



Planning Commission Agenda

January 4, 2022

5:30pm

Virtual Meeting

Due to the current COVID-19 public health emergency, this meeting will be conducted virtually. The public may listen to the meeting by calling 206.973.4555 and muting your phone. Public comment opportunities for this meeting are below.

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.

Members: Tejvir Basra, Chair; Alyne Hansen, Vice Chair; Tom Dantzer; Andrew Ried-Munro; Tony Zuniga Sanchez; Jagtar Saroya; Bandhanjit Singh.
Staff Coordinator: Jenn Kester, Planning Manager

A quorum of the Council may be present.

ITEM	TOPIC	PROCESS	WHO	TIME
1	Call to Order / Roll Call		Chair	5:30
2	Approval of the minutes of November 16, 2021 meeting. (Exhibit 1)	Review and Approve	Members	5:30 (2 min)
4	Public Comment on items <u>not</u> on the agenda. <i>Comments on agenda items will be addressed after the staff presentation and Commission discussion on each item below.</i> <i>See Public Comment Process below.</i>		Chair	5:32 (3 min)
5	Framework for Planning in Washington State (Exhibit 2)	Presentation and Discussion	Members and Staff	5:35 (60 min)
6	Open Public Meetings Act Training	Presentation and Discussion	Members and Staff	6:35 (20 min)
7	CED Staff Report	Briefing	Staff	6:55 (3 min)
8	Planning Commission Comments (including suggestions for next meeting agenda)	Discussion	Members	6:58 (2 min)
9	Adjourn			7:00

Public Comment Process: In an effort to adhere to the social distancing protocols, and in order to keep our residents, Planning Commission, and staff healthy, the Commission will not hear any in-person public comments. The committee is providing remote oral and written public comment opportunities. All comments shall be respectful in tone and

content. Signing-up for remote comments or providing written comments must be done by 3:30pm the day of the meeting. Any requests to speak or provide written public comments which are not submitted following the instructions provided or by the deadline will not be included as part of the record.

- Instructions for providing remote oral public comments are located at the following link: [Council Committee and Citizen Advisory Committee Virtual Meetings](#).
- Submit email/text public comments to PCPublicComment@seatacwa.gov. The comment will be mentioned by name and subject and then placed in the committee handout packet posted to the website.

**CITY OF SEATAC
PLANNING COMMISSION MEETING
Minutes of November 16, 2021 Meeting**

Members present: Tej Basra, Alyne Hansen, Bandhan Singh, Tom Dantzler, Andrew Ried-Munro, Tony Zuniga Sanchez (Arrived 5:35pm)

Members absent: Jagtar Saroya

Staff & Others

Present: Evan Maxim, *CED Director*; Jenn Kester, *Planning Manager*; Neil Tabor, *Associate Planner*; Stanley Tombs, *Councilmember*, Peter Kwon, *Deputy Mayor*; Barb Mailo, *Administrative Assistant 3*; SeaTV

1. Call to Order/Roll Call

Chair Basra called the meeting to order at 5:30 pm and roll call.

2. Introductions for new member Bandhanjit Singh

A round robin introduction took place with new member and commissioners.

3. Approval of the minutes of November 2, 2021 meeting.

Commissioner Hansen motioned to approve the minutes as written. Commissioner Dantzler second. Minutes were approved.

4. Public Comments on items not on the agenda

None

5. Public Hearing: Short Term Rentals Code Amendments

Public Hearing Opened – 5:38 pm

Committee Action Requested: Planning Commission recommendation to City Council desired by 12/7/2021, if not provided tonight.

Short Term Rentals Code Amendments presented by Associate Planner Neil Tabor. The purpose of the presentation was to provide information for public hearing related to proposed code amendments related to short-term rentals and solicit recommendation from planning commission on the topic to council. This could include the recommendations to adopt as written, adopt with specific modifications, or not adopt.

The presentation included a summary of amendment definitions, purpose of applicability, short-term rental requirements, occupancy & licensing, operation, ownership limitations, and parking.

Public Hearing Closed – 6:01 pm

Discussion commenced with Commissioner Ried-Munro, Commissioner Hansen, Commissioner Singh, and Commissioner Dantzler.

Planning Commission recommendation:

Commissioner Dantzler recommended to send this to Council for adoption as written **except for** the ownership limitation of one unit in an unoccupied short term rental. Recommended to amend this to two units as proposed by Commissioner Hansen. Commissioner Hansen seconded. All were in favor of recommendation.

6. CED Staff Report

Presented by Planning Manager Jenn Kester:

- Suggested including an education component in the first quarter of 2022 for the Planning Commission to review their code of ethics, roles & responsibilities, open public meetings act, and bylaws. Commissioner Hansen indicated that this is a great idea and suggested that the dates be provided to check availability. Jenn advised that an email with 2022 meeting dates will be sent out for availability.
- No updates yet regarding when we will move out of virtual meetings or regarding hybrid meetings.
- Jenn proposed that since the PC made their recommendation in tonight's meeting, the PC can make a motion to cancel the 12/7 PC meeting. Commissioner Ried-Munro motioned to cancel the 12/7 PC meeting. Commissioner Dantzler second. The 12/7 PC meeting is cancelled. Next PC meeting will commence on 1/5/2022.

7. Planning Commission Comments (including suggestions for next meeting agenda)

Commissioner Dantzler complimented Neil Tabor for doing a super job on presenting the information in tonight's meeting.

8. Adjournment

Commissioner Dantzler motioned to adjourn the meeting. Commissioner Hansen second. Meeting adjourned at 6:14 pm.



MEMORANDUM COMMUNITY & ECONOMIC DEVELOPMENT

Date: December 30, 2021
To: Planning Commission
From: Jenn Kester, Planning Manager
Subject: Planning Commission Educational Information and Training

Purpose:

During your meetings in January, staff will provide a series of videos and presentations on the framework for planning in Washington State and the City of SeaTac. The intent of these meetings is to provide relevant training to the whole Commission as we prepare to begin the 2022 work program. The first meeting will focus on the planning basics in Washington State and the second meeting on SeaTac specific regulations, processes, and guidance.

Topics for the January 4 – Planning in Washington State and Open Public Meetings Act Training:

Videos and presentations will cover the following topics and will include time for questions and discussion by Commission members.

- Legal Basis for Planning in Washington
- Comprehensive Planning Basics
- Implementing a Comprehensive Plan
- Roles and Responsibilities in Planning
- Public Participation Basics
- Open Public Meetings Act (OPMA) (Training required by RCW 42.30.205)

Topics for the January 18 – City of SeaTac Specifics:

Presentations and discussion will cover the following topics:

- City of SeaTac Department and Staff organization
- SeaTac Municipal Code for Planning Commission:
 - Chapter 2.15 – Citizen Advisory Committees, Commission, and Boards
 - Chapter 2.92 – Ethics of Board, Committee, and Commission Members
- Commission Bylaws
- 2022 Work Plan Overview