



CITY OF SEATAC

PLANNING COMMISSION MEETING

Council Chambers, SeaTac City Hall, 4800 S. 188th Street
December 17, 2019, 5:30 p.m.

MEETING AGENDA

- 1) Call to Order/Roll Call
- 2) Approval of the minutes of December 3, 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) Briefing: City Center Plan Update (EXHIBIT B)
- 5) Discussion: Ways of increasing homeownership opportunities (EXHIBIT C)
- 6) Discussion: Short Term Rentals (EXHIBIT D)
- 7) CED Director's Report
- 8) Planning Commission Comments (including suggestions for next meeting agenda)
- 9) 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 December 3, 2019 Meeting

Members present: Tej Basra, Tom Dantzer, Brandon Pinto, Jagtar Saroya, Andrew Reid-Munro
Members absent: Leslie Baker, Roxie Chapin (both excused)
Staff present: Steve Pilcher, CED Director.

1. Call to Order

Chair Basra called the meeting to order at 5:39 p.m.

2. Approval of minutes of November 5, 2019 regular meeting

Moved and seconded to approve the minutes as written; passed 4-0.

3. Public Comments

Earl Gipson, questioned when the audio of the meetings will be posted to the website. He expressed his objections regarding the new arrangement in the Council Chambers that discourages individuals from approaching the dais.

4. Discussion: Accessory Dwelling Units

Steve Pilcher, CED Director, introduced the topic, noting there have been efforts at the State level to limit local government's ability to be too restrictive with ADU regulations. The proposed legislation was changed to become incentive-based as opposed to mandatory; Mr. Pilcher stated it is possible this issue could potentially arise again as a mandate. The Commission was asked of what their concerns and interests may be.

Chair Basra commented on the affordable housing issue in the Central Puget Sound region and noted he has an acquaintance in the building industry that could address the Commission regarding ADUs. There was interest in having such a presentation.

Earl Gipson expressed concern that these type of legislative proposals are not protecting single family residential areas.

The Commission discussed whether RVs could be allowed as ADUs; staff responded they are not. The Commission also discussed the need for more housing in the community and that there could be more opportunities for medium density housing.

Mr. Pilcher noted there have been past Commission discussions regarding lowering minimum lot size standards in order to encourage additional housing.

It was suggested that the City could explore establishing an exclusive single family zone where ADUs are not allowed.

Mr. Pilcher suggested returning to a future meeting with a variety of possible code amendments to address housing affordability.

Earl Gipson advocated more personal responsibility in order for people to be able to afford a home.

5. Discussion: Short Term Rentals

Steve Pilcher introduced the topic, noting that staff is seeking direction of whether this is an issue area that needs to be addressed.

The Commission noted the need to get ahead of the issue before it becomes a problem. There can be impacts from short term rentals, especially in terms of the behavior of tenants.

Stan Tombs, spoke of “hot parties” that can occur in conjunction with AirBnB rentals. He noted this is an increasing problem across the country.

Mr. Pilcher noted that complaints have been periodic, ranging from noisy guests arriving to an apparent “party house.” He suggested this issue be addressed proactively as opposed to waiting until more problems surface.

It was agreed that staff should look into this issue further and return with possible ways to address short term rentals in the Zoning Code.

6. Director’s Report

Director Pilcher commented on a City Center Plan Update charrette held with identified stakeholders. He also noted there is a meeting on the project next Tuesday, December 11, at McMicken Elementary School.

7. Commissioners’ Comments

None.

8. Adjournment

There being no further business, the meeting adjourned at 6:37 p.m.



MEMORANDUM COMMUNITY & ECONOMIC DEVELOPMENT

Date: December 12, 2019
To: Planning Commission
From: Kate Kaehny, Senior Planner
Subject: City Center Plan Update Phase 1: Information for Tuesday's Briefing

Staff last briefed the Planning Commission on the City Center Update project in mid-October. The main goal of this Tuesday's briefing is to bring the Commission up to date on project activities since that time. This will include an overview of the following:

- Economic & Infrastructure Opportunity Reports
- Community & stakeholder engagement activities and input

A second objective is to get feedback from the Commission on the draft vision and principles that the consultant team has developed, based on comments received from the community and business and other stakeholders during the multiple project activities held over the last few months.

To help prepare for this briefing, Commissioners are invited to review the materials from the December 11, 2019 Community Planning Meeting #2 which are provided below:

[Presentation Slides](#)

[Display Boards - Part 1](#)

[Display Boards - Part 2 \(transportation\)](#)

**Note: If links do not work, go to: www.seatacwa.gov/citycenter and click on the City Center Plan Update Project page where you can access these materials.*



MEMORANDUM

COMMUNITY & ECONOMIC DEVELOPMENT

Date: December 12, 2019
 To: Planning Commission
 From: Steve Pilcher, CED Director
 Subject: Housing Affordability

At your last meeting, the Commission had a discussion concerning Accessory Dwelling Units (ADUs), which was broadened to address housing affordability in terms of home ownership. The Commission expressed interest in examining possible approaches the City could take to increase options for individuals seeking home ownership in what staff assumes to be either detached or attached configurations (but not apartment-style condominiums). The table below outlines various approaches that could be taken to address this concern; as before, it is staff's hope to have a good discussion with the Commission and get some direction before any significant amount of effort is expended in drafting specific code amendments.

Housing type	Issues	Possible Code changes
ADUs	Size limits	Allow up to 1,000 sq. ft.
	Residency requirements	Do not require
	Off- street parking	None if within ¼ mile of transit
	Impact fees	50% of SFR rate
Reduced lot sizes	Increased density	Reduce to 4 - 5,000 sq. ft.
	Setbacks	Reduce side yard to building code minimums
Reduced parking	2 per unit required	Reduce to 1? Only if near transit?
Density vs. min. lot size	Allows cluster housing	Remove minimum lot size standards or establish small std. (3,000 sq. ft.?)
Cottage housing	Not currently allowed	Major code amendment

Duplexes	Only allowed as part of townhouse project	Allow within all UL zones? Allow only on corner lots?
	Minimum lot size requirement	1.5 that required for SFR?
	Design issues	Establish design standards
Single Family Residential	Preserve select single family neighborhoods	Establish exclusive SFR zones



MEMORANDUM

COMMUNITY & ECONOMIC DEVELOPMENT

Date: November 12, 2019
To: Planning Commission
From: Steve Pilcher, CED Director
Subject: Short Term Rentals

At your last meeting, the Commission had a brief discussion concerning Short Term Rentals (i.e., AirBnB, VRBO, etc.). Staff noted that it has been using the existing “Bed and Breakfast” standards as the best available tool in the code for addressing these operations:

Bed and Breakfast – definition:

A dwelling unit within which bedrooms are available for paying transient guests. The number of guests is limited to no more than six (6) at any time.

15.465.300 Bed and Breakfast Standards

A. **Application.** The provisions of this section shall apply to all bed and breakfast uses as defined in Chapter [15.105](#) SMC, Definitions.

B. Bed and Breakfast Requirements.

1. **Number of Guests.** Number of guests limited to six (6), with no more than three (3) bedrooms;
2. **Parking.** Parking area for three (3) nonresident vehicles, and screened;
3. **Health Department Approval.** Proof of King County Health Department approval;
4. **Meals Served.** Breakfast is only meal served for paying guest

These regulations do not always address the unique characteristics and impacts that may result from short term rental operations. More specific regulations could address a number of factors:

- Limit the number of short term rentals allowed per block or geographic area; or establish a separation standard between short term rental locations (150 ft.)
- Require an on-site host/owners
- Restrict to only the primary dwelling or also allow within an ADU?
- Require additional off-street parking and if so, how much?

- Establish time limits (no more than XX days per month?)
- Imposition of specific fines for violations or treat as other code compliance violations?
- Should existing short term rentals be “grandfathered” and not have to comply with new regulations?

This past session, the Washington State Legislature passed SHB 1798, which addresses business and operational requirements for short term rentals. This law, which became effective on July 28, 2019, requires short term rental operators to:

- Register with the Dept. of Revenue
- Remit local, state and federal taxes
- Provide contact information to which guests can direct inquiries
- Install carbon monoxide alarms
- Post the unit’s address, emergency service contact information, a floor plan with fire exits/escape routes, maximum occupancy limits, and operator contact information.

Failure to comply with these provisions, after receipt of a warning letter, can result in a class 2 civil infraction.

Finally, an operator is also required to maintain primary liability insurance or rent through a platform that provides insurance coverage of not less than \$1 million.