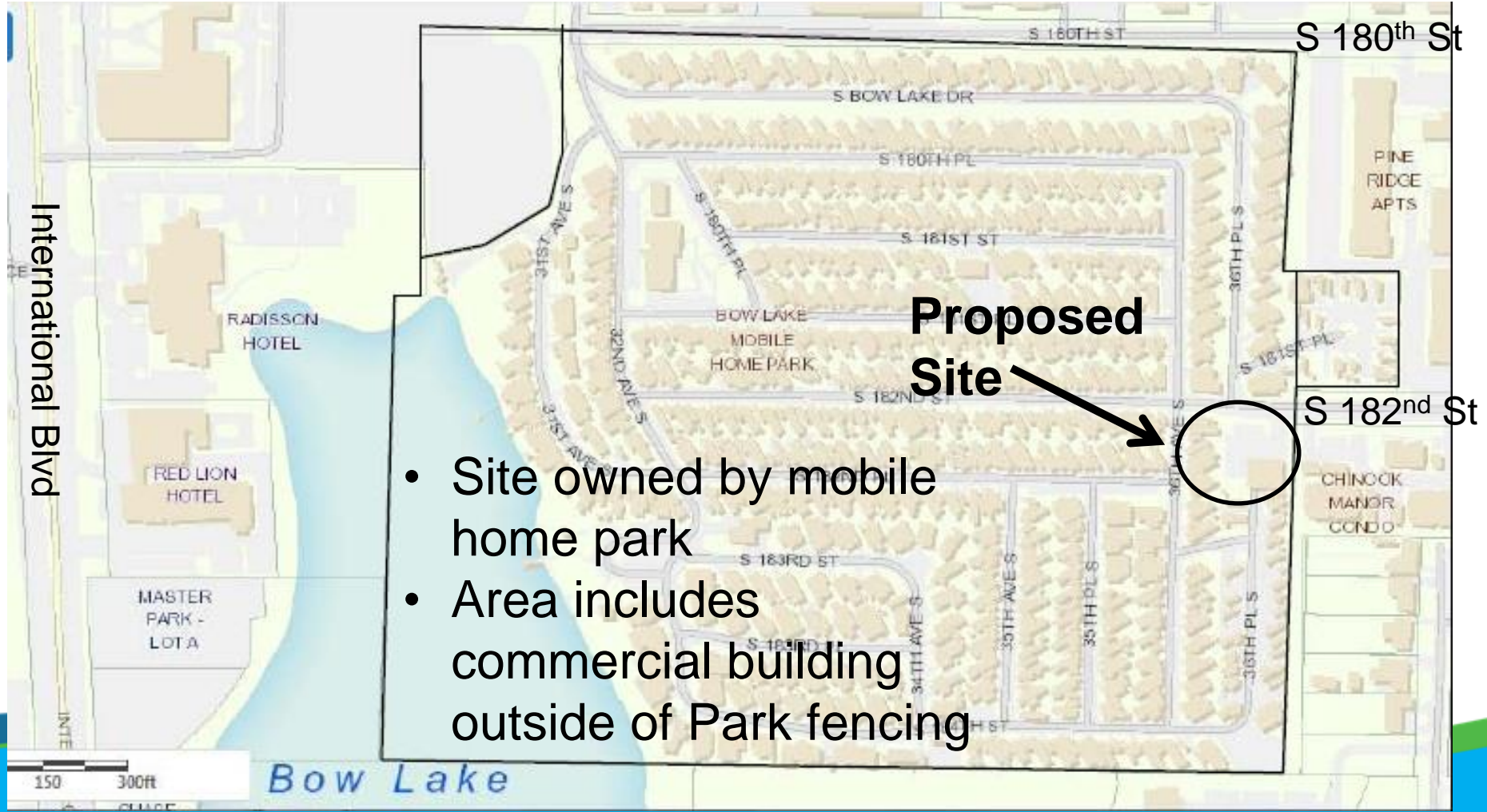
Map Amendment Proposals

M-2: Bow Lake Mobile Home Park Map Amendment & Concurrent Rezone

Proposal: To change the land use designation and zone of a portion of a parcel to allow for the expansion of new mobile home pads and/or RV parking.

- **Proponent:** CPI Bow Lake Estates Owner, LLC
- **Location:** Portion of 3615 S 182nd
- **From:** Commercial Low (NB zone)
- **To:** Residential High (UH-900 zone)
- **Does PC recommend proposal be considered for Final Docket?**

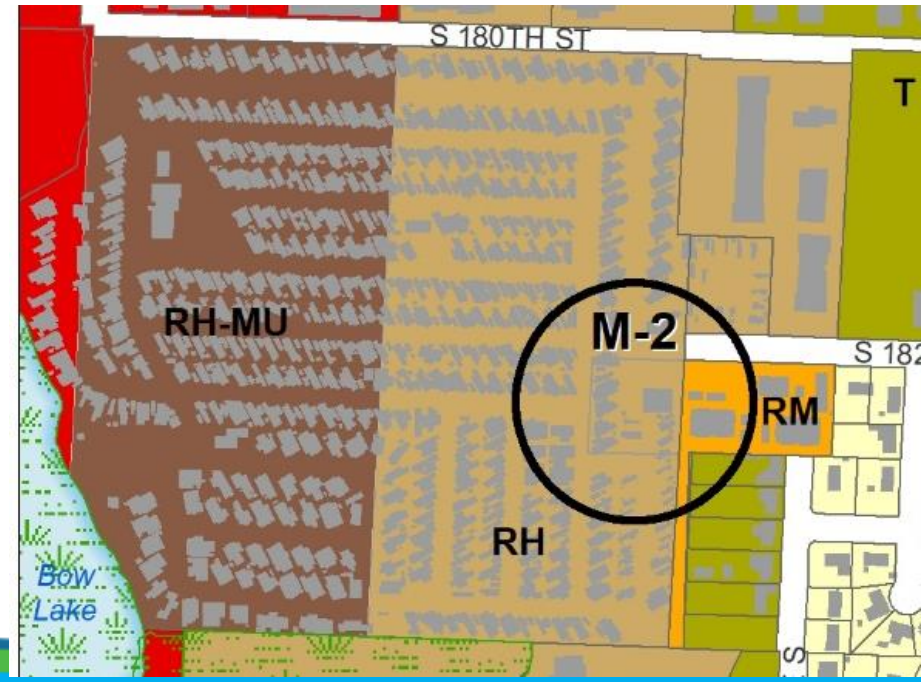
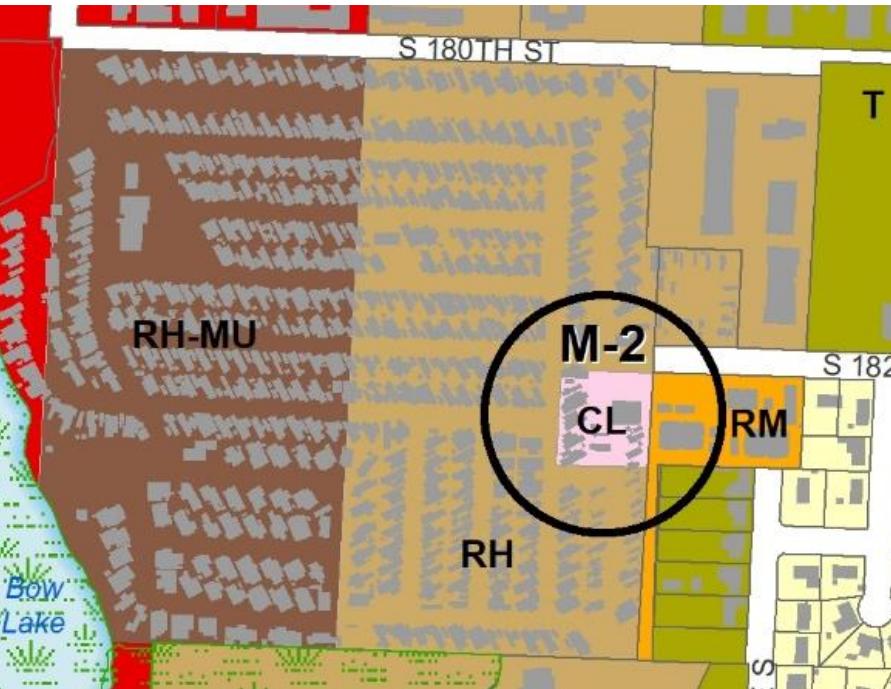
M-2: Location & Context



M-2: Proposed Comprehensive Plan Land Use Designation

Existing: Commercial Low
(low intensity commercial)

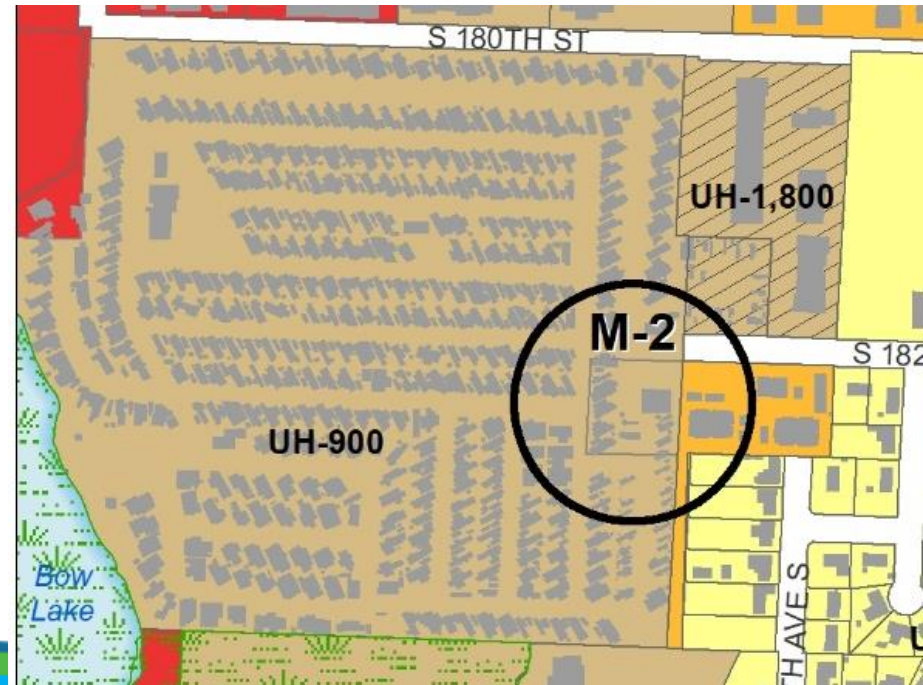
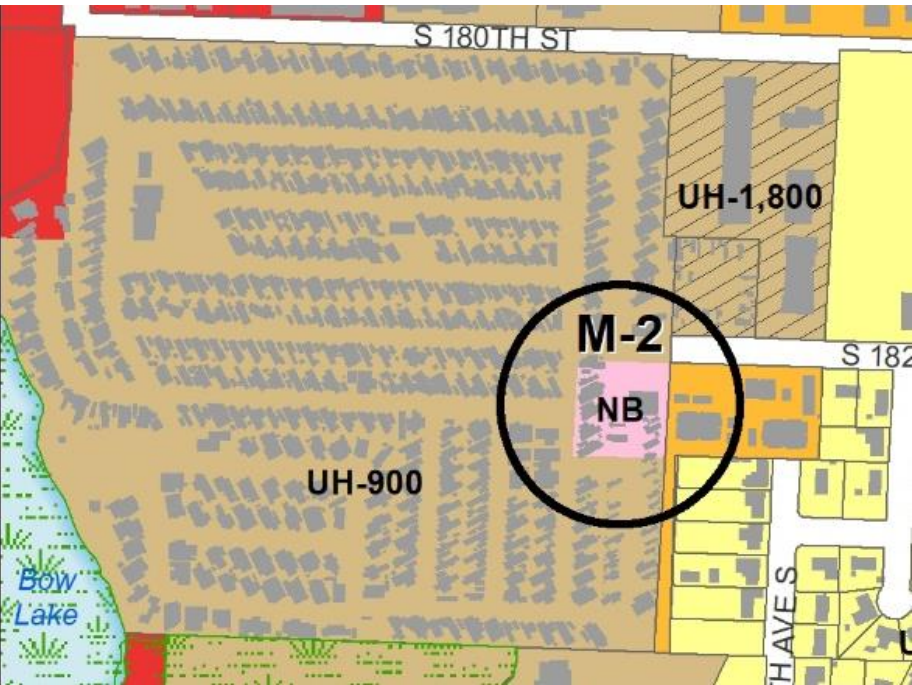
Proposed: Residential High
(high density multi-family)



M-2: Proposed Zoning

Existing: Neighborhood Business
(low intensity commercial)

Proposed: Urban High 900
(high density multi-family,
same as adjacent area)



Map Amendment Proposals - City Initiated

M-3: Military Road S – NORTH End

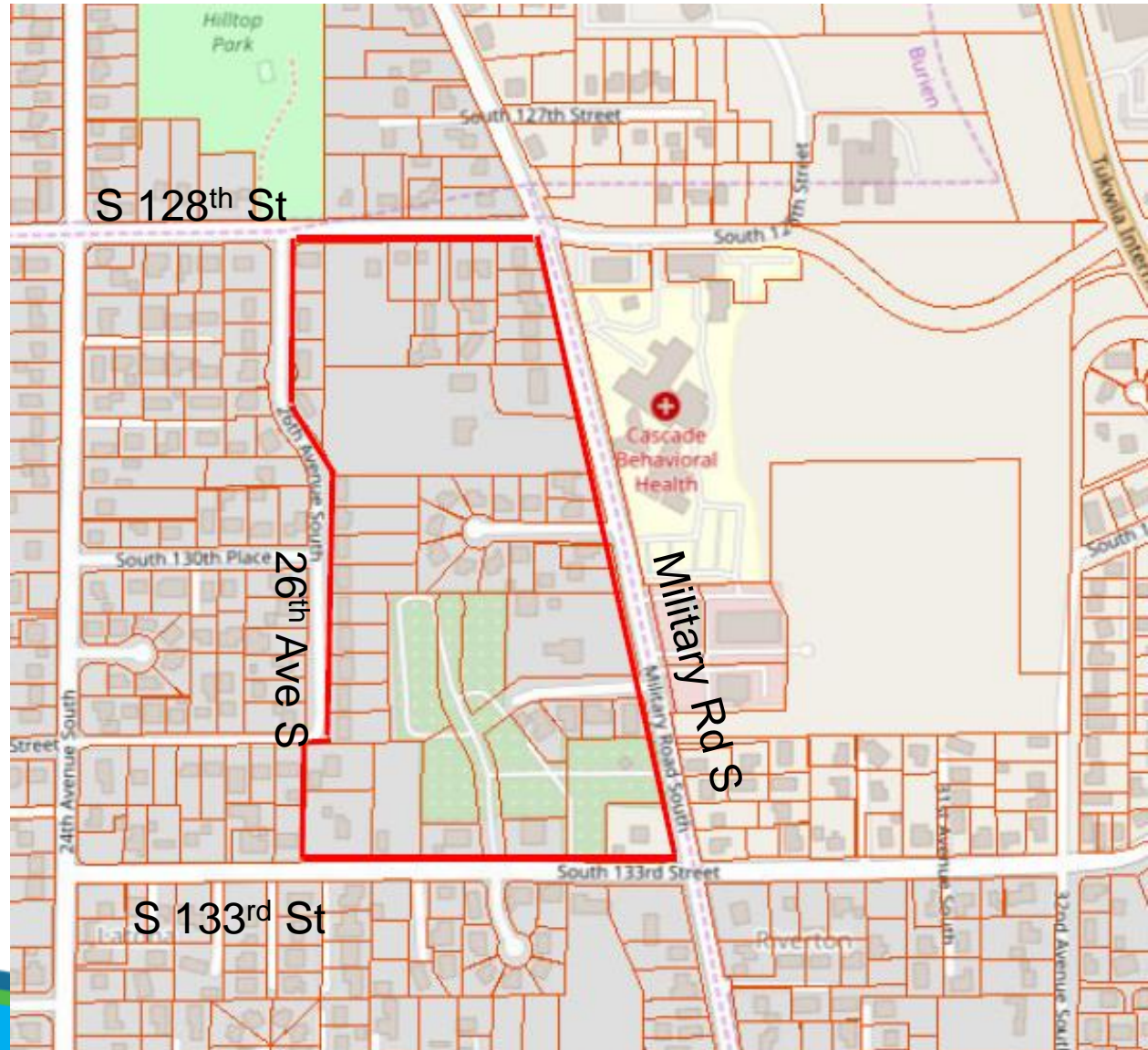
Map Amendment & Concurrent Rezone

Proposal: To consider higher density residential land use designations and zoning for parcels adjacent to the northernmost portions of Military Rd S.

- **Location:** Parcels between S 133rd & S 128th and Military Rd S & approximately S 26th Ave S
- **From:** Residential Low Density (UL-7,200)
- **To:** Land use designation and zoning not yet defined
- **Does PC recommend proposal be considered for Final Docket?**

M-3: Location & Context

- On 5/23/2019, the PED Committee withdrew this proposal.
- On 5/28/28, City Council reinstated proposal and requested that study area be reduced.



Map Amendment Proposals - City Initiated

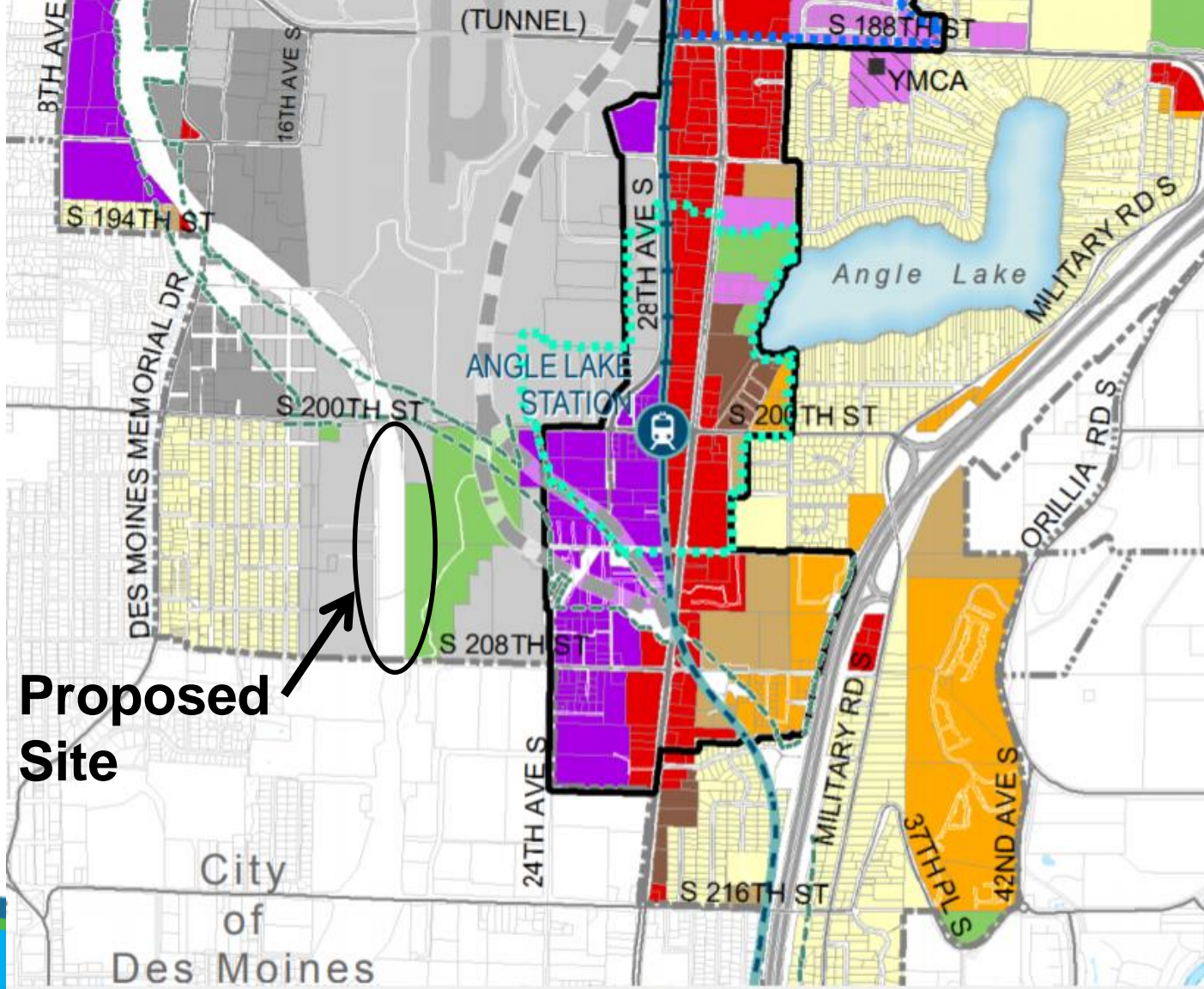
M-6: Establishing Land Use Designation & Zoning for Unused SR509 Right-of-Way

Proposal: Add a land use designation and zone to unused right-of-way adjacent to Des Moines Creek Park

- **Location:** Unused ROW immediately west of Des Moines Creek Park, between S 200th & S 208th streets
- **From:** Land use designation & zone: TBD
- **To:** Land use designation & zone: TBD
- **Does PC recommend proposal be considered for Final Docket?**

M-6: Location & Context

- Unused SR509 right-of-way
- West of Des Moines Creek Park




Proposed Site

Text Amendment Proposals

City-Initiated Proposals		PC Recommendation
T-1	Transportation Concurrency Revisions <ul style="list-style-type: none">• Change from intersection to multi-modal level of service	<input type="checkbox"/> Yes <input type="checkbox"/> No
T-2	Capital Facilities Plan Update <ul style="list-style-type: none">• State requirement	<input type="checkbox"/> Yes <input type="checkbox"/> No
T-3	PROS Plan Update <ul style="list-style-type: none">• Update of 2008 Parks, Rec & Open Space Plan	<input type="checkbox"/> Yes <input type="checkbox"/> No
T-4	City Center Sub-Area Plan Update: Phase 1 Preliminary Urban Design Framework	<input type="checkbox"/> Yes <input type="checkbox"/> No

Anticipated Next Steps

- 6/27: PED Committee recommendations on proposals for Final Docket
 - 7/9: City Council review of proposals for Final Docket
 - 7/9 or 7/23: Council establishes Final Docket via Resolution
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**PROPOSED 2019 CITY OF SEATAC COMPREHENSIVE PLAN AMENDMENTS
PRELIMINARY DOCKET – STAFF ASSESSMENT MATRIX**

Note on Proposal Numbering: Map amendment proposals M-4 and M-5 were withdrawn by applicant.

PROPOSAL BACKGROUND	PURPOSE AND REASON	PRELIMINARY DOCKET CRITERIA ASSESSMENT <i>Does proposal meet following criteria?</i>					LAND USE DESIGNATION CRITERIA ASSESSMENT Map Amendment Proposals Only <i>Does proposal meet criteria in Comprehensive Plan Land Use Designation Criteria Table 2.1 (Land Use Element)?</i>	PLANNING COMMISSION & PED COMMITTEE RECOMMENDATIONS
		1 Sufficient City Resources for Review <small>City-Led Process NOT more appropriate</small>	2 Consistent with Regional Policies <small>Growth Management Act (GMA), Vision 2040 & Countywide Planning Policies</small>	3 Not in Conflict/Redundant with Adopted Comprehensive Plan Policy	Additional Criteria for Map Amendments Only		*Note: Preliminary Docket proposals are assessed for general compliance with the criteria for the desired land use designation. More detailed analysis will be undertaken for proposals that become part of the Final Docket.	
					4 Site Physically Suitable for Development	5 Sufficient Infrastructure & Public Facilities		
MAP AMENDMENTS								
M-1) WSDOT/Poulsbo RV Comprehensive Plan Map Amendment & Concurrent Rezone <u>Proposal:</u> Change existing land use designation from Residential Low Density (RL) to Commercial High (CH), with concurrent rezone from UL-15,000 (Urban Low) to CB (Community Business). <u>Location:</u> <ul style="list-style-type: none"> Southeast SeaTac Address: 22809 Military Rd S PIN (Parcel Identification Number): 152204-9031 <u>Applicant:</u> WSDOT	<u>Purpose/Reason:</u> <ul style="list-style-type: none"> WSDOT, the current property owner, would like to change the land use designation and zoning of one property from single family residential to Community Business (CB), to allow Poulsbo RV to re-locate a portion of their business impacted by the SR-509 Completion Project. 	✓ Yes	✓ Yes	✓ Yes	✓ Yes	✓ Yes	✓ Yes, proposal generally complies with criteria for “Commercial High” land use designation. (See criteria below.) <u>Proposed Land Use Designation:</u> Commercial High <u>Commercial High Land Use Designation Criteria:</u> <ul style="list-style-type: none"> Existing Land Uses/Locations: Areas are generally characterized by previously developed high intensity commercial or industrial uses and are in locations that provide a transition between industrial or high intensity commercial areas and less intensive commercial, mixed use or residential zones. Access: Properties are located along principal or minor arterial streets. Environmentally Critical Areas: Areas should be free of or must be capable of appropriately accommodating environmentally critical areas. 	Recommended for Final Docket? Planning Commission: <input type="checkbox"/> Yes <input type="checkbox"/> No PED Committee: <input type="checkbox"/> Yes <input type="checkbox"/> No
M-2) Bow Lake Mobile Home Park Comprehensive Plan Map Amendment & Concurrent Rezone <u>Proposal:</u> Change existing land use designation of a portion of a parcel within the mobile home park from Commercial Low (CL) to Residential High (RH) density, with concurrent rezone from NB (Neighborhood Business) to UH-900 (Urban High). <u>Location:</u> <ul style="list-style-type: none"> 3615 S182nd St – 18214 36th Ave S <u>Applicant:</u> <ul style="list-style-type: none"> CPI Bow Lake Estates Owner LLC 	<u>Purpose/Reason:</u> <ul style="list-style-type: none"> The current property owner would like to change the land use designation and zoning of a portion of a parcel to do the following: correct the non-conforming residential uses currently on the site, to allow for the development of additional residences, and to remove a poorly functioning commercial zone from the area. 	✓ Yes	✓ Yes	✓ Yes	✓ Yes	✓ Yes	✓ Yes, proposal generally complies with criteria for “Residential High Density” land use designation. (See criteria below.) <u>Proposed Land Use Designation:</u> Residential High Density <u>Residential High Density Land Use Designation Criteria:</u> <ul style="list-style-type: none"> Existing Land Uses/Locations: Areas that provide a transition between low to moderate density residential uses and higher intensity mixed use or commercial areas. Access: Areas are located adjacent to arterial streets and are near transit and employment and/or commercial areas. Environmentally Critical Areas: Areas should be free of or must be capable of appropriately accommodating environmentally critical areas. 	Recommended for Final Docket? Planning Commission: <input type="checkbox"/> Yes <input type="checkbox"/> No PED Committee: <input type="checkbox"/> Yes <input type="checkbox"/> No

PROPOSAL BACKGROUND	PURPOSE AND REASON	PRELIMINARY DOCKET CRITERIA ASSESSMENT <u>Does proposal meet following criteria?</u>					LAND USE DESIGNATION CRITERIA ASSESSMENT Map Amendment Proposals Only <u>Does proposal meet criteria in Comprehensive Plan Land Use Designation Criteria Table 2.1 (Land Use Element)?</u>		PLANNING COMMISSION & PED COMMITTEE RECOMMENDATIONS
		1 Sufficient City Resources for Review <small>City-Led Process NOT more appropriate</small>	2 Consistent with Regional Policies <small>Growth Management Act (GMA), Vision 2040 & Countywide Planning Policies</small>	3 Not in Conflict/Redundant with Adopted Comprehensive Plan Policy	Additional Criteria for Map Amendments Only		4 Site Physically Suitable for Development	5 Sufficient Infrastructure & Public Facilities	
<p>M-3) Military Road S – North End Comprehensive Plan Map Amendment & Concurrent Rezone Project</p> <p><u>Proposal:</u> Consider higher intensity land use designations and zoning for parcels adjacent to the northernmost portion of Military Road S.</p> <p><u>Location:</u> On 5/28/2019, City Council established the study area as follows: between S 133rd and S 128th streets, from Military to approximately 26th Ave S.</p> <p><u>Applicant:</u> City of SeaTac</p> <p><u>Note on Proposal's Withdrawal & Reinstatement:</u></p> <ul style="list-style-type: none"> 5/23/2019: Withdrawn by PED Committee. 5/28/2019: Reinstated by City Council with reduced study area. 	<p><u>Purpose/Reason:</u></p> <ul style="list-style-type: none"> The Planning & Economic Development Committee (PED) requested that the northernmost portions of Military Road S be considered for changes from single family to land use designations and zoning that would allow multi-family uses. On 5/23/2019, PED withdrew the proposal. One 5/28/2019, City Council reinstated the proposal, but reduced the study area. 	<p>✓ Yes</p>	<p>○ More analysis needed</p> <p>More information is needed to determine if proposal meets regional growth strategy and infrastructure concurrency requirements</p>	<p>○ More analysis needed</p> <p>More information is needed to determine if proposal meets SeaTac growth strategy and infrastructure concurrency requirements</p>	<p>○ More analysis needed</p>	<p>○ More analysis needed</p>	<p>○ Unknown.</p> <p>○ Specific land use designation and zone not yet determined.</p>	<p>Recommended for Final Docket?</p> <p>Planning Commission:</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p>PED Committee:</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>	
<p>M-6) Establishing Land Use Designation and Zoning for Unused SR509 ROW</p> <p><u>Proposal:</u> Add designation and zone to unused WSDOT right-of-way adjacent to Des Moines Creek Park.</p> <p><u>Applicant:</u> City of SeaTac</p>	<p><u>Purpose/Reason:</u></p> <ul style="list-style-type: none"> This proposal will allow the City to work with WSDOT and the community to define the appropriate land use designation and zone for surplus WSDOT right-of-way. 	<p>✓ Yes</p>	<p>✓ Yes</p>	<p>✓ Yes</p>	<p>○ More analysis needed</p>	<p>○ More analysis needed</p>	<p>○ Unknown.</p> <p>○ Specific land use designation and zone not yet determined.</p>	<p>Recommended for Final Docket?</p> <p>Planning Commission:</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p>PED Committee:</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>	

PROPOSAL BACKGROUND	PURPOSE AND REASON	PRELIMINARY DOCKET CRITERIA ASSESSMENT <u>Does proposal meet following criteria?</u>					LAND USE DESIGNATION CRITERIA ASSESSMENT <u>Map Amendment Proposals Only</u> <u>Does proposal meet criteria in Comprehensive Plan Land Use Designation Criteria Table 2.1 (Land Use Element)?</u> <i>*Note: Preliminary Docket proposals are assessed for general compliance with the criteria for the desired land use designation. More detailed analysis will be undertaken for proposals that become part of the Final Docket.</i>	PLANNING COMMISSION & PED COMMITTEE RECOMMENDATIONS
		1 Sufficient City Resources for Review <small>City-Led Process NOT more appropriate</small>	2 Consistent with Regional Policies <small>Growth Management Act (GMA), Vision 2040 & Countywide Planning Policies</small>	3 Not in Conflict/ Redundant with Adopted Comprehensive Plan Policy	Additional Criteria for Map Amendments Only			
					4 Site Physically Suitable for Development	5 Sufficient Infrastructure & Public Facilities		
M-7) Updating Informational Maps in the Comprehensive Plan <u>Proposal:</u> To update existing informational maps in the Comprehensive Plan with new or more accurate information as appropriate. <u>Applicant:</u> City of SeaTac	<u>Purpose/Reason:</u> <ul style="list-style-type: none"> This is a housekeeping amendment, and would add new, more current information to existing Comprehensive Plan maps, or make changes to the formatting of those maps. 	✓ Yes	✓ Yes	✓ Yes	N/A	N/A	N/A	Recommended for Final Docket? Planning Commission: <input type="checkbox"/> Yes <input type="checkbox"/> No PED Committee: <input type="checkbox"/> Yes <input type="checkbox"/> No
TEXT AMENDMENTS								
T-1) Amending Transportation Concurrency Policies <u>Proposal:</u> Amend the transportation concurrency program to better meet requirements of the state Growth Management Act (GMA) and increase predictability and consistency for the development community and City. <u>Applicant:</u> City of SeaTac	<u>Purpose/Reason:</u> <ul style="list-style-type: none"> Transportation concurrency is one of the goals of the Growth Management Act (GMA). To maintain concurrency means that adequate public facilities are in place to serve new development as it occurs within a specified time period (Six years for the State of Washington.) This proposal seeks to change the existing program to enable the City to more consistently and effectively implement and track concurrency, while better serving the development community. 	✓ Yes	✓ Yes	✓ Yes				Recommended for Final Docket? Planning Commission: <input type="checkbox"/> Yes <input type="checkbox"/> No PED Committee: <input type="checkbox"/> Yes <input type="checkbox"/> No
T-4) Updating Capital Facilities Plan <u>Proposal:</u> Update the Capital Facilities Background Report, including the 6-year Capital Facilities Plan. <u>Applicant:</u> City of SeaTac	<u>Purpose/Reason:</u> <ul style="list-style-type: none"> The Capital Facilities Background Report contains the City's 6-year Capital Facilities Plan. To remain current, and maintain consistency with the Growth Management Act, this plan needs to be updated biennially using the most recent project priorities and cost/revenue information for the next six years. 	✓ Yes	✓ Yes	✓ Yes				Recommended for Final Docket? Planning Commission: <input type="checkbox"/> Yes <input type="checkbox"/> No PED Committee: <input type="checkbox"/> Yes <input type="checkbox"/> No

PROPOSAL BACKGROUND	PURPOSE AND REASON	PRELIMINARY DOCKET CRITERIA ASSESSMENT <i>Does proposal meet following criteria?</i>					LAND USE DESIGNATION CRITERIA ASSESSMENT Map Amendment Proposals Only <i>Does proposal meet criteria in Comprehensive Plan Land Use Designation Criteria Table 2.1 (Land Use Element)?</i> <i>*Note: Preliminary Docket proposals are assessed for general compliance with the criteria for the desired land use designation. More detailed analysis will be undertaken for proposals that become part of the Final Docket.</i>	PLANNING COMMISSION & PED COMMITTEE RECOMMENDATIONS
		1 Sufficient City Resources for Review <small>City-Led Process NOT more appropriate</small>	2 Consistent with Regional Policies <small>Growth Management Act (GMA), Vision 2040 & Countywide Planning Policies</small>	3 Not in Conflict/ Redundant with Adopted Comprehensive Plan Policy	Additional Criteria for Map Amendments Only			
					4 Site Physically Suitable for Development	5 Sufficient Infrastructure & Public Facilities		
T-2) Updating Parks, Recreation and Open Space (PROS) Plan <u>Proposal:</u> To complete the update of the 2008 PROs Plan, per the Plan's recommended review schedule. This project may be phased. <u>Applicant:</u> City of SeaTac	<u>Purpose/Reason:</u> <ul style="list-style-type: none"> The PROS Plan identifies the framework for the future development of the City's parks and recreation programs and facilities. Revising the Plan approximately every ten years ensures that City investments in facilities and programs is informed by timely community input and current parks and recreation best practices. 	✓ Yes	✓ Yes	✓ Yes			Recommended for Final Docket? Planning Commission: <input type="checkbox"/> Yes <input type="checkbox"/> No PED Committee: <input type="checkbox"/> Yes <input type="checkbox"/> No	
T-4) City Center Sub-Area Plan Update: Phase 1 Preliminary Design Framework <u>Proposal:</u> To complete Phase 1 of the City Center Plan update. <u>Applicant:</u> City of SeaTac	<u>Purpose/Reason:</u> <ul style="list-style-type: none"> To implement Land Use Policy 2.1A-1: "Review and potentially amend the City Center Plan in the near future." 	✓ Yes	✓ Yes	✓ Yes			Recommended for Final Docket? Planning Commission: <input type="checkbox"/> Yes <input type="checkbox"/> No PED Committee: <input type="checkbox"/> Yes <input type="checkbox"/> No	



MEMORANDUM COMMUNITY & ECONOMIC DEVELOPMENT

Date: June 13, 2019
To: Planning Commission
From: Jennifer Kester, Planning Manager
Subject: July 2019 - June 2020 Work Plan

By July 15th of each year, the Planning Commission is to submit a work plan for the next year, along with a progress report to the City Council (SMC 2.15.200(A)(5)).

Based on the discussion at your June 4, 2019 meeting, the attached work plan has been drafted by staff. The Commission should review the work plan, direct amendments, and vote on the final work plan.

Also included is a progress report of topics covered in the last year.

Topics Reviewed July 2018 – June 2019:

1. Multifamily Housing Design Standards: Ordinance passed on September 11, 2018.
2. Sign Code Amendments: Review delayed due to staffing changes.
3. Miscellaneous Landscaping and Wetland Mitigation Code Amendments: Ordinance passed on November 27, 2019.
4. City Center Plan Update: Monthly briefings.
5. Shoreline Master Program Update: Ordinance passed on June 11, 2019.
6. 2019 Comprehensive Plan Amendments: Review of preliminary docket.

July 2019 – June 2020 Planning Commission Work Plan

WORK ITEM	3rd Quarter (Jul-Sep)	4th Quarter (Oct-Dec)	1st Quarter (Jan-Mar)	2nd Quarter (Apr-Jun)
2019 Comprehensive Plan Amendment Cycle Biennial review period; adoption of amendments by end of year	NA	Review and recommendation on Final Docket with Public Hearing	NA	NA
City Center Plan To be adopted with 2019 Comprehensive Plan Cycle, depending on scope of docket	Worksessions, community engagement and visioning	Community engagement and visioning, Plan development, Final documents review and recommendation.	NA	NA
Small Wireless Facilities Required to be compliant with FCC. January interim ordinance adoption	Worksessions and review draft code	Public hearing and recommendation to Council	NA	NA
Sign Code Update Required to be compliant with US Supreme Court Decision	NA	Worksessions and review draft code	Public hearing and recommendation to Council	NA
Miscellaneous Amendments Staff proposed amendments for clarification and permit efficiency	NA	Worksessions and review draft code	Public hearing and recommendation to Council	NA
Angle Lake Station Area and Opportunity Zone Impacts	NA	NA	Worksessions	Worksessions
Short Term Rentals and ADU Regulations	NA	NA	Worksessions and review draft code	Public hearing and recommendation to Council
Current Project Briefings e.g. SeaTac Center	Ongoing	Ongoing	Ongoing	Ongoing