



Planning Commission Agenda

January 18, 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 Dantzler; 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 January 4, 2022 meeting. <i>(Exhibit 2)</i>	Review and Approve	Members	5:30 (2 min)
3	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)
4	SeaTac Planning Commission Roles and Responsibilities <i>(Exhibits 4a, 4b, 4c, 4d, 4e, 4f)</i>	Presentation and Discussion	Members and Staff	5:35 (60 min)
5	CED Staff Report	Briefing	Staff	6:35 (3 min)
6	Planning Commission Comments (including suggestions for next meeting agenda)	Discussion	Members	6:38 (2 min)
7	Adjourn			6:40

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 January 4, 2022 Meeting**

Members present: Tej Basra, Jagtar Saroya, Alyne Hansen, Tom Dantzler, Tony Zuniga Sanchez, Bandhan Singh

Members absent: Andrew Ried-Munro

Staff & Others

Present: Evan Maxim, *CED Director*; Jenn Kester, *Planning Manager*; Kate Kaehny, *Senior Planner*; Barb Mailo, *Administrative Assistant 3*; Iris Guzman, *Councilmember*; Jake Simpson, *Councilmember*; Erin Sitterley, *Mayor*; SeaTV,

1. Call to Order/Roll Call

Chair Basra called the meeting to order at 5:32 pm and roll call.

2. Approval of the minutes of November 16, 2021 meeting.

Commissioner Sanchez motioned to approve minutes. Commissioner Hansen second. All were in favor of minutes approval.

3. Public Comments on items not on the agenda

Planning Manager Jenn Kester indicated that a public comment request for verbal comments on a non-agenda item was received from Tielo Sitz. Requestor was not present in tonight's meeting.

4. Framework for Planning in Washington State

Planning Manager Jenn Kester presented a series of videos produced by the State of Commerce in cooperation with the Planning Association & the American Planning Chapter in the state of Washington that make up part of the Short Course on Local Planning.

- [Video 1](#) – A Short Course on Local Planning – Washington's Legal Framework for Land Use Planning
- [Video 2](#) – A Short Course on Local Planning – Comprehensive Planning Basics
- [Video 3](#) – A Short Course on Local Planning – Implementing Your Plan
- PowerPoint Presentation:
 - i. Types of Land Use Decisions – *Long Range and Current Planning*
 - Land Use Decision Types
 - Typical Steps in the Legislative Process (Long Range Planning)
 - Typical Steps in the Project Review Process (Current Planning)
 - ii. Roles in the Planning Process – *Participants in Planning*
 - Planning Involves a Range of Participants
 - i. Elected Officials
 - ii. Planning Commission
 - iii. Planning Staff
 - iv. Hearing Examiner
 - v. Advisory Groups
 - vi. The Public
- [Video 4](#) – A Short Course on Local Planning – Public Participation and Effective Meetings

5. Open Public Meetings Act Training

- [Video 5](#) – Open Public Meetings Act Training as required by RCW 42.30.205.

6. CED Staff Report

Presented by Jenn Kester.

- Currently seeking an additional associate planner for long-range planning activities. Positions will primarily work on development regulation code amendments. Hoping to have someone on board sometime in February or March.
- At the next PC meeting will cover SeaTac specifics Planning Commission items – staff organization, roles and responsibilities, code of ethics, and bylaws.

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

None

8. Adjournment

Commissioner Hansen motioned to adjourn meeting. Commissioner Dantzler second. Meeting adjourned at 6:58pm.

DRAFT



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:

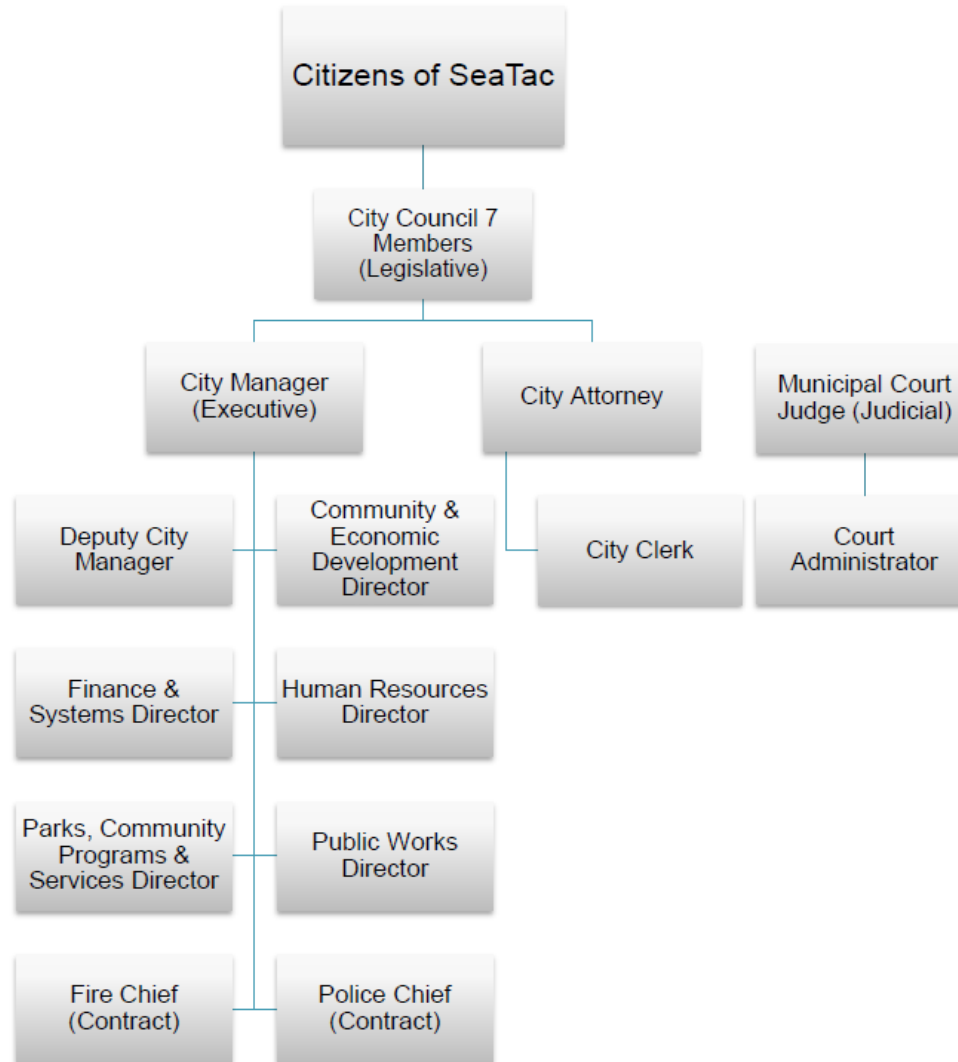
Presentations and discussion will cover the following topics:

- 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

- 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

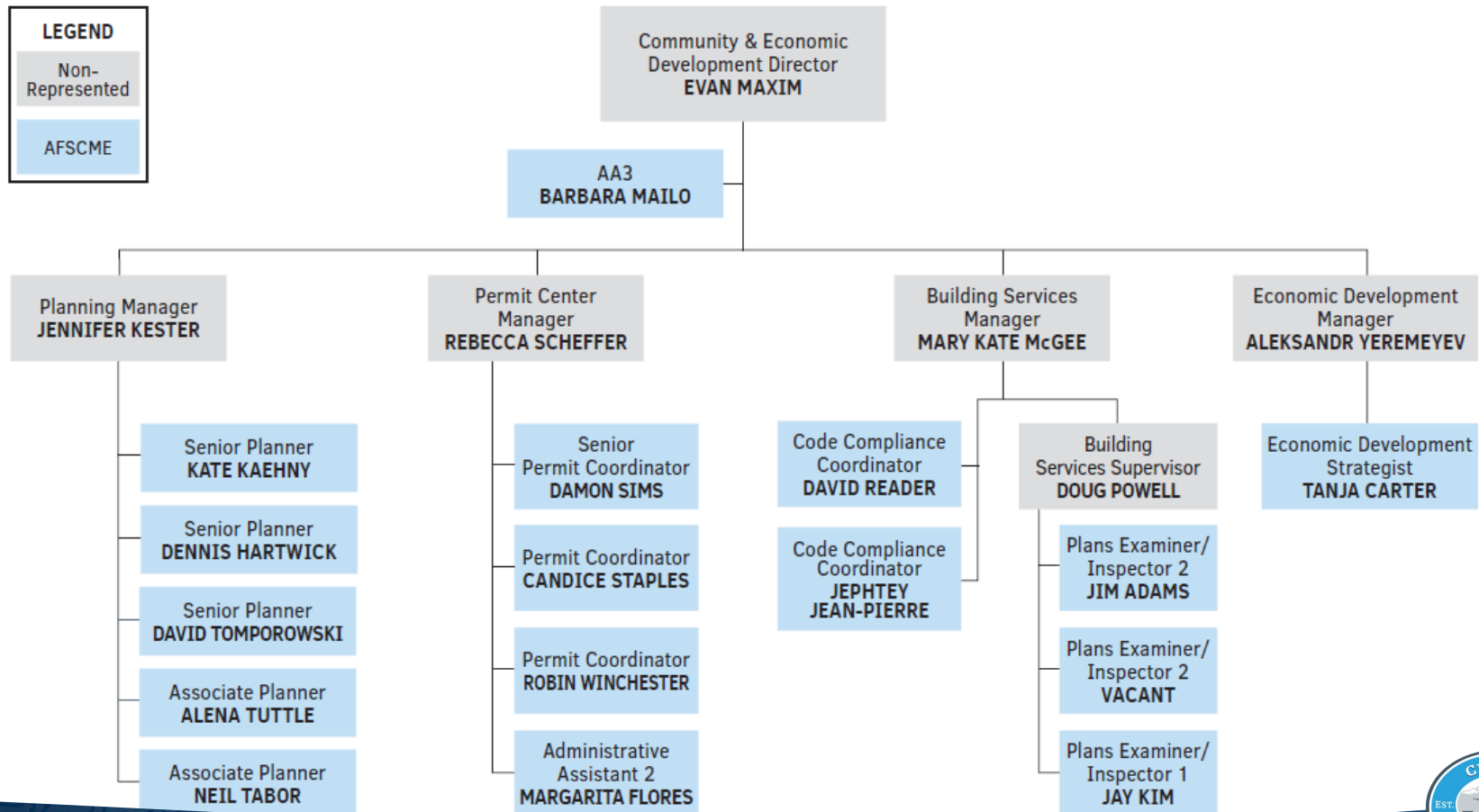


ORGANIZATION - CITY



ORGANIZATION - CED

City of SeaTac COMMUNITY & ECONOMIC DEVELOPMENT DEPARTMENT 2020 Organization Chart



General Topics – All Advisory Groups

- Appointment of Members
- Chair, Vice Chair, Rules of Procedures
- Staff Liaison and Support
- Terms and Vacancies
- Absences
- OPMA Training

Eight Active Advisory Groups: Planning Commission; Sidewalk; Arts, Culture, Library; Community Services; Senior Citizen; Tree Board; Hotel-Motel Tax; and, LEOFF 1 Disability



Purpose of Planning Commission SMC 2.15.200(A)

- **Study, conduct hearings, and make recommendations to the City Council on long range planning**
- **Review Development Regulations:**
 - Subdivision Code (Title 14)
 - Zoning Code (Title 15)
 - Development Review Code (Title 16A)
 - CPTED (Title 17)
 - Shoreline Master Program (Chapter 18.05)
 - Other titles as deemed necessary
- **Develop Annual Work Plan**

Membership: 4 Residents and 3 Business Representatives



Ethics adopted for Council, Staff, and Advisory Groups

Planning Commission: Chapter 2.92, supplements RCW 42.23

Prohibited Conduct:

- General Conflict of Interest
- Beneficial Interest in Contracts and Selection of Contracts
- Representation of Private Person at City Proceedings
- Beneficial Interest in Legislation
- Disclosure of Confidential Information
- Concealment of Public Records
- Use of Email
- Improper Use of Position
- Improper Interference with City Manager
- Improper Use of City Property
- Acceptance of Compensation
- Impermissible Conduct after Leaving City Service



Last reviewed and changed by Planning Commission June 2019

Consistent with SMC 2.15, but with more details:

- Absences
- Meeting dates and times
- Special meetings and workshops
- Officer Elections – 1st meeting in February
- Duties of officers
- Agenda Order
- Public Hearing Order



Formal Work Plans – July to June

Planned in 2022

- Stormwater Standard Updates
- City Center Subarea Plan Update
- Corrections Work Release Code
- 2024 GMA Comprehensive Plan Update
- Miscellaneous Code Updates
- Clearing and Grade Permit Process Updates
- Sign Code Update



2.15.010

assessments, civil judgments, or forfeitures that have been imposed by the Court. Pursuant to the contracting provisions of the City, the Municipal Court may enter into agreements with one (1) or more attorneys or collection agencies for collection of outstanding penalties, fines, costs, assessments, and forfeitures. These agreements may specify the scope of work, remuneration for services, and other charges deemed appropriate.

B. Servicing of delinquencies by collection agencies or by collecting attorneys in which the Municipal Court retains control of its delinquencies shall not constitute assignment of debt.

C. The term “debt” shall include any penalties, fines, costs, assessments, or forfeitures imposed by the Municipal Court.

D. The Municipal Court may assess, as court costs, the moneys paid for remuneration for services or charges paid to collecting attorneys, to collection agencies, or, in the case of credit cards, to financial institutions. (Ord. 13-1004 § 1 (part); Ord. 90-1035 § 24)

Chapter 2.15

**CITIZEN ADVISORY
 COMMITTEES, COMMISSIONS,
 AND BOARDS**

Sections:

- 2.15.010 Establishment.**
- 2.15.020 Appointment.**
- 2.15.030 Chairperson, Vice-Chairperson and rules of procedure.**
- 2.15.040 Quorum.**
- 2.15.050 Staff liaison and support.**
- 2.15.060 Annual update to City Council.**
- 2.15.070 Youth membership.**
- 2.15.080 Terms.**
- 2.15.090 Vacancies.**
- 2.15.100 Absences.**
- 2.15.110 Compensation.**
- 2.15.120 Expenses.**
- 2.15.130 Council review.**
- 2.15.140 Open Public Meetings Act (OPMA) training.**
- 2.15.150 Airport Advisory Committee.**
- 2.15.160 Arts, Culture, and Library Advisory Committee.**
- 2.15.170 Community Services Advisory Committee.**
- 2.15.180 Hotel-Motel Tax Advisory Committee.**
- 2.15.190 LEOFF 1 Disability Board.**
- 2.15.200 Planning Commission.**
- 2.15.210 Senior Citizen Advisory Committee.**
- 2.15.220 Sidewalk Advisory Committee.**
- 2.15.230 Tree Board.**
- 2.15.240 Staggering of terms.**

2.15.010 Establishment.

The following Citizen Advisory Committees, Commissions, and Boards shall serve in an advisory capacity to the City Council:

- A. Airport Advisory Committee;
- B. Arts, Culture, and Library Advisory Committee;

2.15.070

- C. Community Services Advisory Committee;
- D. Hotel-Motel Tax Advisory Committee;
- E. LEOFF 1 Disability Board;
- F. Planning Commission;
- G. Senior Citizen Advisory Committee;
- H. Sidewalk Advisory Committee; and
- I. Tree Board. (Ord. 17-1010 § 1)

2.15.020 Appointment.

A. All members will be appointed by the Mayor and confirmed by the City Council, unless otherwise specified by law. All members to be appointed or reappointed must provide an updated application, including background check form.

B. All applicants will be interviewed by the Mayor and/or other Councilmembers or staff as determined by the Mayor, except any person who was interviewed for the same position by the current Mayor may be reappointed without being interviewed. This section shall not apply to sitting Councilmembers.

C. All appointed or reappointed members will be subject to a background check unless one was conducted, and passed, within the previous twelve (12) months.

D. City of SeaTac employees who are City residents are eligible for appointment (so long as there is no conflict with the employee's job duties).

E. Councilmember's immediate family members (spouse or State-registered domestic partner, parent, step-parent, sibling, child, stepchild, grandparent, or the employee's spouse or domestic partner's parent or sibling) shall not be appointed or serve on advisory committees of the City. However, in the event a family member was appointed prior to a Councilmember being elected or appointed, the family member shall be allowed to serve out their term. (Ord. 19-1013 § 1: Ord. 18-1015 § 1: Ord. 17-1010 § 2)

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 estab-

lish bylaws or rules of procedures as long as they do not conflict with this chapter or any applicable law. (Ord. 17-1010 § 3)

2.15.040 Quorum.

A majority of the appointed members of each Citizen Advisory Committee, Board, or Commission shall constitute a quorum for the transaction of business. Any action taken by a majority of the members present, when those present constitute a quorum, at any meeting of a Citizens' Advisory Committee, Board, or Commission shall be deemed to be the action of the Committee. (Ord. 17-1010 § 4)

2.15.050 Staff liaison and support.

The City Manager shall designate a City employee to act as staff liaison to each Advisory Committee, Board, or Commission. The staff liaison shall produce, in cooperation with the Chair, an agenda for distribution to the Committee, Board, or Commission and the public. The staff liaison shall attend each meeting of the Advisory Committee, Board, or Commission, and shall take and publish minutes of each meeting. The staff liaison shall provide copies of the agenda, and the published minutes of meetings by posting them to the website calendar appointment for the meeting. Prior to consideration of any topic, the staff liaison person shall prepare and provide to each Committee, Board, or Commission member a staff report and documentary information, as may be appropriate. (Ord. 17-1010 § 5)

2.15.060 Annual update to City Council.

Each Citizen Advisory Committee, Board, or Commission shall provide an annual update to the City Council during a City Council meeting or in writing. (Ord. 17-1010 § 6)

2.15.070 Youth membership.

The Mayor may appoint a qualified youth member to the Community Services Advisory Committee, Arts, Culture, and Library Advisory Committee, Sidewalk Advisory Committee, and the Airport Advisory Committee. If a youth member is not found, the position may be filled by a resident. Any youth member

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must be a student residing in the City, and be between the ages of sixteen (16) and eighteen (18) at the time of appointment. (Ord. 17-1010 § 7)

2.15.080 Terms.

Members shall serve for a term of three (3) years, unless otherwise specified in this chapter. This section shall not apply to sitting Councilmembers. (Ord. 17-1010 § 8)

2.15.090 Vacancies.

All vacancies, including current positions with terms ending, will be open for qualified individuals to apply. If a vacancy occurs during a current term, a qualified successor shall be appointed to serve the remainder of the unexpired term. If the unexpired term is six (6) months or less, the appointee will be appointed to fill the unexpired term plus one full term. If a successor has not yet been appointed at the end of an appointed term, the current member may serve past the end of their appointed term until a successor has been appointed. (Ord. 17-1010 § 9)

2.15.100 Absences.

If a committee member's lack of attendance at committee meetings is impacting the committee's ability to carry out its responsibilities, the City Manager should notify the Administration and Finance (A&F) Committee of the circumstances. In such circumstances, the A&F Committee may declare the position held by that member vacant and allow a new member to be appointed by the Mayor for the remainder of the unexpired term, subject to confirmation by the City Council. (Ord. 19-1013 § 2: Ord. 18-1015 § 2: Ord. 17-1010 § 10)

2.15.110 Compensation.

The members of the Advisory Committees, Board, or Commission shall serve without compensation. (Ord. 17-1010 § 11)

2.15.120 Expenses.

The City Council may appropriate funds within the budget of an appropriate City Department to provide for staff support and

supplies for use of the Advisory Committees, Board, or Commission, as approved by the Department Director. The City Manager shall provide to each Advisory Committee, Board, or Commission adequate space and facilities and necessary supplies to facilitate the official business of the Committee. (Ord. 17-1010 § 12)

2.15.130 Council review.

The City Council reserves the right to review the conduct, acts and decisions made by the Committees, Boards, or Commissions, as authorized by law. (Ord. 17-1010 § 13)

2.15.140 Open Public Meetings Act (OPMA) training.

In accordance with RCW 42.30.205, all members of Citizen Advisory Committees, Commissions, and Boards must complete OPMA training within ninety (90) days of the commencement of a term or assuming duties. The City Clerk shall be responsible for ensuring compliance with this section. (Ord. 17-1010 § 14)

2.15.150 Airport Advisory Committee.

A. Duties and Responsibilities. The Airport Advisory Committee acts in an advisory capacity to the City Council with the following purposes:

1. To discuss both the positive and negative impacts of the Sea-Tac International Airport in the City of SeaTac;

2. To discuss land use issues related to Sea-Tac Airport, including the impacts on the City of SeaTac, including but not limited to the South Aviation Support Area (SASA), the international arrivals facility, and airport access;

3. To discuss agreements between the City of SeaTac and the Port of Seattle related to Sea-Tac Airport including, but not limited to, any interlocal agreements;

4. To discuss mitigations of the airport impacts including, but not limited to, traffic mitigation, surface water management, parking, and the payment of impact fees;

5. To make recommendations to the City Council regarding ways to protect resi-

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dents and businesses from negative airport impacts;

6. To make recommendations to the City Council regarding ways for residents and businesses to take advantage of positive airport impacts; and

7. To address other airport related issues as deemed appropriate by the Committee or the City Council.

B. Membership. The Airport Advisory Committee shall consist of nine (9) members composed of:

1. Three (3) sitting Councilmembers, one (1) of which will be Chair appointed by the Mayor;

2. Three (3) members who reside in the City of SeaTac, one (1) of which can be a youth member; and

3. Three (3) members from the SeaTac business community, but if such candidates cannot be found, then these positions may be residents of the City. (Ord. 19-1013 § 3; Ord. 17-1010 § 15)

2.15.160 Arts, Culture, and Library Advisory Committee.

A. Duties and Responsibilities. The Arts, Culture and Library Advisory Committee acts in an advisory capacity to the City Council with the following purposes:

1. Make recommendations pertaining to art and culture to the community and creating a bridge between the SeaTac community and the Valley View Library;

2. Inform the City Council in matters of the arts, culture and library related activities and programs;

3. Represent the interest of the community pertaining to the arts, culture and library;

4. Develop cooperation with schools, local, regional, state and national art and cultural related organizations;

5. Solicit grants and resources to enhance and promote related programs;

6. Advocate for increased access and consciousness to art, culture and library programs;

7. Facilitate community dialogue and education on issues including literacy, diversity and intellectual freedom;

8. Establish and administer an Arts and Cultural Master Plan; and

9. Work with King County 4Culture Grant program for funding sources.

B. Membership. The Arts, Culture, and Library Advisory Committee shall consist of seven (7) members composed of:

1. Individuals who work or reside in the City, one of which can be a youth member. (Ord. 17-1010 § 16)

2.15.170 Community Services Advisory Committee.

A. Duties and Responsibilities. The Community Services Advisory Committee acts in an advisory capacity to the City Council with the following purposes:

1. Make reports and recommendations to the City Council concerning community service issues;

2. Bring committee members, leaders and businesses to address issues related to community service;

3. Review City actions which may affect the accessibility or quality of community services available to City residents;

4. Seek volunteers who are interested in performing service in our community;

5. Evaluate funding requests and, based on Council priorities, make recommendations on funding human service agencies and organizations to the Parks and Recreation Committee;

6. Help volunteers find projects in which that can serve the community;

7. Connect volunteers with agencies or groups who conduct community service projects in the City;

8. Connect agencies or groups with service projects in our community;

9. Address other community service issues as deemed appropriate by the Committee;

10. Review and recommend community service plans and policies, including the human service element of the City's Comprehensive Plan; and

2.15.180

11. Participate in collaborative planning efforts involving citizen groups, human service agencies and local organizations.

B. Membership. The Community Services Advisory Committee shall consist of seven (7) members composed of:

1. Individuals who work or reside in the City, one (1) of which can be a youth member. (Ord. 18-1015 § 3; Ord. 17-1010 § 17)

2.15.180 Hotel-Motel Tax Advisory Committee.

A. Duties and Responsibilities. The Hotel-Motel Tax Advisory Committee acts in an advisory capacity to the City Council with the following purposes:

1. Perform functions as the City's Lodging Tax Advisory Committee, as required by RCW 67.28.1817, for the purposes set forth in Chapter 67.28 RCW;

2. Any proposed imposition of a hotel-motel tax, any proposed increase in the rate of the hotel-motel tax, any proposed repeal of an exemption from the tax, and any proposed change in the use of revenue received from the hotel-motel tax shall be submitted to the Committee for review and comment, at least forty-five (45) days before final action on or passage of the proposal by the Council;

3. Hold public hearings and solicit public comments if necessary;

4. Submit to the City Council comments on any proposal in a timely manner through generally applicable public comment procedures, which shall include an analysis of the extent to which the proposal will accommodate activities for tourists or increased tourism, and the extent to which the proposal will affect the long-term stability of the fund established for receipt of revenue from the hotel-motel tax.

B. Membership. The Hotel-Motel Tax Advisory Committee shall consist of seven (7) members composed of:

1. The Chair, who shall be a sitting Councilmember appointed by the Mayor;

2. Three (3) representatives of businesses located within the City required to collect the lodging tax; and

3. Three (3) persons involved in activities authorized to be funded by revenue received from the lodging tax.

Persons who are eligible for appointment under subsection (B)(2) of this section are not eligible for appointment under subsection (B)(3) of this section. Persons who are eligible for appointment under subsection (B)(3) of this section are not eligible for appointment under subsection (B)(2) of this section.

C. Annual Council Review. As required by RCW 67.28.1817(1), the City Council shall annually review the membership of the Committee, and shall make such changes to the number of members appointed to the Committee as the Council may deem appropriate. In no event shall the number of Committee members be reduced to less than five (5). (Ord. 19-1013 § 4; Ord. 17-1010 § 18)

2.15.190 LEOFF 1 Disability Board.

A. Duties and Responsibilities. The LEOFF 1 Disability Board approves medical claims for active and retired fire and LEOFF 1 members, and approves disability leaves and retirements for active fire and police LEOFF 1 members in accordance with provisions of Chapter 41.26 RCW, Chapter 415-105 WAC, and the City of SeaTac Disability Board policies and procedures.

B. Membership. The LEOFF 1 Disability Board shall consist of five (5) members, composed of:

1. Two (2) shall be sitting Councilmembers appointed the Mayor;

2. One (1) shall be a LEOFF 1 member nominated and voted by LEOFF 1 retirees;

3. One (1) shall be a LEOFF 2 member nominated by LEOFF 2 (active Firefighters) and voted by LEOFF 1 retirees; and

4. One (1) shall be a resident of the City voted by the other board members.

C. Terms. Pursuant to RCW 41.26.110, members of the LEOFF 1 Disability Board shall serve a term of two (2) years. (Ord. 17-1010 § 19)

2.15.210

2.15.200 Planning Commission.

A. Duties and Responsibilities. The Planning Commission acts in an advisory capacity to the City Council with the following purposes:

1. In order to maintain and achieve the highest level of the City's attributes so that all SeaTac residents and businesses can enjoy and be proud to reside in this community, study and make recommendations to the City Council for adoption of long range comprehensive plans, policies, programs, services related to land use, transportation and community facilities, and development regulations which shall be consistent with and implement the Comprehensive Plan.

2. Recommend to the City Council such development regulations which may be deemed necessary, but which shall be consistent with and shall implement the Comprehensive Plan, to include the following:

a. Subdivision Code, SMC Title 14;

b. Zoning Code, SMC Title 15, including the Official Zoning Map;

c. Development Review Code, SMC Title 16A;

d. Crime Prevention Through Environmental Design Code, SMC Title 17; and

e. Shoreline Master Program, Chapter 18.05 SMC.

3. Conduct public hearings as required, review individual or City-wide rezones initiated by the City, and such other actions as may be requested by the City Council.

4. Research and fact finding, which may include undertaking such surveys, analyses, research, and reports in order to fulfill the purposes set forth in this section. The Planning Commission is specifically authorized to join with and cooperate with the planning agencies of other cities and counties, to include regional planning agencies, in furtherance of such research and planning.

5. Annually, by July 15th of each calendar year, to coincide with the City's preliminary budget or mid-year biennial review process, submit to the City Council a work

plan for the ensuing calendar year, together with a report on progress made in implementing the goals and requirements of State law and on the status of land use policies and procedures within the City, for the purpose of assisting the Council in establishing a budget to support the Commission. The work plan may include:

a. A description of all anticipated amendments to the Comprehensive Plan;

b. Anticipated preparation of sub-area plans;

c. Anticipated area rezones;

d. Anticipated amendments of development regulations;

e. Any other studies and projects reasonably expected to be undertaken; and

f. Any estimated direct expenses.

B. Membership. The Planning Commission shall consist of seven (7) members that are composed of:

1. Four (4) members who are residents of the City; and

2. Three (3) members who 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. (Ord. 19-1015 § 7; Ord. 17-1010 § 20)

2.15.210 Senior Citizen Advisory Committee.

A. Duties and Responsibilities. The Senior Citizen Advisory Committee acts in an advisory capacity to the City Council with the following purposes:

1. Identify issues related to senior citizens in the community;

2. Act as an advisory body to the City Council and provide input through the City Manager and the staff liaison to the City Council on issues relating to senior citizens in the community;

3. Provide increased opportunities for community involvement by senior citizens of the City and community, in general;

4. Advise the City Council, through the City Manager, regarding the delivery of senior citizen programs; and

2.15.220

5. Provide outreach to the community in an effort to develop and place senior citizen issues before the citizens of the City of SeaTac in a positive manner.

B. Membership. The Senior Citizen Advisory Committee shall consist of seven (7) members composed of:

1. Residents fifty-five (55) years of age or older at the time of appointment. (Ord. 17-1010 § 21)

2.15.220 Sidewalk Advisory Committee.

A. Duties and Responsibilities. The Sidewalk Advisory Committee acts in an advisory capacity to the City Council with the following purposes:

1. Develop recommendations to Council regarding the funding, construction, site selection for sidewalk construction projects, and future maintenance of neighborhood sidewalk projects within the community;

2. Make recommendations to City Council to help ensure that the Neighborhood Sidewalk Program meets the needs and goals of our community, which shall be developed through the Committee's work plan. The work plan will include tasks such as:

a. Research best practices of other jurisdictions and vet those ideas within the community.

b. Develop, maintain and implement a project identification, ranking and selection process.

c. Seek innovative, community-based ideas through sustainable, two (2) way communication within the community.

d. Develop and provide oversight of program community outreach efforts.

3. The Committee Chair shall be appointed by the Mayor and the Vice-Chair shall be selected by the Committee Chair.

B. Membership. The Sidewalk Advisory Committee shall consist of nine (9) members composed of:

1. Three (3) sitting Councilmembers appointed by the Mayor; and

2. Six (6) citizens representing a wide range of ages, neighborhoods, schools, cultures, religions, socio-economics, special

needs, and skills, one (1) of which may be a youth member. (Ord. 17-1010 § 22)

2.15.230 Tree Board.

A. Duties and Responsibilities. The Tree Board acts in an advisory capacity to the City Council with the following purposes:

1. Meet the obligations of the Tree City U.S.A. Program and ensure the valued natural resource of public trees (and other vegetation) is maintained in a manner that ensures its viability for future generations.

2. Plant, prune, maintain, and remove trees and other plantings within all City of SeaTac rights-of-way, parks and other City properties to preserve public safety and to preserve or enhance the development of public spaces.

3. Study, investigate and develop a written plan for the care, preservation, promotion of public education, pruning, planting, replanting, removal or disposition of trees, shrubs, other vegetation that are located within public spaces, such as parks, public rights-of-way, and any other public place. A list of recommended or beneficial trees and plantings, as well as prohibited trees and plantings, may be included in the plan. Such plan will be presented annually to the City Council and upon the Council's acceptance and approval shall constitute the official comprehensive City Tree Plan. The plan will be reviewed and updated as the Board determines, or as otherwise directed by the City Manager.

4. Make recommendations to the various City departments to implement removal of public trees or parts of public trees that are deemed to be injurious to the general public or that are causing an interference with utilities such as overhead power or transmission lines. This may also include diseased or defective trees.

5. Make its own rules and regulations, and keep a record of its proceedings. A majority of the members shall be a quorum for the transaction of business.

B. Membership. The Tree Board shall consist of five (5) members, composed of:

1. Three (3) qualified City staff that are appointed by the City Manager, and shall

2.15.240

serve indefinitely or until new members are appointed by the City Manager; and

2. One (1) sitting Councilmember appointed by the Mayor; and

3. One (1) City resident. (Ord. 17-1010 § 23)

2.15.240 Staggering of terms.

Terms for all positions on Citizen Advisory Committees, Boards, and Commissions shall be staggered. The City Clerk is hereby directed to create a schedule for the staggering of terms so that terms expire in different months throughout the year, and that an approximate equal number of terms expire each year. The City Clerk is authorized to adjust terms of current positions to accommodate the intent of this section. (Ord. 17-1010 § 25)

2.91.030 Additional provisions.

The City Manager shall promulgate and maintain a policy which upholds, promotes, and requires the highest standards of ethics from its employees for personal integrity, truthfulness, honesty, responsibility and fairness in carrying out their public duties. This policy shall address, at a minimum, the following elements:

- A. Conflict of interest.
- B. Outside employment.
- C. Acceptance of gifts.
- D. Personal gain or profit.
- E. Employment of relatives.
- F. Political activities.
- G. Solicitation for charities and nonprofit fundraisers.
- H. Improper government action and whistleblower protection.
- I. Duty to attest to review of policy.
- J. Relation to collective bargaining agreement. (Ord. 17-1002 § 1 (part))

2.91.040 Enforcement provisions.

The City Manager shall promulgate rules relating to progressive discipline applicable in instances where an employee did not comply with this ethics policy. However, such rules relating to progressive discipline shall be consistent and in accordance with the collective bargaining agreement, other policies and procedures and municipal, State or Federal laws. (Ord. 17-1002 § 1 (part))

2.91.050 Annual report.

The City Manager shall provide an annual report to the City Council by the end of each January, in summary form, on ethics complaints, investigations and resolutions from the previous year. (Ord. 17-1002 § 1 (part))

Chapter 2.92

**ETHICS OF BOARD,
COMMITTEE, AND
COMMISSION MEMBERS**

Sections:

- 2.92.010 Policy.**
- 2.92.020 Definitions.**
- 2.92.030 Prohibited conduct.**
- 2.92.040 Complaint process and enforcement.**
- 2.92.050 Penalties for noncompliance.**
- 2.92.060 Frivolous complaints.**
- 2.92.070 Acknowledgment.**

2.92.010 Policy.

A. It is the policy of the City of SeaTac to uphold, promote and demand the highest standard of ethics from all of its appointed officials. Appointed officials shall maintain the utmost standards of personal integrity, truthfulness, honesty and fairness in carrying out their public duties; avoid any improprieties or material misrepresentations regarding their roles or authority as appointed public officials, as defined herein; and never use their City positions or powers for improper personal gain.

B. It is the intention of the City Council that this chapter be liberally interpreted to accomplish its purpose of protecting the public against decisions that are affected by undue influence, conflicts of interest, or any other violation of this Code of Ethics. Interpretation of this chapter should be guided by common sense and practicality.

C. This chapter is intended to supplement Washington State law, including but not limited to Chapter 42.23 RCW, the United States and Washington State Constitutions, laws pertaining to conflicts of interests, elections campaigns and City ordinances. (Ord. 17-1011 § 1 (part))

2.92.020 Definitions.

As used in this chapter, these words shall have the following meanings, unless the context clearly indicates otherwise:

2.92.030

A. "Business" means any corporation, partnership, sole proprietorship, firm, enterprise, franchise, association, organization, self-employed individual, consultant, holding company, joint stock company, receivership, trust, or any legal entity organized for profit.

B. "Compensation" means payment in any form for real or personal property or services of any kind.

C. "Family" means spouses, children, dependents, parents, siblings, aunts, uncles, nieces, nephews, cousins, grandchildren, grandparents, son-in-law or daughter-in-law, brother-in-law or sister-in-law, and anyone residing in the person's household;

D. "Gift" means a voluntary transfer of real or personal property of any kind or the voluntary rendition of services of any kind without consideration of equal or greater value, but not including any reasonable hosting expenses, including travel, entertainment, meal, and refreshment expenses incurred in connection with appearances, ceremonies, and occasions reasonably related to official City business, or where otherwise permitted by law.

E. "Immediate family" shall mean spouse and dependent children.

F. "Official" means a member of Council-appointed Boards, Committees, Commissions and other Council-appointed task groups, but shall not include City Councilmembers or City employees.

G. "Person" means any individual, corporation, business or other entity, however constituted, organized or designated.

H. "Remote interest" means:

1. That of a nonsalaried officer of a nonprofit corporation; or

2. That of an employee or agent of a contracting party where the compensation of such employee or agent consists entirely of fixed wages or salary; or

3. That of a landlord or tenant of a contracting party; or

4. That of a holder of less than one percent (1%) of the shares of a corporation, a limited liability company, or other entity, which is a contracting party. (Ord. 17-1011 § 1 (part))

2.92.030 Prohibited conduct.

The following shall constitute violations of this Code of Ethics:

A. General Prohibition Against Conflicts of Interest. In order to avoid becoming involved or implicated in a conflict of interest or impropriety, no official should be involved in any activity that is in conflict with the conduct of official City business or is adverse to the interests of the City.

B. Beneficial Interests in Contracts Prohibited. No official shall participate in his/her capacity as an official in the making of a contract in which she/he has a financial interest, direct or indirect. This shall include any contract for sale, lease or purchase, with or for the use of the City, or the acceptance directly or indirectly of any compensation, gratuity or reward from any other person beneficially interested therein. Provided, however, that this prohibition shall not apply where the official has only a remote interest in the contract, and where the fact and extent of such interest is disclosed and noted in the official minutes or similar records of the City prior to formation of the contract, and thereafter the governing body authorizes, approves or ratifies the contract in good faith, by a vote of its membership sufficient for the purpose without counting the vote(s) of the official(s) having the remote interest.

C. Beneficial Influence in Contract Selection Prohibited. No official shall influence the City's selection of, or its conduct of business with, a corporation, person or firm having or proposing to do business with the City if the official has a financial interest in or with the corporation, person or firm, unless such interest is a remote interest and where the fact and extent of such interest is disclosed and noted in the official minutes or similar records of the City prior to formation of the contract.

D. Representation of Private Person at City Proceeding Prohibited. No official shall appear on behalf of a private person, other than him/herself or an immediate family member, or except as a witness under subpoena, before any regulatory governmental agency or court of law in an action or proceeding to which the City or an official in an official capacity is a

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party, or accept a retainer or compensation that is contingent upon a specific action by the City.

E. Beneficial Interest in Legislation Prohibited. No official, in appearing before the City Council or when giving an opinion before the City Council in their capacity as a member of a Board, Commission or Committee, shall have a financial interest in any legislation coming before the City Council or participate in any discussion with or give an official opinion to the City Council, unless such interest is a remote interest and where the fact and extent of such interest is disclosed and noted on the record of the Council or similar records of the City, prior to consideration of the legislation by the City Council.

F. Disclosure of Confidential Information Prohibited. No official shall disclose or use any confidential, privileged or proprietary information, gained by reason of his/her official position, for a purpose which is other than a City purpose; provided, however, that nothing shall prohibit the disclosure or use of information which is a matter of public knowledge, or which is available to the public upon request.

G. Concealment of Public Records Prohibited. No official may intentionally destroy public records, or conceal a record if the official knew the record was required to be released under the Public Records Act, was under a personal obligation to release the record, and failed to do so. This subsection does not apply where the decision to withhold the record was made in good faith after consultation with the City Attorney's Office and the City's Public Records Officer.

H. Use of Email. No official may use a non-City email account to conduct City business, with the intent to avoid records being preserved as required by law.

I. Improper Use of Position Prohibited. No official shall knowingly use his/her position to secure personal benefit, gain or profit, or use his/her position to secure special privileges or exceptions for him/herself, or for the benefit, gain or profits of any other persons.

J. Improper Interference with the City Manager. No official shall interfere with the duties of the City Manager, as set forth in RCW 35A.13.120.

K. Improper Use of City Property Prohibited. No official shall use City owned vehicles, equipment, materials, money or property for personal or private convenience or profit. Such use is restricted to those services which are available to the public generally, for the authorized conduct of official City business.

L. Acceptance of Compensation, Gifts, Favors, Rewards or Gratuity Prohibited. No official may, directly or indirectly, give or receive, or agree to give or receive, any compensation, gift, favor, reward or gratuity, for a matter connected with or related to the official's services with the City of SeaTac; provided, however, that this prohibition shall not apply to:

1. Attendance by an official at a hosted meal when it is provided in conjunction with a meeting directly related to the conduct of City business, or where attendance by the official as a City representative is appropriate;

2. An award publicly presented in recognition of public service; or

3. Any gift valued at fifty dollars (\$50.00) or less, which gift cannot reasonably be presumed to influence the vote, action or judgment of the official, or be considered as part of a reward for action or inaction. The following are presumed not to influence the vote, action or judgment of the official, or be considered as part of a reward for action or inaction, so as to allow an official or employee to receive or accept them:

a. Unsolicited advertising or promotional items of nominal value, such as pens and note pads;

b. Unsolicited tokens or awards of appreciation in the form of a plaque, trophy, desk item, wall memento, or similar item;

c. Unsolicited items received for the purpose of evaluation or review, if the recipient has no personal beneficial interest in the eventual use or acquisition of the item;

d. Informational material, publications, or subscriptions related to the recipient's

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performance in their capacity as a City representative;

e. Food and beverages consumed at hosted receptions where attendance is related to the recipient's performance as a City representative;

f. Admission to, and the cost of food and beverages consumed at, events sponsored by or in conjunction with a civic, charitable, governmental, or community organization;

g. Payments by a governmental or nongovernmental entity of reasonable expenses incurred in connection with a speech, presentation, appearance, or trade mission related to the recipient's performance as a City representative;

h. Payments for seminars and educational programs sponsored by a bona fide nonprofit professional, educational, or trade association, or charitable institution related to the recipient's performance as a City representative;

i. Flowers, plants, and floral arrangements, however, such items shall be made available for the enjoyment of all City employees;

j. Food and beverages on infrequent occasions in the ordinary course of meals where attendance is as a City representative.

4. The presumption in this subsection (L)(3) is rebuttable and may be overcome by clear and convincing evidence based on the circumstances surrounding the giving and acceptance of the item.

M. Impermissible Conduct After Leaving City Service.

1. Disclosure of Privileged, Confidential, or Proprietary Information Prohibited. No former official shall disclose or use any privileged, confidential or proprietary information gained because of his/her City position.

2. Participation in City Matter Prohibited. No former official shall, during the period of one (1) year after leaving City office:

a. Assist any person in matters involving the City if, while in the course of duty with the City, the former official was officially involved in the matter, or personally and

substantially participated in the matter, or acted on the matter; or

b. Participate as or with a bidder, vendor or consultant in any competitive selection process for a City contract in which he/she assisted the City in determining the project or work to be done, or the process to be used. (Ord. 17-1011 § 1 (part))

2.92.040 Complaint process and enforcement.

A. A complaint that this Code of Ethics has been violated shall be filed with the City Clerk. The subject of the complaint shall be sent a copy of the complaint by the City Clerk. All complaints shall be subject to the following requirements:

1. The complaint must be based upon facts within the personal knowledge of the complainant;

2. The complaint must be submitted in writing and signed under oath by the complainant and filed no more than one (1) year from the date of the alleged violation;

3. The complaint must include a detailed factual description of the alleged violation including the date, time and place of each occurrence and the name of the person or persons who are alleged to have committed a violation. The complaint must also refer to the specific provisions of the code of ethics which are alleged to have been violated;

4. The complaint must be accompanied by all available documentation or other evidence known to the complainant to support the allegations of the complaint.

B. No person shall knowingly file a false or frivolous complaint, or a false or frivolous report of violation of this Code of Ethics.

C. Any complaint that this Code of Ethics has been violated shall be forwarded to the City Attorney or his or her designee for a sufficiency determination. After reviewing the complaint, the City Attorney may take any of the following actions and inform the complainant, the subject of the complaint, and the City Council as appropriate:

1. Determine that the facts stated in the complaint, even if true, would not consti-

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tute a violation of the Code of Ethics, and that no further action is warranted.

2. Determine that the facts stated in the complaint, even if true, would not constitute a material violation of the Code of Ethics because any potential violation was inadvertent or minor or has been adequately cured, such that further proceedings on the complaint would not serve the purposes of the Code of Ethics. The City Attorney may communicate with the subject of the complaint and/or the City Council to provide advice and/or counseling so that such a violation, even if true, could be prevented in the future.

3. Make a preliminary determination that the facts stated in the complaint, if true, could potentially constitute a violation of the Code of Ethics such that further proceedings are warranted.

4. The initial determination shall be documented in writing within fifteen (15) days of its receipt of the complaint, unless a longer time is deemed warranted by the City Attorney based on particular circumstances. The City Attorney's initial determination is final.

5. For all complaints in which the City Attorney's initial determination is that further proceedings are warranted, the City Attorney shall promptly designate an individual to conduct an investigation of the complaint. The individual designated to investigate the complaint may, but is not required, to be a City employee.

D. The individual designated to conduct the investigation shall complete the investigation and prepare written findings, conclusions, and recommended disposition as soon as practicable, but no later than thirty (30) days of the date of the initial determination unless an extension is granted by the City Attorney. A copy of the written investigation findings and conclusions shall be provided to the City Attorney.

E. Within five (5) business days of receipt of the investigator's written findings, conclusions, and recommended disposition, the City Attorney shall forward a copy to the City's Hearing Examiner. The City Attorney shall also forward a copy to the complaining party and the subject of the investigation.

F. Within ten (10) business days of receipt of the investigator's report, unless a longer time is approved by the City Attorney, the Hearing Examiner shall consider and review the complaint, findings, conclusions and recommended disposition. If the Hearing Examiner determines that more information is needed to make a determination as to whether the Code of Ethics has been violated, it may request additional documentary evidence or convene a hearing to gather such additional evidence as required. After final deliberations on the complaint, investigator's findings, as well as any additional testimony, statements, or documents presented at the hearing, if any, the Hearing Examiner shall determine whether or not a violation of the Code of Ethics has occurred. Throughout the process, the Hearing Examiner may seek legal advice from the City Attorney or other legal counsel as assigned by the City Attorney.

G. If the Hearing Examiner determines that a violation of the Code of Ethics has occurred, it may, but is not required, to recommend penalties be imposed for the violation.

H. Copies of the written findings of fact, conclusions and recommended disposition of the Hearing Examiner shall be forwarded to the complaining party and the subject of the investigation and the City Council. Additional copies shall be forwarded to the investigator and the City Attorney.

I. If the Hearing Examiner determines that a violation of the Code of Ethics occurred, the Council shall review and discuss the written findings of fact, conclusions and recommended disposition at the next regularly scheduled Council meeting agenda. Any penalty for violation of the Code of Ethics must be approved by majority vote of the Council. If the Hearing Examiner determines that no violation of the Code of Ethics occurred, the determination is final and closed.

J. After a complaint has been filed and during the pendency of a complaint, members of the City Council shall not discuss directly or indirectly with any party or other person about any issue or fact or law regarding the complaint, except as part of the investigation or disposition of the complaint.

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K. Neither the City nor any official may take or threaten to take, directly or indirectly, official or personal action, including but not limited to discharge, discipline, personal attack, harassment, intimidation, or change in job, salary, or responsibilities against any person because that person filed a complaint. (Ord. 17-1011 § 1 (part))

2.92.050 Penalties for noncompliance.

Any official found to have violated any provision of this Code of Ethics may be subject to one (1) or more of the following penalties, subject to approval of a majority of the Council:

- A. A cease and desist order as to violations of this Code of Ethics.
- B. An order to disclose any reports or other documents or information requested.
- C. Removal from the Board, Committee, or Commission.
- D. Any other penalty that is deemed just and equitable. (Ord. 17-1011 § 1 (part))

2.92.060 Frivolous complaints.

The City Attorney may request that the Hearing Examiner make a finding that a complaint brought pursuant to this Ethics Code is frivolous and without merit. Upon such a finding, the person making such a complaint may be liable to the City for the cost of any investigation, if applicable. If the complainant is a City employee, he or she may additionally be subject to disciplinary action. (Ord. 17-1011 § 1 (part))

2.92.070 Acknowledgment.

All members of Council-appointed City Boards, Committees and Commissions shall acknowledge receipt and review of this chapter by signing an acknowledgment form. (Ord. 17-1011 § 1 (part))

Chapter 2.95

EMPLOYMENT COMPLAINTS AGAINST THE CITY MANAGER

Sections:

- 2.95.010 Purpose.
- 2.95.020 Process.
- 2.95.030 Advice and assistance to the City Council.
- 2.95.040 Other remedies available.

2.95.010 Purpose.

The purpose of this chapter is to set forth a process to address employment complaints against the City Manager by City employees. (Ord. 16-1029 § 1 (part))

2.95.020 Process.

The following process is established to address employment complaints against the City Manager by City employees:

A. An employee may submit to the entire City Council or to their Department Director a written employment complaint against the City Manager. In addition, a copy of the written complaint shall be provided to the City Attorney and the Human Resources Manager. If a complaint is submitted to a Department Director, the Director shall forward the complaint to the City Council by the next business day after receipt.

B. Within two (2) business days of receipt of the complaint, or as soon as practicable, the Mayor (or Deputy Mayor in the case of absence or temporary disability of the Mayor) shall acknowledge receipt of the complaint in writing to the complainant, which shall include a nonretaliation affirmation on behalf of the City Council. The City Attorney and/or the Human Resources Manager shall make attempts to notify the Mayor of any received complaints so an acknowledgment can be processed.

C. The employment complaint shall be addressed by the Council in executive session at the next regularly scheduled Council meeting. However, a special meeting of the Council may be called by the Mayor to discuss the complaint in executive session. Alternatively,

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 Planning Commission 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.

October 2021 – June 2022 Planning Commission Work Plan

WORK ITEM	3rd Quarter (Jul-Sep)	4th Quarter (Oct-Dec)	1st Quarter (Jan-Mar)	2nd Quarter (Apr-Jun)
2021 Comprehensive Plan Amendment Cycle Biennial review period; adoption of amendments by end of year 2021		Public hearing and recommendation to Council	NA	NA
Short Term Rental Regulations AirBNB, VRBO, crash pads, etc.		Worksessions, Public hearing and recommendation to Council	NA	NA
Accessory Dwelling Unit Parking May be rolled into a future parking study		NA	Worksessions	Public hearing and recommendation to Council
City Center Plan Update Phase 2 Completion of Sub-Area Plan Funded for 2022		NA	Worksessions	Worksessions
Stormwater Standards Updates to regulations and stormwater manual		NA	Worksessions	Public hearing and recommendation to Council
Corrections Work Release Regulations Moratorium passed 8/31/21 (Ord21-1027)		NA	Worksessions	Worksessions, Public hearing and recommendation to Council
Miscellaneous Amendments Staff proposed amendments for clarification and permit efficiency		NA	NA	Worksessions
Sign Code Update Required to be compliant with US Supreme Court Decision		NA	NA	Worksessions